

AGENCY NAME:	South Carolina First Steps to School Readiness		
AGENCY CODE:	H. 63 (Education)	SECTION:	First Steps

Fiscal Year 2016-2017 Accountability Report

SUBMISSION FORM

AGENCY MISSION	Collaborating with other entities, First Steps helps South Carolina families and caregivers prepare their children for school success by maximizing public and private community resources to deliver, enhance, and expand high-quality early childhood services.
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AGENCY VISION	Every South Carolina child will be prepared for success in school.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

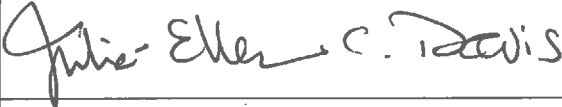
RESTRUCTURING RECOMMENDATIONS:	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Please identify your agency's preferred contacts for this year's accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	Dr. Dan Wuori	803-734-0100	dwuori@scfirststeps.org
SECONDARY CONTACT:	Mark Barnes	803-734-8079	mbarnes@scfirststeps.org

AGENCY NAME:	South Carolina First Steps to School Readiness		
AGENCY CODE:	H. 63 (Education)	SECTION:	First Steps

I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):			
	(TYPE OR PRINT NAME): Julia-Ellen Davis, Interim Director		

BOARD/CMSN. CHAIR (SIGN AND DATE):			
	(TYPE OR PRINT NAME): Ken Wingate, Chairman, First Steps Board of Trustees		

AGENCY NAME:	South Carolina First Steps to School Readiness		
AGENCY CODE:	H. 63 (Education)	SECTION:	First Steps

AGENCY’S DISCUSSION AND ANALYSIS

SC First Steps: 2017 in Review

FY17 was an important year for the state’s comprehensive school readiness initiative, as SC First Steps oversaw the continued success of its 46 local partnerships, further expansion of private four-year-old kindergarten, the launch of Early Head Start services to low-income infants and toddlers in 11 SC counties (as well as the receipt of a secondary federal grant which will expand this service to an additional 162 children), and the improved compliance of the federal BabyNet early intervention program (which saw its federal determination raise for the first time since 2010).

Since December of 2015, First Steps has:

- Successfully completed review by the House Legislative Oversight Committee, which resulted in a unanimous vote to recommend the continuation of First Steps’ existing structure and each of its major program areas.
- Substantially improved its support of local partnerships, doubling its technical assistance staff and establishing the Executive Director Leadership Council - an advisory body comprised by all 45 local partnership directors which has ensured unprecedented levels of state-local collaboration.
- Secured additional Early Head Start grant funding (bringing the agency’s total EHS funding to \$34 million over five years) and successfully completed its initial federal review.
- Timely met its legislative mandates and advanced the Vision 2020 strategic plan.
- Overseen the continued growth and complexity of the First Steps 4K program, as it prepares for year-round operation during 2017-2018 in 219 private, community- and faith-based classrooms.
- Advanced the permanent legislative reauthorization of the existing First Steps structure, which now requires only a final Senate vote before passage.

The SC First Steps Board of Trustees is currently undertaking a search for the agency’s next permanent director, which it expects to have in place prior to the 2018 legislative session.

Risk Assessment and Mitigation Strategies:

Should First Steps fail to meet its goals and objectives, South Carolina’s young children will be less prepared for success in school and life. In order to mitigate and prevent this negative and costly impact, First Steps requires the ongoing support of its public and private partners, Governor McMaster, and the SC General Assembly. In order for the agency to continue to support the needs of the state’s children and families, First Steps requires a permanent statutory reauthorization during the 2018 session. Failure to secure reauthorization of the initiative’s enabling legislation will result in instability, staff turnover and the continued loss of resources from private and philanthropic sources.

To resolve this issue before it reaches a point of crisis, the General Assembly could:

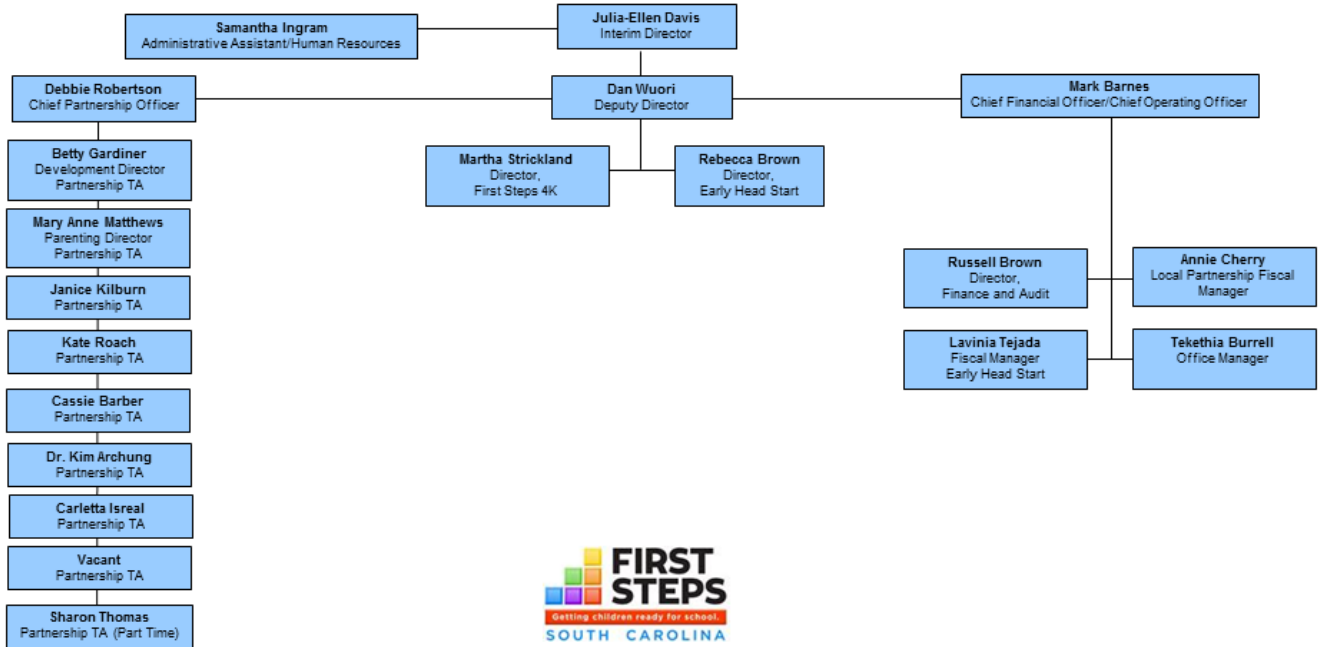
- 1) Honor the findings of the House Legislative Oversight Committee, which determined in May of 2016 – following year-long investigatory study - that the programs of First Steps should be continued under the agency’s existing structure. A durable reauthorization for First Steps will enable the agency to execute the Board’s strategic plan as detailed in the pages to follow.
- 2) Consider expanding the resources of the local First Steps Partnerships. As the state considers its response to the ongoing *Abbeville County School District et. al. vs. South Carolina* school equity funding lawsuit, policy makers will be wise to take stock of scientific research suggesting that the years of early

AGENCY NAME:	South Carolina First Steps to School Readiness		
AGENCY CODE:	H. 63 (Education)	SECTION:	First Steps

childhood – and particularly those from birth to three – play a significant role in determining the long-term academic success of young children. This is particularly true of young children in poverty.

ORGANIZATIONAL CHART:

An organizational chart depicting the agency’s first three levels of reporting is included below.



September 2017

Agency Name: SC First Steps to School Readiness

Fiscal Year 2017-2018
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Education, Training, and Human Development	Further expand access to high-quality early care, education, and early literacy services, particularly in the Abbeville plaintiff districts.
S		1.1			Promote the implementation of evidence-based early care and education programming by local partnership boards.
O			1.1.1		Develop, in collaboration with USC's Institute for Families in Society, an initial guide categorizing evidence-based and evidence-informed programs for approval by the First Steps Board of Trustees.
O			1.1.2		Establish, within the Board's Strategic Planning and Evaluation Committee, a formal process through which new/additional strategies will be categorized as evidence-based or evidence-informed.
O			1.1.3		Establish a budget for the evaluation of widely-used evidence-informed strategies to inform their potential inclusion as evidence-based.
O			1.1.4		Evidence-based programs as defined by the Board will comprise 75% of partnerships' annual programmatic investments, effective July 1, 2018.
S		1.2			Collaborate with agency partners to support and cross-promote existing [early childhood] quality efforts.
O			1.2.1		Dedicate a section of the First Steps website to early childhood services provided by partner agencies, including links program descriptions, access and eligibility information and contact numbers.
O			1.2.2		In collaboration with interagency partners, revisit the FS accountability standards to explore opportunities for greater alignment with partner agency goals.
O			1.2.3		Collaborate with SCDE and Head Start to create and promote a joint 4K recruitment/application process.
S		1.3			Increase participation in the First Steps 4K program among both providers and families.
O			1.3.1		Student enrollment within First Steps 4K program will grow by at least 10% annually.
O			1.3.2		Provider enrollment within the First Steps 4K program will grow by at least 10% annually.
S		1.4			Pursue opportunities designed to expand access to high-quality early childhood education services.
O			1.4.1		Prepare and submit federal Early Head Start-Child Care Partnership expansion application.
O			1.4.2		Provide resources and technical assistance to local partnerships, designed to support grant writing and fund-raising efforts.
S		1.5			Add staffing capacity and new access points within the BabyNet system, with the goals of improving community based access in underserved communities
O			1.5.1		Deploy 18 new BabyNet SPOE staff with the goal of improving and ensuring federal system compliance.
O			1.5.2		Create or expand local BabyNet access points in Rock Hill, Myrtle Beach, Sumter, Georgetown, Greenwood, and Walterboro.
O			1.5.3		Establish a BabyNet Deputy Director's position and internal IFSP quality team designed to review service utilization and ensure the availability of service funds.
O			1.5.4		Document the performance of each local BabyNet office monthly, with a goal of ensuring an initial IFSP to all students within 45 days.
G	2			Education, Training, and Human Development	Enhance/expand comprehensive services to children 0-5 and the families/caregivers who support them, recognizing families are the first and best teachers of their children.
S		2.1			Increase grant allocations to local partnerships designed to expand service access and support partnerships in their delivery of new core services established
O			2.1.1		Increase partnership funding by \$1.4M, raise partnership minimum funding from \$138,000 to \$200,000.
O			2.1.2		Provide a comprehensive report to the General Assembly on expanded partnership services to children and families.
S		2.2			Successfully implement the agency's Early Head Start-Child Care Partnerships grant in 12 SC counties.
O			2.2.1		Identify and contract with 15 initial EHS child care partners.
O			2.2.2		Provide pre-service training to all EHS teachers, directors and staff.
O			2.2.3		Enroll 254 low-income infants and toddlers.
G	3				Increase understanding of school readiness domains and assessment and "what works" to help young children succeed. Make information easily accessible in all
S		3.1			Increase understanding of school readiness domains, assessment, and "what works" to help young children succeed. Make information easily accessible in all
O			3.3.1		Develop an FY17 budget and set of proposed action steps designed to continue the statewide "I CAN" public awareness campaign in collaboration with local partnerships.
O			3.3.2		Develop updated collateral print materials, for modification by local partnerships, highlighting both the Profile of the Ready Kindergartner and the services of First Steps.
O			3.3.3		Document outreach to school districts/schools, parents, child care providers and business, faith and community organizations re: new school readiness definition and description.
G	4			Government and Citizens	Build state and local capacity by strengthening interagency collaboration, public-private partnerships, strengthening technical assistance and leadership
S		4.1			Establish state-local teams, designed to ensure clear communication and synergy between local partnerships and state-level programming (technical
O			4.1.1		Develop state-local team parameters in collaboration with executive director focus group, for review by ED Council.
O			4.1.2		Review and refine proposed state-local team concept with ED Council.
O			4.1.3		Launch state-local team meetings.
S		4.2			Establish an Executive Director Council, mirroring the state board structure, designed to expand local input and engage local stakeholders in key policy
O			4.2.1		Develop ED Council concept in collaboration with executive director focus group, for review by ED Council.

Agency Name: SC First Steps to School Readiness

Fiscal Year 2017-2018
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			4.2.2		Launch ED Council, assign committees.
O			4.2.3		Meet at least twice annually, with ongoing committee work.
S		4.3			First Steps will create - in collaboration with agency partners - enhanced TA support/professional development networks to provide professional support and
O			4.3.1		Develop technical assistance network concepts for – at minimum – home visitation and child care technical assistance in collaboration with Program and Grants Committee of ED Council.
O			4.3.2		Document meetings of TA networks at least twice annually.
S		4.4			Identify collective impact goals and best practices related to interagency and state/local collaboration opportunities.
O			4.4.1		Using current SC data, the ED Council will identify one or more collective impact goals for proposal to the State Board of Trustees.
O			4.4.2		Using current SC data, the Board’s Interagency Collaboration Committee will identify one or more collective impact goals for proposal to the State Board of Trustees.
O			4.4.3		The First Steps Board of Trustees will identify one or more collective impact goals for incorporation into the FY18 grant renewal process.
O			4.4.4		South Carolina First Steps will measure and report progress toward its identified collective impact goals.
S		4.5			Develop – or actively participate in an existing - interagency strategic planning/needs assessment process designed to improve access to early childhood
O			4.5.1		Convene – in collaboration with DMH, the SC Department of Social Services and others - an interagency group to discuss/inventory existing EC mental health resources and service gaps.
O			4.5.2		Develop and adopt interagency recommendations to fill existing gaps in EC mental health.
G	5			Government and Citizens	5. Enhance systems of support for local partnerships, BabyNet providers, Early Head Start-Child Care Partnerships and 4K families.
S		5.1			Add technical assistance resources in areas of identified partnership need, including the expansion of child-care, marketing-, evaluation-, and resource
O			5.1.1		Deploy at least four new partnership technical assistants in areas of identified need.
O			5.1.2		Dedicate expanded staff resources to ensuring at least one on-site technical assistance visit, per partnership, per year (in addition to twice annual state-local team meetings).
S		5.2			Develop, distribute and provide on-site support for tools to build capacity within local boards.
O			5.2.1		Develop updated board training materials, designed for flexible use by local partnerships, and/or independent use by local board members (PowerPoint/YouTube)
O			5.2.2		Dedicate expanded staff resources to on-site technical assistance to local boards as requested.
O			5.2.3		Convene at least one Board-to-Board training/meeting day annually.
S		5.3			Support increased professional development on issues of equity and diversity.
O			5.3.1		Establish and convene a Diversity Planning Team charged with developing a feasible professional development agenda designed to increase awareness and understanding of issues of equity and diversity.
O			5.3.2		Report the recommendations of the Diversity Planning Team to the Board of Trustees.
O			5.3.3		Implement the professional development recommendations of the Diversity Planning Team, as approved by the State Board.
O			5.3.4		Plan and provide diversity training to all new Early Head Start staff.
S		5.4			Support increased technical assistance to 4K providers.
O			5.4.1		Host Summer Professional Development Academies for both 4K teachers and directors, making these opportunities available to agency partners as space and resources permit.
O			5.4.2		Pilot use of the McCormick Center Director’s Credential and other supports to center directors. Report findings to the Board of Trustees.
O			5.4.3		Initiate use of the ECERS-3 and CLASS assessment across all 4K classrooms, use the resulting data to customize on-site technical assistance.
S		5.5			Support increased technical assistance to EHS-CCP providers.
O			5.5.1		SC First Steps will provide intensive pre-service training to all EHS child care partners prior to the enrollment of EHS students.
O			5.5.2		SC First Steps will provide intensive, on-site technical assistance to each of 15 EHS providers. A status report on all aspects of the Early Head Start grant will be provided to the EHS Governance Council prior to each Board meeting.
S		5.6			Support increased technical assistance to BabyNet service providers.
O			5.6.1		Develop formal provider recruitment strategies, designed to increase service provision in geographic areas of high need. Consider fiscal impact in association with the agency’s FY18 budget requests to the Governor and General Assembly.
O			5.6.2		Implement BabyNet provider recruitment strategies as available resources permit.
O			5.6.3		Develop and deploy training in evidence-based early intervention practices for BabyNet providers.
O			5.6.4		Develop an online referral portal within the BRIDGES data system and provide associated technical assistance to BabyNet referral sources.
G	6			Education, Training, and Human Development	6. Examine and strengthen early childhood transitions for children among SC’s early childhood system partners to ensure continuity of care and healthy development.
S		6.1			Collaborate with key interagency partners in an effort to strengthen programmatic accountability and transitions (4K to 5K, BabyNet to Part B, Early Head
O			6.1.1		Collaborate with the SCDE to develop and implement joint transition training for BN service providers and school district staff.

Agency Name: SC First Steps to School Readiness

Fiscal Year 2017-2018
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			6.1.2		Collaborate with the SCDE and technical assistance providers to establish electronic sharing of child outcome ratings between BN and SCDE, enabling Part B to utilize Part C exit ratings as their entrance ratings upon transition.
O			6.1.3		Develop formal strategies to expand Countdown to Kindergarten through private giving and increased collaboration with local school districts.
O			6.1.4		Convene Head Start partners in 12 First Steps EHS communities to explore public private partnerships designed to ensure continuity of service for children participating in First Steps' EHS grant.
O			6.1.5		Collaborate with key partners to ensure the improved federal compliance of the interagency BabyNet early intervention system and the successful implementation of the State Systemic Improvement Plan (SSIP).
O			6.1.6		Work in collaboration with Governor Haley and staff to ensure the seating of a federally compliant BabyNet Interagency Coordinating Council.
G	7			Government and Citizens	7. Develop a system of shared, interagency accountability (state and local, public and private) by developing a shared data system, an inventory of services to children 0-5, and an interagency children's budget.
S		7.1			Complete an inventory of statewide children's services, to include funding streams, ages and geographies served.
O			7.1.1		The First Steps Board of Trustees, via its Interagency Collaboration Committee will design and complete a statewide inventory of publicly-funded children's services, with the goal of highlighting service needs and geographical gaps.
O			7.1.2		Using the findings of the statewide inventory, the Interagency Collaboration Committee of the First Steps Board of Trustees will develop budget strategies/recommendations designed to address the service gaps identified.
S		7.2			Task the interagency collaboration committee with studying the feasibility of an interagency data system or additional data sharing.
O			7.2.1		The Interagency Collaboration Committee of the First Steps BOT will convene agency stakeholders to weight the merits of an interagency children's data system. The Committee will report its findings to the Board by October of 2017.

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	BabyNet intake responsivity (reduce statewide mean days to IFSP to < 45 days).	51 (FY16)	45	46 (FY17)	N/A - BabyNet was moved to DHHS effective July 1, 2017	July 1, 2016-June 30, 2017	BRIDGES, data extracted 75 days from 1st of each month	Average days to IFSP by region/7	1.5.1, 1.5.2, 1.5.4	Measure of SC's progress toward meeting federal 45-day requirement, a longtime shortcoming of the BabyNet system.
2	BabyNet referrals processed	9,809 (FY16)	10,000	11,743 (FY17)	N/A - BabyNet was moved to DHHS effective July 1, 2017	July 1, 2016-June 30, 2017	BRIDGES Data System	Number of referrals processed	1.5.1, 1.5.2, 1.5.4	Number of SC children referred for possible BabyNet service provision.
3	BabyNet New IFSPs	3568 (FY16)	3,750	4,379 (FY17)	N/A - BabyNet was moved to DHHS effective July 1, 2017	July 1, 2016-June 30, 2017	BRIDGES Data System	New Individualized Family Service Plans created	1.5.1, 1.5.2, 1.5.4	New children found eligible for BabyNet services during a given fiscal year.
4	BabyNet Total Children Served	8,304 (FY16)	8,500	9,091 (FY17)	N/A - BabyNet was moved to DHHS effective July 1, 2017	July 1, 2016-June 30, 2017	BRIDGES Data System	Total children served	1.5.1, 1.5.2, 1.5.4	Total SC children 0-3 served during a given fiscal year.
5	First Steps 4K student enrollment as of Sept. 1, 2017	2,116 (2,535 total served during 16-17)	2,250	2,365 enrolled on Sept. 1, 2017	2,600	July 1, 2016-June 30, 2017	ChildPlus	Number of 4K students enrolled as of September 1, 2017	1.3.1	Number of 4K students enrolled as of September 1, 2017
6	First Steps 4K providers as of Sept. 1, 2017	187 providers, 205 classrooms	198	202 providers, 219 classrooms	222	July 1, 2016-June 30, 2017	Provider Contracts	Number of 4K providers enrolled as of September 1, 2017	1.3.2	Number of 4K providers enrolled as of September 1, 2017
7	4K classroom staff attending 4-day First Steps 4K Teacher Academy for high-quality professional development (August 14-17, 2017).	403	396	425	450	July 1, 2016-June 30, 2017	Academy Attendance	4K classroom staff attending 4-day First Steps 4K Teacher Academy for high-quality professional development (August 14-17, 2017).	5.4.1	Teachers receiving high-quality professional development.
8	4K administrators attending 2-day First Steps 4K Leadership Academy for high-quality professional development (August 10-11, 2017).	220	198	250	275	July 1, 2016-June 30, 2017	Academy Attendance	4K administrators attending 2-day First Steps 4K Leadership Academy for high-quality professional development (August 10-11, 2017).	5.4.1	Preschool administrators receiving high-quality professional development.
9	Number of local partnership grant applications reviewed, processed and approved for funding.	46	46	46	46	July 1, 2015-June 30, 2016	First Steps Board of Trustees Minutes, June 15, 2016	Number of local partnership grant applications reviewed, processed and approved for funding.	2.2.1, 2.2.2	Number of local partnership grant applications reviewed, processed and approved for funding.
10	Number of child care providers contracted and trained to provide Early Head Start model to low-income infants and toddlers in 12 SC counties.	15	15	15	22-25	July 1, 2015-June 30, 2016	Internal Contracts	Number of child care providers contracted and trained to provide Early Head Start model to low-income infants and toddlers in 12 SC counties.	2.2.1, 2.2.2, 5.5.1, 5.5.2	Measure of agency's success in reaching full Early Head Start enrollment.
11	Number of low-income infants and toddlers enrolled in Early Head Start services.	254	254	254	416 (increase due to additional grant)	July 1, 2016-June 30, 2017	ChildPlus	Number of low-income infants and toddlers enrolled in Early Head Start services.	2.2.3	Measure of agency's success in reaching full Early Head Start enrollment.
12	Number of Parents as Teachers home visits delivered to high risk families.	19,139	Variable based on clients served.	19,550	Variable based on clients served.	July 1, 2016-June 30, 2017	First Steps Data Collection System	Number of Parents as Teachers home visits delivered to high risk families.	1.1.4, 2.2.1, 4.3.1	Measure of service delivery to high-risk families.
13	Duration of Parents as Teachers home visits.	21,023 hours	Variable based on clients served.	20,953 hours	Variable based on clients served.	July 1, 2016-June 30, 2017	First Steps Data Collection System	Duration of Parents as Teachers home visits.	1.1.4, 2.2.1, 4.3.1	Measure of service intensity.
14	Average Parents as Teachers visits per client, per month.	2.21	2 or more required	2.2	2 or more required	July 1, 2016-June 30, 2017	First Steps Data Collection System	Average Parents as Teachers visits per client, per month.	1.1.4, 2.2.1, 4.3.1	Measure of service intensity, success in meeting First Steps accountability standards.
15	Average number of client risk factors	2.97	2 or more required for at least 60% of clients served.	2.96	2 or more required for at least 60% of clients served.	July 1, 2016-June 30, 2017	First Steps Data Collection System	Average number of client risk factors	1.1.4, 2.2.1, 4.3.1	Measure of First Steps success in reaching high-risk clients.
16	Percentage of Parents as Teachers clients with 2 or more school readiness risk factors.	94.67%	60% or greater required	94.80%	60% or greater required	July 1, 2016-June 30, 2017	First Steps Data Collection System	Percentage of Parents as Teachers clients with 2 or more school readiness risk factors.	1.1.4, 2.2.1, 4.3.1	Measure of First Steps success in reaching high-risk clients.
17	Average Adult-Child Interactive Reading Inventory (ACIRI) Gains among adult PAT clients	15% gain (.45 on 3 point scale)	10% or greater	15% gain (.45 on 3 point scale)	10% or greater	July 1, 2016-June 30, 2017	First Steps Data Collection System	Average Adult-Child Interactive Reading Inventory (ACIRI) Gains among adult PAT clients	1.1.4, 2.2.1, 4.3.1	Measure of improvement in parental literacy behaviors.

18	Average Adult-Child Interactive Reading Inventory (ACIRI) Gains among child PAT clients	18% gain (.54 on 3 point scale)	10% or greater	17% gain (.51 on 3 point scale)	10% or greater	July 1, 2016-June 30, 2017	First Steps Data Collection System	Average Adult-Child Interactive Reading Inventory (ACIRI) Gains among child PAT clients	1.1.4, 2.2.1, 4.3.1	Measure of improvement in child literacy behaviors.
19	Number of child care providers participating in intensive facility quality enhancement efforts (via local partnerships).	135	Variable based on strategy funding by local partnerships.	130	Variable based on strategy funding by local partnerships.	July 1, 2016-June 30, 2017	First Steps Data Collection System	Number of child care providers participating in intensive facility quality enhancement efforts (via local partnerships).	1.1.4, 2.2.1, 4.3.1	Measure of success in providing quality enhancement services to SC child care providers.
20	Hours of on-site technical assistance provided to child care centers participating in intensive facility quality enhancement efforts (via local partnerships).	5,034	Variable based on strategy funding by local partnerships.	5,329.50	Variable based on strategy funding by local partnerships.	July 1, 2016-June 30, 2017	First Steps Data Collection System	Hours of on-site technical assistance provided to child care centers participating in intensive facility quality enhancement efforts (via local partnerships).	1.1.4, 2.2.1, 4.3.1	Measure of service intensity.
21	Difference in average pre-assessment with Early Childhood Environment Rating Scale compared to average post-assessment among child care centers participating in intensive quality enhancement.	12% gain in assessed center quality (.84 on 7 point scale)	10% or greater	16.3% gain in assessed center quality (1.14 on 7 point scale)	10% or greater	July 1, 2016-June 30, 2017	First Steps Data Collection System	Difference in average pre-assessment with Early Childhood Environment Rating Scale compared to average post-assessment among child care centers participating in intensive quality enhancement.	1.1.4, 2.2.1, 4.3.1	Measure of First Steps' success in improving child care quality.

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other & (EIA)	Federal	TOTAL	General	Other & (EIA)	Federal	TOTAL	
Early Childhood Services	Local First Steps Partnerships, Partnership Accounting and Finance Support, Audit, Technical Assistance, and Early Head Start -- Child Care Partnership		\$ 16,370,324		\$ 16,370,324		\$ 17,618,363		\$ 17,618,363	1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.4.1, 1.4.2, 2.1.1, 2.1.2, 2.2.1, 2.2.2, 2.2.3, 4.1.1, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.2.3, 4.3.1, 4.3.2, 4.4.1, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.3, 5.3.1, 5.5.1, 5.5.2, 6.1.3, 6.1.4
					\$ -				\$ -	
First Steps 4K	Private four-year-old kindergarten expansion under 59-156-110.	\$ 6,480,575	\$ 6,351,836		\$ 12,832,411	\$ 6,521,510	\$ 9,767,864		\$ 16,289,374	1.1.3, 1.3.2, 5.4.1, 5.4.2, 5.4.3
					\$ -				\$ -	
BabyNet	South Carolina's special education program for infants and toddlers under Part C of the federal Individuals with Disabilities Education Act (IDEA)	\$ 1,950,000	\$ 5,958,623	\$ 6,425,915	\$ 14,334,538		\$ 625,000		\$ 625,000	1.5.1, 1.5.2, 1.5.3, 1.5.4, 1.6.1, 5.6.2, 5.6.3, 5.6.4, 6.1.1, 6.1.2, 6.1.5, 6.1.6
					\$ -				\$ -	
Early Head Start	Comprehensive early childhood services for low-income infants and toddlers enabled via federal grant funds.			\$ 7,463,805	\$ 7,463,805		\$ 8,400,000		\$ 8,400,000	1.4.1, 1.4.2, 2.2.1, 2.2.2, 2.2.3, 5.5.1, 5.5.2
Policy & Accountability	Administrative, Finance and Audit, Procurement, Information Technology, Human Resources, Board of Trustees		\$ 1,259,824		\$ 1,259,824		\$ 1,500,000		\$ 1,500,000	1.2.1, 1.2.2, 1.2.3, 3.3.1, 3.3.2, 3.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 7.1.1, 7.1.2, 7.1.3
		\$ 8,430,575	\$ 29,940,607	\$ 13,889,720	\$ 52,260,902	\$ 6,521,510	\$ 29,511,227	\$ 8,400,000	\$ 44,432,737	

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	59-152-10 thru 59-152-160	State	Statute	The South Carolina First Steps to School Readiness is a comprehensive, results-oriented initiative for improving early childhood development by providing, through local partnerships, public and private funds, and support for high-quality early childhood development and education services for children by providing support for their families' efforts toward enabling their children to reach school ready to succeed. The organization was created as a tax exempt organization under section 501 (c)(3) with Act 99 in 1999.	Yes	Yes
2	59-152-10 thru 59-152-160	State	Statute	Statute was updated in 2014 with a number of changes to the statute. Modifications included a long range plan requirement, changes in membership of the Board of Directors, direction in relation to allocation funding for local partnerships, and others.	Yes	Yes
3	63-11-1710 thru 1750	State	Statute	State creates the First Steps to School Readiness Board of Trustees whose purpose is to oversee the South Carolina First Steps to School Readiness initiative, a broad range of innovative early childhood development and education, family support, health services, and prevention efforts to meet critical needs of South Carolina's children through the awarding of grants to partnerships at the county level as provided for in Section 59-152-90. Statute was created in Act 361 in 2008. Act also creates the SC Advisory Council. This council is formed to fulfill the responsibilities under 42 U.S.C. Section 9837b(b)(1)(D)(i) of the Improving Head Start for School Readiness Act of 2007.	Yes	Yes
4	63-11-1710 thru 1750	State	Statute	Act was modified in 2014 with a number of modifications. They include the addition of the Early Childhood Advisory Council responsibilities and additional BabyNet responsibilities.	No	No
5	59-156-110	State	Statute	Statute spells out the responsibilities for the State Department of Education and SC First Steps to School Readiness for the Child Early Reading Development and Education Program, or the states 4 year old kindergarten program. The statute restates much of the content in provisos include in the SFY 2015 appropriations act. Statute was created in 2014 with Act 284.	Yes	Yes
6	Proviso 1.62 (SDE: Full Day 4K)	State	Proviso	Proviso sets the funding and geographical parameters of the SC Early Reading and Child Development Program per Act 284 of 2014 (Read to Succeed).	Yes	Yes
7	Proviso 1.74 (SDE: First Steps 4K Technology)	State	Proviso	Proviso allows for unspent funds from the previous state fiscal year in the 4K Program to be used for specified information technology needs.	Yes	Yes
8	Proviso 1.79 (SDE: CDEPP Unexpended Funds)	State	Proviso	Proviso permits First Steps to retain and utilize up to \$1M in unexpended 4K funding from the prior fiscal year for the purpose of improving classroom quality.	No	Yes
9	Proviso 1.82 (SDE: First Steps Accountability)	State	Proviso	Proviso requires First Steps to operate the BabyNet system in compliance with federal law and to provide a status report outlining timeline and necessary resources to the General Assembly No by January 1, 2017.	No	Yes
10	Proviso 1A.30 (SDE-EIA: Child Development Education Pilot Program)	State	Proviso	Proviso copies proviso 1.62 for the use of EIA funds for the 4 year old kindergarten program for both the State Department of Education and SC First Steps to School Readiness.	Yes	Yes
11	Proviso 1A.59 (SDE-EIA: CDEPP Student Information and Reporting)	State	Proviso	State Department of Education and SC First Steps to School Readiness required to acquire unique student numbers and report that. SDE and First Steps required to provide information No to Education Oversight Committee.	No	Yes
12	Proviso 1A.60 (SDE-EIA: BabyNet Early Intervention Autism Therapy)	State	Proviso	Requires \$814,348 in autism funds to be used to pay the autism therapy providers \$13.58 per hour and \$10 per hour to individual line therapists. Requires SC First Steps to School Readiness to submit a report on these expenditures as well as Medicaid revenue and expenses.	Yes	Yes
13	Proviso 1A.71 (SDE-EIA: CDEPP Unexpended Funds)	State	Proviso	Details the disposition of First Steps' unspent CDEPP 4K carry forward funds from the prior fiscal year.	No	Yes

14	Proviso 1A.83 (BabyNet Audit)	State	Proviso	Requires First Steps to reimburse the SC Department of Education up to \$50,000 for an audit of BabyNet.	No	Yes
15	Proviso 117.98 (GP:First Steps - BabyNet)	State	Proviso	Establishes requirements for SC First Steps to School Readiness to implement the BabyNet program. Requires SC First Steps to comply with the Legislative Audit Council's recommendations and report on progress. Requires consolidated financial reporting.	No	Yes
16	Proviso 117.128 (First Steps Reauthorization)	State	Proviso	Reauthorizes First Steps for the duration of FY17.	No	No
17	44-7-2510 thru 44-7-2610	State	Statute	Article 21 of Title 44, section 7, Infants and Toddlers with Disabilities Act, identifies the responsibilities of the lead agency for the BabyNet Program. Creates Interagency Coordination Council, payments for services, and other specifics of the lead agency.	Yes	Yes
18	Title 12-6-5060	State	Statute	Creates tax check off donation to the First Steps to School Readiness Fund.	No	No
19	Individuals with Disabilities Education Act (IDEA), Part C	Federal	Statute	Funds and regulates the BabyNet Early Intervention program.	Yes	Yes
20	Title 59, Section 36	State	Statute	Specifies requirements for comprehensive system of special education and related services. Includes requirements associated with the Individuals with Disabilities Education Act (IDEA)	Yes	Yes

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Early Childhood Services	SC First Steps serves as a grantor and provides oversight and technical assistance to 46 local non-profit First Steps partnerships charged under state law with meeting local school readiness needs.	Oversight of the finances and programming of 46 local First Steps partnerships.	General Public	Approximate 336,000 young SC children under the age of five.
Early Childhood Services	As a federal Early Head Start Grantee, First Steps provided EHS services in 15 private preschool settings in 12 SC counties, serving 254 low income infants and toddlers.	Oversight of grant deliverables and provision of high-quality early childhood education services, provision of monitoring/technical assistance to provider partners.	General Public	254 low-income infants and toddlers and their families. EHS eligible children must be at or below the federal poverty definition.
First Steps 4K	First Steps administers publicly-funded four-year-old kindergarten within a network of 198 (Sept. 2016) private, community- and faith-based preschool providers.	Oversight and technical assistance to ensure compliant, high-quality service delivery in 198 private preschool settings.	General Public	Legally operating child care centers serving age-, income- and geographically-eligible children residing in 64 SC school districts.
First Steps 4K	First Steps provides publicly-funded four-year-old kindergarten within a network of 198 (Sept. 2016) private, community- and faith-based preschool providers to more than 2,400 eligible four-year-old children in 64 SC school districts.	Provision of tuition and transportation payment for age-, income- and geographically-eligible children and their families.	General Public	Eligible children must be four year of age by September 1, reside in a school district specified by the SC General Assembly and qualify for free- or reduced-price school lunches or Medicaid.
BabyNet	As the designated "lead agency" for the interagency BabyNet system, SCFS works with partner agencies including the Department of Disabilities and Special Needs, the SC School for the Deaf and the Blind, and a network of hundreds of privately contracted therapy providers to ensure the delivery of federally-compliance services under IDEA, Part C.	Oversight and technical assistance to ensure compliant, high-quality IDEA Part C service delivery among partner agencies and contracted therapy providers.	Executive Branch/State Agencies	Public agency partners and private contractors delivering BabyNet services.
BabyNet	As the designated "lead agency" for the interagency BabyNet system, SCFS works with to ensure the delivery of federally-compliant IDEA Part C screenings and services to more than 10,000 SC children and families annually.	Delivery of eligibility determination services and oversight of an interagency, public-private system of special education service delivery to eligible infants/toddler and their families.	General Public	Children qualifying for IDEA Part C special education services by virtue of a diagnosed disability or documented developmental delay.

Agency Name: SC First Steps to School Readiness

**Fiscal Year 2016-2017
Accountability Report**

Agency Code: H. 62 (Education) **Section:** First Steps

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Local First Steps Partnerships	Non-Governmental Organization	First Steps' local partnership grantees deliver needed early childhood education services in each of the state's 46 counties.	1.1.1, 1.1.2, 1.1.3, 1.1.4, 3.1.1, 3.1.2, 3.1.3, 4.1.1, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.2.3, 4.3.1, 4.3.2, 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.2.3, 5.3.1
Private 4K Service Providers	Private Business Organization	Currently 198 private preschool providers partner with SC First Steps to ensure the delivery of high-quality four-year-old kindergarten in 64 SC school districts.	1.2.1, 1.2.2, 1.3.1, 1.3.2, 2.1.1, 2.1.2, 5.4.1, 5.4.2, 5.4.3
Private Early Head Start Providers	Private Business Organization	Currently 15 private preschool providers partner with SC First Steps to ensure the delivery of high-quality Early Head Start services in 12 SC counties.	1.2.1, 1.2.2, 1.4.1, 1.4.2, 2.2.1, 2.2.2, 2.2.3, 5.5.1, 5.5.2, 6.1.4
SC School for the Deaf and the Blind (SCSDB)	State Government	SCSDB is a valued partner and service provider within the interagency BabyNet system.	1.2.1, 1.2.2, 1.5.1, 1.5.2, 1.5.3, 1.5.4, 5.6.1, 5.6.2, 5.6.3, 5.6.4
Department of Disabilities and Special Needs (DDSN)	State Government	DDSN is a valued partner and service provider within the interagency BabyNet system. Agency Director Beverly Buscemi sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 1.5.1, 1.5.2, 1.5.3, 1.5.4, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.6.1, 5.6.2, 5.6.3, 5.6.4, 7.1.1, 7.1.2, 7.2.1
SC Department of Social Services	State Government	DSS is a valued partner in the areas of child care and child welfare. Agency Director Susan Alford sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 4.3.1, 4.3.2, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 7.1.1, 7.1.2, 7.2.1
SC Department of Health and Environmental Control	State Government	DHEC is a valued partner in the area of maternal-child health. Acting Agency Director David Wilson sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 7.1.1, 7.1.2, 7.2.1
SC Department of Health and Human Services	State Government	As the state's Medicaid agency, DHHS is a valued partner and BabyNet funding contributor. Acting Agency Director Deirdre Singleton sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 7.1.1, 7.1.2, 7.2.1
The Children's Trust of SC	State Government	As the state's Maternal Infant Early Childhood Home Visiting grantee and an active partner in the prevention of child abuse and neglect, The Children's Trust of SC is a valued agency partner. Agency Director Sue Williams sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 7.1.1, 7.1.2, 7.2.1
Head Start Collaboration Office	State Government	As the federal government's liaison between Head Start and local grantees, the Head Start Collaboration Office is a valued partner. SC Collaboration Director Mary Lynne Diggs sits on the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 1.2.3, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 7.1.1, 7.1.2, 7.2.1
SC Department of Education	State Government	As a co-administrator of the state's four-year-old-kindergarten program and the representative of public school districts statewide, the SC Department of Education is a valued partner. State Superintendent Molly Spearman is a member of the SC First Steps Board of Trustees.	1.2.1, 1.2.2, 1.2.3, 4.4.2, 4.4.3, 4.4.4, 4.5.1, 4.5.2, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 7.1.1, 7.1.2, 7.2.1

SC Council on Competitiveness

Non-Governmental Organization

First Steps is an active collaborator in the Council on Competitiveness' early childhood education planning efforts.

4.4.2, 4.4.3, 4.4.4

SC PASOS

Non-Governmental Organization

SC First Steps is an active partner with PASOs. Founded in 2005, PASOs helps the Latino community and service providers work together for strong and healthy families.

5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.5.1, 5.5.2

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Annual Report	SC General Assembly	State	Annually	December 1, 2016	Programmatic and Financial Description of SC First Steps and its offerings.	http://scfirststeps.com/annual-reports/
2	Interagency BabyNet Fiscal Reporting Pursuant to Proviso 117.98	SC General Assembly	State	Annually	December 20, 2016	Interagency Expenditures within BabyNet Program	http://scfirststeps.com/wp-content/uploads/2014/03/BabyNet-Interagency-Fiscal-Report-for-FY16-Pursuant-to-Proviso-117.98.pdf
3	BabyNet Annual Performance Report	US Department of Education	Federal	Annually	July 7, 2016	BabyNet Annual Performance Report (FFY14)	https://osep.grads360.org/services/PDCService.svc/GetPDCDocumentFile?fileId=21005
4	BabyNet Report to SC General Assembly Pursuant to Proviso 1.82	SC General Assembly	State	Annually	December 20, 2016	BabyNet Report to SC General Assembly Pursuant to Proviso 1.96	http://scfirststeps.com/wp-content/uploads/2015/12/BabyNet-Report-to-General-Assembly-Pursuant-to-Proviso-1.96-December-30-2015.pdf
5	First Steps 4K Technology Pursuant to Proviso 1.74	SC General Assembly	State	Annually	January 15, 2017	Information related to technology expenses for carryforward funds for the 4K Program pursuant to Proviso 1.74	http://scfirststeps.com/wp-content/uploads/2017/09/First-Steps-4K-Technology-Report-Pursuant-to-Proviso-1.74-1.13.17.pdf
6	First Steps CDEPP Unexpended Funds and Quality Improvement Reporting Pursuant to Provisos 1.79 and 1A.71	SC General Assembly	State	Annually	April 1, 2017	Information related to the Quality Improvement efforts in the 4K Program (ursuant to Provisos 1.79 and 1A.71	http://scfirststeps.com/wp-content/uploads/2017/09/SC-First-Steps-Reporting-Pursuant-to-Provisos-1.79-and-1A.71-3.30.17.pdf
7	CDEPP Student Information and Reporting Pursuant to Proviso 1A.59	SC General Assembly	State	Annually	November 30, 2016	Report on the CDEPP Student activity related student identifiers and SUNS numbers pursuant to Proviso 1A.59	http://scfirststeps.com/wp-content/uploads/2017/09/First-Steps-SUNS-Report-Pursuant-to-Proviso-1A.59-9.14.16.pdf

Agency Name: SC First Steps to School Readiness

Fiscal Year 2016-2017
Accountability Report

Agency Code: H. 62 (Education) Section: First Steps

External Review Template

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
1	Office of the State Auditor	State	FY2016 (Completed September 2016)	http://osa.sc.gov/Reports/stateengagements/Documents/First%20Steps/H6316%20(First%20Steps).pdf
2	Education Oversight Committee Review of 4K	State	2015-2016 and 2016-2017 School Years (Annual)	http://www.eoc.sc.gov/Reports%20%20Publications/CDEPP%202017/State-Funded%20Full-Day%204K%20Evaluation%20-%20Final%201.17.17.pdf
3	IDEA Part C Determination	Federal	FFY2014 and FFY2015	https://www2.ed.gov/fund/data/report/idea/partcspap/allyears.html#sc