



**Early Childhood Councils
Quarterly Report
Instructions and Glossary
EQ Initiative Sections**



EQ INITIATIVE GENERAL INFORMATION			
Question/Field	Definition	Type of Data Field	Example
Name of responder	List the full name of the individual completing the EQ section of this quarterly report.	Text	Joy Darling
Phone number of responder	List the phone number of the individual completing the EQ section of this quarterly report.	Text	(555) 555-5555
Number of EQIT Courses funded for this fiscal year	This information will be pre-populated for you by the state and will reflect the number of courses being funded for your Council for the current fiscal year that began July 1 and ends June 30.	Numeric	3
Number of EQIT coaching hours funded for this fiscal year.	This information will be pre-populated for you by the state and will reflect the number of coaching hours being funded for your Council for the current fiscal year that began July 1 and ends June 30.	Numeric	60
Number of Ounce courses funded for this fiscal year	This information will be pre-populated for you by the state and will reflect the number of courses being funded for your Council for the current fiscal year that began July 1 and ends June 30.	Numeric	1
Number of Ounce coaching hours funded this fiscal	This information will be pre-populated for you by the state and	Numeric	20

EQ INITIATIVE GENERAL INFORMATION			
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year	will reflect the number of coaching hours being funded for your Council for the current fiscal year that began July 1 and ends June 30.		
Number of Touchpoints Individual Level Training courses funded for this fiscal year	This information will be pre-populated for you by the state and will reflect the number of courses being funded for your Council for the current fiscal year that began July 1 and ends June 30.		
Number of Touchpoints coaching hours funded for this fiscal year	This information will be pre-populated for you by the state and will reflect the number of coaching hours being funded for your Council for the current fiscal year that began July 1 and ends June 30.		
In thinking about your EQ Initiative activities, what have you done this quarter that is making the most significant positive difference for infants, toddlers, and their families in your community?	Briefly describe any specific steps you took this past quarter in relation to your Council's EQ activities that were particularly successful.	Text	We provided a \$50 stipend to individuals who completed EQIT. This resulted in a 10% higher completion rate than we have previously experienced.
What has been your most significant challenge in your	Briefly articulate the aspects of implementing EQ activities this past	Text	We had a hard time getting people to sign up for coaching and, as a result, have not fulfilled

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EQ initiative work this quarter? Please provide a brief description of the challenge and what kind of technical assistance or support (if any) you need to address this challenge:	quarter that were most difficult for your Council.		all of our funded coaching hours this past quarter. We need some technical assistance from the State around strategies to either encourage or require coaching for each student taking EQIT.

EQIT, Ounce Scale Assessment and/or Touchpoints			
<i>Note: these instructions apply to the data entry pages for all three courses in the EQ initiative</i>			
Question/Field	Definition	Type of Data Field	Example
Add New Course	<p>Click the green button with the white cross next to the words “Add new Course” to create a new course. If you are editing an existing course, instead click the underlined <u>Edit</u> next to the course code on this page.</p> <p>When you click either one of these options, another data entry page will open up in front of this page.</p>	Link	+ Add new Course
Course Code	This field will automatically populate when you create a new course. You do not need to enter anything here.	Text	E07-1
Course Begin Date	Use the calendar function to enter the	Calendar	January 6, 2009

EQIT, Ounce Scale Assessment and/or Touchpoints

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Question/Field	Definition	Type of Data Field	Example
	date that the course is scheduled to begin.		
Course End Date	Use the calendar function to enter the date that the course is scheduled to end.	Calendar	March 13, 2009
Names of Instructors:	Use this function to select the names of each instructor teaching this particular course. You can select multiple instructors by holding down the ctrl key while you click each name.	Drop-Down Menu	Suzanne Sommers Roxanne Roberts Britney Bowles
Please describe any additional EQIT activities (or Ounce Scale or Touchpoints activities, as appropriate):	Please select the type of additional course-related activities your Councils offered this past quarter.	Drop-down menu	Director's Seminar
Other	Use this field to describe any additional course-related strategies, other than a Director's Seminar, Follow-up Training, or Orientation that you used this past quarter.	Text	Monthly coffee chats/support group with former EQIT students to provide ongoing support and networking.
Is college credit offered to participants for this course?	Use the provided check boxes to indicate the availability of college credit for this course.	Check boxes	Yes
Colleges offering	List all colleges that	Text	Community College of

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Question/Field	Definition	Type of Data Field	Example
course credit (please specify)	offered credit for this course in the field provided.		Oz; Sugar Plum Junior College
Course Title	If a college is offering credit for this course, please use this field to write in the name that the college has given the course.	Text	ECE 111 “Infant Toddler Theory and Practice”
Add New Student	<p>Once you have created a course, an option will become available to begin adding students to the course.</p> <p>To access this option, click the white “expand” button (>) next to the <u>Edit</u> link (beside the course code on the main course page).</p> <p>Once you click this “expand” button, then you will see a white + in a green circle next to the words Add New Student. Click this to begin adding students!</p>	Link	> <u>Edit</u> + Add New Student
Student Unique Identifier Number	Each student will be assigned a unique identifying number. The database will generate this number automatically, so the reporter does not	Numeric	0000134

EQIT, Ounce Scale Assessment and/or Touchpoints

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	need to enter anything in this field.		
Student First Name	Enter the first name of the student in this field.	Text	Mary
Student Last Name	Enter the last name of the student in this field	Text	Mack
Address (work)	Enter the complete work address (street name and number, city, and zip code) for the student in this field.	Text	15 Yellow Brick Lane, Greatcity, CO 80777
Phone Number (work)	Enter the 10 digit work phone number for the student.	Numeric	(303)558-5588
Email	Enter the primary email address for the student.	Text	mary.mack@ozecc.org
Address (home)	Enter the student's complete home address (street name and number, city and zip code).	Text	9000 Happy Trails Road, Smalltown, CO 82828
Phone Number (home)	Enter the 10 digit home number for the student.	Numeric	(779)993-5599
Employer	Use this field to identify the full name of the student's place of employment.	Text	Little Penguin Preschool
Employer Type	Select the type of early childhood business the employer falls into.	Drop-down menu	Center based
Other	If you selected "other" as an employer type in the previous field, please define the student's	Text	Home Visitor – Parents as Teachers

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	<p>“other” employer type here.</p> <p>This category may be appropriate for students who work in early childhood, but not necessarily as an early care and education teacher or director. Examples might be parents, home visitors, nurse consultants, or mental health professionals.</p>		
Additional activity hours this student received this quarter	Use this field to list the number of additional hours of support this student received for this quarter only (not including coaching hours, which will be tracked separately). Additional activity hours might include orientation, director’s trainings or other support mechanisms outside of the regular course and related coaching.	Numeric	2
Home many infants and toddlers are served by this student? (unduplicated count)	<p>Please enter the number of infants and toddlers that this teacher serves in their work as an early childhood professional.</p> <p>If this student is taking the class with</p>	Numeric	10

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	<p>a co-worker who serves the same infants and toddlers (i.e., they are co-teachers in a classroom together), <u>do not count the same children twice!</u> Instead, either assign all the infants and toddlers they serve together to just one of the students OR split the number between the two students.</p>		
Course Completed?	<p>Use these check boxes AT THE END OF THE COURSE to indicate whether the student completed the course by the end of the modules.</p> <p>If the modules have not all been taught by the end of the quarter, you do not need to check either box until the course actually completes.</p> <p>You will be able to fill in course and student information at any time, not just at the end of each quarter, so make sure you use these pages as an ongoing tool to track courses, students and</p>	Check Boxes	Yes

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	coaching hours.		
Date student completed course	Use the calendar function to select the date the student completed the course.	Calendar	11/12/09
If participant did not complete the course, please specify reason for non-completion.	Enter a <u>short</u> description of why the student did not complete the course.	Text	Family illness
Course Credit Earned	Mark this check-box if the student took this course for college credit.	Check-box	✓
Track coaching hours	<p>Once you have entered at student into the system for the first time and have selected “update” at the bottom of the student page, a link will become available on the student page the next time you open it.</p> <p>This link will allow you to <u>track coaching hours</u> for this particular student. To do this, click on the underlined <u>track coaching hours</u> link on the students’ page.</p> <p>Next, click <u>Edit</u> next to the coaching hours for the appropriate quarter.</p>	Link Numeric	<u>track coaching hours</u> <u>Edit</u> 4.00

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Question/Field	Definition	Type of Data Field	Example
	A numeric field will open into which you will type the number of hours this student was coached during the quarter.		