



# FY21 – FY25 Shared Visions Parent Support

## Summary of Data Collection for Year-End Reporting

**Note:** Services in a grant year occur between July 1 and June 30

Shared Visions Parent Support Programs will enter data in two reporting systems: [Iowa Grants Online Application System](#) (Iowa Grants) and [Data Application and Integration Solutions for the Early Years \(DAISEY\)](#).

### Iowa Grants

Reporting will include a mid-year budget report and a year-end report submitted through [Iowa Grants](#). It is important to remember that services should align with those described in the awarded application. Reporting requests and instructions will be sent via email from a Shared Visions consultant at the Iowa Department of Education. Mid-year budget reports are typically due in January. Year-end reports are typically due the first week of August. *Specific information to be reported in Iowa Grants is listed below.*

### DAISEY

Reporting will occur over the course of the year through the [DAISEY](#) data collection system. Family support professionals will utilize DAISEY to enter required demographic, quarterly report, and assessment data on the families they serve. Family support programs can then access their aggregated data through interactive intelligence reports that are built into DAISEY. A Shared Visions consultant at the Iowa Department of Education will pull year-end data from DAISEY by running annual reports at the end of the grant year. *Specific information to be reported in DAISEY can be found in the [Iowa FSSD Data Dictionary](#).*

The following information will be collected **mid-year** through Iowa Grants:

Reporting Form	Category	Description of Data
Mid-Year Budget – Parent Support	Budget and Expenditures	<ul style="list-style-type: none"> <li>Approved grant budget (should match what was submitted and approved in the application within Iowa Grants)</li> <li>Expenditures for the first and second quarters</li> <li>Total expenditures</li> </ul>

The following information will be collected at the **end of each grant year** through Iowa Grants:

Reporting Form	Category	Description of Data
Budget, In-Kind and Equipment – Parent Support	Budget Expenditures	<ul style="list-style-type: none"> <li>Approved grant budget (should match what was submitted and approved in the application within Iowa Grants)</li> <li>Expenditures within the following budget categories per quarter:               <ul style="list-style-type: none"> <li>Salaries and Benefits (administrative costs not to exceed 10%)</li> </ul> </li> </ul>

Reporting Form	Category	Description of Data
		<ul style="list-style-type: none"> <li>○ Travel/Training</li> <li>○ Purchased Services</li> <li>○ Supplies and Equipment (not to exceed 10%)</li> <li>○ Other Expenses (not to exceed 10%)</li> <li>● Total expenditures (must match the grant award unless all grant funds were not expended)</li> </ul>
Budget, In-Kind and Equipment – Parent Support	In-Kind Support (20% match required)	<ul style="list-style-type: none"> <li>● Identification and description</li> <li>● Name of source</li> <li>● Total amount</li> </ul>
Budget, In-Kind and Equipment – Parent Support	Equipment Inventory (items purchased with Shared Visions funding)	<ul style="list-style-type: none"> <li>● Item(s) purchased</li> <li>● Building and address/location of equipment</li> <li>● Date acquired and/or date of disposal (method)</li> <li>● Quantity</li> <li>● Original cost</li> </ul>
Program and Service Information – Parent Support	Program Information and Services	<ul style="list-style-type: none"> <li>● Grantee name</li> <li>● Counties served</li> <li>● Total number of families supported by Shared Visions funding</li> <li>● Program cost per family</li> <li>● Total number of income-eligible families on the waiting list</li> </ul>
Program and Service Information – Parent Support	Family Support Program Educator	<ul style="list-style-type: none"> <li>● Information for each staff person working in the Shared Visions program</li> <li>● Hours and description of professional development for the grant year per staff person</li> </ul>
Program and Service Information – Parent Support	Goals and Objectives	<ul style="list-style-type: none"> <li>● Progress toward program goals and objectives as described in the application</li> </ul>
Program and Service Information – Parent Support	Child Demographics (Cumulative; includes all children supported by Shared Visions funding served over the course of the grant year)	<ul style="list-style-type: none"> <li>● Number of children (reported by age range: prenatal, birth to age 3, age 4-5) who meet special characteristics such as: <ul style="list-style-type: none"> <li>○ homeless</li> <li>○ migrant</li> <li>○ immigrant</li> <li>○ special health care needs</li> <li>○ supported with IFSP or IEP services <u>prior</u> to enrollment</li> <li>○ supported with an IFSP or IEP <u>after</u> enrollment</li> </ul> </li> <li>● Additional/Clarifying information as needed</li> </ul>

Reporting Form	Category	Description of Data
Program and Service Information – Parent Support	Community Collaborations	<ul style="list-style-type: none"> <li>• Identification of community resources utilized by the program such as housing, health care, food security, etc.</li> </ul>
Program and Service Information – Parent Support	Narratives	<ul style="list-style-type: none"> <li>• Narrative highlighting one collaborative relationship that positively impacts the program</li> <li>• Narrative of a brief success story exemplifying the impact of the program services</li> </ul>
Program and Service Information – Parent Support	Impact to Program Services (applicable when unforeseen circumstances exist; e.g. health pandemic, tornado/flood)	<ul style="list-style-type: none"> <li>• Describe any changes to program services such as building closures, classroom closures, alternative service delivery, etc.</li> </ul>