

Contract Title: Developing and pilot testing the BASICS Health and Safety Checklist

Project Period: 8/1/2015 – 12/31/2016 (18 months)

Co-Investigators:

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Project's Primary Goals: To develop a valid and reliable health and safety checklist based on the key national health and safety performance standards (Caring for our Children, 3rd Edition) included in BASICS.

Secondary Goals:

1. To develop a user-friendly BASICS Health and Safety Checklist to be completed by child care staff,, child care health consultants , and other professionals (e.g., regulators) on paper or electronic devices (i.e., computer, mobile devices, tablets).
2. To develop an instructional video for a wide range of professionals, including child care staff and regulators, on how to complete the BASICS Health and Safety Checklist

Target Population: Child care staff, child care health consultants, regulators and other professionals working in or with licensed CCDF-funded child care centers and family child care homes.

Activities:

1. To modify the Health and Safety Checklist for Early Care and Education Programs to include the CFOC3 standards included in CCDF's BASICS. (CA)
2. To pilot test the BASICS Health and Safety Checklist in 100 child care programs in CA and PA.
 - a. Provide training for CCHCs in CA and PA.
 - b. Conduct inter-rater reliability with a gold standard person with each CCHC who will complete the Checklist
 - c. Complete the Checklist in 40 programs (20 per state) 2 weeks apart to assess test-retest reliability
 - d. Complete the Checklist in 60 more programs (30 per state).
 - e. Enter the Checklist data on a computer or tablet with internet service to a UCSF-based data entry system (Qualtrics).
3. Conduct psychometric analyses on the Checklist data to assess inter-rater reliability, test-retest reliability, construct validity, and internal consistency. (CA)
4. Conduct a process evaluation to collate the feedback from the CCHCs on completing the Checklist and modify the Checklist as needed.
5. Develop the final version of the Checklist based on the psychometrics and process evaluation. Review the language of the Checklist using Flesh-Kincaid 8th grade level. Translate Checklist into Spanish. (CA)

6. Develop an instructional video for child care staff and a wide range of professionals on how to complete the BASICS Health and Safety Checklist in a standardized, objective way. (PA)

Timeline (18 months – Aug. 2015 to Dec. 2016)

| Activity | 8-12/2015 | 1-6/2016 | 6-10/2016 | 10-12/2016 |
|--|------------------|-----------------|------------------|-------------------|
| 1. Meet regularly with UCSF and PA staff, ACF, and co-investigators. (PA & CA) | X | X | X | X |
| 2. Develop BASICS health and safety Checklist. (CA) | X | | | |
| 3. Train CCHCs on data collection procedures. (PA & CA) | X | | | |
| 4. Recruit 100 centers (50 per state). (PA & CA) | | X | | |
| 5. Collect Checklist data and enter data electronically. (PA & CA) | | X | X | |
| 6. Conduct process evaluation. (CA) | | X | X | |
| 7. Clean, review and analyze data. (CA) | X | X | X | |
| 8. Conduct psychometric analyses. (CA) | | | X | |
| 9. Finalize Checklist based on results of process evaluation and psychometric analyses. (CA) | | | X | X |
| 10. Provide feedback to child care programs on the Checklist. | | | x | |
| 10. Translate Checklist into Spanish. (CA) | | | | X |
| 11. Complete video on training on how to complete the Checklist (PA). | | | X | X |

CA Budget (18 months)

| Budget category | Description | Estimate |
|------------------------|---|-----------------|
| Personnel | Alkon 10% CCHC 80% total (920 hours/ center time or 50% 1 year) Statistician, data manager 40% | \$234,300 |
| Consultants | Designer, Spanish translator | \$11,000 |
| Supplies | Center reimbursement \$50 x 50 centers Tablets x2 Miscellaneous supplies | \$7,900 |
| Travel | Mileage reimbursement for car trip 40 miles roundtrip for each center (x70) | \$1,600 |

| | | |
|---------------------------------|-----------------|-----------|
| Other | | \$1,200 |
| Total direct costs | | \$256,000 |
| Indirect rate | UCSF rate = 34% | \$87,000 |
| Total direct and indirect costs | | \$343,000 |

PA Budget (18 Months)

| Budget category | Description | Estimate |
|---------------------------------|--|--|
| Personnel and Fringe Benefits | PA AAP ECELS Pediatric Advisor – 320 hours Director 160 hours Coordinator – 2340 hours Project Asst – 3120 hours Controller – 36 hours | \$197,000 (Includes \$157,280 Personnel and \$39,320.00 Fringe benefits at 25%) |
| Sub-Contracts | Evaluators at \$480 per site x 72 evals Co Investigator Video Development | \$156,000 |
| Supplies | Center reimbursement \$50 x 50 centers Tablets x2 Miscellaneous supplies | \$3,500 |
| Travel | Travel costs for PA research team to meet CA research team to meet face to face; mileage reimbursement for evaluator if the child care program is more than 60 miles round trip | \$1,500 |
| Other | Postage, Printing, Telephone | \$2,700. |
| Total direct costs | | \$360,700. |
| Indirect rate | PA AAP rate = 26% | \$41,000 |
| Total direct and indirect costs | | \$401,400 |

Total budget for CA and PA = \$744,400