

Appendix A: PEEL DAC SCOPE

Early years stakeholders:

- Ministry of Children and Youth Services (MCYS) corporate and regional offices:
 - Includes Ministry of Children and Youth Services funded early learning and child development programs (e.g., preschool speech and language, infant development, blind-low vision, infant hearing, child care)
- Ontario Early Years Centres/family resource programs
- Best Start Network
- Success by 6
- Early Literacy Specialists
- School Boards

Determining Local Work:

Each year, the Data Analysis Co-ordinators will consult with early years stakeholders to determine work plan priorities for the year.

SERVICE OBJECTIVES:

1) Support early years research, evaluation and information needs at the community, regional and provincial level

Early Development Instrument (EDI)

- Support the local implementation of the EDI including liaising with the school boards and the Offord Centre for Child Studies and coordination with key stakeholders.
- Support EDI teacher training days.
- Review and revise as needed the EDI data sharing agreement with each new collection cycle.
- Support broader use of the EDI through discussion with local boards of education, early years providers and the broader community.
- Assume all levels of community-level reporting (e.g., Service Delivery Area, Riding, Ward, Region, etc.) in Peel.
- Analyze the EDI with other data (e.g., results of the Peel Senior Kindergarten Census).
- Present EDI data to early years stakeholders (e.g., how the data can be used).
- Collaborate with the Peel school boards regarding EDI reporting and other EDI-related initiatives.

Research Support

- Support early years program evaluation activities (e.g., survey development, survey methods and sampling, dialogue around final reporting).
- Provide support to the Ontario Early Years Centres/Family Resource Programs for the FRP e-Valuation. Assist with identification of sample size; orientation to the survey process for both staff and parent surveys; coordinating data entry for parent surveys; preparing final report.
- Provide evaluation support to the Ontario Early Years Centres/Family Resource Programs (includes supporting activities for both client and staff evaluations)
- Provide support to other early years activities as identified by the Best Start Network including the Aboriginal Network and the Francophone Network.
- Support early years research activities (e.g., Peel Senior Kindergarten Census).

Program and Participant Tracking Systems

- Work with early years programs and Ministry of Children and Youth Services' Regional Offices to ensure accurate and timely reporting of required data elements, including assisting with agencies' internal recording mechanisms where required.
- Support early years programs in analysis and reporting of their program data if needed.
- Share relevant Ministry correspondence regarding core data elements with the Early Years Services Information System (EYSIS) user group members and the OEYC managers.
- Provide support to EYSIS user group (e.g., queries, upgrades, training support).

2) Collect, analyze and report on information relevant to the community and/or early years sector

- Identify all local sources of early years data
- Ensure collection and retention of key local historical data on early years and where appropriate, incorporate these data into reports that support early years planning.
- Conduct local analysis and reporting of early years data (e.g., EDI, census, FRP e-Valuation)

Early Development Instrument (EDI)

- See Service Objective #1

Data and Mapping Requests

- Respond to data and mapping requests from early years stakeholders and from the MCYS corporate and regional offices.

DAC Shared Deliverables for MCYS

- Complete DAC shared deliverables as identified by the MCYS using template documents (e.g., EDI summary, community profile).

3) Collect reports and maintain a resource library

- Obtain local reports and other relevant research that would assist in understanding the early years.
- Maintain research, data, and resources on a DAC website that early years stakeholders can access electronically.

4) Liaise with key stakeholders

- Actively participate in and support local planning groups in disseminating results of local data collection, evaluation and planning activities.
- Establish research and other appropriate linkages with local:
 - Early Literacy Specialists;
 - Ontario Early Years Centre and Family Resource programs' directors and managers;
 - School board and school board research professionals;
 - Social planning groups;
 - Best Start Network;
 - Success by 6;
 - Universities, colleges and independent researchers;
 - Other relevant health, development and community planning and research groups.
- Participate in Success by 6 committee work that aligns with DAC requirements.

5) Actively support knowledge mobilization and exchange

- Facilitate training and workshop sessions for community partners to build research and evaluation findings in evidence-informed decision-making.
- Engage stakeholders in knowledge translation activities regarding data and maps.

6) Build capacity within the community to understand and apply information and early years research

- Facilitate training and workshop sessions for community partners to build awareness and understanding of early years research and promote the use of research and evaluation findings in evidence-informed decision-making.

OTHER SERVICES

Communication to early years stakeholders

- Provide communication about early years data and resources.
- Provide communication about Ministry initiatives and projects.
- Provide communication regarding DAC activities within the province (captured through the form of minutes at Central West DAC Network meetings).
- Develop and maintain a DAC web site.

OUT OF SCOPE

- Data entry and reporting for client satisfaction evaluation activities other than what is listed elsewhere within this scope. Please note that additional support will be provided to the OEYCs and Family Resource Planning agencies due to their limited resources.
- Data collection and recording of focus groups.
- Data entry, analysis and reporting for the evaluation of workshops and materials (e.g., brochures, posters).