



2009-10 PFA Data Reporting Requirements

General Requirements

All PFA programs are required to complete Cocoa data entry requirements by **June 1, 2010**.

- Please verify and update, as needed, your agency's contact information within your **Agency Overview** and **Site Records**. We need this information to contact you throughout the year. Please include both phone numbers and email addresses whenever possible.
- Please verify that every PFA session has the correct number of teachers assigned to it, and that teacher permit levels are appropriate for positions. Teacher A is considered the lead teacher and must hold at least a Teacher permit, and his/her permit level determines your reimbursement level. Teacher B is considered the second teacher and must hold at least an Associate Teacher permit.
- Please make sure that all PFA children are correctly identified within Cocoa as such. In order to qualify for PFA, you must enter the child's **Date of Birth** and **Parent A's Zip Code** into Cocoa, after which you must assign the child the correct **PFA Funding Source**.

Children

Child tab:

- First Name
- Last Name
- Date of Birth
- Gender
- Limited English Proficiency
- Home/Native Language (including specifying "Other" if applicable)
- Ethnicity (including specifying "Other" if applicable)
- 48-Month Screening Type (including specifying "Other" if applicable)
- 48-Month Screening Completion Date
- 48-Month Screening Result in Referral
- 48-Month Screening Referral Date

Enrollment tab:

- Enrollment Start Date
- Enrollment End Date
- Enrollment Session
- Funding Source(s)

Family tab:

- Parent A (Primary Caregiver) First Name
- Parent A (Primary Caregiver) Last Name
- Parent A Zip Code
- Parent A Gender
- Parent A Relationship to Child

Education Reports tab:

- First DRDP Date
- Second DRDP Date
- Parent/Teacher Conference 1 Date
- Parent/Teacher Conference 2 Date
- Has Special Needs
- IEP Date
- Special Needs Type (if applicable, including specifying "Other")

Teachers

Teacher tab:

- First Name
- Last Name
- Title
- Gender
- Ethnicity (including specifying "Other" if applicable)
- Language (including specifying "Other" if applicable)
- Temporary Assignment
- Assign to Sites

Education Profile tab:

- Degree
- Field of Study
- Foreign Degree
- Permit Level
- Permit Number
- Permit Valid Date
- Permit Expiration Date
- In-depth training (formerly one-unit course) on language development and literacy completed
- In-depth training (formerly one-unit course) on inclusion and/or special needs completed

Sites

This feature will appear in Cocoa in the coming weeks. It will be located in the PFA Certifications menu.

Annual In-service Training Certification:

- Date and description of in-service training on language development and literacy
- Date and description of In-service training on inclusion and/or special needs