Legislative Oversight Committee
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211
Telephone: (803) 212-6810 • Fax: (803) 212-6811

Program Evaluation Report Guidelines

April 21, 2015

OVERVIEW: COMMITTEE INFORMATION

Committee Information

House Legislative Oversight Committee

Post Office Box 11867
Columbia, South Carolina 29211

Telephone 803-212-6810

Fax 803-212-6811

Also, the agency may visit the South Carolina General Assembly Home Page (http://www.scstatehouse.gov) and click on *"Citizens' Interest"* then click on *"House Legislative Oversight Committee Postings and Reports"*. This will list the information posted online for the Committee; click on the information the agency would like to review.

http://www.scstatehouse.gov/citizens.php (Click on the link for *"House Legislative Oversight Committee Postings and Reports."*)

OVERVIEW: PROGRAM EVALUATION REPORT

Background

Section 2-2-20 requires oversight studies and investigations on all agencies at least once every seven years. Pursuant to Section 2-2-20(b), the purpose of a study is to:

- "determine if agency laws and programs within the subject matter jurisdiction of a standing committee: (1) are being implemented and carried out in accordance with the intent of the General Assembly; and (2) should be continued, curtailed, or eliminated."

Additionally, Legislative Oversight Committee Standard Practice 9 recognizes "that a legislative oversight study and investigation of an agency serves the purposes of informing the public about the agency."

Pursuant to Section 2-2-20(c), each study must consider the following,

- "(1) the application, administration, execution, and effectiveness of laws and programs addressing subjects within the standing committee's subject matter jurisdiction;
- (2) the organization and operation of state agencies and entities having responsibilities for the administration and execution of laws and programs addressing subjects within the standing committee's subject matter jurisdiction; and
- (3) any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation addressing subjects within the standing committee's subject matter jurisdiction."

When conducting an oversight study, Section 2-2-50(D) states an investigating committee may acquire evidence or information by any lawful means, including, but not limited to:

- "requiring the agency to prepare and submit to the investigating committee a program evaluation report by a date specified by the investigating committee."

The questions and instructions in this Program Evaluation Report Guidelines are provided for the purpose of specifying the agency programs and operations the Committee is studying and the information the agency must include in the program evaluation report. **Please note the agency's response will be published on the General Assembly's website.**

Section 2-2-60 outlines what an investigating committee's request for a program evaluation report must contain. It also provides a list of information an investigating committee may request. Section 2-2-60 does not state any information that an investigating committee is prohibited from requesting.

OVERVIEW: PROGRAM EVALUATION REPORT

Submission Process

Please complete the information and answer the questions included on the following pages. Please note at the end there is a request to complete an Excel document with the name of all personnel at the agency who were consulted or performed work to obtain the information utilized when answering the questions in this report. Therefore, for efficiency purposes, the agency may want to keep track of this information while answering the questions instead of waiting until the end. In addition, having a copy of the Fiscal Year 2013-2014 Accountability Report submitted to the Executive Budget Office and Fiscal Year 2015 Restructuring and Seven-Year Plan report submitted to the House Legislative Oversight Committee will be helpful while answering the questions.

All forms should be submitted by **May 22, 2015 (i.e. 30 days after receiving these Guidelines),** to the House Legislative Oversight Committee (HCommLegOv@schouse.gov). The report should be submitted in the following formats:

- Electronic Copy
    - Completed Word Document;
        - For all questions in the Word document that ask the agency to complete an Excel chart, the agency should type "See Excel Chart," and then provide the appropriate information in the cells in the Excel Chart. For all other questions, please provide the agency's response in the Word document.
    - Completed Excel Document; and
    - PDF copy of the Word Document (on signature line type "See Original Copy," do not provide actual signature) and Excel Charts, attached at the end.

- Hard Copy
    - Completed Word Document, with original signatures, and Excel Charts.

The agency is receiving these Guidelines in Word and Excel Format so the agency can type its answers directly into the correct format. The signed copy of the Submission Form with a hard copy of the forms and attachments should be mailed to: House Legislative Oversight Committee, Post Office Box 11867, Columbia, South Carolina 29211.

OVERVIEW: PROGRAM EVALUATION REPORT

Looking Ahead

The Program Evaluation Report and Oversight Study process are new for 2015. It is the Committee's goal that each Oversight Study result in recommendations for how the agency can continue to improve, and in order to make these recommendations, the Committee is asking agencies to conduct a self-analysis.

Each year the Committee will review information sought from agencies, the methods through which it is sought and any feedback received from agencies. Through this review, it is the Committee's goal to continually improve its processes and obtain greater effectiveness and efficiency for agencies and the Committee through revisions and updates both in the information it receives and way in which it is collected. The Committee looks forward to working with agencies to provide the most effective and efficient state government for the people of South Carolina.

PROGRAM EVALUATION REPORT

Insert Agency Name

Date of Submission: *Insert Date*

Please provide the following for this Program Evaluation Report

	Name	Date of Hire	Email
Agency Director			
Previous Agency Director			

	Name	Phone	Email
Primary Contact:			
Secondary Contact:			

The following information is provided by the Legislative Oversight Committee to comply with Section 2-2-60(A)

Agency Program or Operations the Legislative Oversight Committee intends to Investigate:	All current agency programs
Information the agency must include in the Program Evaluation Report:	Information contained on the following pages in the Program Evaluation Report Guidelines.
Date the agency must submit the Program Evaluation Report to the House Legislative Oversight Committee:	May 22, 2015 (i.e. 30 days after receiving the Program Evaluation Report Guidelines)

PROGRAM EVALUATION REPORT

Testimony Provided in Effort to Build Greater Confidence in State Government

In an effort to build greater confidence in state government, I am signing my name below to affirm that I have reviewed and approve this report and the information contained in it. In addition, I affirm I am wilfully submitting the information in this report as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. I understand that providing false, materially misleading, or materially incomplete information is a criminal offense.

In addition, by way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100. Each person understands that providing false, materially misleading, or materially incomplete information is a criminal offense.

Current Agency Director (Sign/Date):	
(Type/Print Name):	

If applicable, Board/Commission Chair (Sign/Date):	
(Type/Print Name):	

PROGRAM EVALUATION REPORT

Standard Questions

If any question asks for information in a certain format and the agency already has the same information in another format, please contact Committee staff to discuss potential options.

General[1]

1. Please complete the Agency Glossary Chart. In the Excel document attached, there is a template to complete under the tab labeled, “Agency Glossary.” In this chart please list terms, phrases or acronyms used by the agency, or in industry, to ensure the Committee and general public understand all terminology used by the agency.
2. Please complete the Personnel Involved Chart while completing this Report. In the Excel document attached, there is a template to complete under the tab labeled, “Personnel Involved.” By way of their signature on the attached Personnel Involved Chart, each person listed on that sheet(s) affirms they are wilfully submitting the information, which appears in response to the question which is typed by their name in the Personnel Involved Chart, as testimony before the Committee, as those terms are used in S.C Code Section 2-2-100.
3. The Appropriations Act includes “Major Program Areas.” Individual programs are often grouped together within one or more of these major areas. When thinking about the individual programs, how does the agency define the term “program” (i.e, what is an individual program mean at the agency)?
    a. Anytime the agency sees the term “program” used in any questions in this report, it refers to an individual program and means the same as the agency has defined it in response to this question.
4. Explain how the budget is broken down for agency management (including the director and deputy directors), outside of the way it is grouped for the Appropriations Act. If it is easier to simply provide a copy of the budget, in its most detailed version, the agency may do so.
5. Provide a list of the types of searches the agency can perform within the electronic version(s) of its budget, maintained at the agency (i.e. budget by year, office, department, program, etc.)

[1] 2-2-60(B)(12) - any other relevant information specifically requested by the investigating committee.

Performance, Organizational Structure and Responsibilities[2]

1. Does the agency have a strategic plan other than the one it provided in the Strategic Plan Template of the FY 2013-14 Accountability Report? If yes, please provide the Committee a copy and state the date it was last updated (if that information is not included on the printed version of the strategic plan).
2. Please complete the Funding Sources Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Funding Sources." In this chart please list all sources of funding for the agency in 2013-14, 2014-15, and anticipated funding sources in 2015-16; as well as the amounts available from each and any restrictions on the use of the funds. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount it submitted originally in its requests to the Governor when the budget process began.
3. Please complete the Strategic Plan Investment Chart and Performance Measures Status Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Strategic Plan Investment" and a template labeled, "Performance Measures Status."
4. Please complete the Program Effectiveness Ranking Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Program Effectiveness Ranking." In this chart please list all of the agency's programs and put them in order from most effective and efficient to least effective and efficient.
5. Please complete a separate Program Details Chart for each individual agency program. In the Excel document attached, there is a template to use under the tab labeled, "Program Details." In this chart, please provide the details about each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.
6. Are there any reports or reviews based on an audit or investigation of the agency during the last ten years that are not linked under Legislative Audit Council, or the agency, on the publications page of www.statehouse.gov? If so, please provide the Committee a copy of these reports.

[2] 2-2-60(B)(2) (a)-(c) - a description of each program administered by the agency identified by the investigating committee in the request for a program evaluation report, including the following information: (a) established priorities, including goals and objectives in meeting each priority; (b) performance criteria, timetables, or other benchmarks used by the agency to measure its progress in achieving its goals and objectives; (c) an assessment by the agency indicating the extent to which it has met the goals and objectives, using the performance criteria. When an agency has not met its goals and objectives, the agency shall identify the reasons for not meeting them and the corrective measures the agency has taken to meet them in the future; 2-2-60(B)(3) - organizational structure, including a position count, job classification, and organization flow chart indicating lines of responsibility; 2-2-60(B)(6) - identification of the constituencies served by the agency or program, noting any changes or projected changes in the constituencies;

Public[3]

1. Please complete the Paperwork Filed by the Public Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Paperwork Filed by the Public."
2. Are there any other agency policies for collecting, managing, and using personal information over the Internet, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
3. Are there any other agency policies for collecting managing, and using personal information non-electronically, which were not described in the Paperwork Filed by the Public Chart? If so, please explain.
4. Please complete the Agency Information Available to the Public Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Agency Info Available to Public." In this chart please list all locations where the public can view different annual, quarterly and other reports produced by the agency, as well as other information about the agency.

Cooperative Arrangements and Alternative Delivery[4]

1. Do the agency's strategies or objectives reflect specific activities by the agency to ensure coordination of its efforts with other agencies that share a similar goal? If not, please explain why. If yes, please list which strategies and/or objectives.
2. Please identify other areas where the agency could establish cooperative arrangements, including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements, which were not identified in the Paperwork Filed by the Public Chart.
3. Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives, outside those identified in the individual Program Details Chart and in the Paperwork Filed by the Public Chart.

[3] 2-2-60(B)(11) - a list of reports, applications, and other similar paperwork required to be filed with the agency by the public. The list must include: (a) the statutory authority for each filing requirement; (b) the date each filing requirement was adopted or last amended by the agency; (c) the frequency that filing is required; (d) the number of filings received annually for the last seven years and the number of anticipated filings for the next four years; (e) a description of the actions taken or contemplated by the agency to reduce filing requirements and paperwork duplication; 2-2-60(B)(10) - agency policies for collecting, managing, and using personal information over the Internet and non-electronically, information on the agency's implementation of information technologies;

[4] 2-2-60(B)(5) - identification of areas where the agency has coordinated efforts with other state and federal agencies in achieving program objectives and other areas in which an agency could establish cooperative arrangements including, but not limited to, cooperative arrangements to coordinate services and eliminate redundant requirements; 2-2-60(B)(7) - a summary of efforts by the agency or program regarding the use of alternative delivery systems, including privatization, in meeting its goals and objectives;

Laws[5]

1. Please complete the Evaluation of Legal Standards Chart. In the Excel document attached, there is a template to complete under the tab labeled, "Evaluation of Legal Stds." The Chart already includes information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. There are two added columns, "Recommend Further Evaluation" and "Basis for Further Evaluation," for the agency to complete.

[5] 2-2-60(B)(1) - enabling or authorizing law or other relevant mandate, including any federal mandates; 2-2-60(B)(9) - a comparison of any related federal laws and regulations to the state laws governing the agency or program and the rules implemented by the agency or program;

Agency Glossary

INSTRUCTIONS: Please list the terms, phrases or acronyms the agency uses which the Committee or general public may not know, along with the meaning of the term, phrase or acronym and the department which most often utilizes the term, if there is one. If the entire agency uses the term, type "Entire Agency" in the last column. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym	Department which often utilizes the term (if the entire agency uses it, type "Entire Agency")
First Steps to School Readiness			
First Steps to School Readiness			
First Steps to School Readiness			

Funding Sources

INSTRUCTIONS: Please list all sources of funding in 2013-14, 2014-15, and anticipated funding sources in 2015-16. List each year the agency had (or anticipates) funds available from an individual funding source on a separate row. Examples of funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc. In the column labeled, "Is this source an appropriated or outside source?" type "appropriated" for funds from the General Assembly or Federal Government and "outside source" for all others. As for anticipated funds from the General Assembly in 2015-16; the agency can type the amount included in its original requests submitted to the Governor when the budget process began. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency Submitting Report	**Year**	**Funding Source**	**Is this source, an appropriated or outside source?**	**Amount Available**	**Restrictions on use of funds** (List any restrictions; If no restrictions, type "None")
First Steps to School Readiness					

INSTRUCTIONS: Below is the information included in the "goals, strategies, objectives and description" columns of the Strategic Planning template the agency submitted in its 2013-14 Accountability Report, if the agency was required to submit an Accountability Report. Please provide the information requested in the additional columns. In the "Outcome..." column, type the public benefit provided or public harm prevented by accomplishment of each goal, strategy and objective. Under the FY 2013-14 Expenditures columns, please list agency expenditures in 2013-14 which were related to accomplishment of each objective. In the column labeled, "outside funding sources," type the total amount of money the agency spent which it received from all funding sources, except from the General Assembly or Federal Government (i.e. money from grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc.) As for expenditures in 2014-15, list the agency expenditures to date related to accomplishment of each objective. When the agency completes this Chart, make sure to review it as the Committee will presume that if the expenditures for each objective under a certain strategy are added together, it will show the total amount spent by the agency on work toward accomplsihment of that strategy. The same is true for goals (i.e. if the totals for each strategy under a goal are added together it will provide the total amount spent by the agency during that year on work toward accomplishment of that goal). If the agency did not previously complete an Accountability Report, please refer to the attached Accountability Report Guidelines, follow the instructions related to the Strategic Planning Template and provide the information requested below.

	From Strategic Planning Template agency submitted in its 2013-14 Accountability Report					FY 2013-14 Expenditures						FY 2014-15 Expenditures					
Agency Submitting Report	**Goal #**	**Strategy #**	**Objective #**	**Description**	**Outcome - Public benefit provided or harm prevented by accomplishment of this goal, strategy or objective (i.e. tangible benefits that matter in the lives of citizens)**	**General**	**Other**	**Federal**	**Total Appropriated** (General + Other + Federal)	**Outside Funding Sources**	**Total** (i.e. General + Other + Federal + Outside Funding)	**General**	**Other**	**Federal**	**Total Appropriated** (General + Other + Federal)	**Outside Funding Sources**	**Total** (i.e. General + Other + Federal + Outside Funding)
First Steps to School Readiness	**1**																
First Steps to School Readiness		1.1															
First Steps to School Readiness																	
First Steps to School Readiness																	
First Steps to School Readiness																	
First Steps to School Readiness																	
First Steps to School Readiness																	
First Steps to School Readiness																	

INSTRUCTIONS: Below is the information from the Performance Measurement template the agency submitted in its 2013-14 Accountability Report, if it was required to submit an Accountability Report. Please fill in the column labeled, "Most Current Value (as of 4/30/15)" and the column labeled, "New Target Value (as of 6/30/16)." In addition, please add any additional performance measures the agency has adopted since submitting its 2013-2014 Accountability Report. If the agency did not previously complete an Accountability Report, please refer to the attached Accountability Report Guidelines, follow the instructions related to the Performance Measurement Template and provide the information requested below.

Agency Submitting Report	**Item**	**Performance Measure**	**Value as of 6/30/13**	**Value as of 6/30/14**	**Target the agency set for 6/30/15**	**Value as of 4/30/15**	**New Target Value for 6/30/16** *Make sure to use quantifiable #s, %s, etc., not "increase" or "decrease"	**Time Applicable**	**Data Souce and Availability**	**Reporting Freq.**	**Calculation Method**	**Associated Objectives**
First Steps to School Readiness	1											

Program Effectiveness Ranking

INSTRUCTIONS: Please list and rank all of the agency programs which existed in FY 2014-15 in order from most effective and efficient to least effective and efficient. In addition, provide a brief description of the public benefit(s) provided or public harm(s) prevented by the program; the total budget (from all funding sources); Amount of total budget (in $) from funds appropriated by the General Assembly; associated Major Programs Area; and associated objective number(s). Lastly, in the cells at the top, please state the agency's definition of program (as the agency defined it in the "General" section of the word document of this report); the performance measures considered when the agency was determining where to rank the individual programs; and which individual(s) at the agency made the decision about where each program was ranked. NOTE: Responses are not limited to the number of rows below that have borders around them, please list all that are applicable.

Agency definition of "Program"		
List all Performance Measures considered when determining where to rank the individual programs		
Individual(s) at the agency who made the decision about where each program was ranked		

Agency Submitting Report	**Individual Program Name**	**Brief description of the public benefit provided or public harm prevented by the individual program**	**Ranking** (#1 = most effective and efficient)	**Total Program Budget in FY 2014-15** (from all funding sources)	**Amount (in $) of Total Program Budget in FY 2014-15 from funds appropriated by General Assembly**	**Associated Major Programs Area** (as identified in the 2013-14 Accountability Report)	**Associated Agency Objective #(s)** (as identified in the 2013-14 Accountability Report)
First Steps to School Readiness							
First Steps to School Readiness							
First Steps to School Readiness							
First Steps to School Readiness							
First Steps to School Readiness							
First Steps to School Readiness							

INSTRUCTIONS: Please provide the information requested below for each program. It is recommended that the agency copy and paste the data in this tab into multiple other tabs or into a separate excel workbook, while it is still blank. The agency will then have a blank version to complete for each separate program.

General

INSTRUCTIONS: Please copy and paste the individual row applicable for this program from the Program Effectiveness Ranking Chart.

Agency Submitting Report	**Individual Program Name**	**Brief description of the public benefit provided or public harm prevented by the individual program**	**Ranking** (#1 = most effective and efficient)	**Total Program Budget in FY 2014-15** (from all funding sources)	**Amount of Total Program Budget in FY 2014-15 from funds appropriated by General Assembly**	**Associated Major Programs Area** (as identified in the 2013-14 Accountability Report)	**Associated Agency Objective #(s)** (as identified in the 2013-14 Accountability Report)
First Steps to School Readiness							

Potential Negative Impact

INSTRUCTIONS: Please list what the agency considers the most potential negative impact on the public that may occur as a result of the program not performing well and provide the information requested in each of the other cells below.

Most potential negative impact on the public that may occur as a result of the program not performing well	
Level at which the agency thinks the General Assembly should be put on notice of the level at which the potential negative impact has risen	
Any additional information the agency would like to provide for clarity, context, explanation, etc.	

Budget Information

INSTRUCTIONS: Please list the total budget for the program (from all funding sources), total expenditures and total number of constituents served, for each year from 2004-05 to the present. If a program name changed, was dropped, merged into another program, etc., please indicate that in the Notes/Explanation column. The agency can also provide any further explanation in the Notes/Explanation column. Remember, funding sources include, but are not limited to, money from the General Assembly, Federal Government, grants, sales, outside contracts, interest from bank accounts holding restricted or any other type of funds, etc.

Total Program Budget (from all sources of funding)	**Total Program Expenditures**	**Total number of constituents served**	**Notes and/or further Explanation**	**Year**
				2004-05
				2005-06
				2006-07
				2007-08
				2008-09
				2009-10
				2010-11
				2011-12
				2012-13
				2013-14
				2014-15

Alternative Delivery System

INSTRUCTIONS: Please provide a summary of all efforts by the agency regarding the use of alternative delivery systems, including privatization, in meeting the agency objectives associated with this program.

Paperwork Filed by the Public

INSTRUCTIONS: Please list each report, application, and other similar paperwork the agency requires the public file with the agency and, for each, provide the applicable information requested in the cells below. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	First Steps to School Readiness	First Steps to School Readiness	
Name of Report, Application or Similar Paperwork Required to be Filed with the Agency by the Public			
Reason the agency needs the information in the report, application or paperwork			
Statutory Authority for the Filing Requirement			
Date Each Filing Requirement was Adopted or Last Amended by the Agency			
Frequency the Filing is Required			
Number of Filings Received Annually for the Last 7 Years			
Number of Anticipated Filings for the Next 4 Years			
Description of the Actions Taken or Contemplated by the Agency to Reduce Filing Requirements and Paperwork Duplication			
Summary of efforts by the agency regarding use of alternative delivery system, including privatization or cooperative arrangement with other agencies, to obtain information sought by the paperwork			
Agency policies for collecting, managing and using personal information, included in the paperwork, over the internet?			
Agency policies for collecting, managing and using personal information, included in the paperwork, non-electronically?			

Agency Information Available to the Public

INSTRUCTIONS: Please list all locations where the public can view the agency reports below. List locations online as well as locations where the public can obtain hard copies. List any other reports or information the public can obtain about the agency and where the public may obtain that information in the rows at the end.

Agency Submitting Report	Report/Information	Where the public can view this information online	Where the public can view this information in hard copy
First Steps to School Readiness	Accountability Report		
First Steps to School Readiness	Strategic Plan		
First Steps to School Readiness	Performance Measures		
First Steps to School Readiness	Agency's current status in regards to its performance measures		
First Steps to School Readiness	Insert any other information about the agency, including, but not limited to, other agency reports. Please put each on a separate row.		

INSTRUCTIONS: Below is the information from the Legal Standards Chart the agency submitted in its 2015 Restructuring and Seven-Year Plan Report. Two new columns are included at the end. In the first new column, titled "Recommend Further Evaluation," please put a Y beside any laws the agency would like the Committee to review for further discussion and/or possibly recommend revision or eliminaiton of in the Committee's Oversight Report. In the second new column, titled "Basis for Further Evaluation," please provide a brief explanation/basis for any laws which the agency would like the Committee to review (i.e. by practice the requirements in the law are no longer performed by the agency; the requirements in the law are performed by another agency; the Committee should consider adding to the law standard qualifications for certain positions within the agency; the law prohibits or makes it more difficult to implement ideas or plans which may decrease administrative costs, increase efficiency, allow the agency to focus more on its mission, etc.)

Agency Submitting Report	Item #	Statute/Regulation/ Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted	Agency Recommends Further Evaluation	Basis for Further Evaluation
First Steps to School Readiness	1	59-152-10 thru 59-152-160	State	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 orgainzation under section 501 (c)(3) with Act 99 in 1999.		
First Steps to School Readiness	2	59-152-10 thru 59-152-160	State	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.		
First Steps to School Readiness	3	63-11-1710 thru 1750	State	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 fullfil the responsibilities under 42 U.S.C. Section 9837b(b)(1)(D)(i) of the Improving Head Start for School Readiness Act of 2007.		
First Steps to School Readiness	4	63-11-1710 thru 1750	State	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.		
First Steps to School Readiness	5	59-156-110	State	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.		
First Steps to School Readiness	6	State Appropriations Bill for SFY 2015.	State	Act No. 286 in 2014 contains the budget for state appropriations for SFY 2015. Included in that are a number of provisos that affect SC First Steps to School Readiness. (They are listed below)		
First Steps to School Readiness	7	Proviso 1.62 (SDE: First Steps)	State	First Steps Board of Trustees will incorporate findings of the LAC report into the next external evaluation.		
First Steps to School Readiness	8	Proviso 1.66 (SDE: Child Development Education Pilot Program)	State	Proviso creates the SC Child Development Education Pilot Program and spells out the responsibilities for the State Department of Education and SC First Steps to School Readiness. Creates the states public 4 year old kindergarten program for SDE and its private program for SC First Steps. Most of the content was included in Act 284 from 2014.		
First Steps to School Readiness	9	Proviso 1.71 (SDE: First Steps CDEPP Carry Forward and Other Funds)	State	Proviso allows for unspent funds from the previous state fiscal year in the 4K Program to be used for specified information technology needs.		
First Steps to School Readiness	10	Proviso 1A.31 (SDE-EIA: Child Development Education Pilot Program)	State	Proviso copies proviso 1.66 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.		
First Steps to School Readiness	11	Proviso 1A.66 (SDE-EIA: CDEPP Student Information and Reporting)	State	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 to Education Oversight Committee.		

First Steps to School Readiness	12	Proviso 1A.67 (SDE-EIA: Prekindergarten and Kindergarten Assessments)	State	Requires readiness assessment for prekindergarten and kindertarten students funded with public funds within 45 days of the start of the school year. EOC is required to develop a solicitation for the assessment.		
First Steps to School Readiness	13	Proviso 1A.68 (SDE-EIA: BabyNet Early Intervention Autism Therapy)	State	Requires $437,476 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.		
First Steps to School Readiness	14	Proviso 117.99 (GP:First Steps - BabyNet)	State	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.		
First Steps to School Readiness	15	Proviso 117.103 (GP: First Steps Reauthorization)	State	Reauthorizes SC First Steps to School Readiness through SFY 2015.		
First Steps to School Readiness	16	44-7-2510 thru 44-7-2610	State	Article 21 of Title 44, section 7, Infants and Toddlers with Disabilities Act, identifys the responsibilities of the lead agency for the BabyNet Program. Creates Interagency Coordination Council, payments for services, and other specifics of the lead agency.		
First Steps to School Readiness	17	Title 12-6-5060	State	Creates tax check off donation to the First Steps to School Readiness Fund.		
First Steps to School Readiness	18	Individuals with Disablities Education Act (IDEA), Part C	Federal	Project funds the BabyNet Program for SC.		
First Steps to School Readiness	19	Title 59, Section 36	State	Specifies requirements for comprehensive system of special education and related services. Includes requirements associated with the Indivduals with Disabilities Education Act (IDEA)		

Personnel Involved Chart

INSTRUCTIONS: Please list the name of all personnel at the agency who can verify the information utilized when answering the questions in this report, their title, the **specific question they affirm the answer to which is wilfully submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100** and the individual's handsigned signature. The agency will need to provide a hard copy with the original signatures and a .pdf. To avoid the agency needing to pass around the same sheet to multiple individuals who may be in separate offices, the Committee will allow signatures to appear on multiple sheets, as long as all of the information about the individual and question to which he/she is affirming, is included. NOTE: Responses are not limited to the number of columns below that have borders around them, please list all that are applicable.

Agency Submitting Report	First Steps to School Readiness	First Steps to School Readiness	
Name			
Phone			
Email			
Department/Division			
Title			
Question			
Individual's Signature which indicates the individual understands he/she is affirming the answer(s) provided to the specific question(s) listed above their name, are wilfully being submitted by them as testimony before the Committee, as those terms are used in S.C. Code Section 2-2-100			