

## Extranet Update Checklist

The FTF Extranet is First Things First's data system and all Quality First participants are required to update their data monthly. Accurate data entry is an important part of participation.

Each month, use the checklist below to keep your data up-to-date:

**1. Log into the [FTF Extranet](#).** From the Quality First dashboard, select "Quality First Participants", then choose "select" next to your program name. This will bring you to your Profile Summary page.

**2. Review each tab on the left menu.** *User Tip- Select the green "save" button to confirm your review and updates on each tab.*

**Site**

- The name and contact details are correct for the Main Contact, Primary Program Designee and QF Scholarship Program Contact.
- School year information reflects the current school year dates.
- Days and hours of operation are current.

**Program**

- The program's target population served, curriculum, and accreditation information is up-to-date.
- Tuition information reflects current full-time and part-time rates.

**Staffing**

- All current staff members are reflected in the chart:
  - Staff no longer employed have been marked inactive by de-selecting the "active" button.
  - New staff have been added to the chart and marked "active".
  - Staff details including Registry ID, start/end dates, languages, and hours are complete for each staff member.

**Classroom/Family Group**

- All active classrooms are reflected in the chart.
- Closed classrooms have been marked inactive by de-selecting the "active" button.
- Each classroom's enrollment details have been reviewed and updated:
  - Number of children who are non-English speakers.
  - Number of children with an IEP, IFSP or special health needs.
  - Number of children currently enrolled by age.

Questions about updating your Extranet data? Contact your Quality First Coordinator for assistance.