March 25, 2022

Economic Development, Transportation, and Natural Resources Subcommittee
Legislative Oversight Committee
South Carolina House of Representatives
PO Box 11867
Columbia, SC 29211

Re: Response to Follow-up Questions from Prior Subcommittee Meetings

Dear Subcommittee Chair Representative William Hixon:

We appreciate the Economic Development, Transportation, and Natural Resources Subcommittee's interest in the work, reach, and impact of South Carolina First Steps and the Early Childhood Advisory Council as integral members of the education and workforce pipeline in the state. The vision of both First Steps and the Early Childhood Advisory Council is for all children to reach their highest potential.

First Steps was established in 1999 by the South Carolina General Assembly to close the gap on student's preparedness for success in school. Since the beginning, we have taken a holistic approach to accomplishing our mission, offering services that improve children's health, strengthen families, expand access to quality early care and education, and help transition rising kindergartners into school.

Because our mission is a shared endeavor, we also mobilize partners in building a more effective and efficient early childhood state system. In our role as the connector and convener of all early childhood serving agencies, South Carolina First Steps operates the Early Childhood Advisory Council (ECAC). Our trustees serve concurrently as ECAC members and our staff coordinates their collaborative efforts to support families and help young children thrive.

Please find our responses to your questions attached to this letter.

Sincerely,

Georgia Mjartan
Executive Director
South Carolina First Steps
South Carolina Early Childhood Advisory Council
gmjartan@scfirststeps.org

1. **Please state any changes that have occurred at your agency, or are planned at your agency because of the meeting with the Subcommittee (e.g., joining labor forc e participation rate taskforce after learning about during the meeting, etc.)**

    First Steps and the ECAC already collaborate well and deeply with several of the agencies that were represented at the Subcommittee meeting.

    1. We have followed up with a contact at SC Department of Employment and Workforce (DEW) about joining the Labor Force Participation Task Force, but we have not received an invitation to join yet.

    2. After observing the Subcommittee testimony, the Director of Strategic Partnerships at DEW reached out to the ECAC's Two-Generation Coordinator. A partnership is forming between the two entities centered around the state's 2Gen Community of Practice, First Five SC and integration points and opportunities between the early childhood state system and DEW. On April 19, the Director of Strategic Partnerships at DEW will present to a statewide network of 46 county-level First Steps executive directors about the offerings of DEW and with the desired outcome of building connections at the local level. On April 27, SC's Two-Generation Coordinator (staff of the ECAC), will present to the directors of the SC Works centers. The lunch and learn will focus on 2Gen approaches, the early childhood system, and using First Five SC as a resource at SC Works Centers.

    3. On March 8, State Director of First Steps 4K presented at the Department of Commerce's Rural Summit. The presentation was entitled "Rural Child Care Expansion."

    4. In February 2022, the ECAC published and presented to Governor McMaster South Carolina's Birth through Five Plan. After the Subcommittee hearing, a group of stakeholders (called the Interagency Collaboration Committee) met to begin operationalizing the plan. This group includes, but is not limited to, representatives from the following agencies who were also at the Subcommittee hearing: SC Department of Education, SC Department of Social Services, SC First Steps, and Commission on Higher Education. As the Interagency Collaboration Committee works to operationalize SC's Birth through Five Plan, additional agency representatives will be brought in to serve on strategy-specific working groups. One area of relevance to this effort is strategy 4.3.1, "Establish an integrated early childhood data system." This strategy concludes with the following language: "Connect information about participants in early childhood programs with K-12, workforce, and other longitudinal data." The stakeholders convened by the Subcommittee are all relevant to operationalizing this strategy. Another strategic focus of the early childhood state system as outlined in the plan is the effort to address child care supply shortages (also known as child

care "deserts"). As a working group convenes including SCDSS, SCFS, SDE, Head Start, and others, discussion has begun about the value of also including the SC Department of Commerce in the child care supply-building working group, as it was evident from the hearing and from other meetings that industry is affected by the challenge of insufficient child care availability for its workforce.

2. To determine where the same information is held by multiple agencies and, therefore, may be used to link information in the different agency systems, please provide a data dictionary for all information the agency maintains related to each of the items below.

   a. **S.C. employer**
   b. **S.C. job seeker**
   c. **S.C. K-12 school (public)**
   d. **S.C. student**

We have included the current data dictionaries in the e-mail sent accompanying this letter for First Steps 4K enrollment data and Local Partnership data housed at the South Carolina Integrated Data System at the Office of Revenue and Fiscal Affairs (RFA). In early 2023, First Steps will be launching a new case and program management system, which will house data for both 4K and Local Partnerships and is currently in development.

2. **Please provide a list of case management and other data systems utilized by your agency and the following for each:**

   a. **Does it include information on job seekers**
   b. **Does it include information on employers**
   c. **Does it include information on students**

   Currently, First Steps utilizes the following data systems for student data:

   - ChildPlus: houses First Steps 4K enrollment data

   - First Steps Data Collection System: houses Local Partnership child-level data

   d. **Does it include information on teaching entities**

   Currently, First Steps utilizes the following data systems for teaching entities:

   - Program files: First Steps 4K Providers (e.g., child care centers, private schools, charter schools, etc.)

   - First Steps Data Collection System: houses data on child care providers enrolled in Local Partnership programs

e. **List of agencies with which the system can integrate data**

The First Steps Data Collection System is housed at and maintained by RFA. Additionally, RFA is provided a 4K enrollment file annually. Through RFA, these data can be linked to any other agency data that are in the South Carolina Integrated Data System. Further, First Steps 4K students are assigned a SUNS ID (the unique identifier used by the Department of Education in their K-12 longitudinal data system), so First Steps 4K data can be integrated directly with Department of Education data. Starting this year, children currently being served by Local Partnerships, who have child-level data in the First Steps Data Collection System, will also be assigned a SUNS ID.

3. **What data, outside of the data currently available to your agency, may be helpful to your agency reaching potential customers, if any?**

First Steps and the ECAC define our customers in three buckets: young children (ages birth through five); parents of young children (including pregnant persons; parents defined as an adult in a caregiving role); and early care and education professionals who serve young children. To reach more children and parents and to target outreach to those most at-risk for early school failure, who would benefit greatly from our programs, the following data would be helpful:

- Department of Health and Environmental Control: vital records; Women, Infant, and Children supplemental nutrition (WIC); Postpartum Newborn Home Visit program; Neonatal Intensive Care Unit Pre-discharge Home Visits program; Nurse-Family Partnership program

- Department of Social Services: Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); SC Voucher (child care subsidy); child welfare; foster care

- Head Start grantees: program participants

- SC Children's Trust: MIECHV-funded program participants

- Department of Health and Human Services: Medicaid (we currently have a partnership with them to mail postcards to potential 4K students among their eligible and enrolled populations a few times a year; we could emulate this with other programs; particularly would be good for reaching pregnant persons, who would benefit most enrolling in services prenatally); BabyNet (IDEA Part C)

- Department of Education: IDEA Part B, 619; state and locally funded 3K and 4K programs

- Department of Alcohol and Other Drug Abuse Services: data related to patients, who are also parents of young children

- <u>Department of Mental Health:</u> data related to patients, who are also parents of young children

- <u>Department of Disabilities and Special Needs:</u> data related to patients, who are also parents of young children

- <u>Vocational Rehab:</u> data related to patients, who are also parents of young children

- <u>Technical Colleges/Higher Education Institutions:</u> data related to students, who are also parents of young children

To reach more early care and education professionals, the following data would be helpful for directing outreach related to training and professional development opportunities:

- <u>Department of Social Services:</u> child care workforce registry (SC Endeavors); child care licensing

- <u>Department of Education:</u> certified teacher data

- <u>Technical Colleges/Higher Education Institutions:</u> data related to recent graduates in early childhood degree field

4. **What data, outside of the data currently available to your agency, may be helpful to your agency in determining the results/impact your agency services are having on individuals it serves?**

We have been successful in linking Local Partnership child-level data to outcomes from other agencies via the RFA linkage process for one-time, legislatively mandated evaluations we have commissioned. Outcomes we have linked include:

- <u>Department of Education:</u> Kindergarten Readiness Assessment data; kindergarten attendance data

- <u>Department of Health and Human Services:</u> well-child visit data for children enrolled in Medicaid

- <u>Department of Social Services:</u> child maltreatment reports made, child maltreatment substantiated cases, and foster care placement

Annually, the Education Oversight Committee publishes Kindergarten Readiness Assessment data by 4K experience, which is one way we measure the impact of First Steps 4K.

A big part of First Steps across both Local Partnerships and First Steps 4K is referring eligible families to services at other agencies, whether in one-on-one interactions, at community events, or through the family facing First Five SC (https://first5sc.org/) and Palmetto Pre-K (https://palmettoprek.org/). However, understanding if these referrals result in successful connection to service is an opportunity for us that could be filled by other agencies sharing their data with us, such as BabyNet, WIC, and Head Start, to name a few. Connecting referrals to receipt of service would be a great way for us to measure our return on investment in outreach, community engagement, and core functions.

5. **Please list all entities, other than those listed in the attached flow chart, you believe may be involved in the education and workforce ecosystem and role of each.**

   - <u>Head Start:</u> direct federal to local funding for programs that promote school readiness for low-income young children; the Head Start Collaboration Office is housed at the Department of Social Services

   - <u>Private and charter schools:</u> non-public school settings educating young children through high school graduation

   - <u>U.S. Armed Forces:</u> a large component of the workforce and family life in SC; there are also federally qualified child care centers on military bases that are part of the early childhood landscape in the state

6. **What topics does your agency believe may be helpful to have in a statewide unified workforce plan (e.g., marketing plan, central portal for customers to enter information through which their information could be shared with all applicable entities, etc.)?**

   We believe it would be helpful for a statewide unified workforce plan to include plans for supporting and investing in child and elderly care infrastructure in our state. Parents of young children and adults caring for elderly family members are unable to participate fully in the labor force without these supports, as they are forced to stay at home full-time or only work part-time to juggle part-time caregiving responsibilities. To be successful, a workforce plan should address these caregiving needs that prohibit a fair proportion of those able to work from participating in the labor force. A workforce plan should also acknowledge the recent and dramatic departure of women from the workforce, should layer this information together with women who are parents or caregivers, and should examine the connection between policies that support parents in the workforce (such as paid leave or flexible work policies) as a strategy for addressing workforce shortages.

What potential obstacles can your agency think of that may have to be overcome to successfully implement a statewide unified workforce plan?

As with all statewide plans, if the plan's development is not inclusive, meaning it does not include voices from a diverse group of stakeholders, buy-in may be limited, which is a potential obstacle to success. Additionally, a plan is only as valuable as its operationalization and measurement of progress. Investment needs to be made in continuously convening all the key stakeholders beyond plan development and into plan operationalization and measurement. This will require staff time and attention, as well as resources to implement the plan and monitor its progress.

7. **To allow the General Assembly and public to access information related to multiple agencies in a single location, would your agency be willing to contact the Revenue and Fiscal Affairs Office (RFA) and provide information necessary for RFA to create and regularly update, through data sharing, maps applicable to your agency?**

Yes, we would be willing to contact the Revenue and Fiscal Affairs Office (RFA) and provide information applicable to our agency.

Below is a list of initial maps for consideration (Note: Not all will be applicable to your agency). Please include others agency leadership believes may be useful to members of the General Assembly or public.

Location/Boundaries

a. Local Workforce Development Board Areas/Regional Workforce Advisors
b. S.C. Works Center and Connection Point Locations
c. Vocational Rehabilitation Facilities and Locations (e.g., job readiness training centers and other facilities)
d. Vocational Rehabilitation Regions
e. Commission for the Blind Office Locations
f. Commission for the Blind Vocational Rehabilitation Office Territories
g. Department of Veteran's Affairs Regional Modules for Service
h. First Steps 4K Provider Locations
i. First Steps Local Partnership Office Locations
j. Public 4K Provider Locations
k. K-12 School Locations
l. Local School District Boundaries
m. SC School Report Card District Comparison
n. Adult Education Technical Assistance Network Boundaries/Regions
o. Technical College main and branch campus Locations
p. Public and Private college and university (non-technical college) Locations
q. Regional Non-Profit Economic Development Alliance Regions

r. County Tiers for purposes of incentives
s. Counties eligible for State Rural Development Grants
t. Counties eligible for Appalachian Regional Commission Grants

u. US Department of Housing and Urban Development designated Promise Zones
v. Rural and urban county designations (agencies use different definitions of this designation; it would be great if there was a standard one available)

Data by County
Following information by county:

In our efforts to collaborate across agencies, some of these data are included in the Birth through Five plan, which we are happy to share with the Subcommittee. However, when other agencies are the best-suited contact, we try not to speak on their behalf. Therefore, we believe it most efficient for the Subcommittee to request the following data from the other agencies directly, as detailed below.

A. Percent of kindergartners who were ready for school based on kindergarten readiness assessment in total and by the following:
   a. in poverty
   b. race
   c. Subject

   These data are housed at the Department of Education and are to be reported on by the Education Oversight Committee (EOC) every June (see Fall 2020 report: https://eoc.sc.gov/sites/default/files/Documents/KRA/KRAforweb.06152021.pdf). In this report, the total % ready, i.e. "demonstrating readiness" on the Kindergarten Readiness Assessment, are reported by school district. First Steps did some aggregation of these data to report the total % ready at the county level for our annual report, as required by law, which are the data displayed in the map on page 9 of the Birth through Five plan. We would be happy to share this with the Subcommittee. The EOC report includes the total % ready by race (table 7, page 13 of the Fall 2020 report) and by poverty status (table 9, page 14 of the Fall 2020 report). In the fall 2020 report, they did not include data by subject, which for the KRA are: language and literacy; mathematics; physical well-being and motor development; social foundations. In sum, we cannot provide these data to the Subcommittee. They would need to be requested from the Department of Education.

B. Child care supply v. demand

   These data are housed at the Department of Social Services (DSS). We are happy to share the data we received from DSS that informed the map on page 12 of the Birth

through Five plan. However, if more recent data are desired by the Subcommittee, they would need to be requested from DSS.

C. Percent of children age 0-35 months who have full immunization coverage

The South Carolina-specific data reported in the Birth through Five plan were obtained from the Centers for Disease Control and Prevention (CDC) (https://www.cdc.gov/vaccines/imz-managers/coverage/childvaxview/interactive-reports/index.html). The CDC does not report these by county. Immunization data are housed at the Department of Health and Environmental Control and would need to be requested directly from them.

D. Percent of children ages 1-5 who have received at least one preventive dental visit in the past year

The South Carolina-specific data reported in the Birth through Five plan were obtained from the US Census Bureau's National Survey of Children's Health. These data are not available at the county level from this source. A potential data source that may get the Subcommittee more granular, i.e. county, data could be from the Medicaid population of 1-5 year olds (data housed at the Department of Health and Human Services).

E. Percent of child care providers participating in ABC Quality

These data are housed at the Department of Social Services (DSS) and would need to be requested directly from them.

First Steps Data Dictionary

Data is submitted directly into the First Steps Data Collection site by First Steps staff as they assess and process clients through the system. We have data dating back to fall of 2006 through the present day. The programs follow children as early as birth and up to the age of 5 years old.

First Steps provides programs that help with early intervention, strengthen families, improve children's health and well-being, increase the quality of early care and education, and help transition rising kindergarteners into school. . This data collection tool was designed to help First Steps track and assess clients of these programs.

List of Tables included in the Data System

TABLE_NAME	table_type	description
approved_providers	admin	Childcare providers approved for use in scholarship programs
asq3_scores	control	Score values for ASQ-3 assessments
asqse_scores	control	Score values for ASQ:SE assessments
asqse2_scores	control	Score values for ASQ:SE2 assessments
assess_aciri	parenting	ACIRI Assessments
assess_asq	parenting	ASQ and Other Assessments
assess_kips	parenting	KIPS Assessments
assess_mchat	parenting	M-CHAT Assessments
assess_other	parenting	Other general assessments
ccp_assessments	childcare providers	Child Care Provider Assessments
ccp_centers	childcare providers	Center Information for Child Care Providers, updated regularly
ccp_classrooms	childcare providers	Classroom Information for Child Care Providers
ccp_classvisits	childcare providers	Child Care Provider Classroom Visits
ccp_cstaff	childcare providers	FS Child Care Provider County Staff
ccp_districts	childcare providers	School Districts in which Child Care Providers are located
ccp_nita	childcare providers	Child Care Provider Non-Intensive Technical Assistance
ccp_registration	childcare providers	Child Care Provider Registration
ccp_sitevisits	childcare providers	Child Care Provider Site Visits

	childcare providers	Child Care Provider Staff
ccp_staff	childcare providers	Child Care Provider Staff
ccp_vars	childcare providers	Child Care Provider
cctraining	outputs	Outputs: Child Care Training
childcare	outputs	Outputs: Child Care
cntyprogs	admin	Approved Programs for each County, by Fiscal Year
commed	outputs	Outputs: Community Education
counties	control	List of SC Counties
earlyed	outputs	Outputs: Early Education
earlyhead	outputs	Outputs: Early Head Start
eident	outputs	Outputs: Early Identification and Referral
familylit	outputs	Outputs: Family Literacy
familylpe	outputs	Outputs: Family Literacy with Parent Education
fsaudit	admin	Tracking auditable User actions
fsexcept	admin	Tracking User exceptions
fstraffic	admin	Tracking User site traffic
gm_topics	control	Group Meeting Topics
health	outputs	Outputs: Health Programs
latedata	admin	Tracking Late-entered data
literacy	outputs	Outputs: Literacy
lsp_control	control	Control values for LSP Assessments
lsps	parenting	LSP Assessment data
myovars	control	Control values for User-created reports
par_caseinfo	parenting	Parenting Case Information data
par_clients	parenting	Parenting Client Information data
par_gmeet	parenting	Group Meeting data
par_group_meeting_cases	parenting	Group Meeting Attendance Data
par_homevis	parenting	Parenting Home Visit data
par_interventions	parenting	Parenting Intervention data
par_referrals	parenting	Parenting Referral data
par_scholarships	parenting	Parenting Scholarship data
par_staff	parenting	FS Parenting Staff data
parenting	outputs	Outputs: Parenting Programs
program_comps	control	Program Components control values

program_reg	admin	Registered County Program admin data
programs	control	All FS Programs in use
scholarships	outputs	Outputs: Scholarships Programs
school_districts	control	List of SC School Districts
tr_vids	control	Control values for Uploaded Training Videos
track_homevis	admin	Tracking Home Visits data
users	admin	System User Administration Data
variables	control	List of variables used in FS programs
vendors	admin	Registered Program Vendor admin data
well_child_visits	parenting	Well-Child Visit data
wfrom	control	List of Referral sources to Firsts Steps

Data Structure – Providers Table

Childcare providers approved for use in scholarship programs

Approved Providers Table   - Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
approved	Provider has been approved	YES	int	NULL	10		
ccp_registration_id	Child Care Provider Unique record Identifier	NO	int	NULL	10		
county	County code number	YES	varchar	2	NULL	01-46, plus 99	
fein	Federal Employer Identification Number	YES	varchar	15	NULL		
meets	they meet certain criteria for approval	YES	int	NULL	10		
provider	Name of Child Care Provider being approved	YES	varchar	100	NULL		
scfsapproved	SC First Steps has allowed the provider to be approved without "meeting criteria"	YES	int	NULL	10		
updated	Date Updated	YES	varchar	8	NULL		

Score values for ASQ-3 assessments

ASQ3 Scores Table – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
asq1a	ASQ1 score Delay cut-point	YES	int	NULL	10		
asq1b	ASQ1 score Potential Delay cut-point	YES	int	NULL	10		
asq2a	ASQ2 score Delay cut-point	YES	int	NULL	10		
asq2b	ASQ2 score Potential Delay cut-point	YES	int	NULL	10		
asq3a	ASQ3 score Delay cut-point	YES	int	NULL	10		
asq3b	ASQ3 score Potential Delay cut-point	YES	int	NULL	10		
asq4a	ASQ4 score Delay cut-point	YES	int	NULL	10		
asq4b	ASQ4 score Potential Delay cut-point	YES	int	NULL	10		
asq5a	ASQ5 score Delay cut-point	YES	int	NULL	10		
asq5b	ASQ5 score Potential Delay cut-point	YES	int	NULL	10		
asqage	age group of the ASQ assessment	YES	int	NULL	10		

Data Structure – ASQSE Scores
Score values for ASQ:SE assessments

ASQSE Scores - Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
asqage	age group of the ASQ assessment	YES	int	NULL	10		
cutoff	Scores below cutoff are "On Track"	YES	int	NULL	10		
maxscr	Scores above MAXSCR are "Delayed"	YES	int	NULL	10		

Data Structure – ASQSE2 Scores
Score values for ASQ:SE2 assessments

asqse2_scores – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
asqage	Age group of the ASQ assessment	NO	tinyint	NULL	3		
cutoff	Scores below cutoff are "On Track"	NO	tinyint	NULL	3		
max_score	Scores above MAXSCR are "Delayed"	NO	tinyint	NULL	3		

Data Structure – Assess ACIRI

ACIRI Assessments

Assess ACIRI Table - Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
aciridate	Date of ACIRI assessment performed	YES	varchar	8	NULL		
aciritype	Type of ACIRI assessment	YES	varchar	1	NULL		
ad_eat1	AD_EAT1 score	YES	int	NULL	10		
ad_eat2	AD_EAT2 Score	YES	int	NULL	10		
ad_eat3	AD_EAT3 score	YES	int	NULL	10		
ad_eat4	AD_EAT4 score	YES	int	NULL	10		
ad_eatmean	AD_EAT average	YES	decimal	NULL	5		
ad_pirsc1	AD_PIRSC1 score	YES	int	NULL	10		
ad_pirsc2	AD_PIRSC2 score	YES	int	NULL	10		
ad_pirsc3	AD_PIRSC3 score	YES	int	NULL	10		
ad_pirsc4	AD_PIRSC4 score	YES	int	NULL	10		
ad_pirscmean	AD_PIRSC average	YES	decimal	NULL	5		
ad_uls1	AD_ULS1 score	YES	int	NULL	10		
ad_uls2	AD_ULS2 score	YES	int	NULL	10		
ad_uls3	AD_ULS3 score	YES	int	NULL	10		
ad_uls4	AD_ULS4 score	YES	int	NULL	10		
ad_ulsmean	AD_ULS average	YES	decimal	NULL	5		
adult	Name of adult present at assessment	YES	varchar	50	NULL		
assessor	Name of person giving assessment	YES	varchar	30	NULL		
caseno	Case name	YES	varchar	30	NULL		
ch_eat1	CH_EAT1 score	YES	int	NULL	10		
ch_eat2	CH_EAT2 score	YES	int	NULL	10		
ch_eat3	CH_EAT3 score	YES	int	NULL	10		
ch_eat4	CH_EAT4 score	YES	int	NULL	10		
ch_eatmean	CH_EAT average	YES	decimal	NULL	5		
ch_pirsc1	CH_PIRSC1 score	YES	int	NULL	10		

ch_pirsc2	CH_PIRSC2 score	YES	int	NULL	10		
ch_pirsc3	CH_PIRSC3 score	YES	int	NULL	10		
ch_pirsc4	CH_PIRSC4 score	YES	int	NULL	10		
ch_pirscmean	CH_PIRSC average	YES	decimal	NULL	5		
ch_uls1	CH_ULS1 score	YES	int	NULL	10		
ch_uls2	CH_ULS2 score	YES	int	NULL	10		
ch_uls3	CH_ULS3 score	YES	int	NULL	10		
ch_uls4	CH_ULS4 score	YES	int	NULL	10		
ch_ulsmean	CH_ULS average	YES	decimal	NULL	5		
datein	Date first entered	YES	varchar	8	NULL		
id	Unique record Identifier	NO	int	NULL	10		
kidage	Age of child being assessed	YES	int	NULL	10		
kidname	Name of child being assessed	YES	varchar	50	NULL		
kidsex	Gender of child being assessed	YES	varchar	1	NULL		
progno	Program number	YES	varchar	15	NULL		
reltokid	Relationship to child	YES	varchar	2	NULL		

Data Structure – Assess ASQ
ASQ and Other Assessments

Assess ASQ - Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adult	Name of adult present at assessment	YES	varchar	50	NULL		
asq1	Asq1 score	YES	int	NULL	10		
asq1_stat	Asq1 score status	YES	varchar	1	NULL		
asq2	ASQ2 score	YES	int	NULL	10		
asq2_stat	ASQ2 status	YES	varchar	1	NULL		
asq3	ASQ3 score	YES	int	NULL	10		
asq3_stat	ASQ3 status	YES	varchar	1	NULL		
asq4	ASQ4 score	YES	int	NULL	10		
asq4_stat	ASQ4 status	YES	varchar	1	NULL		
asq5	ASQ5 score	YES	int	NULL	10		
asq5_stat	ASQ5 status	YES	varchar	1	NULL		
asqage	age group of the ASQ assessment	YES	varchar	2	NULL		
asqdate	ASQ date of the ASQ assessment	YES	varchar	8	NULL		
asqexempt	Exempt from further ASQs	YES	varchar	1	NULL		
asqse	ASQSE score	YES	int	NULL	10		
asqse_stat	ASQSE status	YES	varchar	1	NULL		
asqse2	ASQSE2 score	YES	smallint	NULL	5		
asqse2_stat	ASQSE2 status	YES	tinyint	NULL	3		
asqtype	Type of ASQ for this record	YES	varchar	1	NULL		
assessor	Name of person giving assessment	YES	varchar	30	NULL		
caseno	Case name	YES	varchar	30	NULL		
datein	Date first entered	YES	varchar	8	NULL		
id	Unique record Identifier	NO	int	NULL	10		
kidage	Age of child being assessed	YES	int	NULL	10		

kidname	Name of child being assessed	YES	varchar	50		NULL		
kidsex	Gender of child being assessed	YES	varchar	1		NULL		
othasmnt	Other assessment type	YES	varchar	2		NULL		
othscore	Other assessment score	YES	decimal	NULL		10		
progno	Program number	YES	varchar	15		NULL		
reltokid	Relationship to child	YES	varchar	2		NULL		

Assess KIPS – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adult	Name of adult present at assessment	YES	varchar	50	NULL		
assessor	Name of person giving assessment	YES	varchar	50	NULL		
caseno	Case name	YES	varchar	30	NULL		
datein	Date First entered	YES	varchar	8	NULL		
id	Unique record Identifier	NO	int	NULL	10		
kidage	Age of child being assessed	YES	int	NULL	10		
kidname	Name of child being assessed	YES	varchar	50	NULL		
kidsex	Gender of child being assessed	YES	varchar	1	NULL		
kips1	KIPS field 1 score	YES	int	NULL	10		
kips10	KIPS field 10 score	YES	int	NULL	10		
kips10com	KIPS field 10 comments	YES	varchar	100	NULL		
kips11	KIPS field 11 score	YES	int	NULL	10		
kips11com	KIPS field 11 comments	YES	varchar	100	NULL		
kips12	KIPS field 12 score	YES	int	NULL	10		
kips12com	KIPS field 12 comments	YES	varchar	100	NULL		
kips1com	KIPS field 1 comment	YES	varchar	100	NULL		
kips2	KIPS field 2 score	YES	int	NULL	10		
kips2com	KIPS field 2 comments	YES	varchar	100	NULL		
kips3	KIPS field 3 score	YES	int	NULL	10		
kips3com	KIPS field 3 comment	YES	varchar	100	NULL		
kips4	KIPS field 4 score	YES	int	NULL	10		
kips4com	KIPS field 4 comment	YES	varchar	100	NULL		

kips5	KIPS Field 5 score	YES	int	NULL	10		
kips5com	KIPS Field 5 comments	YES	varchar	100	NULL		
kips6	KIPS Field 6 score	YES	int	NULL	10		
kips6com	KIPS Field 6 comments	YES	varchar	100	NULL		
kips7	KIPS Field 7 score	YES	int	NULL	10		
kips7com	KIPS Field 7 comments	YES	varchar	100	NULL		
kips8	KIPS Field 8 score	YES	int	NULL	10		
kips8com	KIPS Field 8 comments	YES	varchar	100	NULL		
kips9	KIPS Field 9 score	YES	int	NULL	10		
kips9com	KIPS Field 9 comments	YES	varchar	100	NULL		
kipscom	Overall KIPS comments	YES	varchar	500	NULL		
kipsdate	KIPS assessment date	YES	varchar	8	NULL		
kipsdone	KIPS has been finalized	YES	varchar	1	NULL		
kipsfinal	Kips has been finalized (no longer used)	YES	varchar	1	NULL		
kipsscore	Overall KIPS score	YES	decimal	NULL	4		
progno	Program number	YES	varchar	15	NULL		
reltokid	Relationship to child	YES	varchar	2	NULL		

Data Structure – Assess MCHAT
M-CHAT Assessments

Assess MCHAT – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adult	Name of adult present at assessment	YES	varchar	50	NULL		
assessor	Name of person giving assessment	YES	varchar	50	NULL		
caseno	Case name	YES	varchar	30	NULL		
datein	Date first entered	YES	varchar	8	NULL		
id	Unique record Identifier	NO	int	NULL	10		
kidage	Age of child being assessed	YES	int	NULL	10		
kiddob	Date of Birth of child being assessed	YES	varchar	8	NULL		
kidname	Name of child being assessed	YES	varchar	50	NULL		
mchatcom	MCHAT comments	YES	varchar	500	NULL		
mchatdate	MCHAT has been finalized	YES	varchar	8	NULL		
mchatresult	Results of MCHAT	YES	int	NULL	10		
progno	Program number	YES	varchar	15	NULL		
reltokid	Relationship to child	YES	varchar	2	NULL		

Data Structure – Assess Other
Other general assessments

Assess Other – Table Type Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adult	Name of adult present at assessment	YES	varchar	50	NULL		
assessor	Name of person giving assessment	YES	varchar	50	NULL		
caseno	Case name	YES	varchar	30	NULL		
datein	Date first entered	YES	varchar	8	NULL		
kidage	Age of child being assessed	YES	int	NULL	10		
kidname	Name of child being assessed	YES	varchar	50	NULL		
kidsex	Gender of child being assessed	YES	varchar	1	NULL		
othcom	Other Assessment comments	YES	varchar	500	NULL		
othdate	Other Assessment Date of completion	YES	varchar	8	NULL		
othname	Other Assessment name	YES	varchar	30	NULL		
othscore	Other Assessment score	YES	varchar	5	NULL		
progno	Program number	YES	varchar	15	NULL		
reltokid	Relationship to child	YES	varchar	2	NULL		

CCP Assessments – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
assess_begin	Time Assessment begins	YES	varchar	4	NULL		
assess_end	Time Assessment ends	YES	varchar	4	NULL		
assess_hours	Number of hours assessment lasted	YES	decimal	NULL	4		
assessdate	Date of Assessment	YES	varchar	10	NULL		
assessor	Name of person giving assessment	YES	varchar	30	NULL		
ccp_registration_id	Child Care Provider Unique record Identifier	YES	int	NULL	10		
class_behavior_management	Glass Behavior Management score	YES	decimal	NULL	2		
class_concept_development	Class Concept Development score	YES	decimal	NULL	2		
class_emotional_avg	Class Emotional Average score	YES	decimal	NULL	2		
class_instructional_avg	Class Instructional Average score	YES	decimal	NULL	2		
class_instructional_learning	Class Instructional Learning score	YES	decimal	NULL	2		
class_language_modeling	Class Language Modeling score	YES	decimal	NULL	2		
class_negative_climate	Class Negative Climate score	YES	decimal	NULL	2		
class_organization_avg	Class Organization Average score	YES	decimal	NULL	2		
class_positive_climate	Class Positive Climate score	YES	decimal	NULL	2		
class_productivity	Class Productivity score	YES	decimal	NULL	2		
class_quality_of_feedback	Class quality of feedback score	YES	decimal	NULL	2		

class_student_perspective	Class Student Perspective score	YES	decimal	NULL	2		
class_teacher_sensitivity	Class Teacher Sensitivity score	YES	decimal	NULL	2		
classname	Name of Class	YES	varchar	30	NULL		
datein	Date first entered	YES	varchar	8	NULL		
ecers_3_1	ECERS_3_1 score	YES	varchar	4	NULL		
ecers_3_1com	ECERS_3_1 comments	YES	varchar	50	NULL		
ecers_3_2	ECERS_3_2 score	YES	varchar	4	NULL		
ecers_3_2com	ECERS_3_2 comments	YES	varchar	50	NULL		
ecers_3_3	ECERS_3_3 score	YES	varchar	4	NULL		
ecers_3_3com	ECERS_3_3 comments	YES	varchar	50	NULL		
ecers_3_4	ECERS_3_4 score	YES	varchar	4	NULL		
ecers_3_4com	ECERS_3_4 comments	YES	varchar	50	NULL		
ecers_3_5	ECERS_3_5 score	YES	varchar	4	NULL		
ecers_3_5com	ECERS_3_5 comments	YES	varchar	50	NULL		
ecers_3_6	ECERS_3_6 score	YES	varchar	4	NULL		
ecers_3_6com	ECERS_3_6 comments	YES	varchar	50	NULL		
ecers_3_com	ECERS_3 comments	YES	varchar	500	NULL		
ecers_3_total	ECERS_3 total	YES	varchar	4	NULL		
ecers1	ECERS1 score	YES	varchar	4	NULL		
ecers1com	ECERS1 comments	YES	varchar	50	NULL		
ecers2	ECERS2 score	YES	varchar	4	NULL		
ecers2com	ECERS 2 comments	YES	varchar	50	NULL		
ecers3	ECERS3 score	YES	varchar	4	NULL		
ecers3com	ECERS3 comments	YES	varchar	50	NULL		
ecers4	ECERS4 score	YES	varchar	4	NULL		
ecers4com	ECERS4 comments	YES	varchar	50	NULL		
ecers5	ECERS5 score	YES	varchar	4	NULL		
ecers5com	ECERS5 comments	YES	varchar	50	NULL		
ecers6	ECERS6 score	YES	varchar	4	NULL		
ecers6com	ECERS6 comments	YES	varchar	50	NULL		
ecers7	ECERS7 score	YES	varchar	4	NULL		
ecers7com	ECERS7 comments	YES	varchar	50	NULL		
ecerscom	ECERS comments	YES	varchar	500	NULL		

ecerstotal	ECERS final score	YES	varchar	4	NULL		
fccers1	FCCERS1 score	YES	varchar	4	NULL		
fccers1com	FCCERS1 comments	YES	varchar	50	NULL		
fccers2	FCCERS2 score	YES	varchar	4	NULL		
fccers2com	FCCERS2 comments	YES	varchar	50	NULL		
fccers3	FCCERS3 score	YES	varchar	4	NULL		
fccers3com	FCCERS3 comments	YES	varchar	50	NULL		
fccers4	FCCERS4 score	YES	varchar	4	NULL		
fccers4com	FCCERS4 comments	YES	varchar	50	NULL		
fccers5	FCCERS5 score	YES	varchar	4	NULL		
fccers5com	FCCERS5 comments	YES	varchar	50	NULL		
fccers6	FCCERS6 score	YES	varchar	4	NULL		
fccers6com	FCCERS6 comments	YES	varchar	50	NULL		
fccers7	FCCERS7 score	YES	varchar	4	NULL		
fccers7com	FCCERS7 comments	YES	varchar	50	NULL		
fccerscom	FCCERS comments	YES	varchar	500	NULL		
fccerstotal	FCCERS final score	YES	varchar	4	NULL		
fdcrs1	FDCRS1 score	YES	varchar	4	NULL		
fdcrs1com	FDCRS1 comments	YES	varchar	50	NULL		
fdcrs2	FDCRS2 score	YES	varchar	4	NULL		
fdcrs2com	FDCRS2 comments	YES	varchar	50	NULL		
fdcrs3	FDCRS3 score	YES	varchar	4	NULL		
fdcrs3com	FDCRS3 comments	YES	varchar	50	NULL		
fdcrs4	FDCRS4 score	YES	varchar	4	NULL		
fdcrs4com	FDCRS4 comments	YES	varchar	50	NULL		
fdcrs5	FDCRS5 score	YES	varchar	4	NULL		
fdcrs5com	FDCRS5 comments	YES	varchar	50	NULL		
fdcrs6	FDCRS6 score	YES	varchar	4	NULL		
fdcrs6com	FDCRS6 comments	YES	varchar	50	NULL		
fdcrs7	FDCRS7 score	YES	varchar	4	NULL		
fdcrs7com	FDCRS7 comments	YES	varchar	50	NULL		
fdcrscom	FDCRS comments	YES	varchar	500	NULL		
fdcrstotal	FDCRS final score	YES	varchar	4	NULL		
fein	Federal Employer Identification Number	NO	varchar	20	NULL		

fsuser	Person entering record	YES	varchar	50	NULL		
id	Unique record Identifier	NO	int	NULL	10		
iters_3_1	ITERS_3_1 score	YES	varchar	4	NULL		
iters_3_1com	ITERS_3_1 comments	YES	varchar	50	NULL		
iters_3_2	ITERS_3_2 score	YES	varchar	4	NULL		
iters_3_2com	ITERS_3_2 comments	YES	varchar	50	NULL		
iters_3_3	ITERS_3_3 score	YES	varchar	4	NULL		
iters_3_3com	ITERS_3_3 comments	YES	varchar	50	NULL		
iters_3_4	ITERS_3_4 score	YES	varchar	4	NULL		
iters_3_4com	ITERS_3_4 comments	YES	varchar	50	NULL		
iters_3_5	ITERS_3_5 score	YES	varchar	4	NULL		
iters_3_5com	ITERS_3_5 comments	YES	varchar	50	NULL		
iters_3_6	ITERS_3_6 score	YES	varchar	4	NULL		
iters_3_6com	ITERS_3_6 comments	YES	varchar	50	NULL		
iters_3_com	ITERS_3_comments	YES	varchar	500	NULL		
iters_3_total	ITERS_3_final score	YES	varchar	4	NULL		
iters1	ITERS1 score	YES	varchar	4	NULL		
iters1com	ITERS1 comments	YES	varchar	50	NULL		
iters2	ITERS2 score	YES	varchar	4	NULL		
iters2com	ITERS2 comments	YES	varchar	50	NULL		
iters3	ITERS3 score	YES	varchar	4	NULL		
iters3com	ITERS3 comments	YES	varchar	50	NULL		
iters4	ITERS4 score	YES	varchar	4	NULL		
iters4com	ITERS4 comments	YES	varchar	50	NULL		
iters5	ITERS5 score	YES	varchar	4	NULL		
iters5com	ITERS5 comments	YES	varchar	50	NULL		
iters6	ITERS6 score	YES	varchar	4	NULL		
iters6com	ITERS5 comments	YES	varchar	50	NULL		
iters7	ITERS7 score	YES	varchar	4	NULL		
iters7com	ITERS7 comments	YES	varchar	50	NULL		
iterscom	ITERS comments	YES	varchar	500	NULL		
iterstotal	ITERS final score	YES	varchar	4	NULL		
pas1	PAS1 score	YES	varchar	4	NULL		
pas10	PAS10 score	YES	varchar	4	NULL		

pas10com	PAS10 comments	YES	varchar	50	NULL		
pas1com	PAS1 comments	YES	varchar	50	NULL		
pas2	PAS2 score	YES	varchar	4	NULL		
pas2com	PAS2 comments	YES	varchar	50	NULL		
pas3	PAS3 score	YES	varchar	4	NULL		
pas3com	PAS3 comments	YES	varchar	50	NULL		
pas4	PAS4 score	YES	varchar	4	NULL		
pas4com	PAS4 comments	YES	varchar	50	NULL		
pas5	PAS5 score	YES	varchar	4	NULL		
pas5com	PAS5 comments	YES	varchar	50	NULL		
pas6	PAS6 score	YES	varchar	4	NULL		
pas6com	PAS6 comments	YES	varchar	50	NULL		
pas7	PAS7 score	YES	varchar	4	NULL		
pas7com	PAS7 comments	YES	varchar	50	NULL		
pas8	PAS8 score	YES	varchar	4	NULL		
pas8com	PAS8 comments	YES	varchar	50	NULL		
pas9	PAS9 score	YES	varchar	4	NULL		
pas9com	PAS9 comments	YES	varchar	50	NULL		
pascom	PAS comments	YES	varchar	500	NULL		
pastotal	PAS final score	YES	varchar	4	NULL		
program	The program_code for this provider that this visit is served under	YES	varchar	4	NULL		
stafflist	Staff Present During Assessment	YES	varchar	200	NULL		
updated	Date updated	YES	varchar	8	NULL		

Center Information for Child Care Providers, updated regularly

CCP Centers – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
abcstatus	ABC Status	YES	varchar	1	NULL		
abcstatus2	ABS Status 2	YES	varchar	1	NULL		
abcstatus3	ABC Status 3	YES	varchar	1	NULL		
abcstatus4	ABC Status 4	YES	varchar	1	NULL		
acc_change	Has the Accreditation Status changed since this Provider's information was last entered for First Steps?	YES	varchar	1	NULL	Y, N	
acc_lost	Lost Accreditation	YES	varchar	1	NULL	1, 0	
acc_naa	Accreditation with NAA (National Afterschool Association)	YES	varchar	1	NULL	1, 0	
acc_naeyc	Accreditation with NAEYC (National Association for the Education of Young Children)	YES	varchar	1	NULL	1, 0	
acc_nafcc	Accreditation with NAFCC (National Association for Family Child Care)	YES	varchar	1	NULL	1, 0	
acc_other	Other Accreditation	YES	varchar	1	NULL	1, 0	
accredited	Is the Provider Accredited?	YES	varchar	1	NULL	Y, N	
ccp_registration_id	Child Care Provider Unique record Identifier	YES	int	NULL	10		
cen_comments	Comments for Center Information entry	YES	varchar	500	NULL		

centerdate	Date for Center Information entry	NO	varchar	10	NULL	YYYY/MM/DD	
dir_abc	Additional DIRECT Program Support Provided By ABC	YES	varchar	1	NULL		
dir_abcsn	Additional DIRECT Program Support Provided By ABC Special Needs	YES	varchar	1	NULL		
dir_babynet	Additional DIRECT Program Support Provided By Baby Net	YES	varchar	1	NULL		
dir_ccdna	Additional DIRECT Program Support Provided By Child Care Director\'s Network/Association	YES	varchar	1	NULL		
dir_cdepp	Additional DIRECT Program Support Provided By CDEPP	YES	varchar	1	NULL		
dir_dhec	Additional DIRECT Program Support Provided By DHEC	YES	varchar	1	NULL		
dir_district	Additional DIRECT Program Support Provided By School District	YES	varchar	1	NULL		
dir_ffl	Additional DIRECT Program Support Provided By Foundations for Learning	YES	varchar	1	NULL		
dir_healthprov	Additional DIRECT Program Support Provided By Health Providers	YES	varchar	1	NULL		
dir_imaglib	Additional DIRECT Program Support	YES	varchar	1	NULL		

	Provided By Imagination Library						
dir_interv	Additional DIRECT Program Support Provided By Intervention Services	YES	varchar	1	NULL		
dir_library	Additional DIRECT Program Support Provided By Library based programs	YES	varchar	1	NULL		
dir_mentors	Additional DIRECT Program Support Provided By Mentors	YES	varchar	1	NULL		
dir_other	Additional DIRECT Program Support Provided By Other	YES	varchar	1	NULL		
dir_palmetto	Additional DIRECT Program Support Provided By Palmetto Shared Services	YES	varchar	1	NULL		
dir_pat	Additional DIRECT Program Support Provided By PAT	YES	varchar	1	NULL		
dir_pitc	Additional DIRECT Program Support Provided By PITC (Program for Infant/Toddler Care)	YES	varchar	1	NULL		
dir_rcll	Additional DIRECT Program Support Provided By Resource Center/Lending Library	YES	varchar	1	NULL		
dir_referral	Additional DIRECT Program Support Provided By Resource and Referral Agency	YES	varchar	1	NULL		
dir_usda	Additional DIRECT Program Support Provided By USDA	YES	varchar	1	NULL		

employees	Total number of employees for provider	YES	int	NULL	10		
enroll0	Enrollment for children aged 0 to 12 months	YES	int	NULL	10		
enroll025	Total Enrollment 0-5 year olds	YES	int	NULL	10		
enroll1	Enrollment for children aged 13 to 24 months	YES	int	NULL	10		
enroll2	Enrollment for 2 year olds	YES	int	NULL	10		
enroll3	Enrollment for 3 year olds	YES	int	NULL	10		
enroll4	Enrollment for 4 year olds	YES	int	NULL	10		
enroll5	Enrollment for 5 year olds	YES	int	NULL	10		
enroll6	Enrollment for 6 to 12 year olds	YES	int	NULL	10		
enrolltot	Total Enrollment	YES	int	NULL	10		
exitdate	Date Provider left First Steps services	YES	varchar	10	NULL	YYYY/MM/DD	
exited	Flag: Provider has left First Steps services	YES	varchar	1	NULL		
fein	Federal Employer Identification Number	NO	varchar	20	NULL		
id	Unique ID for this set of center information	NO	int	NULL	10		
lostacc	If Accreditation Lost, Please Specify Why	YES	varchar	500	NULL		
mat_blocks	Materials: blocks	YES	varchar	1	NULL		
mat_books	Materials: books	YES	varchar	1	NULL		
mat_consume	Materials: consumable	YES	varchar	1	NULL		
mat_curriculum	Materials: curriculum	YES	varchar	1	NULL		
mat_dramatic	Materials: dramatic	YES	varchar	1	NULL		
mat_equip	Materials: equipment	YES	varchar	1	NULL		
mat_fmotor	Materials: Fine Motor Skills	YES	varchar	1	NULL		

mat_gmotor	Materials: Gross Motor Skills	YES	varchar	1	NULL		
mat_music	Materials: music	YES	varchar	1	NULL		
mat_other	Materials: other	YES	varchar	1	NULL		
mat_science	Materials: science	YES	varchar	1	NULL		
mat_total	Materials: total	YES	decimal	NULL	18		
newentry	This is the first information entry for this Provider in this fiscal year, or this Provider left First Steps within this fiscal year and is now returning.	YES	varchar	1	NULL	1, 0	
otheracc	Please Specify Other Accreditation	YES	varchar	30	NULL		
otherdirect	Additional DIRECT Program Support Provided By Other	YES	varchar	30	NULL		
othermat	Other materials purchased	YES	varchar	30	NULL		
ownerdirector	Is the Director the same person as the Owner?	YES	varchar	1	NULL	Y, N	
regstatus	Regulatory Status at Date of Entry	YES	varchar	1	NULL	1, 2, 3	
ta_cons	First Steps Focus – Technical Assistance	YES	varchar	1	NULL	0 - Consultation, 1 - Intensive, 2 - Not Indicated, 3 - Training Only	

Classroom Information for Child Care Providers

CCP Classrooms – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
ccp_registration_id	Child Care Provider Unique record Identifier	YES	int	NULL	10		
classname	Classroom Name	NO	varchar	30	NULL		
classnum	Classroom Number of Classroom	NO	varchar	2	NULL		
classtype	Classroom type (age group)	NO	varchar	50	NULL		
fein	Federal Employer Identification Number	NO	varchar	20	NULL		
id	Unique Identifier of Classroom	NO	int	NULL	10		

Data Structure – CCP Class Visits
Child Care Provider Classroom Visits

CCP Class Visits – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
camnhours	Number of Hours of Classroom Mentoring	YES	varchar	4	NULL		
catahours	Number of Hours of Classroom Technical Assistance	YES	varchar	4	NULL		
ccp_classroom_id	Unique ID of Classroom being visited	YES	int	NULL	10		
ccp_sitevisit_id	Unique ID of Site Visit when Classroom was visited	YES	int	NULL	10		
children	Children served	NO	int	NULL	10		
classname	Classroom Name of Classroom being visited	NO	varchar	30	NULL		
cta_arrangement	Classroom Technical Assistance Provided: Arrangement	YES	varchar	1	NULL		
cta_blockplay	Classroom Technical Assistance Provided: Block Play	YES	varchar	1	NULL		
cta_brain	Classroom Technical Assistance Provided: Brain Development	YES	varchar	1	NULL		
cta_classmanage	Classroom Technical Assistance Provided: Classroom Management	YES	varchar	1	NULL		
cta_cognitive	Classroom Technical Assistance Provided: Cognitive Development	YES	varchar	1	NULL		

cta_commres	Classroom Technical Assistance Provided: Community Resources	YES	varchar	1	NULL		
cta_curriculum	Classroom Technical Assistance Provided: Curriculum	YES	varchar	1	NULL		
cta_discipline	Classroom Technical Assistance Provided: Positive Discipline	YES	varchar	1	NULL		
cta_diversity	Classroom Technical Assistance Provided: Cultural Diversity	YES	varchar	1	NULL		
cta_ffl	Classroom Technical Assistance Provided: Foundations for Learning	YES	varchar	1	NULL		
cta_followup	Classroom Technical Assistance Provided: Follow Up	YES	varchar	1	NULL		
cta_fupdate	If Follow Up, please specify date being followed up (YYYY/MM/DD)	YES	varchar	10	NULL		
cta_goalplan	Classroom Technical Assistance Provided: Goal Planning	YES	varchar	1	NULL		
cta_goalwrite	Classroom Technical Assistance Provided: Goal Writing	YES	varchar	1	NULL		
cta_growth	Classroom Technical Assistance Provided: Child Growth and Development	YES	varchar	1	NULL		
cta_infant	Classroom Technical Assistance Provided: Infants/Toddlers	YES	varchar	1	NULL		
cta_interaction	Classroom Technical Assistance Provided: Staff-Child Interaction	YES	varchar	1	NULL		

cta_language	Classroom Technical Assistance Provided: Language	YES	varchar	1		NULL		
cta_lessonplan	Classroom Technical Assistance Provided: Lesson Planning	YES	varchar	1		NULL		
cta_literacy	Classroom Technical Assistance Provided: Literacy	YES	varchar	1		NULL		
cta_materials	Classroom Technical Assistance Provided: Classroom Materials	YES	varchar	1		NULL		
cta_math	Classroom Technical Assistance Provided: Math	YES	varchar	1		NULL		
cta_mhc	Classroom Technical Assistance Provided: Mental Health Consultation	YES	varchar	1		NULL		
cta_observe	Classroom Technical Assistance Provided: Child Observations	YES	varchar	1		NULL		
cta_other	Classroom Technical Assistance Provided: Other	YES	varchar	1		NULL		
cta_parents	Classroom Technical Assistance Provided: Parent Involvement	YES	varchar	1		NULL		
cta_physical	Classroom Technical Assistance Provided: Physical Development	YES	varchar	1		NULL		
cta_safety	Classroom Technical Assistance Provided: Health/Safety	YES	varchar	1		NULL		
cta_scheduling	Classroom Technical Assistance Provided: Routines/Scheduling	YES	varchar	1		NULL		

cta_science	Classroom Technical Assistance Provided: Science	YES	varchar	1	NULL		
cta_screening	Classroom Technical Assistance Provided: Developmental Screening/ Assessments	YES	varchar	1	NULL		
cta_social	Classroom Technical Assistance Provided: Social/Emotional Development	YES	varchar	1	NULL		
cta_specialneeds	Classroom Technical Assistance Provided: Special Needs	YES	varchar	1	NULL		
cta_timemanage	Classroom Technical Assistance Provided: Time Management	YES	varchar	1	NULL		
cta_transition	Classroom Technical Assistance Provided: Transition Times	YES	varchar	1	NULL		
cta_translate	Classroom Technical Assistance Provided: Translating/ Interpreting	YES	varchar	1	NULL		
cvisit_comments	Classroom Visit Notes/Comments	YES	varchar	500	NULL		
datein	Date first entered	YES	varchar	8	NULL		
fein	Federal Employer Identification Number	NO	varchar	20	NULL		
fsuser	User ID of Person entering data	YES	varchar	50	NULL		
id	Unique record Identifier	NO	int	NULL	10		
othercta	Other Classroom Technical Assistance Provided	YES	varchar	30	NULL		
program	First Steps program_code	YES	varchar	4	NULL		

	associated with this site/classroom visit						
stafflist	Provider Staff Present During Classroom Visit	NO	varchar	200	NULL		
updated	Last date this classroom visit records was updated.	YES	varchar	8	NULL		
visitdate	Date this classroom visit occurred	NO	varchar	10	NULL		
visitend	Time this classroom visit ended.	NO	varchar	4	NULL		
visitor	Primary person visiting the classroom	NO	varchar	30	NULL		
visitor2	Second person visiting the classroom	YES	varchar	30	NULL		
visitor3	Third person visiting the classroom	YES	varchar	30	NULL		
visitstart	Time this classroom visit started	NO	varchar	4	NULL		

Data Structure – CCP C Staff
FS Child Care Provider County Staff

CCP C Staff – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
born_on	DOB of staff member	YES	date	NULL	NULL		
cert_bot	First Steps Board of Trustees Waiver (expires 7/1/2010)	YES	varchar	1	NULL		
cert_ccccd	Certified TAP with CCCCD	YES	varchar	1	NULL		
county	County code number	NO	varchar	2	NULL	01-46, plus 99	
degree	Highest Degree Obtained by Staff Member	YES	varchar	3	NULL	HS - High School Diploma or GED AD - Associate Degree BA - Bachelor's Degree MA - Master's Degree ESD - Education Specialist Degree OTH - Other Degree	
ethnicity_hispanic	Ethnicity is Hispanic	YES	bit	NULL	NULL		
field	Staff Member Degree Field	YES	varchar	4	NULL	EC - Early Childhood	

						EE - Elementary Education SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
field2	Staff Member Second Degree Field	YES	varchar	4	NULL	EC - Early Childhood EE - Elementary Education SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
ftpt	Is the staff member employed full-time or part-time?	YES	varchar	1	NULL	F, P	
hiredate	Date staff member was hired	YES	varchar	10	NULL	YYYY/MM/DD	hiredate
id	Unique record Identifier	NO	int	NULL	10		
jobcat1	Job Category 1	YES	varchar	3	NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant 3 - CoE Coordinator	

						4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
jobcat2	Job Category 2	YES	varchar	3	NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant 3 - CoE Coordinator 4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
name	Staff member name	NO	varchar	50	NULL		
race	Old staff Race (used for legacy purposes)	YES	varchar	1	NULL		
race_a	Race: Asian	YES	bit	NULL	NULL		
race_b	Race: Black/African American	YES	bit	NULL	NULL		
race_i	Race: Indian/Native American	YES	bit	NULL	NULL		
race_legacy	Staff Member Race (used for legacy purposes)	YES	varchar	50	NULL		

race_p	Race: Polynesian	YES	bit	NULL	NULL		
race_w	Race: White/ Caucasian	YES	bit	NULL	NULL		
sex	Staff Member Gender	YES	varchar	1	NULL	F, M, O, U	
termdate	Date staff member ended employment	YES	varchar	10	NULL	YYYY/MM/DD	
title	Staff Member Title	YES	varchar	30	NULL		
tr_oth	Other Training	YES	varchar	1	NULL		

Data Structure – CCP Districts
School Districts in which Child Care Providers are located

CCP Districts – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county	County code number for county where district is located	NO	varchar	2	NULL	01-46, plus 99	
district	Located in what school district	NO	varchar	50	NULL		

Data Structure – CCP NITA
Child Care Provider Non-Intensive Technical Assistance

CCP NITA – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
fein	Federal Employer Identification Number	YES	varchar	20	NULL		
fsyear	First Steps year of record entered	YES	varchar	9	NULL		
month	Month (name) of record being entered	YES	varchar	3	NULL		
monthno	Month (number) of record being entered	YES	int	NULL	10		
nita_hrs1	Number Hours of Printed Information Distributed	YES	decimal	NULL	10		
nita_hrs10	Number Hours of Assist with Access to Training	YES	decimal	NULL	10		
nita_hrs11	Number Hours of Other Non-intensive Technical Assistance	YES	decimal	NULL	10		
nita_hrs12	Number Hours of Pre and Post Visits Preparation/Administration	YES	decimal	NULL	10		
nita_hrs2	Number Hours of Consultation Phone Calls	YES	decimal	NULL	10		
nita_hrs3	Number Hours of Assist Provider with Access to Grants	YES	decimal	NULL	10		
nita_hrs4	Number Hours of Assist Provider with Networking/Provider Forums	YES	decimal	NULL	10		
nita_hrs5	Number Hours of Refer Provider to Local Resources	YES	decimal	NULL	10		

nita_hrs6	Number Hours of Purchase/Distribute Toys and Equipment	YES	decimal	NULL	10		
nita_hrs7	Number Hours of Problem-solving and Trouble-shooting	YES	decimal	NULL	10		
nita_hrs8	Number Hours of Helping Provider Assist or Refer Families	YES	decimal	NULL	10		
nita_hrs9	Number Hours of Public Events (Assistance or Inclusion)	YES	decimal	NULL	10		
nita_num1	Number Instances of Printed Information Distributed	YES	int	NULL	10		
nita_num10	Number Instances of Assist with Access to Training	YES	int	NULL	10		
nita_num11	Number Instances of Other Non-intensive Technical Assistance	YES	int	NULL	10		
nita_num12	Number Instances of Pre and Post Visits Preparation/Administration	YES	int	NULL	10		
nita_num2	Number Instances of Consultation Phone Calls	YES	int	NULL	10		
nita_num3	Number Instances of Assist Provider with Access to Grants	YES	int	NULL	10		
nita_num4	Number Instances of Assist Provider with Networking/Provider Forums	YES	int	NULL	10		
nita_num5	Number Instances of Refer Provider to Local Resources	YES	int	NULL	10		

nita_num6	Number Instances of Purchase/Distribute Toys and Equipment	YES	int	NULL	10		
nita_num7	Number Instances of Problem-solving and Trouble-shooting	YES	int	NULL	10		
nita_num8	Number Instances of Helping Provider Assist or Refer Families	YES	int	NULL	10		
nita_num9	Number Instances of Public Events (Assistance or Inclusion)	YES	int	NULL	10		
nita_other	Other Non-intensive Technical Assistance Provided	YES	varchar	50	NULL		

Data Structure – CCP registration
Child Care Provider Registration

CCP registration – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
active	Date Provider entered First Steps services	YES	varchar	8	NULL		
activity_status	Activity Status	YES	varchar	1	NULL	U, A, E	
added	unused	YES	varchar	8	NULL		
address1	Physical Street Address Line 1	YES	varchar	50	NULL		
address2	Physical Street Address Line 2	YES	varchar	50	NULL		
capacity	Licensed Capacity	YES	int	NULL	10		
center	Provider Center Name	NO	varchar	100	NULL		
city	Physical City	YES	varchar	50	NULL		
classrooms	Number of Classrooms	YES	int	NULL	10		
county	SC County of child care facility	YES	varchar	2	NULL	01-46, plus 99	
district	School District in which Facility is Physically Located	YES	varchar	50	NULL		
email	Email Address	YES	varchar	50	NULL		
exited	Date Provider exited First Steps services	YES	varchar	8	NULL		
facilitytype	Facility type of the child care facility	YES	varchar	1	NULL	1 - Private, For-Profit 2 - Private, Non-Profit 3 - Faith-based	

						4 - Head Start 5 - School District 6 - Other, Please Specify	
fax	Fax Number	YES	varchar	15	NULL		
fein	Provider Federal Employer Identification Number	NO	varchar	20	NULL		
fsuser	Login ID of person updating record	YES	varchar	50	NULL		
hours	Hours of Operation	YES	varchar	30	NULL		
id	Unique Identifier for Provider	NO	int	NULL	10		
license	DSS Registration or License number	YES	varchar	20	NULL		
mailaddr1	Mailing Street Address 1	YES	varchar	50	NULL		
mailaddr2	Mailing Street Address 2	YES	varchar	50	NULL		
mailcity	Mailing City	YES	varchar	50	NULL		
mailstate	Mailing State	YES	varchar	2	NULL		
mailzip	Mailing 5-digit Zip Code	YES	varchar	5	NULL		
otherfactype	If Other Facility Type, Please Specify	YES	varchar	50	NULL		
owner	Provider Owner's Name	YES	varchar	100	NULL		
phone	Phone Number	YES	varchar	15	NULL		
programs	Comma separated list of First Steps programs serving the Provider	YES	varchar	200	NULL		

regtype	Regulatory type of the child care facility	YES	varchar	1		NULL	1 - Group Home 2 - Family Home 3 - Center
state	Physical State	YES	varchar	2		NULL	
updated	Date Provider Registration record was last updated	YES	varchar	8		NULL	
yearsopen	Number of Years in Business	YES	varchar	4		NULL	
zip	Physical 5-digit Zip Code	YES	varchar	5		NULL	

CCP Site Visits – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
aamnhours	Hours of Administrative Mentoring provided	YES	varchar	4	NULL		
aatahours	Hours of Administrative Technical Assistance provided	YES	varchar	4	NULL		
ata_commres	Administrative Technical Assistance Provided: Community Resources	YES	varchar	1	NULL		
ata_communicate	Administrative Technical Assistance Provided: Communications	YES	varchar	1	NULL		
ata_family	Administrative Technical Assistance Provided: Family Partnerships	YES	varchar	1	NULL		
ata_ffl	Administrative Technical Assistance Provided: Foundations for Learning	YES	varchar	1	NULL		
ata_fiscal	Administrative Technical Assistance Provided: Fiscal Management	YES	varchar	1	NULL		
ata_followup	Administrative Technical Assistance Provided: Follow Up	YES	varchar	1	NULL		
ata_fupdate	Administrative Technical Assistance Provided: Follow Up Date	YES	varchar	10	NULL	YYYY/MM/DD	
ata_goalplan	Administrative Technical Assistance Provided: Goal Planning	YES	varchar	1	NULL		

ata_goalwrite	Administrative Technical Assistance Provided: Goal Writing	YES	varchar	1	NULL		
ata_marketing	Administrative Technical Assistance Provided: Marketing and PR	YES	varchar	1	NULL		
ata_mhc	Administrative Technical Assistance Provided: Mental Health Consultation	YES	varchar	1	NULL		
ata_operations	Administrative Technical Assistance Provided: Center Operations and Management	YES	varchar	1	NULL		
ata_other	Administrative Technical Assistance Provided: Other	YES	varchar	1	NULL		
ata_planeval	Administrative Technical Assistance Provided: Program Planning and Evaluation	YES	varchar	1	NULL		
ata_safety	Administrative Technical Assistance Provided: Health and Safety Policies	YES	varchar	1	NULL		
ata_scholmon	Administrative Technical Assistance Provided: Scholarship Monitoring Visit	YES	varchar	1	NULL		
ata_staffmaint	Administrative Technical Assistance Provided: Recruiting and Maintaining Staff	YES	varchar	1	NULL		
ata_staffmanage	Administrative Technical Assistance Provided: Staff Management/ Supervision	YES	varchar	1	NULL		

ata_stafforient	Administrative Technical Assistance Provided: Staff Orientation	YES	varchar	1	NULL		
ata_subplans	Administrative Technical Assistance Provided: Substitute Plans for Teachers while Training	YES	varchar	1	NULL		
ata_timemanage	Administrative Technical Assistance Provided: Time Management	YES	varchar	1	NULL		
ata_translate	Administrative Technical Assistance Provided: Translating/ Interpreting	YES	varchar	1	NULL		
ata_transport	Administrative Technical Assistance Provided: Transportation	YES	varchar	1	NULL		
ccp_registration_id	Child Care Provider Unique record Identifier	YES	int	NULL	10		
datein	Date first entered	YES	varchar	8	NULL		
fein	Federal Employer Identification Number	NO	varchar	20	NULL		
fsuser	Login ID of person updating record	YES	varchar	50	NULL		
id	Unique record Identifier	NO	int	NULL	10		
nita_hrs1	Number Hours of Printed Information Distributed	YES	decimal	NULL	10		
nita_hrs10	Number Hours of Assist with Access to Training	YES	decimal	NULL	10		
nita_hrs11	Number Hours of Other Non-intensive Technical Assistance	YES	decimal	NULL	10		
nita_hrs12	Number Hours of Pre and Post Visits Preparation/Administration	YES	decimal	NULL	10		
nita_hrs2	Number Hours of Consultation Phone Calls	YES	decimal	NULL	10		

nita_hrs3	Number Hours of Assist Provider with Access to Grants	YES	decimal	NULL	10		
nita_hrs4	Number Hours of Assist Provider with Networking/Provider Forums	YES	decimal	NULL	10		
nita_hrs5	Number Hours of Refer Provider to Local Resources	YES	decimal	NULL	10		
nita_hrs6	Number Hours of Purchase/Distribute Toys and Equipment	YES	decimal	NULL	10		
nita_hrs7	Number Hours of Problem-solving and Trouble-shooting	YES	decimal	NULL	10		
nita_hrs8	Number Hours of Helping Provider Assist or Refer Families	YES	decimal	NULL	10		
nita_hrs9	Number Hours of Public Events (Assistance or Inclusion)	YES	decimal	NULL	10		
nita_num1	Number Instances of Printed Information Distributed	YES	int	NULL	10		
nita_num10	Number Instances of Assist with Access to Training	YES	int	NULL	10		
nita_num11	Number Instances of Other Non-intensive Technical Assistance	YES	int	NULL	10		
nita_num12	Number Instances of Pre and Post Visits Preparation/Administration	YES	int	NULL	10		
nita_num2	Number Instances of Consultation Phone Calls	YES	int	NULL	10		

nita_num3	Number Instances of Assist Provider with Access to Grants	YES	int	NULL	10		
nita_num4	Number Instances of Assist Provider with Networking/Provider Forums	YES	int	NULL	10		
nita_num5	Number Instances of Refer Provider to Local Resources	YES	int	NULL	10		
nita_num6	Number Instances of Purchase/Distribute Toys and Equipment	YES	int	NULL	10		
nita_num7	Number Instances of Problem-solving and Trouble-shooting	YES	int	NULL	10		
nita_num8	Number Instances of Helping Provider Assist or Refer Families	YES	int	NULL	10		
nita_num9	Number Instances of Public Events (Assistance or Inclusion)	YES	int	NULL	10		
nita_other	Other Non-intensive Technical Assistance Provided	YES	varchar	50	NULL		
otherata	Other Administrative Technical Assistance Provided	YES	varchar	30	NULL		
program	First Steps program_code associated with this site/classroom visit	YES	varchar	4	NULL		
updated	Last date this site visit record was updated.	YES	varchar	8	NULL		
visit_comments	Comments about visit	YES	text	2147483647	NULL		
visitdate	Date this site visit occurred	NO	varchar	10	NULL		
visitend	Time this site visit ended.	NO	varchar	4	NULL		

visitor	Primary person visiting the provider	NO	varchar	30	NULL		
visitor2	Second person visiting the provider	YES	varchar	30	NULL		
visitor3	Third person visiting the provider	YES	varchar	30	NULL		
visitstart	Time this site visit started	NO	varchar	4	NULL		

CCP Staff – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
born_on	DOB of staff member	YES	date	NULL	NULL		
cert_bot	First Steps Board of Trustees Waiver (expires 7/1/2010)	YES	varchar	1	NULL		
cert_ccccd	Certified TAP with CCCCD	YES	varchar	1	NULL		
county	County code number	NO	varchar	2	NULL	01-46, plus 99	
degree	Highest Degree Obtained by Staff Member	YES	varchar	3	NULL	HS - High School Diploma or GED AD - Associate Degree BA - Bachelor's Degree MA - Master's Degree ESD - Education Specialist Degree OTH - Other Degree	
ethnicity_hispanic	Ethnicity is Hispanic	YES	bit	NULL	NULL		
field	Staff Member Degree Field	YES	varchar	4	NULL	EC - Early Childhood	

							EE - Elementary Education SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
field2	Staff Member Second Degree Field	YES	varchar	4		NULL	EC - Early Childhood EE - Elementary Education SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
ftpt	Is the staff member employed full-time or part-time?	YES	varchar	1		NULL	F, P	
hiredate	Date staff member was hired	YES	varchar	10		NULL	YYYY/MM/DD	
id	Unique record Identifier	NO	int	NULL		10		
jobcat1	Job Category 1	YES	varchar	3		NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant 3 - CoE Coordinator	

						4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
jobcat2	Job Category 2	YES	varchar	3	NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant 3 - CoE Coordinator 4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
name	Staff member name	NO	varchar	50	NULL		
race	Old staff Race (used for legacy purposes)	YES	varchar	1	NULL		
race_a	Race: Asian	YES	bit	NULL	NULL		
race_b	Race: Black/African American	YES	bit	NULL	NULL		
race_i	Race: Indian/Native American	YES	bit	NULL	NULL		
race_legacy	Staff Member Race (used for legacy purposes)	YES	varchar	50	NULL		

race_p	Race: Polynesian	YES	bit	NULL	NULL		
race_w	Race: White/ Caucasian	YES	bit	NULL	NULL		
sex	Gender of Staff member	YES	varchar	1	NULL		
termdate	Date staff member ended employment	YES	varchar	10	NULL	YYYY/MM/DD	
title	Staff Member Title	YES	varchar	30	NULL		
tr_oth	Other Training	YES	varchar	1	NULL		

Data Structure – CCP VARS
Child Care Provider

CCP VARS – Table Type: Childcare Providers

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
var_name	Variable Description	YES	nvarchar	255	NULL		
variable	Variable Name	YES	nvarchar	30	NULL		

CCP Trainings – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books lent by vendor	YES	varchar	5	NULL		
children	Number of unduplicated children cared for by staff in ongoing training.	YES	varchar	255	NULL		
children_new	Number of new children cared for by staff in ongoing training, if this is their first month of participation	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
new_training_facilities	Number of providers new to the program. (enter monthly). Please	YES	varchar	5	NULL		

	count any providers continuing in the program this fiscal year as new.						
other_program_compone nts	Other components of your program initiative	YES	varchar	255	NULL		
pc_men	Program component: Mentoring of Child Care Providers	YES	varchar	255	NULL		
pc_ogt	Program component: Ongoing Training (non-TEACH)	YES	varchar	255	NULL		
pc_teach	Program component: TEACH	YES	varchar	255	NULL		
pc_wks	Program component: Workshops	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
staff_trained	Number of unduplicated staff attending ongoing First Steps trainings	YES	varchar	255	NULL		
staff_trained_new	Number of unduplicated staff attending ongoing First Steps trainings, if this is their first month of participation.	YES	varchar	255	NULL		
tft_center_based	Training Provider Type: Center-based child care	YES	varchar	255	NULL		
tft_faith_based	Training Provider Type: Faith-based child care	YES	varchar	255	NULL		
tft_family_based	Training Provider Type: Family-based child care	YES	varchar	255	NULL		

tft_group_based	Training Provider Type: Group-based child care	YES	varchar	255		NULL		
tio_admin_computers	Training Incentives Offered: Administrative computers	YES	varchar	255		NULL		
tio_books	Training Incentives Offered: Books	YES	varchar	255		NULL		
tio_cc_during_training	Training Incentives Offered: Childcare during training	YES	varchar	255		NULL		
tio_class_computers	Training Incentives Offered: Classroom computers	YES	varchar	255		NULL		
tio_class_furniture	Training Incentives Offered: Classroom furniture	YES	varchar	255		NULL		
tio_class_materials	Training Incentives Offered: Classroom materials	YES	varchar	255		NULL		
tio_consumables	Training Incentives Offered: Consumables (art supplies, paper, film, etc.)	YES	varchar	255		NULL		
tio_door_prizes	Training Incentives Offered: Door prizes	YES	varchar	255		NULL		
tio_literacy_kits	Training Incentives Offered: Literacy Kits	YES	varchar	255		NULL		
tio_materials	Training Incentives Offered: Training Materials	YES	varchar	255		NULL		
tio_part_in_grant	Training Incentives Offered: Participation in grant	YES	varchar	255		NULL		
tio_refreshments	Training Incentives Offered: Refreshments	YES	varchar	255		NULL		
tio_salary_enhancement	Training Incentives Offered: Salary enhancement	YES	varchar	255		NULL		

tio_scholarships	Training Incentives Offered: Scholarships	YES	varchar	255	NULL		
tio_stipends	Training Incentives Offered: Stipends to Providers	YES	varchar	255	NULL		
tio_subs_paid	Training Incentives Offered: Subs paid	YES	varchar	255	NULL		
tio_training_credits	Training Incentives Offered: Training credits/hours/certification	YES	varchar	255	NULL		
tio_tuition_reimb	Training Incentives Offered: Tuition reimbursement	YES	varchar	255	NULL		
training_facilities	Number of providers with staff participating in ongoing trainings	YES	varchar	255	NULL		
training_hours	Number of ongoing First Steps certified training hours	YES	varchar	255	NULL		
training_hours_cert	Number of ongoing First Steps certified training hours	YES	varchar	255	NULL		
training_hours_reg	Number of ongoing First Steps certified training hours	YES	varchar	255	NULL		
training_sessions	Number of ongoing First Steps trainings (deprecated)	YES	varchar	255	NULL		
training_sessions_cert	Number of ongoing First Steps certified trainings	YES	varchar	255	NULL		
training_sessions_reg	Number of ongoing First Steps registered trainings	YES	varchar	255	NULL		
tt_administrative	Training Hours by CCCCD Topic Area: Administrative	YES	varchar	255	NULL		

tt_child_development	Training Hours by CCCCD Topic Area: Child development	YES	varchar	255	NULL		
tt_curriculum_based	Training Hours by CCCCD Topic Area: Curriculum Activities for Children	YES	varchar	255	NULL		
tt_growth	Training Hours by CCCCD Topic Area: Child Growth and Development	YES	varchar	255	NULL		
tt_guidance	Training Hours by CCCCD Topic Area: Child Guidance	YES	varchar	255	NULL		
tt_health_safety	Training Hours by CCCCD Topic Area: Health and Safety	YES	varchar	255	NULL		
tt_iters_ecers_fccrs	Training Hours by CCCCD Topic Area: ITERS/ECERS/FDCRS	YES	varchar	255	NULL		
tt_naeyc_accreditation	Training Hours by CCCCD Topic Area: NAEYC accreditation	YES	varchar	255	NULL		
tt_nutrition	Training Hours by CCCCD Topic Area: Nutrition	YES	varchar	255	NULL		
tt_other	Other Training Topics	YES	varchar	255	NULL		
tt_professional_dev	Training Hours by CCCCD Topic Area: Professional development	YES	varchar	255	NULL		
tt_progadmin	Training Hours by CCCCD Topic Area: Program Administration	YES	varchar	255	NULL		
tt_specneeds	Training Hours by CCCCD Topic Area: Special Needs	YES	varchar	255	NULL		

tt_work_sampling	Training Hours by CCCCD Topic Area: Work sampling	YES	varchar	255	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
ws_staff_trained	Workshop Staff Trained	YES	varchar	255	NULL		
ws_training_hours	Workshop Training Hours	YES	varchar	255	NULL		
ws_training_sessions	Workshop Training Sessions	YES	varchar	255	NULL		
wtft_center_based	Workshop Training Facilities Type: Center Based	YES	varchar	255	NULL		
wtft_faith_based	Workshop Training Facilities Type: Faith Based	YES	varchar	255	NULL		
wtft_family_based	Workshop Training Facilities Type: Family Based	YES	varchar	255	NULL		
wtft_group_based	Workshop Training Facilities Type: Group Based	YES	varchar	255	NULL		

Data Structure – Childcare
Outputs: Child Care

Childcare – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
actual_ta_hrs	Actual Technical Assistance Hours	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		

children	Number of children serviced	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
mentoring_hrs	Mentoring Hours. Mentors are providers who work with other providers in a specific mentoring role	YES	varchar	255	NULL		
new_inf_tod_slots	If the child care initiative assistance has resulted in new infant/toddler slots specifically, enter the number of spaces once in the month they become available	YES	varchar	255	NULL		
new_slots	If the child care initiative assistance has resulted in new slots, input the number of spaces once in the month they become available	YES	varchar	255	NULL		
other_program_compon ents	Other components of your program initiative	YES	varchar	255	NULL		
other_qe_items	Description in generic terms for items not listed in QE Funded list	YES	varchar	255	NULL		

pc_men	Program Component: Mentoring of Child Care Providers	YES	varchar	255	NULL		
pc_mes	Program Component: Materials/equipment/supplies purchased	YES	varchar	255	NULL		
pc_se	Program Component: Salary Enhancements	YES	varchar	255	NULL		
pc_sp	Program Component: Substitute Payments	YES	varchar	255	NULL		
pc_ta	Program Component: Technical Assistance to Child Care Providers	YES	varchar	255	NULL		
pc_tr	Program Component: Tuition Reimbursements	YES	varchar	255	NULL		
planned_ta_hrs	Planned Technical Assistance Hours	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
qe_admin_computers	QE Funded : Administrative computers	YES	varchar	255	NULL		
qe_class_computers	QE Funded : Classroom computers	YES	varchar	255	NULL		
qe_class_furniture	QE Funded : Classroom furniture	YES	varchar	255	NULL		
qe_class_materials	QE Funded : Classroom materials	YES	varchar	255	NULL		
qe_consumables	QE Funded: Consumables (art supplies, paper, film, etc.)	YES	varchar	255	NULL		
qe_facilities	Number of facilities that are participating in child care initiative	YES	varchar	255	NULL		
qe_grant_based_other	QE Funded : Grant-based other	YES	varchar	255	NULL		
qe_scholarships	QE Funded : Scholarships	YES	varchar	255	NULL		
qe_tech_assistance	QE Funded : Technical Assistance/TA/Mentoring	YES	varchar	255	NULL		
qe_training	QE Funded : Training	YES	varchar	255	NULL		

qeft_center_based	QE Facilities Type: Center-based child care	YES	varchar	255	NULL		
qeft_faith_based	QE Facilities Type: Faith-based child care	YES	varchar	255	NULL		
qeft_family_based	QE Facilities Type: Family-based child care	YES	varchar	255	NULL		
qeft_group_based	QE Facilities Type: Group-based child care	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
rec_abc	Number of FS facilities with a new ABC enhancement status	YES	varchar	255	NULL		
rec_abc_equiv	Number of FS facilities achieving status equivalent with the ABC enhanced, but not involved in the ABC system	YES	varchar	255	NULL		
rec_license	Number of facilities with a new license	YES	varchar	255	NULL		
rec_naeyc	Number of FS facilities with a new NAEYC accreditation	YES	varchar	255	NULL		
red_ratio	Number of FS classrooms where First Steps help has resulted in reduced ratios	YES	varchar	255	NULL		
sal_enh_child	Number of children cared for by providers receiving salary enhancement	YES	varchar	255	NULL		
sal_enh_fac	Number of facilities participating in salary enhancement program	YES	varchar	255	NULL		
sal_enh_rooms	Number of classrooms participating in salary enhancement program	YES	varchar	255	NULL		
sal_enh_staff	Number of adults (unduplicated) receiving salary enhancement	YES	varchar	255	NULL		

school_district	The vendor is a school district	YES	varchar	255	NULL	Yes, No	
sub_classrooms	Number of classrooms participating in substitute program	YES	varchar	255	NULL		
sub_facilities	Number of facilities participating in substitute program	YES	varchar	255	NULL		
sub_hours	Number of total hours for all paid substitute staff	YES	varchar	255	NULL		
subs_paid	Number of total adults (unduplicated) paid as substitute staff	YES	varchar	255	NULL		
toward_abc	Number of FS facilities making improvements that will help change their status to ABC enhanced	YES	varchar	255	NULL		
toward_license	Number of FS facilities making improvements that will help the facility change their status from registered to licensed	YES	varchar	255	NULL		
toward_naeyc	Number of FS facilities making improvements that will help them become NAEYC accredited	YES	varchar	255	NULL		
tuition_reimb_child	Number of children cared for by providers receiving tuition reimbursement	YES	varchar	255	NULL		
tuition_reimb_fac	Number of facilities participating in tuition reimbursement program	YES	varchar	255	NULL		
tuition_reimb_rooms	Number of classrooms participating in tuition reimbursement program	YES	varchar	255	NULL		
tuition_reimb_staff	Number of providers receiving tuition reimbursement	YES	varchar	255	NULL		

| vendor_name | Identifying name for selected vendor | YES | varchar | 255 | NULL | | |
| vendor_num | Identifying number for selected vendor | YES | varchar | 255 | NULL | | |

<p align="center">**_Data Structure – CNTYPROGS_**</p>
<p align="center">Approved Programs for each County, by Fiscal Year</p>

CNTYPROGS – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
active	Is program active	YES	varchar	1	NULL		
county	County code number for county for which program is approved	NO	varchar	2	NULL	01-46, plus 99	
fsyear	First Steps Year	YES	varchar	9	NULL		
program	Budget code assigned by Office of First Steps	NO	int	NULL	10		

COMMED – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
acteven_held	Number of Activates or Events held this month	YES	varchar	5	NULL		
acteven_hours	Number of Hours of Activates or Events held this month	YES	varchar	5	NULL		
adults_ce	Number of Adults Served By Event. Enter them each month they participate	YES	varchar	5	NULL		
adults_ce_new	Number of Adults Served By Event where this is the first month they have participated	YES	varchar	5	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
children_05	Number of Children Age 0-5 Served By Event	YES	varchar	5	NULL		
children_05_new	Number of Children Age 0-5 Served By Event where this is the first month they have participated	YES	varchar	5	NULL		
children_older	Number of Children Older Than 5 Served By Event. Enter them	YES	varchar	5	NULL		

	each month they participate						
children_older_new	Number of Children Older Than 5 Served By Event where this is the first month they have participated	YES	varchar	5	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
families_ce	Number of Families Served By Event. Enter them each month they participate	YES	varchar	5	NULL		
families_ce_new	Number of Families Served By Event where this is the first month they have participated	YES	varchar	5	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
materials_e	Number of educational supplies distributed. Can be toys, manipulatives,	YES	varchar	5	NULL		

	or other, but not books						
materials_i	Number of informational brochures or newsletters distributed	YES	varchar	5	NULL		
memsocmed_new	Number of new members or followers on social media (Facebook, Twitter, etc.)	YES	varchar	5	NULL		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
pc_distmat	Program Components: Distribute Materials, Print and Online	YES	varchar	255	NULL		
pc_plan_comact	Program Components: Plan Community Activities and Events	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
web_hits	Number of hits to website or social media this month	YES	varchar	5	NULL		

Data Structure – Counties
List of SC Counties

Counties – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county	County code number	YES	varchar	2	NULL	01-46, plus 99	
countyname	County Name	YES	varchar	22	NULL		

EARLYED – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
children	Number of children served	YES	varchar	255	NULL		
class_vol	Unduplicated monthly number of parents helping in the classrooms (or in school). Should not be used for reading to children	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
donate_mat	Unduplicated monthly number of parents donating materials and/or supplies to the class	YES	varchar	255	NULL		
families_referred	Number of families referred to services or resources	YES	varchar	255	NULL		

field_trip	Unduplicated monthly number of parents assisting with field trips or other specials outside of school	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
health_screenings	Number of child general health screenings performed	YES	varchar	255	NULL		
home_visit	Unduplicated monthly number of parents who receive a home visit	YES	varchar	255	NULL		
new_children	Number of children new to the program (they should be counted as "participating" next month. Please count any children returning to the program this fiscal year as new.	YES	varchar	255	NULL		
nonenglish_speaking_children_served	Number of participating children who speak other languages	YES	varchar	255	NULL		
other_part	Other ways parents have participated	YES	varchar	255	NULL		

other_referrals	Resources or services not found on the checklist.	YES	varchar	255	NULL		
other_tt	Generic terms for training topics not found on the checklist	YES	varchar	255	NULL		
parent_conf	Unduplicated monthly number of parents attending scheduled and non-scheduled conferences	YES	varchar	255	NULL		
parent_workshop	Unduplicated monthly number of parents attending workshops/ trainings/ information sessions	YES	varchar	255	NULL		
presentation	Unduplicated monthly number of parents making a presentation to the school or the class	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
read_to_child	Unduplicated monthly number of parents reading to children in school	YES	varchar	255	NULL		
referrals	Number of referrals made to community	YES	varchar	255	NULL		

	resources and services						
rt_ae	Referral Type: Adult Education	YES	varchar	255	NULL		
rt_bn	Referral Type: DHEC - BabyNet	YES	varchar	255	NULL		
rt_ca	Referral Type: Clothing Assistance	YES	varchar	255	NULL		
rt_camr	Referral Type: Child Abuse/Maltreatment Resources	YES	varchar	255	NULL		
rt_cc	Referral Type: Child Care	YES	varchar	255	NULL		
rt_crs	Referral Type: DHEC - Children\'s Rehab Services	YES	varchar	255	NULL		
rt_cs	Referral Type: Car Seats	YES	varchar	255	NULL		
rt_ddsn	Referral Type: Dept. of Disabilities & Special Needs	YES	varchar	255	NULL		
rt_ds	Referral Type: Dental Services	YES	varchar	255	NULL		
rt_dvs	Referral Type: Domestic Violence Services	YES	varchar	255	NULL		
rt_ee	Referral Type: Early Education Program	YES	varchar	255	NULL		
rt_efa	Referral Type: Emergency Financial Assistance	YES	varchar	255	NULL		
rt_er	Referral Type: Employment Resources	YES	varchar	255	NULL		
rt_esl	Referral Type: English Language Classes	YES	varchar	255	NULL		

rt_fa	Referral Type: Food Assistance	YES	varchar	255	NULL		
rt_fea	Referral Type: Family Events/Activities	YES	varchar	255	NULL		
rt_fms	Referral Type: Financial Management Services	YES	varchar	255	NULL		
rt_fs	Referral Type: Food Stamps	YES	varchar	255	NULL		
rt_fsh	Referral Type: Family Shelter	YES	varchar	255	NULL		
rt_fss	Referral Type: DHEC - Family Support Services (case mgt.)	YES	varchar	255	NULL		
rt_hr	Referral Type: Housing Resources	YES	varchar	255	NULL		
rt_lr	Referral Type: Library Resources	YES	varchar	255	NULL		
rt_mh	Referral Type: Medical Home	YES	varchar	255	NULL		
rt_mhs	Referral Type: Mental Health Services	YES	varchar	255	NULL		
rt_mnm	Referral Type: Mentoring for New Mothers	YES	varchar	255	NULL		
rt_ocm	Referral Type: Other Case Management	YES	varchar	255	NULL		
rt_os	Referral Type: Other Health/Medical Services	YES	varchar	255	NULL		
rt_pre	Referral Type: Preschool	YES	varchar	255	NULL		
rt_sder	Referral Type: School	YES	varchar	255	NULL		

	District/Education Resources						
rt_ss	Referral Type: Speech Services	YES	varchar	255	NULL		
rt_tanf	Referral Type: TANF/Welfare	YES	varchar	255	NULL		
rt_tr	Referral Type: Transportation Resources	YES	varchar	255	NULL		
rt_vs	Referral Type: Vision Services	YES	varchar	255	NULL		
rt_wic	Referral Type: DHEC - WIC	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
slots_off	Number of slots offered	YES	varchar	255	NULL		
staff_trained	Number of total staff attending any training	YES	varchar	255	NULL		
training_hours	Number of training hours provided	YES	varchar	255	NULL		
training_sessions	Number of training sessions provided	YES	varchar	255	NULL		
tt_administrative	Training Topics: Administrative	YES	varchar	255	NULL		
tt_child_development	Training Topics: Child development	YES	varchar	255	NULL		
tt_curriculum_based	Training Topics: Curriculum based	YES	varchar	255	NULL		
tt_health_safety	Training Topics: Health and Safety	YES	varchar	255	NULL		
tt_iters_ecers_fccrs	Training Topics: ITERS/ECERS/FDCRS	YES	varchar	255	NULL		
tt_naeyc_accreditation	Training Topics: NAEYC accreditation	YES	varchar	255	NULL		
tt_other	Training Topics:	YES	varchar	255	NULL		

tt_professional_dev	Training Topics: Professional development	YES	varchar	255		NULL	
tt_work_sampling	Training Topics: Work sampling	YES	varchar	255		NULL	
vendor_name	Identifying name for selected vendor	YES	varchar	255		NULL	
vendor_num	Identifying number for selected vendor	YES	varchar	255		NULL	
waiting_children	Number of children on your waitlist	YES	varchar	255		NULL	

EARLYHEAD – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
actual_home_visits	Number of home visits longer than 15 minutes.	YES	varchar	255	NULL		
adults	Number of all adults in program	YES	varchar	255	NULL		
adults_exiting	Number of adults who leave the program.	YES	varchar	5	NULL		
attempted_home_visits	Number of visits that have been planned or prepared for where the parent educator went to the home.	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
cd_att	Number of children in center-based program attending at least 85% of the time.	YES	varchar	255	NULL		
cd_kids	Number of unduplicated children of participating adults participating in child development.	YES	varchar	255	NULL		
children	Number of children that are active participants	YES	varchar	255	NULL		

children_exiting	Number of children who leave the program.	YES	varchar	5		NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255		NULL		
county	Name of County	YES	varchar	255		NULL		
county_code	County code number	YES	varchar	255		NULL	01-46, plus 99	
dental_screenings	Number of child dental screenings performed	YES	varchar	255		NULL		
direct_program	Is this a direct program?	YES	varchar	255		NULL		
families_referred	Number of families referred to services or resources	YES	varchar	255		NULL		
families_with_0vpm	Number of participating families that have not had any visits.	YES	varchar	255		NULL		
families_with_1vpm	Number of participating families that have had 1 visit.	YES	varchar	255		NULL		
families_with_2vpm	Number of participating families that have had 2 visits.	YES	varchar	255		NULL		
families_with_3vpm	Number of participating families that have had 3 visits.	YES	varchar	255		NULL		
families_with_4vpm	Number of participating	YES	varchar	255		NULL		

	families that have had 4 visits.						
families_with_5vpm	Number of participating families that have had 5 visits.	YES	varchar	255	NULL		
families_with_6vpm	Number of participating families that have had 6 visits.	YES	varchar	255	NULL		
families_with_7vpm	Number of participating families that have had 7 visits.	YES	varchar	255	NULL		
families_with_8vpm	Number of participating families that have had 8 visits.	YES	varchar	255	NULL		
families_with_9vpm	Number of participating families that have had more than 8 visits.	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
gmt_ceei	Group Meeting Topic: Continuing Education/Employment Information	YES	varchar	1	NULL		
gmt_ch	Group Meeting Topic: Child Health	YES	varchar	1	NULL		
gmt_cmh	Group Meeting Topic: Child Mental Health	YES	varchar	1	NULL		

gmt_cn	Group Meeting Topic: Child Nutrition	YES	varchar	1	NULL		
gmt_eecd	Group Meeting Topic: Education & Early Childhood Development	YES	varchar	1	NULL		
gmt_faca	Group Meeting Topic: Fine Arts/Creative Activity	YES	varchar	1	NULL		
gmt_fe	Group Meeting Topic: Family Event	YES	varchar	1	NULL		
gmt_fp	Group Meeting Topic: Family Partnerships - Back to School	YES	varchar	1	NULL		
gmt_fri	Group Meeting Topic: Family Risk Issues	YES	varchar	1	NULL		
gmt_oth	Group Meeting Topic: Other	YES	varchar	1	NULL		
gmt_tra	Group Meeting Topic: Transitions	YES	varchar	1	NULL		
group_meeting_attendance	Total attendance at group meetings.	YES	varchar	255	NULL		
group_meeting_hours	Number of hours for all group meetings.	YES	varchar	255	NULL		
group_meetings	Number of regular group meetings (not special events).	YES	varchar	255	NULL		
hb_adults	Number of adults participating in home based program only	YES	varchar	255	NULL		
hb_children	Number of children participating in home based program only	YES	varchar	255	NULL		

health_screenings	Number of child general health screenings performed	YES	varchar	255		NULL		
hearing_screenings	Number of child hearing screenings performed	YES	varchar	255		NULL		
home_visits_length	Home visits length, averaged. State in terms of hours (.75, 1.5 etc.).	YES	varchar	255		NULL		
new_adults	Number of adults new to the program	YES	varchar	255		NULL		
new_children	Number of children new to the program. Please count any children returning to the program this fiscal year as new	YES	varchar	255		NULL		
nonenglish_speaking_adults_served	Number of participating adults who are speakers of other languages.	YES	varchar	255		NULL		
nonenglish_speaking_children_served	Number of participating children who are speakers of other languages.	YES	varchar	255		NULL		
other_program_components	Other components of your program initiative	YES	varchar	255		NULL		
other_referrals	Resources or services not found on the checklist.	YES	varchar	255		NULL		
pc_cd	Program Component: Child Development (age appropriate	YES	varchar	255		NULL		

	education programming)						
pc_cm	Program Component: Case Management	YES	varchar	255	NULL		
pc_hs	Program Component: Health or Developmental Screenings	YES	varchar	255	NULL		
pc_hv	Program Component: Home Visiting	YES	varchar	255	NULL		
pc_pcst	Program Component: Parent and Child Socialization Time	YES	varchar	255	NULL		
pc_pgm	Program Component: Parent Group Meetings	YES	varchar	255	NULL		
pc_pt	Program Component: Parenting Training	YES	varchar	255	NULL		
pc_ref	Program Component: Referrals to Services/Resources	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
referrals	Number of referrals made to community resources and services	YES	varchar	255	NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	varchar	255	NULL		

rfe_cbs	Reason for exiting: Child Began School	YES	varchar	255	NULL		
rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	varchar	255	NULL		
rfe_ec	Reason for exiting: Eligibility Conflict	YES	varchar	255	NULL		
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	varchar	255	NULL		
rfe_locc	Reason for exiting: Lack of Child Care	YES	varchar	255	NULL		
rfe_lop	Reason for exiting: Lack of Participation	YES	varchar	255	NULL		
rfe_lot	Reason for exiting: Lack of Transportation	YES	varchar	255	NULL		
rfe_move	Reason for exiting: Moved	YES	varchar	255	NULL		
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	varchar	255	NULL		
rfe_other	Reasons for exiting not listed in checkboxes	YES	varchar	255	NULL		
rfe_rtop	Reason for exiting: Referred to Other Program	YES	varchar	255	NULL		
rfe_sc	Reason for exiting: Services Completed	YES	varchar	255	NULL		
rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	varchar	255	NULL		
rfe_unk	Reason for exiting: Reasons Unknown	YES	varchar	255	NULL		
rt_ae	Adult Education	YES	varchar	255	NULL		
rt_bn	DHEC - BabyNet	YES	varchar	255	NULL		
rt_ca	Clothing Assistance	YES	varchar	1	NULL		

rt_camr	Child Abuse/Maltreatment Resources	YES	varchar	255	NULL		
rt_cc	Child Care	YES	varchar	1	NULL		
rt_crs	DHEC - Children\'s Rehab Services	YES	varchar	255	NULL		
rt_cs	Car Seats	YES	varchar	1	NULL		
rt_ddsn	Dept. of Disabilities & Special Needs	YES	varchar	255	NULL		
rt_ds	Dental Services	YES	varchar	255	NULL		
rt_dvs	Domestic Violence Services	YES	varchar	255	NULL		
rt_ee	Early Education Program	YES	varchar	1	NULL		
rt_efa	Emergency Financial Assistance	YES	varchar	255	NULL		
rt_er	Employment Resources	YES	varchar	1	NULL		
rt_esl	English Language Classes	YES	varchar	255	NULL		
rt_fa	Food Assistance	YES	varchar	255	NULL		
rt_fea	Family Events/Activities	YES	varchar	255	NULL		
rt_fms	Financial Management Services	YES	varchar	255	NULL		
rt_fs	Food Stamps	YES	varchar	255	NULL		
rt_fsh	Family Shelter	YES	varchar	255	NULL		
rt_fss	DHEC - Family Support Services (case mgt.)	YES	varchar	255	NULL		
rt_hr	Housing Resources	YES	varchar	255	NULL		
rt_lr	Library Resources	YES	varchar	255	NULL		
rt_mh	Medical Home	YES	varchar	255	NULL		
rt_mhs	Mental Health Services	YES	varchar	255	NULL		

rt_mnm	Mentoring for New Mothers	YES	varchar	255	NULL		
rt_ocm	Other Case Management	YES	varchar	255	NULL		
rt_os	Other Health/Medical Services	YES	varchar	255	NULL		
rt_pre	Preschool	YES	varchar	1	NULL		
rt_ss	Speech Services	YES	varchar	255	NULL		
rt_tanf	TANF/Welfare	YES	varchar	255	NULL		
rt_tr	Transportation Resources	YES	varchar	255	NULL		
rt_vs	Vision Services	YES	varchar	255	NULL		
rt_wic	DHEC - WIC	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
total_hv	Number of total Home Visits	YES	varchar	50	NULL		
training_hours	Number of training hours provided	YES	varchar	6	NULL		
training_sessions	Number of First Steps trainings.	YES	varchar	5	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
vision_screenings	Number of child vision screenings performed	YES	varchar	255	NULL		
waiting_adults	Number of adults on your waiting list	YES	varchar	255	NULL		
waiting_children	Number of children on your waiting list	YES	varchar	255	NULL		

Data Structure – EIDENT
Outputs: Early Identification and Referral

EIDENT – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adult_contacts	Number of contacts with Parents/Family members of infants & toddlers	YES	int	NULL	10		
adult_materials	Number of BabyNet Child Find Materials Distributed to Parents/Family members of infants & toddlers	YES	int	NULL	10		
board_contacts	Number of contacts with Boards of Disabilities & Special needs	YES	int	NULL	10		
board_materials	Number of BabyNet Child Find Materials Distributed to Boards of Disabilities & Special needs	YES	int	NULL	10		
ccprog_contacts	Number of contacts with Child Care and early learning programs	YES	int	NULL	10		
ccprog_materials	Number of BabyNet Child Find Materials Distributed to Child Care and early learning programs	YES	int	NULL	10		
children_served	Number of NEW children served this month through observation, consultations,	YES	int	NULL	10		

	screenings, etc. to include both children entered in 9092: Cases Data and children served but not entered in Cases Data.						
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
dept_contacts	Number of contacts with DSS, CPS and Foster Care	YES	int	NULL	10		
dept_materials	Number of BabyNet Child Find Materials Distributed to DSS, CPS and Foster Care	YES	int	NULL	10		
direct_program	Is this a direct program?	YES	varchar	255	NULL		
district_contacts	Number of contacts with Local school districts	YES	int	NULL	10		
district_materials	Number of BabyNet Child Find Materials Distributed to Local school districts	YES	int	NULL	10		
dvshel_contacts	Number of contacts with Domestic violence shelters & agencies	YES	int	NULL	10		
dvshel_materials	Number of BabyNet Child Find Materials Distributed to Domestic violence shelters & agencies	YES	int	NULL	10		

ehs_contacts	Number of contacts with Early Head Start	YES	int	NULL	10		
ehs_materials	Number of BabyNet Child Find Materials Distributed to Early Head Start	YES	int	NULL	10		
fpdoc_contacts	Number of contacts with Family Practice physicians	YES	int	NULL	10		
fpdoc_materials	Number of BabyNet Child Find Materials Distributed to Family Practice physicians	YES	int	NULL	10		
fsdate	Date record entered	YES	varchar	100	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
heldep_contacts	Number of contacts with Health Departments	YES	int	NULL	10		
heldep_materials	Number of BabyNet Child Find Materials Distributed to Health Departments	YES	int	NULL	10		
hlshel_contacts	Number of contacts with Homeless shelters	YES	int	NULL	10		
hlshel_materials	Number of BabyNet Child Find Materials Distributed to Homeless shelters	YES	int	NULL	10		
hospital_contacts	Number of contacts with Hospitals	YES	int	NULL	10		
hospital_materials	Number of BabyNet Child Find Materials	YES	int	NULL	10		

	Distributed to Hospitals						
neonatal_contacts	Number of contacts with Neonatal Intensive Care Units	YES	int	NULL	10		
neonatal_materials	Number of BabyNet Child Find Materials Distributed to Neonatal Intensive Care Units	YES	int	NULL	10		
nfp_contacts	Number of contacts with Nurse-Family Partnerships	YES	int	NULL	10		
nfp_materials	Number of BabyNet Child Find Materials Distributed to Nurse-Family Partnerships	YES	int	NULL	10		
oth1_contacts	Number of contacts with Other #1	YES	int	NULL	10		
oth1_materials	Number of BabyNet Child Find Materials Distributed to Other #1	YES	int	NULL	10		
oth2_contacts	Number of contacts with Other #2	YES	int	NULL	10		
oth2_materials	Number of BabyNet Child Find Materials Distributed to Other #2	YES	int	NULL	10		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
pc_bbn	Program Component: Referrals to BabyNet	YES	varchar	255	NULL		
pc_cfm	Program Component: Distribution of Child Find Materials	YES	varchar	255	NULL		
pc_hs	Program Component: Health or	YES	varchar	255	NULL		

	Developmental Screenings						
pc_ref	Program Component: Referrals to Services/Resources	YES	varchar	255	NULL		
peddoc_contacts	Number of contacts with Pediatricians	YES	int	NULL	10		
peddoc_materials	Number of BabyNet Child Find Materials Distributed to Pediatricians	YES	int	NULL	10		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
tribe_contacts	Number of contacts with Local Indian tribes, tribal organizations and consortia	YES	int	NULL	10		
tribe_materials	Number of BabyNet Child Find Materials Distributed to Local Indian tribes, tribal organizations and consortia	YES	int	NULL	10		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
visiting_contacts	Number of contacts with Maternal, Infant and Early Childhood Home Visiting Program	YES	int	NULL	10		

| visiting_materials | Number of BabyNet Child Find Materials Distributed to Maternal, Infant and Early Childhood Home Visiting Program | YES | int | NULL | 10 | | |

FAMILYLIT – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adults	Number of adults in program	YES	varchar	5	NULL		
adults_exiting	Number of adults who leave the program.	YES	varchar	255	NULL		
adults_inbasic	Number of adults in adult basic education.	YES	varchar	5	NULL		
adults_incomp	Number of adults in computer skills classes.	YES	varchar	5	NULL		
adults_inesl	Number of adults in English for speakers of other languages classes.	YES	varchar	5	NULL		
adults_inged	Number of adults in general equivalency classes.	YES	varchar	5	NULL		
adults_inhied	Number of adults in post-high school education, such as technical college or university.	YES	varchar	5	NULL		
adults_inhs	Number of adults in high school diploma classes.	YES	varchar	5	NULL		
adults_preged	Number of adults who score a reading level 6th 8th grade in Pre-GED classes. They are in this level prior to being placed in GED prep classes,	YES	varchar	5	NULL		

	a 9th 10th grade reading level.						
basic_advances	Number of adults in academic instruction who demonstrate a gain of one educational functioning level in a minimum of one TABE academic area.	YES	varchar	255	NULL		
best_advances	Number of adults in ESOL who demonstrate a gain of one educational functioning level on BEST.	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books lent by vendor	YES	varchar	5	NULL		
cd_kids	Number of unduplicated children of participating adults participating in child development.	YES	varchar	5	NULL		
children	Number of children that are active participants.	YES	varchar	5	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		

families_referred	Number of families referred to services or resources.	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
geds	Number of general equivalency diplomas attained.	YES	varchar	255	NULL		
grade_levels	Number of adults in academic instruction advancing to a higher grade level (across all TABE academic areas).	YES	varchar	255	NULL		
hsdiplomas	Number of high school diplomas attained.	YES	varchar	255	NULL		
new_adults	Number of adults new to the program.	YES	varchar	5	NULL		
new_children	Number of new children	YES	varchar	5	NULL		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
other_referrals	Resources or services not found on the checklist.	YES	varchar	255	NULL		
pac_adults	Number of unduplicated adults participating in parent and child together experiences.	YES	varchar	5	NULL		

pac_attendance	Number of all adult (duplicated) PaC attendees.	YES	varchar	255	NULL		
pac_children	Number of unduplicated children in parent and child together experiences.	YES	varchar	5	NULL		
pac_times	Number of Parent and Child Together sessions or experiences offered.	YES	varchar	255	NULL		
pc_at	Program Component: Parent/Child Activity Time	YES	varchar	255	NULL		
pc_basic	Program Component: Adult Basic Education (BASIC)	YES	varchar	255	NULL		
pc_cd	Program Component: Child Development (age appropriate education programming)	YES	varchar	255	NULL		
pc_esl	Program Component:	YES	varchar	255	NULL		
pc_ged	Program Component: General Equivalency Diploma (GED)	YES	varchar	255	NULL		
pc_high	Program Component: High School	YES	varchar	255	NULL		
pc_pt	Program Component: Parenting Training	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
referrals	Number of referrals made to community	YES	varchar	255	NULL		

	resources and services.						
rfe_cao	Reason for Exiting: Child "Aged" Out	YES	varchar	255		NULL	
rfe_cbs	Reason for Exiting: Child Began School	YES	varchar	255		NULL	
rfe_ccsc	Reason for Exiting: Child Care Schedule Conflict	YES	varchar	255		NULL	
rfe_ec	Reason for Exiting: Eligibility Conflict	YES	varchar	255		NULL	
rfe_esc	Reason for Exiting: Employment Schedule Conflict	YES	varchar	255		NULL	
rfe_locc	Reason for Exiting: Lack of Child Care	YES	varchar	255		NULL	
rfe_lop	Reason for Exiting: Lack of Participation	YES	varchar	255		NULL	
rfe_lot	Reason for Exiting: Lack of Transportation	YES	varchar	255		NULL	
rfe_move	Reason for Exiting: Moved	YES	varchar	255		NULL	
rfe_osc	Reason for Exiting: Other Schedule Conflict	YES	varchar	255		NULL	
rfe_other	Reason for Exiting: Other	YES	varchar	255		NULL	
rfe_rtop	Reason for Exiting: Referred to Other Program	YES	varchar	255		NULL	
rfe_sc	Reason for Exiting: Services Completed	YES	varchar	255		NULL	
rfe_tsc	Reason for Exiting: Education/Training Schedule Conflict	YES	varchar	255		NULL	
rfe_unk	Reason for Exiting: Reasons Unknown	YES	varchar	255		NULL	
rt_ae	Referral Type:	YES	varchar	255		NULL	

	Adult Education						
rt_bn	Referral Type: DHEC - BabyNet	YES	varchar	255	NULL		
rt_ca	Referral Type: Clothing Assistance	YES	varchar	255	NULL		
rt_camr	Referral Type: Child Abuse/Maltreatment Resources	YES	varchar	255	NULL		
rt_cc	Referral Type: Child Care	YES	varchar	255	NULL		
rt_crs	Referral Type: DHEC - Children\'s Rehab Services	YES	varchar	255	NULL		
rt_cs	Referral Type: Car Seats	YES	varchar	255	NULL		
rt_ddsn	Referral Type: Dept. of Disabilities & Special Needs	YES	varchar	255	NULL		
rt_ds	Referral Type: Dental Services	YES	varchar	255	NULL		
rt_dvs	Referral Type: Domestic Violence Services	YES	varchar	255	NULL		
rt_ee	Referral Type: Early Education Program	YES	varchar	255	NULL		
rt_efa	Referral Type: Emergency Financial Assistance	YES	varchar	255	NULL		
rt_er	Referral Type: Employment Resources	YES	varchar	255	NULL		
rt_esl	Referral Type: English Language Classes	YES	varchar	255	NULL		
rt_fa	Referral Type: Food Assistance	YES	varchar	255	NULL		
rt_fea	Referral Type: Family Events/Activities	YES	varchar	255	NULL		

rt_fms	Referral Type: Financial Management Services	YES	varchar	255	NULL		
rt_fs	Referral Type: Food Stamps	YES	varchar	255	NULL		
rt_fsh	Referral Type: Family Shelter	YES	varchar	255	NULL		
rt_fss	Referral Type: DHEC - Family Support Services (case mgt.)	YES	varchar	255	NULL		
rt_hr	Referral Type: Housing Resources	YES	varchar	255	NULL		
rt_lr	Referral Type: Library Resources	YES	varchar	255	NULL		
rt_mh	Referral Type: Medical Home	YES	varchar	255	NULL		
rt_mhs	Referral Type: Mental Health Services	YES	varchar	255	NULL		
rt_mnm	Referral Type: Mentoring for New Mothers	YES	varchar	255	NULL		
rt_ocm	Referral Type: Other Case Management	YES	varchar	255	NULL		
rt_os	Referral Type: Other Health/Medical Services	YES	varchar	255	NULL		
rt_pre	Referral Type: Preschool	YES	varchar	255	NULL		
rt_ss	Referral Type: Speech Services	YES	varchar	255	NULL		
rt_tanf	Referral Type: TANF/Welfare	YES	varchar	255	NULL		
rt_tr	Referral Type: Transportation Resources	YES	varchar	255	NULL		
rt_vs	Referral Type: Vision Services	YES	varchar	255	NULL		

rt_wic	Referral Type: DHEC - WIC	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
waiting_adults	Number of adults on your waiting list	YES	varchar	5	NULL		
waiting_children	Number of children on your waiting list	YES	varchar	5	NULL		

FAMILYLPE – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
actual_home_visits	Number of home visits longer than 15 minutes.	YES	nvarchar	255	NULL		
adults	Number of all adults in program.	YES	nvarchar	5	NULL		
adults_exiting	Number of adults who leave the program.	YES	nvarchar	255	NULL		
adults_inbasic	Number of adults in adult basic education.	YES	nvarchar	5	NULL		
adults_incomp	Number of adults in computer skills classes.	YES	varchar	5	NULL		
adults_inesl	Number of adults in English for speakers of other languages classes.	YES	nvarchar	5	NULL		
adults_inged	Number of adults in general equivalency classes.	YES	nvarchar	5	NULL		
adults_inhied	Number of adults in post-high school education, such as technical college or university.	YES	varchar	5	NULL		
adults_inhs	Number of adults in high school diploma classes.	YES	nvarchar	5	NULL		
adults_preged	Number of adults who score a reading level 6th 8th grade in Pre-GED classes.	YES	nvarchar	5	NULL		

	They are in this level prior to being placed in GED prep classes, a 9th 10th grade reading level.						
attempted_home_visits	Number of visits that have been planned or prepared for where the parent educator went to the home.	YES	nvarchar	255	NULL		
basic_advances	Number of adults in academic instruction who demonstrate a gain of one educational functioning level in a minimum of one TABE academic area.	YES	nvarchar	255	NULL		
best_advances	Number of adults in ESOL who demonstrate a gain of one educational functioning level on BEST.	YES	nvarchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
cd_kids	Number of unduplicated children of participating adults participating in child development.	YES	nvarchar	5	NULL		
children	Number of children that are active participants.	YES	nvarchar	5	NULL		

comments	Anything that helps us understand your data or your program can go here	YES	nvarchar	255		NULL		
county	Name of County	YES	varchar	2		NULL		
county_code	County code number	YES	nvarchar	255		NULL	01-46, plus 99	
dental_screenings	Number of child dental screenings performed.	YES	nvarchar	255		NULL		
direct_program	Is this a direct program?	YES	nvarchar	255		NULL		
families_referred	Number of families referred to services or resources.	YES	nvarchar	255		NULL		
families_with_0vpm	Number of participating families that have not had any visits.	YES	nvarchar	255		NULL		
families_with_1vpm	Number of participating families that have had 1 visit.	YES	nvarchar	255		NULL		
families_with_2vpm	Number of participating families that have had 2 visits.	YES	nvarchar	255		NULL		
families_with_3vpm	Number of participating families that have had 3 visits.	YES	nvarchar	255		NULL		
families_with_4vpm	Number of participating families that have had 4 visits.	YES	nvarchar	255		NULL		
families_with_5vpm	Number of participating	YES	nvarchar	255		NULL		

	families that have had 5 visits.						
families_with_6vpm	Number of participating families that have had 6 visits.	YES	nvarchar	255		NULL	
families_with_7vpm	Number of participating families that have had 7 visits.	YES	nvarchar	255		NULL	
families_with_8vpm	Number of participating families that have had 8 visits.	YES	nvarchar	255		NULL	
families_with_9vpm	Number of participating families that have had more than 8 visits.	YES	nvarchar	255		NULL	
fsdate	Date record entered	YES	varchar	50		NULL	
fsmonth	Month record entered	YES	nvarchar	255		NULL	
fsuser	Name of person entering record	YES	nvarchar	255		NULL	
fsyear	First Steps year of record entered	YES	nvarchar	255		NULL	
geds	Number of general equivalency diplomas attained.	YES	nvarchar	255		NULL	
grade_levels	Number of adults in academic instruction advancing to a higher grade level (across all TABE academic areas).	YES	nvarchar	255		NULL	
group_meeting_attendance	Total attendance at group meetings.	YES	nvarchar	255		NULL	

group_meeting_hours	Number of hours for all group meetings.	YES	nvarchar	255	NULL		
group_meetings	Number of regular group meetings (not special events).	YES	nvarchar	255	NULL		
health_screenings	Number of child general health screenings performed.	YES	nvarchar	255	NULL		
hearing_screenings	Number of child hearing screenings performed.	YES	nvarchar	255	NULL		
home_visits_length	Home visits length, averaged. State in terms of hours (.75, 1.5 etc.).	YES	nvarchar	255	NULL		
hsdiplomas	Number of high school diplomas attained.	YES	nvarchar	255	NULL		
new_adults	Number of adults new to the program.	YES	nvarchar	5	NULL		
new_adults_inbasic	Number of new adults in adult basic education.	YES	nvarchar	5	NULL		
new_adults_incomp	Number of new adults in computer skills classes.	YES	varchar	5	NULL		
new_adults_inesl	Number of new adults in English for speakers of other languages classes.	YES	nvarchar	5	NULL		
new_adults_inged	Number of new adults in general equivalency classes.	YES	nvarchar	5	NULL		
new_adults_inhied	Number of new adults in post-high school education.	YES	varchar	5	NULL		

new_adults_inhs	Number of new adults in high school diploma classes.	YES	nvarchar	5	NULL		
new_adults_preged	Number of new adults who score a reading level 6th 8th grade in Pre GED classes. They are in this level prior to being placed in GED prep classes, a 9th 10th grade reading level.	YES	nvarchar	5	NULL		
new_children	Number of children new to the program.	YES	nvarchar	5	NULL		
new_pe_adults	Number of parent_ed. adults new to the program.	YES	nvarchar	5	NULL		
new_pe_kids	Number of children of parents that are active participants in parent ed. new to the program.	YES	nvarchar	5	NULL		
nonenglish_speaking_adults_served	Number of participating adults who are speakers of other languages.	YES	nvarchar	255	NULL		
nonenglish_speaking_children_served	Number of participating children who are speakers of other languages.	YES	nvarchar	255	NULL		
other_program_components	Other components of your program initiative	YES	nvarchar	255	NULL		

other_referrals	Resources or services not found on the checklist.	YES	nvarchar	255	NULL		
pac_adults	Number of unduplicated adults participating in parent and child together experiences.	YES	nvarchar	5	NULL		
pac_attendance	Number of all adult (duplicated) PaC attendees.	YES	nvarchar	255	NULL		
pac_children	Number of unduplicated children in parent and child together experiences.	YES	nvarchar	5	NULL		
pac_times	Number of Parent and Child Together sessions or experiences offered.	YES	nvarchar	255	NULL		
pc_at	Program Component: Parent/Child Activity Time	YES	nvarchar	255	NULL		
pc_basic	Program Component: Adult Basic Education (BASIC)	YES	nvarchar	255	NULL		
pc_cc	Program Component: Child Care	YES	nvarchar	255	NULL		
pc_cd	Program Component: Child Development (age appropriate education programming)	YES	nvarchar	255	NULL		

pc_cm	Program Component: Case Management	YES	nvarchar	255		NULL		
pc_esl	Program Component: English Speakers of Other Languages (ESOL)	YES	nvarchar	255		NULL		
pc_ged	Program Component: General Equivalency Diploma (GED)	YES	nvarchar	255		NULL		
pc_gm	Program Component: Group Meetings	YES	nvarchar	255		NULL		
pc_high	Program Component: High School	YES	nvarchar	255		NULL		
pc_hs	Program Component: Health or Developmental Screenings	YES	nvarchar	255		NULL		
pc_hv	Program Component: Home Visiting	YES	nvarchar	255		NULL		
pc_pt	Program Component: Parenting Training	YES	nvarchar	255		NULL		
pc_ref	Program Component: Referrals to Services/ Resources	YES	nvarchar	255		NULL		
pe_adults	Number of all adults in parent ed. program.	YES	nvarchar	5		NULL		
pe_kids	Number of children of parents that are active participants in parent ed.	YES	nvarchar	5		NULL		

program_code	Budget code assigned by Office of First Steps	YES	nvarchar	255		NULL		
rbc	Is the program run by the county FS office?	YES	nvarchar	255		NULL		
referrals	Number of referrals made to community resources and services.	YES	nvarchar	255		NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	nvarchar	255		NULL		
rfe_cbs	Reason for exiting: Child Began School	YES	nvarchar	255		NULL		
rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	nvarchar	255		NULL		
rfe_ec	Reason for exiting: Eligibility Conflict	YES	nvarchar	255		NULL		
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	nvarchar	255		NULL		
rfe_locc	Reason for exiting: Lack of Child Care	YES	nvarchar	255		NULL		
rfe_lop	Reason for exiting: Lack of Participation	YES	nvarchar	255		NULL		
rfe_lot	Reason for exiting: Lack of Transportation	YES	nvarchar	255		NULL		
rfe_move	Reason for exiting: Moved	YES	nvarchar	255		NULL		
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	nvarchar	255		NULL		
rfe_other	Reason for exiting: Other	YES	nvarchar	255		NULL		
rfe_rtop	Reason for exiting: Referred to Other Program	YES	nvarchar	255		NULL		

rfe_sc	Reason for exiting: Services Completed	YES	nvarchar	255	NULL		
rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	nvarchar	255	NULL		
rfe_unk	Reason for exiting: Reasons Unknown	YES	nvarchar	255	NULL		
rt_ae	Referral Type: Adult Education	YES	nvarchar	255	NULL		
rt_bn	Referral Type: DHEC - BabyNet	YES	nvarchar	255	NULL		
rt_ca	Referral Type: Clothing Assistance	YES	nvarchar	255	NULL		
rt_camr	Referral Type: Child Abuse/Maltreatment Resources	YES	nvarchar	255	NULL		
rt_cc	Referral Type: Child Care	YES	nvarchar	255	NULL		
rt_crs	Referral Type: DHEC - Children\'s Rehab Services	YES	nvarchar	255	NULL		
rt_cs	Referral Type: Car Seats	YES	nvarchar	255	NULL		
rt_ddsn	Referral Type: Dept. of Disabilities & Special Needs	YES	nvarchar	255	NULL		
rt_ds	Referral Type: Dental Services	YES	nvarchar	255	NULL		
rt_dvs	Referral Type: Domestic Violence Services	YES	nvarchar	255	NULL		
rt_ee	Referral Type: Early Education Program	YES	nvarchar	255	NULL		
rt_efa	Referral Type: Emergency Financial Assistance	YES	nvarchar	255	NULL		

rt_er	Referral Type: Employment Resources	YES	nvarchar	255		NULL		
rt_esl	Referral Type: English Language Classes	YES	nvarchar	255		NULL		
rt_fa	Referral Type: Food Assistance	YES	nvarchar	255		NULL		
rt_fea	Referral Type: Family Events/Activities	YES	nvarchar	255		NULL		
rt_fms	Referral Type: Financial Management Services	YES	nvarchar	255		NULL		
rt_fs	Referral Type: Food Stamps	YES	nvarchar	255		NULL		
rt_fsh	Referral Type: Family Shelter	YES	nvarchar	255		NULL		
rt_fss	Referral Type: DHEC - Family Support Services (case mgt.)	YES	nvarchar	255		NULL		
rt_hr	Referral Type: Housing Resources	YES	nvarchar	255		NULL		
rt_lr	Referral Type: Library Resources	YES	nvarchar	255		NULL		
rt_mh	Referral Type: Medical Home	YES	nvarchar	255		NULL		
rt_mhs	Referral Type: Mental Health Services	YES	nvarchar	255		NULL		
rt_mnm	Referral Type: Mentoring for New Mothers	YES	nvarchar	255		NULL		
rt_ocm	Referral Type: Other Case Management	YES	nvarchar	255		NULL		
rt_os	Referral Type: Other	YES	nvarchar	255		NULL		

	Health/Medical Services						
rt_pre	Referral Type: Preschool	YES	nvarchar	255		NULL	
rt_ss	Referral Type: Speech Services	YES	nvarchar	255		NULL	
rt_tanf	Referral Type: TANF/Welfare	YES	nvarchar	255		NULL	
rt_tr	Referral Type: Transportation Resources	YES	nvarchar	255		NULL	
rt_vs	Referral Type: Vision Services	YES	nvarchar	255		NULL	
rt_wic	Referral Type: DHEC - WIC	YES	nvarchar	255		NULL	
school_district	The vendor is a school district	YES	nvarchar	255		NULL	
total_hv	Number of total Home Visits	YES	nvarchar	255		NULL	
vendor_name	Identifying name for selected vendor	YES	nvarchar	255		NULL	
vendor_num	Identifying number for selected vendor	YES	nvarchar	255		NULL	
vision_screenings	Number of child vision screenings performed.	YES	nvarchar	255		NULL	
waiting_adults	Number of adults on your waiting list	YES	nvarchar	5		NULL	
waiting_children	Number of children on your waiting list	YES	nvarchar	5		NULL	

Tracking auditable User actions

Feature Flags – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
created_by	Name of person creating record	YES	varchar	255	NULL		
created_on	Date record created	YES	date	NULL	NULL		
deleted_by	Name of person who deleted the record	YES	varchar	255	NULL		
deleted_on	Date record was deleted	YES	date	NULL	NULL		
feature_name	Name of feature being flagged	NO	varchar	255	NULL		
id	Unique record Identifier	NO	int	NULL	10		
is_deleted	Feature has been marked as deleted	YES	bit	NULL	NULL		
is_flagged	Feature has been flagged	NO	bit	NULL	NULL		
toggled_by	Name of person who last toggled the feature flag	NO	varchar	255	NULL		
toggled_on	Date the feature flag was last toggled	NO	date	NULL	NULL		

Feature_nameData Structure – FSAUDIT
Tracking User exceptions

FSAUDIT – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
addy	The IP address of the server from which the user is viewing the current page.	NO	varchar	50	NULL		
authlevel	The user role of the user triggering the audit.	NO	varchar	50	NULL		
client	The name of the client whose record is being audited.	NO	varchar	255	NULL		
county	The county code of the user triggering the audit.	NO	varchar	255	NULL	01-46, plus 99	
eventdate	Date the audit was triggered	NO	varchar	10	NULL		
eventtime	Time of day the audit was triggered	NO	varchar	15	NULL		
fsyear	First Steps fiscal year the audited record falls under	NO	varchar	255	NULL		
hitcount	Number of times the record triggered an audit	NO	bigint	NULL	19		
program	Budget code assigned by Office of First Steps of the record triggering the audit.	NO	varchar	255	NULL		
reckey	Unique audit record ID	NO	bigint	NULL	19		
userid	The user ID of the user triggering the audit.	NO	varchar	255	NULL		

vendor	The vendor number of the user triggering the audit.	NO	varchar	255		NULL		

Data Structure – FSEXCEPT
Tracking User exceptions

FSEXCEPT – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
addy	The IP address of the server from which the user is viewing the current page.	NO	varchar	50	NULL		
authlevel	The user role of the user triggering the exception.	NO	varchar	100	NULL		
eventdate	Exception date in YYYYMMDD format.	NO	varchar	10	NULL		
eventtime	Exception time in 24-hour format, minutes with leading zeros	NO	varchar	15	NULL		
page	Page attempted to be accessed.	NO	varchar	100	NULL		
reckey	Unique exception record ID	NO	bigint	NULL	19		
userid	The user ID of the user triggering the exception.	NO	varchar	255	NULL		

Data Structure – FSTRAFFIC
Tracking User site traffic

FSTRAFFIC – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
addy	The IP address of the server from which the user is viewing the current page.	NO	varchar	50	NULL		
authlevel	The user role of the user attempting to log in or out.	NO	varchar	100	NULL		
event	Type of login event	NO	varchar	12	NULL	Logout, Login, Login Failed	
eventdate	Login attempt date in YYYYMMDD format.	NO	varchar	10	NULL		
eventtime	Login attempt time in 24-hour format, minutes with leading zeros	NO	varchar	20	NULL		
reckey	Unique traffic record ID	NO	bigint	NULL	19		
sessionid	(redacted)	NO	varchar	50	NULL		
userid	The user ID of the user logging in or out.	NO	varchar	255	NULL		

Data Structure – GM Topics
Group Meeting Topics

GM Topics – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
description	Character description of group meeting topic	YES	varchar	100	NULL		
topic	Number ID of group meeting topic	YES	int	NULL	10		

Data Structure – Health
Outputs: Health Programs

Health – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
act1_att	Number of individuals served in activity 1.	YES	varchar	255	NULL		
act1_name	Descriptive terms for monthly (or semi-monthly) activity number 1.	YES	varchar	255	NULL		
act2_att	Number of individuals served in activity 2.	YES	varchar	255	NULL		
act2_name	Descriptive terms for monthly (or semi-monthly) activity number 2.	YES	varchar	255	NULL		
act3_att	Number of individuals served in activity 3.	YES	varchar	255	NULL		
act3_name	Descriptive terms for monthly (or semi-monthly) activity number 3.	YES	varchar	255	NULL		
act4_att	Number of individuals served in activity 4.	YES	varchar	255	NULL		
act4_name	Descriptive terms for monthly (or semi-monthly) activity number 4.	YES	varchar	255	NULL		
act5_att	Number of individuals served in activity 5.	YES	varchar	255	NULL		
act5_name	Descriptive terms for monthly (or	YES	varchar	255	NULL		

	semi-monthly) activity number 5.						
actual_home_visits	Number of home visits longer than 15 minutes.	YES	varchar	255	NULL		
adults	Number of all adults in program.	YES	varchar	255	NULL		
adults_exiting	Number of adults who leave the program.	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
cc_visits	Number of visits to child care/preschool classes.	YES	varchar	255	NULL		
cceec_classes	Number of classes participating in a center-based or school based program.	YES	varchar	255	NULL		
cceec_exiting	If you are working with a program that is classroom based, input the number of classes that exit the program.	YES	varchar	255	NULL		
child_post	Child Post-Assessments: Number of follow-up health assessments provided to children after their first birthday.	YES	varchar	255	NULL		
child_pre	Child Pre-Assessments:	YES	varchar	255	NULL		

	Number of health assessments provided to children after their first birthday.						
children	Number of children that are active participants.	YES	varchar	255	NULL		
children_exiting	Number of children who leave the program.	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
dental_screenings	Number of child dental screenings performed.	YES	varchar	255	NULL		
direct_program	Is this a direct program?	YES	varchar	255	NULL		
fam_post	Number of follow-up assessments of home, environment and/or maternal-child interaction.	YES	varchar	255	NULL		
fam_pre	Number of assessments of home, environment and/or maternal-child interaction.	YES	varchar	255	NULL		
families_referred	Number of families referred to services or resources.	YES	varchar	255	NULL		

fltmh	Number of families actually connected to a medical home.	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
group_meeting_attendance	Total attendance at group meetings.	YES	varchar	5	NULL		
group_meeting_hours	Number of hours for all group meetings.	YES	varchar	255	NULL		
group_meetings	Number of regular group meetings (not special events).	YES	varchar	255	NULL		
health_screenings	Number of child general health screenings performed.	YES	varchar	255	NULL		
hearing_screenings	Number of child hearing screenings performed.	YES	varchar	255	NULL		
home_visits_length	Home visits length, averaged. State in terms of hours (.75, 1.5 etc.).	YES	varchar	255	NULL		
inf_post	Number of follow-up health assessments provided to children prior to their first birthday.	YES	varchar	255	NULL		
inf_pre	Number of health assessments provided to children	YES	varchar	255	NULL		

	prior to their first birthday.						
mat_post	Number of follow-up health assessments provided to pre and postnatal women.	YES	varchar	255		NULL	
mat_pre	Number of health assessments provided to pre and postnatal women.	YES	varchar	255		NULL	
new_adults	Number of adults new to the program.	YES	varchar	255		NULL	
new_children	Number of children new to the program.	YES	varchar	255		NULL	
nonenglish_speaking_adults_served	Number of participating adults who are speakers of other languages.	YES	varchar	255		NULL	
nonenglish_speaking_children_served	Number of participating children who are speakers of other languages.	YES	varchar	255		NULL	
num_oth_screen	Number of other types of screenings performed.	YES	varchar	255		NULL	
nut_post	Number of follow-up assessments given in nutrition programs.	YES	varchar	255		NULL	
nut_pre	Number of pre-assessments given in nutrition programs.	YES	varchar	255		NULL	

oth_assmnt_typ	Type of other assessments performed.	YES	varchar	255	NULL		
oth_post	Number of other types of follow-up assessments performed.	YES	varchar	255	NULL		
oth_pre	Number of other types of assessments performed.	YES	varchar	255	NULL		
oth_screen_typ	Input type of other screenings performed.	YES	varchar	255	NULL		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
other_referrals	Resources or services not found on the checklist.	YES	varchar	255	NULL		
pc_cece	Program Component: Consultation to Early Care and Education	YES	varchar	255	NULL		
pc_hhv	Program Component: Home Health Visits	YES	varchar	255	NULL		
pc_ne	Program Component: Nutrition Education	YES	varchar	255	NULL		
pc_sbhs	Program Component: School Based Health Services	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		

rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
referrals	Number of referrals made to community resources and services.	YES	varchar	255	NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	varchar	255	NULL		
rfe_cbs	Reason for exiting: Child Began School	YES	varchar	255	NULL		
rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	varchar	255	NULL		
rfe_ec	Reason for exiting: Eligibility Conflict	YES	varchar	255	NULL		
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	varchar	255	NULL		
rfe_locc	Reason for exiting: Lack of Child Care	YES	varchar	255	NULL		
rfe_lop	Reason for exiting: Lack of Participation	YES	varchar	255	NULL		
rfe_lot	Reason for exiting: Lack of Transportation	YES	varchar	255	NULL		
rfe_move	Reason for exiting: Moved	YES	varchar	255	NULL		
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	varchar	255	NULL		
rfe_other	Reason for exiting: Other	YES	varchar	255	NULL		
rfe_rtop	Reason for exiting: Referred to Other Program	YES	varchar	255	NULL		
rfe_sc	Reason for exiting: Services Completed	YES	varchar	255	NULL		

rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	varchar	255		NULL		
rfe_unk	Reason for exiting: Reasons Unknown	YES	varchar	255		NULL		
rt_ae	Referral Type: Adult Education	YES	varchar	255		NULL		
rt_bn	Referral Type: DHEC - BabyNet	YES	varchar	255		NULL		
rt_ca	Referral Type: Clothing Assistance	YES	varchar	255		NULL		
rt_camr	Referral Type: Child Abuse/Maltreatment Resources	YES	varchar	255		NULL		
rt_cc	Referral Type: Child Care	YES	varchar	255		NULL		
rt_crs	Referral Type: DHEC - Children\'s Rehab Services	YES	varchar	255		NULL		
rt_cs	Referral Type: Car Seats	YES	varchar	255		NULL		
rt_ddsn	Referral Type: Dept. of Disabilities & Special Needs	YES	varchar	255		NULL		
rt_ds	Referral Type: Dental Services	YES	varchar	255		NULL		
rt_dvs	Referral Type: Domestic Violence Services	YES	varchar	255		NULL		
rt_ee	Referral Type: Early Education Program	YES	varchar	255		NULL		
rt_efa	Referral Type: Emergency Financial Assistance	YES	varchar	255		NULL		
rt_er	Referral Type: Employment Resources	YES	varchar	255		NULL		

rt_esl	Referral Type: English Language Classes	YES	varchar	255	NULL		
rt_fa	Referral Type: Food Assistance	YES	varchar	255	NULL		
rt_fea	Referral Type: Family Events/Activities	YES	varchar	255	NULL		
rt_fms	Referral Type: Financial Management Services	YES	varchar	255	NULL		
rt_fs	Referral Type: Food Stamps	YES	varchar	255	NULL		
rt_fsh	Referral Type: Family Shelter	YES	varchar	255	NULL		
rt_fss	Referral Type: DHEC - Family Support Services (case mgt.)	YES	varchar	255	NULL		
rt_hr	Referral Type: Housing Resources	YES	varchar	255	NULL		
rt_lr	Referral Type: Library Resources	YES	varchar	255	NULL		
rt_mh	Referral Type: Medical Home	YES	varchar	255	NULL		
rt_mhs	Referral Type: Mental Health Services	YES	varchar	255	NULL		
rt_mnm	Referral Type: Mentoring for New Mothers	YES	varchar	255	NULL		
rt_ocm	Referral Type: Other Case Management	YES	varchar	255	NULL		
rt_os	Referral Type: Other Health/Medical Services	YES	varchar	255	NULL		

rt_pre	Referral Type: Preschool	YES	varchar	255	NULL		
rt_ss	Referral Type: Speech Services	YES	varchar	255	NULL		
rt_tanf	Referral Type: TANF/Welfare	YES	varchar	255	NULL		
rt_tr	Referral Type: Transportation Resources	YES	varchar	255	NULL		
rt_vs	Referral Type: Vision Services	YES	varchar	255	NULL		
rt_wic	Referral Type: DHEC - WIC	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
tgt_goals	Number of planned goals developed for individuals.	YES	varchar	255	NULL		
tgt_goals_met	Number of planned goals for individuals that are attained.	YES	varchar	255	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
vision_screenings	Number of child vision screenings performed.	YES	varchar	255	NULL		
waiting_adults	Number of adults on your waiting list	YES	varchar	255	NULL		
waiting_children	Number of children on your waiting list	YES	varchar	255	NULL		

Data Structure – LATEDATA
Tracking Late-entered data

LATEDATA – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county_code	County code number	YES	varchar	2	NULL	01-46, plus 99	
datedue	Date that data entry items were due.	YES	varchar	10	NULL	MM/ DD/ YYYY	
dayslate	Number of days past the deadline that the data was entered.	YES	int	NULL	10		
fsdate	Date record entered	YES	datetime	NULL	NULL		
fsmonth	Month record entered	YES	varchar	3	NULL		
fsmonum	Name of person entering record	YES	tinyint	NULL	3		
fsuser	First Steps year of record entered	YES	varchar	50	NULL		
fsyear	First Steps year of record entered	YES	varchar	9	NULL		
prog_type	Code for type of program	YES	varchar	4	NULL	cc cct ce cs ee eh eid fl flpe h l p st	Child Care Facility Quality Enhancement, Child Care Training, Community Education, Child Scholarships, Early Education, Early Head Start, Early Identification & Referral, Family

						Literacy, Family Literacy with Parent Education, Health, Literacy, Parenting, School Transitions
program_code	Budget code assigned by Office of First Steps	YES	varchar	4	NULL	
vendor_num	Identifying number for selected vendor	YES	tinyint	NULL	3	

Data Structure – Literacy
Outputs: Literacy

Literacy – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adults	Number of all adults in program.	YES	varchar	255	NULL		
adults_exiting	Number of adults who leave the program.	YES	varchar	255	NULL		
adults_trained	Number of parents or child care/early education staff (unduplicated) trained in literacy.	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	255	NULL		
books_lent	Number of books given by vendor	YES	varchar	255	NULL		
books_read	Number of books read to children, or by children, as part of the program model.	YES	varchar	255	NULL		
ccee_classes	Number of participating child care or early education classes.	YES	varchar	255	NULL		
cceec_exiting	If you are working with a program that is classroom based, input the number of classes that exit the program.	YES	varchar	255	NULL		
children	Number of children that are active participants.	YES	varchar	255	NULL		

children_exiting	Number of children who leave the program.	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
library_cards	Number of library cards obtained by individuals through this program.	YES	varchar	255	NULL		
lkits_given	Number of literacy kits/materials permanently given to families or early care & education facilities.	YES	varchar	255	NULL		
lkits_lent	Number of literacy kits/materials temporarily given to families or early care & education facilities.	YES	varchar	255	NULL		

new_adults	Number of adults new to the program.	YES	varchar	255	NULL		
new_ccee_classes	Number of child care or early education classes new to the program this month (counted as "participating" next month).	YES	varchar	255	NULL		
new_children	Number of children new to the program.	YES	varchar	255	NULL		
nonenglish_speaking_adults_served	Number of participating adults who are speakers of other languages.	YES	varchar	255	NULL		
nonenglish_speaking_children_served	Number of participating children who are speakers of other languages.	YES	varchar	255	NULL		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
pc_gb2c	Program Component: Give Books to Children	YES	varchar	255	NULL		
pc_gb2cc	Program Component: Give Books to Child Care/Early Education	YES	varchar	255	NULL		
pc_glk2cc	Program Component: Give Literacy Kits to Child Care/Early Education	YES	varchar	255	NULL		

pc_lb2c	Program Component: Lend Books To Children	YES	varchar	255	NULL		
pc_lb2cc	Program Component: Lend Books to Child Care/Early Education	YES	varchar	255	NULL		
pc_llk2cc	Program Component: Lend Literacy Kits to Child Care/Early Education	YES	varchar	255	NULL		
pc_train_parents	Program Component: Training Parents	YES	varchar	255	NULL		
pc_train_staff	Program Component: Training Child Care/Early Ed. Staff	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
reading_hours	Number of hours spent reading to children (can include storytelling and literacy enrichment activities).	YES	varchar	255	NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	varchar	255	NULL		
rfe_cbs	Reason for exiting: Child Began School	YES	varchar	255	NULL		

rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	varchar	255		NULL	
rfe_ec	Reason for exiting: Eligibility Conflict	YES	varchar	255		NULL	
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	varchar	255		NULL	
rfe_locc	Reason for exiting: Lack of Child Care	YES	varchar	255		NULL	
rfe_lop	Reason for exiting: Lack of Participation	YES	varchar	255		NULL	
rfe_lot	Reason for exiting: Lack of Transportation	YES	varchar	255		NULL	
rfe_move	Reason for exiting: Moved	YES	varchar	255		NULL	
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	varchar	255		NULL	
rfe_other	Reason for exiting: Other	YES	varchar	255		NULL	
rfe_rtop	Reason for exiting: Referred to Other Program	YES	varchar	255		NULL	
rfe_sc	Reason for exiting: Services Completed	YES	varchar	255		NULL	
rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	varchar	255		NULL	
rfe_unk	Reason for exiting: Reasons Unknown	YES	varchar	255		NULL	
roar_sites	Number of sites with Reach Out and Read programs.	YES	varchar	255		NULL	
school_district	The vendor is a school district	YES	varchar	255		NULL	
training_hours	Number of training hours provided	YES	varchar	255		NULL	

vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
waiting_adults	Number of adults on your waiting list	YES	varchar	255	NULL		
waiting_children	Number of children on your waiting list	YES	varchar	255	NULL		

Data Structure – LSP Control
Control values for LSP Assessments

LSP Control – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
lspcat	Number code for the category to which the described LSP belongs.	YES	int	NULL	10		
lspcatnm	Name of the category to which the described LSP belongs.	YES	varchar	50	NULL		
lspname	Name of described LSP belongs.	YES	varchar	50	NULL		
lspno	Identifying number of the described LSP	YES	int	NULL	10		
rnglo	Low end of allowed ranged for LSP scores	YES	int	NULL	10		

LSP Assessment data

LSPS – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adultname	Name of Adult observed in LSP	YES	varchar	50	NULL		
agemo	Age in months of Child observed in LSP	YES	float	NULL	53		
avisits	Number of Adult Visits in LSP	YES	int	NULL	10		
caseno	Case name	YES	varchar	50	NULL		
cvisits	Number of Child Visits in LSP	YES	int	NULL	10		
entered	Date LSP first entered	YES	varchar	8	NULL		
kidname	Name of Child observed in LSP	YES	varchar	50	NULL		
lsp1	Score for LSP dimension 1	YES	float	NULL	53		
lsp10	Score for LSP dimension 10	YES	float	NULL	53		
lsp11	Score for LSP dimension 11	YES	float	NULL	53		
lsp12	Score for LSP dimension 12	YES	float	NULL	53		
lsp13	Score for LSP dimension 13	YES	float	NULL	53		
lsp14	Score for LSP dimension 14	YES	float	NULL	53		
lsp15	Score for LSP dimension 15	YES	float	NULL	53		
lsp16	Score for LSP dimension 16	YES	float	NULL	53		
lsp17	Score for LSP dimension 17	YES	float	NULL	53		
lsp18	Score for LSP dimension 18	YES	float	NULL	53		
lsp19	Score for LSP dimension 19	YES	float	NULL	53		

lsp2	Score for LSP dimension 2	YES	float	NULL	53		
lsp20	Score for LSP dimension 20	YES	float	NULL	53		
lsp21	Score for LSP dimension 21	YES	float	NULL	53		
lsp22	Score for LSP dimension 22	YES	float	NULL	53		
lsp23	Score for LSP dimension 23	YES	float	NULL	53		
lsp24	Score for LSP dimension 24	YES	float	NULL	53		
lsp25	Score for LSP dimension 25	YES	float	NULL	53		
lsp26	Score for LSP dimension 26	YES	float	NULL	53		
lsp27	Score for LSP dimension 27	YES	float	NULL	53		
lsp28	Score for LSP dimension 28	YES	float	NULL	53		
lsp29	Score for LSP dimension 29	YES	float	NULL	53		
lsp3	Score for LSP dimension 3	YES	float	NULL	53		
lsp30	Score for LSP dimension 30	YES	float	NULL	53		
lsp31	Score for LSP dimension 31	YES	float	NULL	53		
lsp32	Score for LSP dimension 32	YES	float	NULL	53		
lsp33	Score for LSP dimension 33	YES	float	NULL	53		
lsp34	Score for LSP dimension 34	YES	float	NULL	53		
lsp35	Score for LSP dimension 35	YES	float	NULL	53		
lsp36	Score for LSP dimension 36	YES	float	NULL	53		

lsp37	Score for LSP dimension 37	YES	float	NULL	53		
lsp38	Score for LSP dimension 39	YES	float	NULL	53		
lsp39	Score for LSP dimension 39	YES	float	NULL	53		
lsp4	Score for LSP dimension 4	YES	float	NULL	53		
lsp40	Score for LSP dimension 40	YES	float	NULL	53		
lsp41	Score for LSP dimension 41	YES	float	NULL	53		
lsp42	Score for LSP dimension 42	YES	float	NULL	53		
lsp43	Score for LSP dimension 43	YES	float	NULL	53		
lsp5	Score for LSP dimension 5	YES	float	NULL	53		
lsp6	Score for LSP dimension 6	YES	float	NULL	53		
lsp7	Score for LSP dimension 7	YES	float	NULL	53		
lsp8	Score for LSP dimension 8	YES	float	NULL	53		
lsp9	Score for LSP dimension 9	YES	float	NULL	53		
lspdate	Date the LSP was taken	YES	varchar	8	NULL		
lspno	Identifying number of the described LSP	YES	int	NULL	10		
months	Number of months for unknown [unused artifact from development]	YES	float	NULL	53		
oldnew	Is case new or continuing?	YES	varchar	1	NULL		
progno	Program number	YES	varchar	10	NULL		
updated	Date the LSP was last updated	YES	varchar	8	NULL		

| userid | The user ID of the user entering the LSP data. | YES | varchar | 50 | NULL | | |
| visitor | Name of visitor administering the LSP | YES | varchar | 50 | NULL | | |

MYOVARS – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
cctraining	Flag: Variable is available to Child Care Training user-created reports	YES	varchar	1	NULL		
childcare	Flag: Variable is available to Child Care QE user-created reports	YES	varchar	1	NULL		
earlyed	Flag: Variable is available to Early Education user-created reports	YES	varchar	1	NULL		
earlyhead	Flag: Variable is available to Early Head Start user-created reports	YES	varchar	1	NULL		
familylit	Flag: Variable is available to Family Literacy user-created reports	YES	varchar	1	NULL		
familylpe	Flag: Variable is available to Family Literacy with Parent Education user-created reports	YES	varchar	1	NULL		
health	Flag: Variable is available to Health user-created reports	YES	varchar	1	NULL		
identifier	Variable available to user created reports is Personally Identifiable Information (PII)	YES	varchar	1	NULL		

literacy	Flag: Variable is available to Literacy user-created reports	YES	varchar	1	NULL		
myoreport	Variable is available to user-created reports	YES	varchar	1	NULL		
parenting	Flag: Variable is available to Parenting user-created reports	YES	varchar	1	NULL		
scholarships	Flag: Variable is available to Child Scholarships user-created reports	YES	varchar	1	NULL		
var_name	Name of variable available to user created reports	YES	nvarchar	255	NULL		
variable	Variable available to user created reports	YES	nvarchar	255	NULL		

Data Structure – PAR Case Info
Parenting Case Information data

PAR Case Info – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
aaciriyn	Names of adults involved with ACIRI assessments	YES	varchar	200	NULL		
abuse	Risk Factor: Referral Abuse	YES	varchar	1	NULL		
address_city	Case family address city	YES	varchar	100	NULL		
address_state	Case family address state	YES	varchar	2	NULL		
address_street1	Case family street address line 1	YES	varchar	100	NULL		
address_street2	Case family street address line 2	YES	varchar	100	NULL		
address_zip4	Case family street address ZIP code end part	YES	varchar	4	NULL		
address_zip5	Case family street address ZIP code main part	YES	varchar	5	NULL		
afocusa	Name of Adult focus for ACIRI assessments	YES	varchar	50	NULL		
afocusk	Name of Adult focus for KIPS assessments	YES	varchar	50	NULL		
akipsyn	Names of adults involved with KIPS assessments	YES	varchar	200	NULL		
atrisk	Case has been identified as being at risk	YES	varchar	1	NULL		
babynet	Risk Factor: BabyNet (IDEA Part C) or local school district (IDEA Part B) special service eligibility	YES	varchar	1	NULL		
caciriyn	Names of children involved with ACIRI assessments	YES	varchar	200	NULL		
casecom	General comments about the Case	YES	varchar	500	NULL		
caseno	Case name	NO	varchar	30	NULL		
cc_removal	Risk Factor: Child was removed for behavioral reasons from one or more	YES	varchar	1	NULL		

	child care, Head Start or preschool settings.						
cfadate	Date child became the focus of ACIRI assessments	YES	varchar	8	NULL		
cfkdate	Date child became the focus of KIPS assessments	YES	varchar	8	NULL		
cfocusa	Name of Child focus for ACIRI assessments	YES	varchar	50	NULL		
cfocusk	Name of Child focus for KIPS assessments	YES	varchar	50	NULL		
ckipsyn	Names of children involved with KIPS assessments	YES	varchar	200	NULL		
ctk_visitor1	Name of CTK Child 1 Countdown to Kindergarten visitor	YES	varchar	255	NULL		
ctk_visitor2	Name of CTK Child 2 Countdown to Kindergarten visitor	YES	varchar	255	NULL		
ctk_visitor3	Name of CTK Child 3 Countdown to Kindergarten visitor	YES	varchar	255	NULL		
ctkhvclass	Was CTK child 1 assigned to the home visitor's classroom?	YES	varchar	1	NULL		
ctkhvclass2	Was CTK child 2 assigned to the home visitor's classroom?	YES	varchar	1	NULL		
ctkhvclass3	Was CTK child 3 assigned to the home visitor's classroom?	YES	varchar	1	NULL		
ctkkid1	Name of first CTK child	YES	varchar	50	NULL		
ctkkid2	Name of second CTK child	YES	varchar	50	NULL		
ctkkid3	Name of third CTK child	YES	varchar	50	NULL		
ctkrisk1	CTK Risk Factor: Incoming kindergartner who has an older sibling retained in/before 3rd grade	YES	varchar	1	NULL		
ctkrisk2	CTK Risk Factor: Incoming kindergartner	YES	varchar	1	NULL		

	recommended for service because of social/emotional/behavioral difficulties (or those of older sibling)						
ctkrisk3	CTK Risk Factor: Incoming kindergartner never attended full-time preschool	YES	varchar	1	NULL		
ctkrisk4	CTK Risk Factor: Incoming kindergartner who is the oldest child in the family; that is, this is the first opportunity for the family to be involved in their child(ren)'s school.	YES	varchar	1	NULL		
ctkvis	Total CTK visits for CTK Child 1	YES	int	NULL	10		
ctkvis2	Total CTK visits for CTK Child 2	YES	int	NULL	10		
ctkvis3	Total CTK visits for CTK Child 3	YES	int	NULL	10		
dela	Risk Factor: Preschool aged child with a documented developmental delay.	YES	varchar	1	NULL		
deleted_at	Date and time the case record was soft deleted	YES	datetime2	NULL	NULL		
dolly	Client is enrolled in the Dolly Parton Imagination Library	YES	varchar	1	NULL		
dollyind	DPIL entry day	YES	varchar	2	NULL		
dollyinm	DPIL entry month	YES	varchar	2	NULL		
dollyiny	DPIL entry year	YES	varchar	4	NULL		
dollyoutd	DPIL exit day	YES	varchar	2	NULL		
dollyoutm	DPIL exit month	YES	varchar	2	NULL		
dollyouty	DPIL exit year	YES	varchar	4	NULL		
engno	Risk Factor: English is not the primary language	YES	varchar	1	NULL		

	spoken in the home, when combined with one or more additional risk factors.						
entrymo	Original case program entry month	YES	varchar	2	NULL		
entryyr	Original case program entry year	YES	varchar	4	NULL		
exitmo	Case program exit month	YES	varchar	2	NULL		
exityr	Case program exit year	YES	varchar	4	NULL		
fam_death	Risk Factor: Death in the Immediate Family - The death of a child, parent or sibling.	YES	varchar	1	NULL		
fflcase	Case is participating in the Foundations for Learning project	YES	varchar	1	NULL		
fflend	FFL End Date	YES	varchar	8	NULL		
fflkids	Names of children involved in FFL	YES	varchar	200	NULL		
fflrisk1	FFL Risk Factors: The child(ren) has/have been homeless.	YES	varchar	1	NULL		
fflrisk2	FFL Risk Factors: The child(ren) has/have been removed from childcare, Head Start or preschool for behavioral reasons, or is at risk of being so removed.	YES	varchar	1	NULL		
fflrisk3	FFL Risk Factors: The child(ren) has/have had early behavioral and peer relationship problems.	YES	varchar	1	NULL		
fflstart	FFL Start Date	YES	varchar	8	NULL		
fivek_teacher1	Name of 5K Teacher for CTK Child 1	YES	varchar	255	NULL		
fivek_teacher2	Name of 5K Teacher for CTK Child 2	YES	varchar	255	NULL		

fivek_teacher3	Name of 5K Teacher for CTK Child 3	YES	varchar	255	NULL		
foster	Risk Factor: Foster Child	YES	varchar	1	NULL		
ged	Client received a GED while receiving First Steps program services	YES	varchar	1	NULL		
geddate	Date GED Received	YES	varchar	6	NULL		
gged	Client has the goal of obtaining a GED while receiving First Steps program services	YES	varchar	1	NULL		
ghsd	Client has the goal of obtaining a High School Diploma while receiving First Steps program services	YES	varchar	1	NULL		
household	Number of Household Members for case	YES	int	NULL	10		
hsd	Client received a High School Diploma while receiving First Steps program services	YES	varchar	1	NULL		
hsddate	Date Diploma Received	YES	varchar	6	NULL		
id	Unique record Identifier	NO	int	NULL	10		
idmom	Risk Factor: Exposure to parental/caregiver intellectual disability	YES	varchar	1	NULL		
ifs	Individual Family Service (IFS) plan has been developed for this client	YES	varchar	1	NULL		
immigrant	Risk Factor: Recent Immigrant or Refugee Family - One or both parents are foreign-born and entered the country within the past 5 years.	YES	varchar	1	NULL		
incar_prnt	Risk Factor: Incarcerated Parent - Parent(s) is incarcerated in federal or	YES	varchar	1	NULL		

	state prison or local jail or was released from incarceration within the past year.						
income	Total Family Income	YES	int	NULL	10		
lbw	Risk Factor: Low Birth Weight (5.5 lbs. /2500 grams or less) in association with poverty (130% Federal Poverty Level or below) and/or serious medical complications.	YES	varchar	1	NULL		
medhome	Client has medical home at program entry	YES	varchar	1	NULL		
military	Risk Factor: Military Family - Parent/guardian is currently deployed or is within 2 years of returning from a deployment as an active duty member of the armed forces. Deployment is defined as any current or past event or activity that relates to duty in the armed forces that involves an operation, location, command or duty that is different from his/her normal duty assignment.	YES	varchar	1	NULL		
mimom	Risk Factor: Exposure to parental/caregiver mental illness	YES	varchar	1	NULL		
momedlo	Risk Factor: Low Maternal Education (less than high school graduation)	YES	varchar	1	NULL		
neglect	Risk Factor: Referral Neglect	YES	varchar	1	NULL		

nfp	Case participates in Nurse Family Partnership	YES	varchar	1	NULL		
orefsrc1	Referral Source: Other 1	YES	varchar	100	NULL		
orefsrc2	Referral Source: Other 2	YES	varchar	100	NULL		
orefsrc3	Referral Source: Other 3	YES	varchar	100	NULL		
phone_one	Case Phone Number One	YES	varchar	10	NULL		
phone_two	Case Phone Number Two	YES	varchar	10	NULL		
progno	Program number	NO	varchar	50	NULL		
reentry	Case re-entered First Steps services (deprecated)	YES	varchar	1	NULL		
refsrc1	Referral Source 1	YES	int	NULL	10		
refsrc2	Referral Source 2	YES	int	NULL	10		
refsrc3	Referral Source 3	YES	int	NULL	10		
remo	The month of the date this case returned to receiving services after a suspension in this fiscal year (if applicable)	YES	varchar	2	NULL		
reyr	The year of the date this case returned to receiving services after a suspension in this fiscal year (if applicable)	YES	varchar	4	NULL		
rfapproved	Approval to only have one risk factor. [SCFS Staff Only]	YES	varchar	1	NULL		
sadmom	Risk Factor: Exposure to parental/caregiver depression	YES	varchar	1	NULL		
school_district	Name of School District in which the case lives	YES	varchar	100	NULL		
servemo	Case service month for this fiscal year	YES	varchar	2	NULL		
serveyr	Case service year for this fiscal year	YES	varchar	4	NULL		
singleprt	Risk Factor: Single parent household and has need of other services.	YES	varchar	1	NULL		

snap	Risk Factor: Supplemental Nutrition Assistance Program (SNAP - formerly Food Stamps) or Free School Lunches eligibility	YES	varchar	1	NULL		
substance	Risk Factor: Substance Abuse	YES	varchar	1	NULL		
suspmo	Month of date that case suspended from First Steps services	YES	varchar	2	NULL		
suspyr	Year of date that case suspended from First Steps services	YES	varchar	4	NULL		
tanf	Risk Factor: TANF Eligibility (50% of Federal Poverty or below)	YES	varchar	1	NULL		
teenmom	Risk Factor: Teenage Custodial Parent	YES	varchar	1	NULL		
transient	Risk Factor: Transient/ numerous family relocations and/or homeless.	YES	varchar	1	NULL		
updated_at	Date and time case record was last updated	YES	datetime2	NULL	NULL		
updated_by	User ID of user that last updated case record	YES	varchar	50	NULL		
violence	Risk Factor: Domestic Violence	YES	varchar	1	NULL		

Par Clients – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
afname	First Name of adult giving consent for child client	YES	varchar	30	NULL		
alname	Last Name of adult giving consent for child client	YES	varchar	30	NULL		
baby	Child client is unborn baby	YES	varchar	1	NULL		
caseno	Case name	YES	varchar	30	NULL		
client	Full name of client	YES	varchar	100	NULL		
consent	Client has given consent for their personal information to be used by First Steps	YES	varchar	1	NULL		
county_code	County code number	YES	varchar	2	NULL	01-46, plus 99	
created_at	Date and time client record was created	YES	datetime2	NULL	NULL		
created_by	User ID of user who created client record	YES	varchar	50	NULL		
dob	Client Date of Birth	YES	varchar	8	NULL	YYYYMMDD	
dobd	Day of Client Date of Birth	YES	varchar	2	NULL		
dobm	Month of Client Date of Birth	YES	varchar	2	NULL		
doby	Year of Client Date of Birth	YES	varchar	4	NULL		
ethnicity_hispanic	Ethnicity is Hispanic	YES	bit	NULL	NULL		
fname	Client First Name	YES	varchar	30	NULL		

fsyear	First Steps year of record entered	YES	varchar	9	NULL		
id	Unique record Identifier	NO	int	NULL	10		
isclient	Client is direct client of First Steps	YES	varchar	1	NULL		
lname	Client Last Name	YES	varchar	30	NULL		
medicaid	Client Medicaid Recipient Number	YES	varchar	50	NULL		
mi	Client Middle Initial	YES	varchar	1	NULL		
progno	Program number	YES	varchar	15	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	4	NULL		
race_a	Race: Asian	YES	bit	NULL	NULL		
race_b	Race: Black/African American	YES	bit	NULL	NULL		
race_i	Race: Indian/Native American	YES	bit	NULL	NULL		
race_legacy	Old client Race (used for legacy purposes)	YES	varchar	1	NULL		
race_p	Race: Polynesian	YES	bit	NULL	NULL		
race_w	Race: White/ Caucasian	YES	bit	NULL	NULL		
relationship	Relationship to child of Adult giving child consent.	YES	varchar	2	NULL		
sex	Gender	YES	varchar	1	NULL		
ssn	Client Social Security Number	YES	varchar	9	NULL		
ssn1	Client SSN Area	YES	varchar	3	NULL		
ssn2	Client SSN Group	YES	varchar	2	NULL		
ssn3	Client SSN Serial	YES	varchar	4	NULL		
ssnexcuse	Reason Client did not provide SSN	YES	varchar	1	NULL		
suffix	Client Name Suffix	YES	varchar	3	NULL		
type	Client Type	YES	varchar	1	NULL	A, C	

updated_at	Date and Time Client record was last updated	YES	datetime2	NULL	NULL		
updated_by	User ID of user who updated client record	YES	varchar	50	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	2	NULL		
wddate	Date client withdrew consent for the use of their data	YES	varchar	10	NULL		
weeks_premature	Number of weeks the client was born premature	YES	int	NULL	10		

Data Structure – PAR GMEET
Group Meeting data

PAR GMEET – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
attendee_guests_adult	Number of Adult Guest Attendees	YES	int	NULL	10		
attendee_guests_child	Number of Child Guest Attendees	YES	int	NULL	10		
fsuser	User ID of user entering group meeting data	YES	varchar	100	NULL		
gm_date	Date Group Meeting held	YES	varchar	8	NULL		
gm_othtop1	Group Meeting Other Topic 1	YES	varchar	100	NULL		
gm_othtop2	Group Meeting Other Topic 2	YES	varchar	100	NULL		
gm_othtop3	Group Meeting Other Topic 3	YES	varchar	100	NULL		
gm_staff	Staff Member Holding Meeting	YES	varchar	50	NULL		
gm_title	Meeting Title	YES	varchar	50	NULL		
gm_topic1	Group Meeting Topic #1	YES	int	NULL	10		
gm_topic2	Group Meeting Topic #2	YES	int	NULL	10		
gm_topic3	Group Meeting Topic #3	YES	int	NULL	10		
gmno	Unique ID for Group Meeting	NO	int	NULL	10		
progno	Program number	YES	varchar	10	NULL		
updated	Date Group Meeting data was last updated	YES	varchar	8	NULL		

Par Group Meeting Cases – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
age_category	Age category of client	YES	varchar	50	NULL	Adult, Child	
caseno	Case name	NO	varchar	30	NULL		
client_name	Client Name	YES	varchar	50	NULL		
gmno	Group Meeting ID of the meeting attended	NO	int	NULL	10		
progno	Program number	NO	varchar	10	NULL		

Par Homevis – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
abuse	Referral: Abuse (deprecated)	YES	varchar	1	NULL		
adults	Number of all adults in program.	YES	varchar	200	NULL		
booksg	Number of Books Given	YES	int	NULL	10		
booksl	Number of Books Lent	YES	int	NULL	10		
booksr	Number of Books Read	YES	int	NULL	10		
caseno	Case name	NO	varchar	255	NULL		
ccare	Referral: Child Care (deprecated)	YES	varchar	1	NULL		
children	Number of children that are active participants.	YES	varchar	200	NULL		
chip	Referral: CHIP (deprecated)	YES	varchar	1	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	500	NULL		
datein	Date first entered	YES	varchar	8	NULL		
ddsn	Referral: DDSN (deprecated)	YES	varchar	1	NULL		
dental	Referral: Dental (deprecated)	YES	varchar	1	NULL		
dhec_bbn	Referral: DHEC BBN (deprecated)	YES	varchar	1	NULL		
dhec_crs	Referral: DHEC CRS (deprecated)	YES	varchar	1	NULL		
dhec_fss	Referral: DHEC FSS (deprecated)	YES	varchar	1	NULL		
dhec_wic	Referral: DHEC WIC (deprecated)	YES	varchar	1	NULL		

dss_abuse	Referral: DSS Abuse (deprecated)	YES	varchar	1	NULL		
dss_oth	Referral: DSS Other (deprecated)	YES	varchar	1	NULL		
dss_stamps	Referral: DSS Food Stamps (deprecated)	YES	varchar	1	NULL		
dss_tanf	Referral: DSS TANF (deprecated)	YES	varchar	1	NULL		
dvs	Referral: DVS (deprecated)	YES	varchar	1	NULL		
earlyed	Referral: Early Education (deprecated)	YES	varchar	1	NULL		
emerfin	Referral: Emergency Finances (deprecated)	YES	varchar	1	NULL		
employment	Referral: Employment (deprecated)	YES	varchar	1	NULL		
english	Referral: English (deprecated)	YES	varchar	1	NULL		
events	Referral: Events (deprecated)	YES	varchar	1	NULL		
fms	Referral: FMS (deprecated)	YES	varchar	1	NULL		
food	Referral: Food (deprecated)	YES	varchar	1	NULL		
ged	Referral: GED (deprecated)	YES	varchar	1	NULL		
gm_attended1	Group Meeting attended	YES	int	NULL	10		
gm_books	Group Meeting Topic: Literacy Development: Nurturing an Interest in Books: 14 to 36 Months	YES	varchar	1	NULL		
gm_books36	Group Meeting Topic: Literacy Development: Nurturing an Interest in Books: 36+ Months	YES	varchar	1	NULL		
gm_disc24	Group Meeting Topic: Discipline: 24+ Months	YES	varchar	1	NULL		

gm_discipline	Group Meeting Topic: Discipline: 14 to 24 Months	YES	varchar	1	NULL		
gm_fun	Group Meeting Topic: Fun and Learning at the Local Pumpkin Patch: 14 to 36 Months	YES	varchar	1	NULL		
gm_fun36	Group Meeting Topic: Fun and Learning at the Local Pumpkin Patch: 36+ Months	YES	varchar	1	NULL		
gm_lap	Group Meeting Topic: Literacy Awareness Program (LAP-sit): Pumpkins Theme: 18 to 36 Months	YES	varchar	1	NULL		
gm_lap36	Group Meeting Topic: Literacy Awareness Program (LAP-sit): Pumpkins Theme: 36+ Months	YES	varchar	1	NULL		
gm_music24	Group Meeting Topic: Motor Development and Effects of Music: 14 to 24 Months	YES	varchar	1	NULL		
gm_music36	Group Meeting Topic: Motor Development and Effects of Music: 24 to 36 Months	YES	varchar	1	NULL		
gm_music37	Group Meeting Topic: Motor Development and Effects of Music: 36+ Months	YES	varchar	1	NULL		
gm_neuro	Group Meeting Topic: Basic Neuroscience Concepts	YES	varchar	1	NULL		
gm_oth	Group Meeting Topic: Other Topic	YES	varchar	1	NULL		

gm_play	Group Meeting Topic: Value of Play and Choosing Appropriate Toys: Birth to 36 Months	YES	varchar	1	NULL		
gm_play36	Group Meeting Topic: Value of Play and Choosing Appropriate Toys: 36+ Months	YES	varchar	1	NULL		
gm_prenatal	Group Meeting Topic: The Prenatal Period: A Time of Rapid Change	YES	varchar	1	NULL		
gm_rar	Group Meeting Topic: Raising a Reader	YES	varchar	1	NULL		
gm_read	Group Meeting Topic: Literacy Development: Techniques for Reading Aloud: 14 to 36 Months	YES	varchar	1	NULL		
gm_read36	Group Meeting Topic: Literacy Development: Techniques for Reading Aloud: 36+ Months	YES	varchar	1	NULL		
gm_rhymes	Group Meeting Topic: Literacy Development: Nursery Rhymes and Playacting: 14 to 36 Months	YES	varchar	1	NULL		
gm_rhymes36	Group Meeting Topic: Literacy Development: Nursery Rhymes and Playacting: 36+ Months	YES	varchar	1	NULL		
gm_safety	Group Meeting Topic: Safety: Birth to 36 Months	YES	varchar	1	NULL		
gm_seda	Group Meeting Topic: Social-Emotional Development and Attachment	YES	varchar	1	NULL		

gm_sleep	Group Meeting Topic: Helping Babies Develop Good Sleep Habits: 3-1/2 to 12 Months	YES	varchar	1	NULL		
gm_toilet	Group Meeting Topic: Toilet Learning: 21 to 36 Months	YES	varchar	1	NULL		
gm_tqcc	Group Meeting Topic: Training on Quality Child Care	YES	varchar	1	NULL		
housing	Referral: Housing (deprecated)	YES	varchar	1	NULL		
id	Unique record Identifier	NO	int	NULL	10		
job	Referral: Job (deprecated)	YES	varchar	1	NULL		
late	Visit data entry is late	YES	varchar	1	NULL		
library	Referral: Library (deprecated)	YES	varchar	1	NULL		
lkitsl	Number of Literacy Kits Lent	YES	int	NULL	10		
med_adult	Referral: med_adult (deprecated)	YES	varchar	1	NULL		
med_hear	Referral: med_hear (deprecated)	YES	varchar	1	NULL		
med_imm	Referral: med_imm (deprecated)	YES	varchar	1	NULL		
med_oth	Referral: med_oth (deprecated)	YES	varchar	1	NULL		
med_pdd	Referral: med_pdd (deprecated)	YES	varchar	1	NULL		
med_ped	Referral: med_ped (deprecated)	YES	varchar	1	NULL		
med_vis	Referral: med_vis (deprecated)	YES	varchar	1	NULL		
medicaid	Referral: Medicaid (deprecated)	YES	varchar	1	NULL		

mental	Referral: Mental Health (deprecated)	YES	varchar	1	NULL		
newmom	Referral: New Mother (deprecated)	YES	varchar	1	NULL		
othcase	Referral: Other Case Management (deprecated)	YES	varchar	1	NULL		
othgmtopic	Group Meeting Topic: Other	YES	varchar	100	NULL		
othmed	Referral: Other Medical (deprecated)	YES	varchar	1	NULL		
othref	Referral: Other Referral (deprecated)	YES	varchar	1	NULL		
othreferral	Other Referral Made (deprecated)	YES	varchar	200	NULL		
pat0	Other (Non-PAT) Lesson Plan	YES	varchar	250	NULL		
pat0A	Other (Non-PAT) Lesson Plan	YES	varchar	250	NULL		
pat1	PAT Lesson (0-3yr)	YES	int	NULL	10		
pat1A	Second PAT Lesson (0-3yr)	YES	int	NULL	10		
pat1B	Third PAT Lesson (0-3yr)	YES	int	NULL	10		
pat2	PAT Plan (if necessary)	YES	int	NULL	10		
pat2A	Second PAT Plan (if necessary)	YES	int	NULL	10		
pat2B	Third PAT Plan (if necessary)	YES	int	NULL	10		
pat3	PAT Lesson (3-5yr)	YES	int	NULL	10		
pat3A	Second PAT Lesson (3-5yr)	YES	int	NULL	10		
pat3B	Third PAT Lesson (3-5yr)	YES	int	NULL	10		
patf1	First PAT Foundational Lesson	YES	varchar	3	NULL		
patf1A	Parent-child Interaction	YES	varchar	1	NULL		

	foundational visit part present						
patf1B	Developmental-Centered Parenting foundational visit part present	YES	varchar	1	NULL		
patf1C	Family Well-being foundational visit part present	YES	varchar	1	NULL		
patf1com	Any additional information relevant to lesson 1	YES	varchar	250	NULL		
patf2	Second PAT Foundational Lesson	YES	varchar	3	NULL		
patf2_1	First PAT Foundational 2 Lesson	YES	varchar	3	NULL		
patf2_1com	Any additional information relevant to this lesson	YES	varchar	250	NULL		
patf2_2	Second PAT Foundational 2 Lesson (as necessary)	YES	varchar	3	NULL		
patf2_2com	Any additional information relevant to this Second lesson	YES	varchar	250	NULL		
patf2A	Parent-child Interaction foundational visit part present	YES	varchar	1	NULL		
patf2B	Developmental-Centered Parenting foundational visit part present	YES	varchar	1	NULL		
patf2C	Family Well-being foundational visit part present	YES	varchar	1	NULL		
patf2com	Any additional information relevant to lesson 2	YES	varchar	250	NULL		

pch1	PCH VISMS Books	YES	int	NULL	10		
pch2	PCH VISMS Toys	YES	int	NULL	10		
pch3	Other PCH	YES	varchar	30	NULL		
pchtype	PCH Type	YES	int	NULL	10		
ppp1	High Scope/Perry Preschool Topic 1	YES	varchar	3	NULL		
ppp1oth	Other High Scope/Perry Preschool Topic 1	YES	varchar	100	NULL		
ppp2	High Scope/Perry Preschool Topic 2	YES	varchar	3	NULL		
ppp2oth	Other High Scope/Perry Preschool Topic 2	YES	varchar	100	NULL		
ppp3	High Scope/Perry Preschool Topic 3	YES	varchar	3	NULL		
ppp3oth	Other High Scope/Perry Preschool Topic 3	YES	varchar	100	NULL		
preschool	Referral: Preschool (deprecated)	YES	varchar	1	NULL		
progno	Program number	NO	varchar	255	NULL		
referral	Referral Made (deprecated)	YES	varchar	1	NULL		
screen_dent	Home Visitor Screening Conducted: Dental	YES	varchar	1	NULL		
screen_hear	Home Visitor Screening Conducted: Hearing	YES	varchar	1	NULL		
screen_lang	Home Visitor Screening Conducted: Language (deprecated)	YES	varchar	1	NULL		
screen_tool	Developmental Screening Tool 1 Utilized (deprecated)	YES	int	NULL	10		
screen_tool2	Developmental Screening Tool 2 Utilized (deprecated)	YES	int	NULL	10		

screen_vis	Home Visitor Screening Conducted: Vision	YES	varchar	1	NULL		
shelter	Referral: Shelter (deprecated)	YES	varchar	1	NULL		
speech	Referral: Speech (deprecated)	YES	varchar	1	NULL		
transport	Referral: Transportation (deprecated)	YES	varchar	1	NULL		
vdate	Visit Date	NO	varchar	8	NULL		
vhours	Visit Hours	YES	int	NULL	10	1, 2, 3, 4, 5	
vision	Referral: Vision (deprecated)	YES	varchar	1	NULL		
visitor_one	Name of Staff Member Number One Making Visit	YES	varchar	50	NULL		
visitor_three	Name of Staff Member Number Three Making Visit	YES	varchar	50	NULL		
visitor_two	Name of Staff Member Number Two Making Visit	YES	varchar	50	NULL		
vmins	Visit Minuts	NO	int	NULL	10	0, 10, 20, 30, 40, 50	
vtype	Visit Type	YES	varchar	255	NULL	1, 2, 3, 4	

Data Structure – Par Interventions
Parenting Intervention data

Par Interventions – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
adultname	(deprecated)	YES	varchar	50	NULL		
appdate	Intervention Application Date	YES	varchar	8	NULL		
caseno	Case name	YES	varchar	30	NULL		
childname	Name of Client Receiving Intervention	YES	varchar	50	NULL		
conndate	Intervention Connection Date	YES	varchar	8	NULL		
connthru	Connection to Intervention Made Through	YES	int	NULL	10	1 = First Steps, 2 = Non-First Steps	
id	Unique record Identifier	NO	int	NULL	10		
int_contact	Intervention Contact Name	YES	varchar	100	NULL		
int_email	Intervention Contact Email	YES	varchar	50	NULL		
int_phone	Intervention Contact Phone Number	YES	varchar	20	NULL		
int_provider	Name of Intervention Provider	YES	varchar	100	NULL		
intervention	Type of Intensive Early Childhood Intervention	YES	int	NULL	10	0 - 11	
othprog	If the Type of Intervention includes services under a First Steps program code, please indicate program code	YES	varchar	5	NULL		

priorconn	Intervention was Connected Prior to Case Involvement with First Steps	YES	int	NULL	10		
progno	Program number	YES	varchar	10	NULL		
rnc1	Primary Reason for Referral Not Being Connected	YES	int	NULL	10		
rnc2	Secondary Reason for Referral Not Being Connected	YES	int	NULL	10		
rnc3	Other Reason for Referral Not Being Connected	YES	int	NULL	10		
rnco1	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
rnco2	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
rnco3	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
termdate	Date of Exit from Intervention	YES	varchar	10	NULL	MM/YYYY	

PAR Referrals – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
appdate	Referral Application Date	YES	varchar	8	NULL		
caseno	Case name	YES	varchar	30	NULL		
childname	Name of Client Receiving Referral	YES	varchar	50	NULL		
conndate	Referral Application Date	YES	varchar	8	NULL		
connthru	Connection to Referral Made Through	YES	int	NULL	10	1 = First Steps, 2 = Non-First Steps	
id	Unique record Identifier	NO	int	NULL	10		
othref	If you are entering this type of referral resource (e.g. Family Events/Activities) more than once in this month, please specify resource name	YES	varchar	50	NULL		
priorconn	Referral was Connected to Case Prior to Case Involvement with First Steps	YES	int	NULL	10		
progno	Program number	YES	varchar	10	NULL		
provider	Name of Provider Referred to	YES	varchar	50	NULL		
refresource	Referral Resource	YES	int	NULL	10		

rnc1	Primary Reason for Referral Not Being Connected	YES	int	NULL	10		
rnc2	Secondary Reason for Referral Not Being Connected	YES	int	NULL	10		
rnc3	Other Reason for Referral Not Being Connected	YES	int	NULL	10		
rnco1	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
rnco2	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
rnco3	If reason for non-connection is "other", please specify	YES	varchar	100	NULL		
termdate	Date of Exit from Referral	YES	varchar	10	NULL	MM / YYYY	

Data Structure – PAR Scholarships
Parenting Scholarship data

PAR Scholarships – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
appdate	Date of Application for Scholarship	YES	varchar	8	NULL		
caseno	Case name	YES	varchar	30	NULL		
childname	Name of Child Receiving Scholarship	YES	varchar	50	NULL		
conndate	Date of Connection to Scholarship	YES	varchar	8	NULL		
copay	Parent Co-pay	YES	varchar	10	NULL		
ftpt	Scholarship Type	YES	int	NULL	10	1 = Full-time, 2 = Part-time, 3 = Wrap-around	
id	Unique record Identifier	NO	int	NULL	10		
nfpyn	[not used]	YES	varchar	1	NULL		
progno	Program number	YES	varchar	10	NULL		
provider	Name of Provider	YES	varchar	100	NULL		
provider_id	Registration ID of Provider	YES	int	NULL	10		
stype_fy	Connected to Voucher/ Scholarship in this Fiscal Year Through	YES	varchar	6	NULL		
stype_in	Scholarship/ Voucher Already Exists at Enrollment, Please Indicate Funding Source	YES	varchar	6	NULL		

stype_oth1	If Funding Source is "Other", please specify	YES	varchar	50	NULL		
stype_oth2	If Funding Source is "Other", please specify	YES	varchar	50	NULL		
svalue	Weekly Value of Scholarship	YES	varchar	10	NULL		
termdate	Date of Exit from Scholarship	YES	varchar	10	NULL	MM / YYYY	

PAR Staff – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
born_on	DOB of staff member	YES	date	NULL	NULL		
cert_ctk	Staff Trainings and Certifications: CTK: Countdown to Kindergarten	YES	varchar	1	NULL		
cert_kips	Staff Trainings and Certifications: KIPS: Keys to Interactive Parenting Scale	YES	varchar	1	NULL		
cert_pat	Staff Trainings and Certifications: PAT	YES	varchar	1	NULL		
cert_patf	Staff Trainings and Certifications: PAT Foundational	YES	varchar	1	NULL		
cert_patf2	Staff Trainings and Certifications: PAT Foundational 2 (3-5)	YES	varchar	1	NULL		
cert_patmi	Staff Trainings and Certifications: PAT Model Implementation	YES	varchar	1	NULL		
cert_pats	Staff Trainings and Certifications: PAT Supervisory	YES	varchar	1	NULL		
cert_pch	Staff Trainings and Certifications: PCH: Parent Child Home	YES	varchar	1	NULL		
ctk_date	CTK Date Certified	YES	varchar	8	NULL		
degree	Highest Degree Obtained by Staff Member	YES	varchar	3	NULL	HS - High School Diploma or GED	degree

						AD - Associate Degree BA - Bachelor's Degree MA - Master's Degree ESD - Education Specialist Degree OTH - Other Degree	
email	Staff Member Email Address	YES	varchar	50	NULL		
employer_name	Employer Name	YES	varchar	255	NULL		
ethnicity_hispanic	Staff Member has Hispanic or Latino Ethnicity	YES	bit	NULL	NULL		
field	Staff Member Degree Field	YES	varchar	4	NULL	EC - Early Childhood EE - Elementary Education SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
field2	Staff Member Second Degree Field	YES	varchar	4	NULL	EC - Early Childhood EE - Elementary Education	

						SW - Social Work SP - Special Education OHS - Other Human Services OTH - Other	
ftpt	Is the staff member employed full-time or part-time?	YES	varchar	1	NULL	F, P	
hiredate	Date staff member was hired	YES	varchar	10	NULL	YYYY/MM/DD	hiredate
id	Unique record Identifier	NO	int	NULL	10		
jobcat1	Job Category 1	YES	varchar	3	NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant 3 - CoE Coordinator 4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
jobcat2	Job Category 2	YES	varchar	3	NULL	1 - Quality Enhancement Coordinator 2 - Technical Assistant	

						3 - CoE Coordinator 4 - Executive Director 5 - Education Coordinator 6 - Program Consultant 7 - Mental Health Consultant 8 - Other	
kips_date	KIPS Date Certified	YES	varchar	8	NULL		
name	Staff Member Name	NO	varchar	50	NULL		
pat_date	PAT Date Certified	YES	varchar	8	NULL		
patf_date	PAT Foundational Date Certified	YES	varchar	8	NULL		
patf2_date	PAT Foundational 2 Date Certified	YES	varchar	8	NULL		
patmi_date	PAT Model Implementation Date Certified	YES	varchar	8	NULL		
pats_date	PAT Supervisory Date Certified	YES	varchar	8	NULL		
progno	Program number	NO	varchar	10	NULL		
race	Old staff Race (used for legacy purposes)	YES	varchar	1	NULL		
race_a	Race: Asian	YES	bit	NULL	NULL		
race_b	Race: Black/African American	YES	bit	NULL	NULL		
race_i	Race: Indian/Native American	YES	bit	NULL	NULL		
race_p	Race: Polynesian	YES	bit	NULL	NULL		
race_w	Race: White/ Caucasian	YES	bit	NULL	NULL		
sex	Staff Member Gender	YES	varchar	1	NULL		
termdate	Date staff member ended employment	YES	varchar	10	NULL	YYYY/MM/DD	

title	Staff Member Title	YES	varchar	30	NULL		
tr_aciri	Training: ACIRI: Adult\Child Interactive Reading Inventory	YES	varchar	1	NULL		
tr_asq	Training: ASQ-3: Ages & Stages Questionnaire	YES	varchar	1	NULL		
tr_asqse	Training: ASQ-SE: Ages & Stages Questionnaire: Social Emotional	YES	varchar	1	NULL		
tr_asqse2	Training: ASQ-SE2: Ages & Stages Questionnaire: Social Emotional 2	YES	varchar	1	NULL		
tr_batt	Training: Battelle	YES	varchar	1	NULL		
tr_brig	Training: Brigance	YES	varchar	1	NULL		
tr_denver	Training: Denver	YES	varchar	1	NULL		
tr_dial	Training: DIAL-3: Developmental Indicators for the Assessment of Learning	YES	varchar	1	NULL		
tr_elap	Training: ELAP: Early Learning Accomplishment Profile	YES	varchar	1	NULL		
tr_esik	Training: ESI-K: Early Screening Inventory (Kindergarten)	YES	varchar	1	NULL		
tr_esir	Training: ESI-R: Early Screening Inventory (Revised)	YES	varchar	1	NULL		
tr_esp	Training: ESP: Early Screening Profiles	YES	varchar	1	NULL		
tr_lap	Training: LAP: Learning	YES	varchar	1	NULL		

	Accomplishment Profile						
tr_lsp	Training: LSP: Life Skills Progression	YES	varchar	1	NULL		
tr_oth	Other Training	YES	varchar	1	NULL		

Parenting – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
actual_home_visits	Number of home visits longer than 15 minutes.	YES	varchar	255	NULL		
adults	Number of all adults in program.	YES	varchar	255	NULL		
adults_exiting	Number of adults who leave the program.	YES	varchar	255	NULL		
attempted_home_visits	Number of visits that have been planned or prepared for where the parent educator went to the home.	YES	varchar	255	NULL		
books_given	Number of books given by vendor	YES	varchar	5	NULL		
books_lent	Number of books given by vendor	YES	varchar	5	NULL		
children	Number of children that are active participants.	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
dental_screenings	Number of child dental screenings performed.	YES	varchar	255	NULL		

direct_program	Is this a direct program?	YES	varchar	255	NULL		
families_referred	Number of families referred to services or resources.	YES	varchar	255	NULL		
families_with_0vpm	Number of participating families that have not had any visits.	YES	varchar	255	NULL		
families_with_1vpm	Number of participating families that have had 1 visit.	YES	varchar	255	NULL		
families_with_2vpm	Number of participating families that have had 2 visits.	YES	varchar	255	NULL		
families_with_3vpm	Number of participating families that have had 3 visits.	YES	varchar	255	NULL		
families_with_4vpm	Number of participating families that have had 4 visits.	YES	varchar	255	NULL		
families_with_5vpm	Number of participating families that have had 5 visits.	YES	varchar	255	NULL		
families_with_6vpm	Number of participating families that have had 6 visits.	YES	varchar	255	NULL		
families_with_7vpm	Number of participating families that have had 7 visits.	YES	varchar	255	NULL		
families_with_8vpm	Number of participating	YES	varchar	255	NULL		

	families that have had 8 visits.						
families_with_9vpm	Number of participating families that have had more than 8 visits.	YES	varchar	255		NULL	
fsdate	Date record entered	YES	varchar	50		NULL	
fsmonth	Month record entered	YES	varchar	255		NULL	
fsuser	Name of person entering record	YES	varchar	255		NULL	
fsyear	First Steps year of record entered	YES	varchar	255		NULL	
group_meeting_attendance	Total attendance at group meetings.	YES	varchar	255		NULL	
group_meeting_hours	Number of hours for all group meetings.	YES	varchar	255		NULL	
group_meetings	Number of regular group meetings (not special events).	YES	varchar	255		NULL	
health_screenings	Number of child general health screenings performed.	YES	varchar	255		NULL	
hearing_screenings	Number of child hearing screenings performed.	YES	varchar	255		NULL	
home_visits_length	Home visits length, averaged. State in terms of hours (.75, 1.5 etc.).	YES	varchar	255		NULL	
new_adults	Number of adults new to the program.	YES	varchar	255		NULL	
new_children	Number of children new to the program.	YES	varchar	255		NULL	

nonenglish_speaking_adults_served	Number of participating adults who are speakers of other languages.	YES	varchar	255	NULL		
nonenglish_speaking_children_served	Number of participating children who are speakers of other languages.	YES	varchar	255	NULL		
other_program_components	Other components of your program initiative	YES	varchar	255	NULL		
other_referrals	Resources or services not found on the checklist.	YES	varchar	255	NULL		
pc_ae	Program Component: Adult Education	YES	varchar	255	NULL		
pc_at	Program Component: Parent/Child Activity Time	YES	varchar	255	NULL		
pc_cc	Program Component: Child Care	YES	varchar	255	NULL		
pc_cd	Program Component: Child Development (age appropriate education programming)	YES	varchar	255	NULL		
pc_cm	Program Component: Case Management	YES	varchar	255	NULL		
pc_gm	Program Component: Group Meetings	YES	varchar	255	NULL		
pc_hs	Program Component: Health	YES	varchar	255	NULL		

	or Developmental Screenings						
pc_hv	Program Component: Home Visiting	YES	varchar	255	NULL		
pc_pt	Program Component: Parenting Training	YES	varchar	255	NULL		
pc_ref	Program Component: Referrals to Services/ Resources	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
referrals	Number of referrals made to community resources and services.	YES	varchar	255	NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	varchar	255	NULL		
rfe_cbs	Reason for exiting: Child Began School	YES	varchar	255	NULL		
rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	varchar	255	NULL		
rfe_ec	Reason for exiting: Eligibility Conflict	YES	varchar	255	NULL		
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	varchar	255	NULL		
rfe_locc	Reason for exiting: Lack of Child Care	YES	varchar	255	NULL		
rfe_lop	Reason for exiting: Lack of Participation	YES	varchar	255	NULL		

rfe_lot	Reason for exiting: Lack of Transportation	YES	varchar	255		NULL		
rfe_move	Reason for exiting: Moved	YES	varchar	255		NULL		
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	varchar	255		NULL		
rfe_other	Reason for exiting: Other	YES	varchar	255		NULL		
rfe_rtop	Reason for exiting: Referred to Other Program	YES	varchar	255		NULL		
rfe_sc	Reason for exiting: Services Completed	YES	varchar	255		NULL		
rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	varchar	255		NULL		
rfe_unk	Reason for exiting: Reasons Unknown	YES	varchar	255		NULL		
rt_ae	Referral Type: Adult Education	YES	varchar	255		NULL		
rt_bn	Referral Type: DHEC - BabyNet	YES	varchar	255		NULL		
rt_ca	Referral Type: Clothing Assistance	YES	varchar	255		NULL		
rt_camr	Referral Type: Child Abuse/Maltreatment Resources	YES	varchar	255		NULL		
rt_cc	Referral Type: Child Care	YES	varchar	255		NULL		
rt_crs	Referral Type: DHEC - Children\'s Rehab Services	YES	varchar	255		NULL		
rt_cs	Referral Type: Car Seats	YES	varchar	255		NULL		
rt_ddsn	Referral Type: Dept. of Disabilities	YES	varchar	255		NULL		

	& Special Needs						
rt_ds	Referral Type: Dental Services	YES	varchar	255	NULL		
rt_dvs	Referral Type: Domestic Violence Services	YES	varchar	255	NULL		
rt_ee	Referral Type: Early Education Program	YES	varchar	255	NULL		
rt_efa	Referral Type: Emergency Financial Assistance	YES	varchar	255	NULL		
rt_er	Referral Type: Employment Resources	YES	varchar	255	NULL		
rt_esl	Referral Type: English Language Classes	YES	varchar	255	NULL		
rt_fa	Referral Type: Food Assistance	YES	varchar	255	NULL		
rt_fea	Referral Type: Family Events/Activities	YES	varchar	255	NULL		
rt_fms	Referral Type: Financial Management Services	YES	varchar	255	NULL		
rt_fs	Referral Type: Food Stamps	YES	varchar	255	NULL		
rt_fsh	Referral Type: Family Shelter	YES	varchar	255	NULL		
rt_fss	Referral Type: DHEC - Family Support Services (case mgt.)	YES	varchar	255	NULL		
rt_hr	Referral Type: Housing Resources	YES	varchar	255	NULL		
rt_lr	Referral Type: Library Resources	YES	varchar	255	NULL		

rt_mh	Referral Type: Medical Home	YES	varchar	255	NULL		
rt_mhs	Referral Type: Mental Health Services	YES	varchar	255	NULL		
rt_mnm	Referral Type: Mentoring for New Mothers	YES	varchar	255	NULL		
rt_ocm	Referral Type: Other Case Management	YES	varchar	255	NULL		
rt_os	Referral Type: Other Health/Medical Services	YES	varchar	255	NULL		
rt_pre	Referral Type: Preschool	YES	varchar	255	NULL		
rt_ss	Referral Type: Speech Services	YES	varchar	255	NULL		
rt_tanf	Referral Type: TANF/Welfare	YES	varchar	255	NULL		
rt_tr	Referral Type: Transportation Resources	YES	varchar	255	NULL		
rt_vs	Referral Type: Vision Services	YES	varchar	255	NULL		
rt_wic	Referral Type: DHEC - WIC	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
total_hv	Number of total Home Visits	YES	varchar	50	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
vision_screenings	Number of child vision screenings performed.	YES	varchar	255	NULL		

| waiting_adults | Number of adults on your waiting list | YES | varchar | 255 | NULL | | |
| waiting_children | Number of children on your waiting list | YES | varchar | 255 | NULL | | |

Data Structure – Program Comps
Program Components control values

Program Comps – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
cc	Program Component is used for Child Care QE	YES	int	NULL	10		
cct	Program Component is used for Child Care Training	YES	int	NULL	10		
ce	Program Component is used for Community Education	YES	int	NULL	10		
cs	Program Component is used for Child Scholarships	YES	int	NULL	10		
ee	Program Component is used for Early Education	YES	int	NULL	10		
eh	Program Component is used for Early Head Start	YES	int	NULL	10		
eid	Program Component is used for Early Identification and Referral	YES	int	NULL	10		
fl	Program Component is used for Family Literacy	NO	int	NULL	10		
flpe	Program Component is used for Family Literacy with Parent Education	YES	int	NULL	10		
h	Program Component is used for Health	YES	int	NULL	10		
l	Program Component is used for Literacy	YES	int	NULL	10		

p	Program Component is used for Parenting	YES	int	NULL	10		
st	Program Component is used for School Transitions	YES	int	NULL	10		
var_name	Program Component Name	YES	nvarchar	255	NULL		
variable	Program Component Variable	YES	nvarchar	255	NULL		

Registered County Program admin data

Program Reg – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county_code	County code number	NO	varchar	2	NULL	01-46, plus 99	
datein	Date first entered	YES	varchar	8	NULL		
direct_program	Is this a direct program?	YES	varchar	3	NULL		
endmonth	Expected End Month: The month and year that you expect this program to cease operating	YES	varchar	7	NULL		
evidence	Evidence Based or Evidence Informed Designation	YES	tinyint	NULL	3		
gotclients	Client Data Expected: Program collects child and adult data	YES	varchar	1	NULL		
hasSIR	SIR Data Expected: program will enter Scholarships, Interventions and/or Referrals for case-level data	YES	varchar	1	NULL		
lottery	Program is funded by the state lottery (deprecated)	YES	varchar	1	NULL		
notmonthly	Monthly Data Not Expected: Program does not enter data every month	YES	varchar	1	NULL		
other_program_components	Other components of your program initiative	YES	varchar	100	NULL		
pc_ae	Program Component: Adult Education	YES	varchar	3	NULL		
pc_at	Program Component: Parent/Child Activity Time	YES	varchar	3	NULL		

pc_basic	Program Component: Adult Basic Education (BASIC)	YES	varchar	3	NULL		
pc_bbn	Program Component: Referrals to BabyNet	YES	varchar	3	NULL		
pc_cc	Program Component: Child Care	YES	varchar	3	NULL		
pc_cd	Program Component: Child Development (age appropriate education programming)	YES	varchar	3	NULL		
pc_cece	Program Component: Consultation to Early Care and Education	YES	varchar	3	NULL		
pc_cfm	Program Component:	YES	varchar	3	NULL		
pc_cm	Program Component: Case Management	YES	varchar	3	NULL		
pc_distmat	Program Component: Distribute Materials, Print and Online	YES	varchar	3	NULL		
pc_esl	Program Component: English Speakers of Other Languages (ESOL)	YES	varchar	3	NULL		
pc_gb2c	Program Component: Give Books to Children	YES	varchar	3	NULL		
pc_gb2cc	Program Component: Give Books to Child Care/Early Education	YES	varchar	3	NULL		
pc_ged	Program Component: General Equivalency Diploma (GED)	YES	varchar	3	NULL		
pc_glk2cc	Program Component: Give Literacy Kits to Child Care/Early Education	YES	varchar	3	NULL		
pc_gm	Program Component: Group Meetings	YES	varchar	3	NULL		
pc_hds	Program Component: [unused artifact from development]	YES	varchar	3	NULL	0	

pc_hhv	Program Component: Home Health Visits	YES	varchar	3	NULL		
pc_high	Program Component: High School	YES	varchar	3	NULL		
pc_hs	Program Component: Health or Developmental Screenings	YES	varchar	3	NULL		
pc_hv	Program Component: Home Visiting	YES	varchar	3	NULL		
pc_lb2c	Program Component: Lend Books To Children	YES	varchar	3	NULL		
pc_lb2cc	Program Component: Lend Books to Child Care/Early Education	YES	varchar	3	NULL		
pc_llk2cc	Program Component: Lend Literacy Kits to Child Care/Early Education	YES	varchar	3	NULL		
pc_men	Program component: Mentoring of Child Care Providers	YES	varchar	3	NULL		
pc_mes	Program Component: Materials/equipment/supplies purchased	YES	varchar	3	NULL		
pc_ne	Program Component: Nutrition Education	YES	varchar	3	NULL		
pc_ogt	Program component: Ongoing Training (non-TEACH)	YES	varchar	3	NULL		
pc_pact	Program component: PACT (Parent & Child Together) Time	YES	varchar	3	NULL		
pc_pcst	Program component: Parent and Child Socialization Time	YES	varchar	3	NULL		
pc_pgm	Program component: Parent Group Meetings	YES	varchar	3	NULL		
pc_plan_comact	Program component: Plan Community Activities and Events	YES	varchar	3	NULL		

pc_pt	Program component: Parenting Training	YES	varchar	3	NULL		
pc_ref	Program component: Referrals to Services/Resources	YES	varchar	3	NULL		
pc_sbhs	Program component: School Based Health Services	YES	varchar	3	NULL		
pc_se	Program component: Salary Enhancements	YES	varchar	3	NULL		
pc_sp	Program component: Substitute Payments	YES	varchar	3	NULL		
pc_ta	Program component: Technical Assistance to Child Care Providers	YES	varchar	3	NULL		
pc_teach	Program component: TEACH	YES	varchar	3	NULL		
pc_tr	Program Component: Tuition Reimbursements	YES	varchar	3	NULL		
pc_train_parents	Program Component: Training Parents	YES	varchar	3	NULL		
pc_train_staff	Program Component: Training Child Care/Early Ed. Staff	YES	varchar	3	NULL		
pc_wks	Program component: Workshops	YES	varchar	3	NULL		
prog_type	Program Type	NO	varchar	4	NULL		
program_code	Budget code assigned by Office of First Steps	NO	varchar	5	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	1	NULL		
region	Program is operated in a region (deprecated)	YES	varchar	1	NULL		
rmonth	Registration Month	YES	varchar	3	NULL		
ryear	Registration Year (selected)	YES	varchar	9	NULL		
ryear2	Registration Year (calculated)	YES	varchar	9	NULL		

school_district	The vendor is a school district	YES	varchar	3	NULL		
served	Projected Number Served, UNDUPLICATED	YES	varchar	5	NULL		
served2	Training Hours (6052)	YES	varchar	5	NULL		
startmonth	Expected Start Month/Year: The month and year that you expect this program to begin operating.	YES	varchar	7	NULL		
unit	Client Unit Served	YES	varchar	50	NULL	Adults, Children	
unit2	[unused artifact from development]	YES	varchar	50	NULL		
vendor_name	Identifying name for selected vendor	NO	varchar	50	NULL		
vendor_num	Identifying number for selected vendor	NO	varchar	2	NULL		

Data Structure – Programs
All FS Programs in use

Programs – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
program_code	Budget code assigned by Office of First Steps	NO	int	NULL	10		
program_name	Name of Program associated with program_code	NO	varchar	75	NULL		
unit	Unit of clients served by program	YES	varchar	50	NULL	Adults, children, either	

Scholarships – Table Type: Outputs

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
books_given	Number of books permanently given to families or early care & education facilities	YES	varchar	5	NULL		
books_lent	Number of books temporarily given to families or early care & education facilities	YES	varchar	5	NULL		
children	Number of children in facilities that are active participants in child care.	YES	varchar	255	NULL		
comments	Anything that helps us understand your data or your program can go here	YES	varchar	255	NULL		
county	Name of County	YES	varchar	255	NULL		
county_code	County code number	YES	varchar	255	NULL	01-46, plus 99	
direct_program	Is this a direct program?	YES	varchar	255	NULL		
fsdate	Date record entered	YES	varchar	50	NULL		
fsmonth	Month record entered	YES	varchar	255	NULL		
fsuser	Name of person entering record	YES	varchar	255	NULL		
fsyear	First Steps year of record entered	YES	varchar	255	NULL		
full_scholarship	Number of children receiving a full scholarship	YES	varchar	255	NULL		
new_children	Number of children new to the program.	YES	varchar	255	NULL		

partial_scholarship	Number of children receiving a partial scholarship	YES	varchar	255	NULL		
program_code	Budget code assigned by Office of First Steps	YES	varchar	255	NULL		
rbc	Is the program run by the county FS office?	YES	varchar	255	NULL		
rfe_cao	Reason for exiting: Child "Aged" Out	YES	varchar	255	NULL		
rfe_cbs	Reason for exiting: Child Began School	YES	varchar	255	NULL		
rfe_ccsc	Reason for exiting: Child Care Schedule Conflict	YES	varchar	255	NULL		
rfe_ec	Reason for exiting: Eligibility Conflict	YES	varchar	255	NULL		
rfe_esc	Reason for exiting: Employment Schedule Conflict	YES	varchar	255	NULL		
rfe_locc	Reason for exiting: Lack of Child Care	YES	varchar	255	NULL		
rfe_lop	Reason for exiting: Lack of Participation	YES	varchar	255	NULL		
rfe_lot	Reason for exiting: Lack of Transportation	YES	varchar	255	NULL		
rfe_move	Reason for exiting: Moved	YES	varchar	255	NULL		
rfe_osc	Reason for exiting: Other Schedule Conflict	YES	varchar	255	NULL		
rfe_other	Reason for exiting: Other	YES	varchar	255	NULL		
rfe_rtop	Reason for exiting: Referred to Other Program	YES	varchar	255	NULL		
rfe_sc	Reason for exiting: Services Completed	YES	varchar	255	NULL		

rfe_tsc	Reason for exiting: Education/Training Schedule Conflict	YES	varchar	255	NULL		
rfe_unk	Reason for exiting: Reasons Unknown	YES	varchar	255	NULL		
school_district	The vendor is a school district	YES	varchar	255	NULL		
vendor_name	Identifying name for selected vendor	YES	varchar	255	NULL		
vendor_num	Identifying number for selected vendor	YES	varchar	255	NULL		
waiting_children	Number of children on your waiting list	YES	varchar	255	NULL		

Data Structure – School Districts
List of SC School Districts

School Districts – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county	Primary County where school district operates	NO	nvarchar	2	NULL	01-46, plus 99	
date_yyyymm	Date school district entered into table	NO	nvarchar	6	NULL		
distno	ID Number for school district	YES	int	NULL	10		
school_district	Name of School District	NO	nvarchar	100	NULL		

Data Structure – TR VIDS
Control values for Uploaded Training Videos

TR VIDS – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
usethis	The link to this training video should be displayed on the website.	YES	int	NULL	10		
vid_date	Date the video was created	NO	varchar	8	NULL	YYMMDD	
vid_desc	Description of video content	YES	varchar	500	NULL		
vid_ext	File type extension of video	NO	varchar	5	NULL		
vid_name	Title of Video	NO	varchar	100	NULL		

Data Structure – Track Home Visits
Tracking Home Visits data

Track Home Visits – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
caseno	Case name	NO	varchar	30	NULL		
datein	Date first entered	YES	varchar	8	NULL		
progno	Program number	NO	varchar	10	NULL		
query	SQL Query or type of query being tracked	YES	varchar	5000	NULL		
userid	The user ID of the user performing the home visit.	NO	varchar	30	NULL		
vdate	Date of the home visit being tracked	NO	varchar	8	NULL		
vtype	Type of the home visit being tracked	YES	varchar	255	NULL		

Data Structure – Users
System User Administration Data

Users – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
active	User is active in First Steps	NO	bit	NULL	NULL		
county_code	County code number	NO	tinyint	NULL	3	01-46, plus 99	
id	Unique record Identifier	NO	int	NULL	10		
login	User login ID	NO	varchar	50	NULL		
password_hash	Secure password	NO	varchar	128	NULL		
program_code	Budget code assigned by Office of First Steps	NO	smallint	NULL	5		
role	Functional role assigned to user	NO	varchar	50	NULL	Administrator, Developer, Program Supervisor, Report Viewer, State Office User, Vendor	
salt	Salt value used to secure password hash	NO	varchar	1024	NULL		
vendor_number	Identifying number for selected vendor	NO	tinyint	NULL	3		

Data Structure – Variables
List of variables used in FS programs

Variables – Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
tot	Variable can be totaled	YES	nvarchar	255	NULL		
var_name	Variable description	YES	nvarchar	255	NULL		
variable	Variable name	YES	nvarchar	255	NULL		

Data Structure – Vendors
Registered Program Vendor admin data

Vendors – Table Type: Admin

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
county	County code number	NO	varchar	2	NULL	01-46, plus 99	
datein	Date first entered	YES	varchar	8	NULL	YYYYMMDD	
fsyear	First Steps year of record entered	YES	varchar	9	NULL		
program_code	Budget code assigned by Office of First Steps	NO	varchar	4	NULL		
vendor_name	Identifying name for selected vendor	NO	varchar	50	NULL		
vendor_num	Identifying number for selected vendor	NO	varchar	2	NULL		

Well Child Visits – Table Type: Parenting

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
caseno	Case name	YES	varchar	30	NULL		
child_name	Child receiving visit	YES	varchar	255	NULL		
concerns	Are concerns present?	YES	bit	NULL	NULL	0 = No 1 = Yes	
id	Unique record Identifier	NO	int	NULL	10		
progno	Program number	YES	varchar	15	NULL		
updated_at	Date and time visit record was last updated	YES	datetime2	NULL	NULL	YYYY-MM-DD h:i:s	
updated_by	User ID of user who updated visit record	YES	varchar	255	NULL		
visit_date	Date of visit	YES	date	NULL	NULL	YYYY-MM-DD	
visit_type	Well child visit type	YES	int	NULL	10	0, 1, 2, 4, 6, 9, 12, 15, 18, 24, 30, 36, 48, 60	0 is for 5 days. The rest are numbers of months of child age.

Data Structure – WFROM
List of Referral sources to First Steps

WFROM - Table Type: Control

COLUMN_NAME	COLUMN_DISCRIPTION	IS_NULLABLE	DATA_TYPE	CHARACTER_MAXIMUM_LENGTH	NUMERIC_PRECISION	VALUES	COMMENTS
wfname	Name of referral resource	YES	nvarchar	255	NULL		
wfnum	Unique ID number for referral resource	YES	float	NULL	53		0 to 60, plus 99

First Steps 4K Public Data Dictionary

Years Available: 2016/17 and 2017/2018 School Years

VARIABLE	DATA ELEMENT	TYPE	LENGTH	FORMAT	INFORMAT	VALUES / NOTES
ALTERNATE_ID	Alternate Id	CHAR	1	$1.00	$1.00	NOT AVAILABLE FOR PUBLIC USE
CHILDS_RACE_1	Childs Race	CHAR	38	$38.00	$38.00	
CLASSROOM	Classroom Type	CHAR	14	$14.00	$14.00	
CURRENT_DISTRICT_CODE	Current District Code	CHAR	3	$3.00	$3.00	
CURRENT_SCHOOL_CODE	Current School Code	CHAR	3	$3.00	$3.00	
DATE_OF_BIRTH	Date Of Birth	NUM	8	DATE9.	DATE9.	NOT AVAILABLE FOR PUBLIC USE
ETHNICITY_IND__HISPANIC_	Ethnicity Indicator (Hispanic)	NUM	8			
GENDER	Gender	CHAR	6	$6.00	$6.00	
LEGAL_FIRST_NAME	Legal First Name	CHAR	20	$20.00	$20.00	NOT AVAILABLE FOR PUBLIC USE
LEGAL_LAST_NAME	Legal Last Name	CHAR	19	$19.00	$19.00	NOT AVAILABLE FOR PUBLIC USE
LEGAL_MIDDLE_NAME	Legal Middle Name	CHAR	19	$19.00	$19.00	NOT AVAILABLE FOR PUBLIC USE
LEGAL_NAME_SUFFIX	Legal Name Suffix	CHAR	3	$3.00	$3.00	NOT AVAILABLE FOR PUBLIC USE
LOCAL_STUDENT_ID	Local Student Id	NUM	8			NOT AVAILABLE FOR PUBLIC USE
RESIDENT_DISTRICT_CODE	Resident District Code	CHAR	18	$18.00	$18.00	
RFA_ID	RFA Unique Identification Number	NUM	15			Created by RFA. The Number is unique for each individual.
SCHOOLYEAR	School Year	NUM	8			Number represents the final year of the school year. For example, 2016 is the 2015-2016 school year.
SUNS_	Suns Id #	CHAR	1	$1.00	$1.00	NOT AVAILABLE FOR PUBLIC USE

Compiled by Muhammad Salaam
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