

Documents to read before coming to Persimmony new user data training

First 5 San Bernardino’s evaluation staff often gets asked what documents new users should review during data trainings. The list below includes some of the documents evaluation staff has recommended. Having knowledge of the documents below will give Persimmony users a holistic view of the work their agency does.

Name	Why
Workplan (Attachment A)	This contractual document outlines an agency’s expectations, outcomes, program activities, data due dates and more. It also includes information on how a program fits into First 5 San Bernardino’s overall strategic goals.
Contract between your agency and First 5 San Bernardino	The contract includes information on definitions, an agency’s responsibilities, First 5 San Bernardino’s responsibilities, fiscal and general provisions as well as other crucial information.
RFP	This document contains detailed information on what First 5 San Bernardino procured for.
Proposal to RFP	The proposal includes information on how an agency responded to the RFP.
Agency Protocols, Policies, and Practices	These internal documents can provide guidance on an agency’s day-to-day operations.
Matrix Outcomes Model (MOM) Protocols (FCSP only)	The MOM protocols provide FCSP contractors with information on how to enter data in the MOM database.
FAQ on MOM database (FCSP only)	The FAQ were developed specifically for FCSP providers. It includes commonly asked questions/responses contractors have had.