Child Find Reporting Data Fields

Date			
Field Name	**Instruction**	**Suggestions/Examples**	**Dropdown**
Date	Specific dates only. Do not include date ranges on individual months	1/1/2020, 1/18/20, January 1, 2020	
Ongoing Partnership/Collaborations	If this is an ongoing partnership, please mark with an "X". Ongoing partnerships must have the frequency indicated as well. Note: If the activity is completed on a regular basis (Ex. Collaboration with other programs on a monthly or weekly basis) it doesn't have to be repeated. Just give a description of the activity and note the frequency of the occurrence.		Yes/No
Frequency	Indicate the frequency of ongoing partnerships/collaborations	Monthly, Bi-Monthly, Weekly, Bi-Weekly, quarterly	Once, Weekly, Bi-Weekly, Monthly, Quarterly, Annually
Location			
Field Name	**Instruction**	**Suggestions/Examples**	**Dropdown**
Setting	Location where Child Find event was completed: Sunrise Hospital, Clark County Health Dept, Child Care Program, Mills Park, etc.	Sunrise Hospital, Clark County; Child Care Program, Lyon County; Mills Park, Carson, etc.	
County	Name of county where Child Find event was completed	Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, White Pine	Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, White Pine
Participation			

Field Name	Instruction	Suggestions/Examples	
Specific Populations	Was the effort specifically targeted to a particular group?	Caregivers, providers, families, etc.	
Method/s:	How was information primarily presented?	Speaking engagement, distribution of public awareness materials, etc.	
# of Attendees	Number of participants that attended	Numeric only	
Age Targeted			
Field Name	Instruction	Suggestions/Examples	Dropdown
Birth to 1	Mark with an "X" if the activity was for this age group only	If the targeted age was ONLY Birth to 1, mark with an "X"-Only one option allowed.	X
Birth to 3	Mark with an "X" if the activity was for this age group only	If the targeted age was Birth to 3, mark with an "X"-Only One option allowed. DO NOT MARK BIRTH TO 1 IF THIS AGE GROUP IS CHOSEN	X
Outreach Information			
Field Name	Instruction	Suggestions/Examples	
Public Awareness	Choose appropriate code from report key	See specific codes in the report key at the bottom of report sheet. Example: Enter 4 if it was a presentation, 5 if it was staff training, etc.	SibShops Fairs (other than Health) Community Playgroups Presentations Staff Trainings University Interns Parent Groups Other
Outreach Information	Choose appropriate code from report key	See specific codes in the report key at the bottom of the report	School Districts Early Head Start Television, Radio, Newspaper

		sheet. Example: Enter 1 if outreach was at a school district, 4 if it was a phone call, etc.	Phone Call Other
Community Based Screening	Choose appropriate code from report key	See specific codes in the report key at the bottom of the report sheet. Example: Enter 1 if the community-based screening was at a health fair, 4 if it was at Gymboree, etc.	Health Fairs Doctor's Office Child Care Centers Gymboree Other
Type of Material Distributed	Choose appropriate code from the report key. **List each type on separate line**	See specific codes in the report key at the bottom of report sheet. Example: Enter 1 if the material was booklets, 2 if they were brochures, etc.	Booklets Brochures Fact Sheets Promotional Items Other
# of Materials handed out	Total number of all items distributed for category		
# of Screenings	Total number done		