Full Extranet Review Checklist

The FTF Extranet is First Things First's (FTF) data system and all Quality First participants are required to update their data monthly. Each year on April 1, FTF takes a snapshot of all participants' extranet information. A full review ensures FTF has accurate data to help plan for funding, services and supports.

Quick Tips:
- If you oversee more than one Quality First participating program, remember to update the extranet information for each program.
- Review and update each tab. Select the green "Save" button on each tab before navigating to the next.

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.**
   - ☐ **Site**
     - ☐ The name and contact details are correct for the Main Contact, Primary Program Designee and QF Scholarship Program Contact.
     - ☐ Physical and mailing address are accurate.
     - ☐ School year duration is current, whether year-round or not year-round.
       - ☐ *This field will impact QF Scholarship allocations.*
     - ☐ School year information reflects the current or upcoming school year dates.
     - ☐ Days and hours of operation are current.
     - ☐ Instructional hours reflect current operations over the course of a year.
       - ☐ *This field is only open for editing through March 31 and will impact QF Scholarship allocations.*
   - ☐ **Program**
     - ☐ The program's regulatory information is current.
       - ➢ *If your license has or will soon expire, be sure to send a copy to your QF coordinator as soon as you receive it.*
     - ☐ The program's target population served, curriculum, languages used and accreditation information are up-to-date.
     - ☐ Tuition information reflects current full-time and part-time rates.

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

☐ **Staffing**

- ☐ All current staff members are reflected in the chart.
- ☐ New staff have been added to the chart and marked "active."
- ☐ Staff no longer employed have been marked by de-selecting the "active" button.
- ☐ Staff details including Registry ID, position/title, start/end dates, languages, and hours are complete for each staff member.
  - ☐ Select whether the staff member is a Director, Assistant Director, Teacher, Assistant Teacher, or Support Staff.
  - ☐ Support Staff are those who support the program's operations but are not assigned to a specific classroom/care group. This may include but is not limited to: on-site & off-site owners/administrators who do not provide direct care for children (e.g. the program's owner, regional director or administrative/clerical staff), "float" staff who provide care and supervision during teacher breaks, substitute teachers, nutrition/food service staff, transportation staff, curriculum specialists/teacher mentors, volunteers or other support roles.
  - ☐ If staff hold dual roles, select the role that best describes how the staff spends the majority (50% or more) of their time.
  - ➢ *These fields affect funding for eligible participants at the Continuing Quality level.*

☐ **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.

☐ **Scholarships**

- ☐ *If you are a multi-site organization* and are interested in transferring scholarships across your sites, select "Yes" to "I want to participate in multi-site distribution."
  - ☐ To learn more about multi-site distribution, read our [announcement](#) on the QualityFirstAZ.com.
  - ☐ Be sure to select "Yes" in the Scholarships tab in each of your sites' extranet profiles. This will inform FTF that you are interested in transferring scholarships across your organization.
  - ☐ Select "Yes" for all your sites, regardless of whether or not they have scholarship allocations.
  - ☐ Select "Yes" even if sites are in different regions.

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