

APPENDIX F

Data and performance information

We assessed each OPF organisational measure by mapping the available data and performance information sources. We mapped DET’s available collection systems and processes at a high level and did not conduct a detailed review of each data source’s available fields.

We also mapped EYM organisation’s data collection systems and processes based on a survey of audited EYM organisations, their advice and DET’s existing reporting requirements. Figure F1 shows our results.

FIGURE F1: **Systems and processes to collect data and performance information for organisational measures**

Outcomes and organisational measure	Required data and performance information	DET’s collection systems and processes	EYM organisations’ collection systems and processes
Sustainable and responsive services			
1 Quality and completeness of governance documentation, including an annual report, financial statements, board statements and organisational policies and procedures	<ul style="list-style-type: none"> • governance documentation • annual reports • financial statements • board statements • organisational policies and procedures 	Funded Organisation Performance Monitoring Framework (FOPMF) documents collected via DET’s Service Agreement Management System 2 (SAMS2) ^(e)	Documents uploaded to SAMS2 ^(e)
2 Services rated as ‘exceeding the NQS’; QA 7 (leadership and service monitoring) rated at ‘exceeding the NQS’; proportion of QA 7 that move from ‘working towards the NQS’ to	NQS and QA ratings	QARD assessments and site visits at least every five years unless a service is seen as higher risk, where QARD assessments	EYM service documents provided to QARD

Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes
'meeting the NQS' or maintained at 'exceeding the NQS' ^(a)		become more frequent	
3 Quality and completeness of financial documentation, including the preparation of budgets and regular financial reporting	<ul style="list-style-type: none"> financial documentation budgets financial reporting 	FOPMF desk top review	Documents uploaded to SAMS2 ^(e)
4 Feedback about service quality is collected and used to inform improvement ^(b)	It is not clear if this relates to DET or EYM organisations' feedback about service quality	We were unable to identify a system or process	We were unable to identify a system or process
5 Regular communication with all stakeholders ^(b)	It is unclear what data and performance information is required	We were unable to identify a system or process	We were unable to identify a system or process
6 An annual review of the strategic plan/growth plan, showing that the organisation operates in alignment with policy reforms and is well positioned to implement innovation ^(b)	It is unclear what data and performance information is required	We were unable to identify a system or process	We were unable to identify a system or process
7 Desk top review indicates that the organisation is solvent and financially stable	Desk top review outcome	FOPMF desk top review	Documents uploaded to SAMS2 ^(e)
8 Processes are in place to regularly identify and manage risks, including compliance with the National Quality Framework ^(b)	EYM organisations' risk management information including National Quality Framework compliance risks	We were unable to identify a system or process DET uses to capture this information	EYM organisations' risk management processes We were unable to identify a system or process EYM organisations use to provide this information to DET
9 Funding service agreements and additional legislative, regulatory and contractual obligations are met ^(b)	Compliance data	Service agreement compliance is reported through multiple systems and processes	Reporting through multiple systems and processes

Access and participation

10 Increased participation of vulnerable children and their families, for example, the proportion of health care card holders accessing the service and the number of ESK enrolments ^(a)	<ul style="list-style-type: none"> health care card holder enrolment data ESK enrolment data 	DET captures and administers Kindergarten Fee Subsidy (KFS) and ESK enrolment data through KIMS. It confirms this	EYM service enrolment information entered into KIMS
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Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes
11 Services rated as 'exceeding the NQS'. Proportion of QA that move from 'working towards the NQS' to 'meeting the NQS' or maintained at 'exceeding the NQS' ^{(a)(c)}	NQS and QA ratings	information through an annual confirmation process QARD assessments and site visits at least every five years unless a service is seen as higher risk, where QARD assessments become more frequent	EYM services provide documents to QARD
12 An approved learning framework is implemented ^(b)	Learning frameworks, and approval and implementation information	QARD assessment and site visits at least every five years unless a service is seen as higher risk, where assessments become more frequent	EYM service documents provided to QARD
13 Demonstrated compliance with <i>The Kindergarten Guide</i> , especially regarding priority of access	<ul style="list-style-type: none"> compliance with the operational requirements set out in the <i>Kindergarten Funding Guide</i> Victorian Government's priority of access criteria and data 	<ul style="list-style-type: none"> DET captures and administers funding application data through KIMS. It confirms this information through an annual confirmation process Priority of access criteria is applied to all enrolments in EYM kindergarten services 	<ul style="list-style-type: none"> EYM services enter enrolment information into KIMS EYM services participation in councils' central enrolment scheme, where available and councils apply their priority of access policies
14 Networks facilitating the participation of vulnerable children are established and maintained, for example, establishing processes with Child FIRST identify and link children that are eligible for ESK	<ul style="list-style-type: none"> DET data includes information about participation of vulnerable cohorts, for example, ESK 	DET captures and administers enrolment data on vulnerable cohorts and ESK through KIMS. It confirms this information through annual confirmation process	EYM services communicate with local community services such as Maternal and Child Health, Family services and Child FIRST to identify children that are eligible for kindergarten
15 EYM services are part of the local government central enrolment system ^{(a)(b)(c)}	Participation by EYM services in local government central enrolment scheme	<ul style="list-style-type: none"> DET collects information from central enrolment providers to determine grant allocations EYM organisations are asked to 	<ul style="list-style-type: none"> EYM services enter information about participation in local government central enrolment schemes into KIMS Documents uploaded via the

Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes
16 Enrolments are representative of the local community ^(b)	Enrolment data, but it is unclear what data or performance information is representative of the local community	<p>provide evidence of engagement with local government in the SIP process</p> <ul style="list-style-type: none"> • DET captures and administers enrolment data through KIMS. It confirms this information through an annual census process • DET completes local government area profiles and provides them to local councils 	SIP portal to support partnerships in place, for example, a memorandum of understanding with the council

Quality and innovation

17 Services rated as 'exceeding the NQS'. Proportion of QAs that move from 'working towards the NQS' to 'meeting the NQS' or maintained at 'exceeding the NQS' ^{(a)(c)}	NQS rating	QARD assessment and site visits at least every five years unless a service is seen as higher risk, where QARD assessments are more frequent	EYM service documents are provided to QARD
18 Participation in innovative processes that improve teaching practice, sector capability or access for vulnerable children ^(b)	<ul style="list-style-type: none"> • participation rates of vulnerable cohorts • it is unclear what data or performance information is required for innovative processes, teaching practice and sector capability 	<ul style="list-style-type: none"> • data about vulnerable groups is captured in KIMS, including data about Aboriginal and Torres Strait Islander families, health care card holders and KFS applications and enrolments • we were unable to identify a system or process for collecting data on innovative processes, teaching practice and sector capability 	<ul style="list-style-type: none"> • EYM service enrolment information entered into KIMS • EYM services participation in councils' central enrolment scheme • we were unable to identify a system or process for collecting data on innovative processes, teaching practice and sector capability

Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes
19 Demonstrated leadership and innovation within the sector or the community, for example, presenting and participating in relevant local forums ^(b)	<ul style="list-style-type: none"> project documentation conference or meeting agendas and presentations 	EYM organisations are asked to provide evidence of leadership and innovation in the SIP process	Documents uploaded via the SIP portal
Highly skilled collaborative workforce			
20 'Exceeding the NQS'. QA 1 (educational program and practice), QA 4.2 (staffing arrangements) and QA 7 (leadership and service monitoring) rated at 'exceeding the NQS'; proportion of QAs 4 and 7 that move from 'working towards the NQS' to 'meeting the NQS' or maintained at 'exceeding the NQS' ^(a)	NQS and QA ratings	QARD assessment and site visits at least every five years unless a service is seen as higher risk, where QARD assessments are more frequent	EYM service documents are provided to QARD
21 Participation by all ECEC professionals in professional learning programs that are linked to individual performance and development plans	<ul style="list-style-type: none"> Participation rates or hours of participation by ECEC professionals in learning programs Individual performance development plans 	<ul style="list-style-type: none"> Hours staff dedicate to professional development is collected through KIMS. We were unable to identify a system or process to link professional learning programs to individual performance development plans 	EYM service staff enter hours of participation in professional development into KIMS
22 Demonstrated staff retention strategies	Staff retention strategies	We were unable to identify a system or process	We were unable to identify a system or process
23 Human resources indicators, such as increased satisfaction with professional development, decreased staff turnover and decreased use of agency staff	<ul style="list-style-type: none"> Staff survey data Staff turnover data Agency staff data 	<ul style="list-style-type: none"> Staff turnover data is collected in KIMS We were unable to identify a system or process to collect satisfaction with professional development and agency staff data 	<ul style="list-style-type: none"> EYM service staff turnover information is entered into KIMS EYM services distribute and collect staff surveys at their own discretion. We were unable to identify a system or process to provide this information to DET
24 Staff survey that shows increased participation and satisfaction	Staff survey data	We were unable to identify a system or	EYM organisations and/or services distribute and collect

Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes
		process to collect staff survey data	staff surveys at their own discretion. Survey structures may vary across EYM organisations
25	Families' survey that shows an improvement in satisfaction	Family satisfaction survey performance information	Results from DET's annual family surveys. To collect these results, DET emails EYM organisations a unique link to the survey for them to forward to parents via SMS or email. The survey is not compulsory

Strong partnerships

26	Strong engagement and contribution to local planning processes, including Municipal Early Years Planning processes ^(a)	local government engagement information	EYM organisations can provide evidence of local government engagement through the SIP process	Documents uploaded via the SIP portal to support local government engagement
27	Demonstrated participation in local government central enrolment system (where applicable) ^(a)	participation by EYM services in local government central enrolment schemes	<ul style="list-style-type: none"> DET collects information from councils' central enrolment providers to determine grant allocations EYM organisations are asked to provide evidence of engagement with local government in the SIP process 	<ul style="list-style-type: none"> EYM services enter information about participation in their local government central enrolment scheme into KIMS Documents uploaded via the SIP portal to support partnerships, for example, a memorandum of understanding with their local council
28	'Exceeding the NQS' (QA 6.3 service collaborates with other organisations and service providers to enhance children's learning and wellbeing); proportion of QA6 that move from 'working towards the NQS' to 'meeting the NQS' or maintained at 'exceeding the NQS' ^(a)	NQS and QA ratings	QARD assessments and site visits at least every five years unless a service is seen as higher risk, where QARD assessments are more frequent	EYM service documents are provided to QARD
29	Evidence of local government engagement and contribution ^(b)	local government engagement information	EYM organisations can provide evidence of local government	Documents uploaded via the SIP portal to support local

Outcomes and organisational measure	Required data and performance information	DET's collection systems and processes	EYM organisations' collection systems and processes	
30	Family survey that shows increased participation and satisfaction ^(c)	Family satisfaction survey results	engagement through the SIP process	government engagement
30	Family survey that shows increased participation and satisfaction ^(c)	Family satisfaction survey results	Results from DET's annual family surveys. To collect these results, DET emails EYM organisations a unique link to the survey for them to forward to parents via SMS or email. The survey is not compulsory	Results from DET's annual family surveys. DET emails EYM organisations a unique link to the survey for them to forward to parents via SMS or email. EYM organisations can also administer their own parent surveys
31	Health and developmental concerns are detected early and families are referred to appropriate supports ^(b)	<ul style="list-style-type: none"> information on whether children with health and developmental concerns have been referred to appropriate supports it is unclear what data or performance information is captured under health and developmental data on children 	<ul style="list-style-type: none"> Information on whether enrolled children have a disability or developmental delay is captured in KIMS and confirmed through the annual census process an ESK survey is used to collect data on whether children have been referred to other services additional information collected in the ESK survey on attendance, information sharing and transition plans 	<ul style="list-style-type: none"> EYM service enrolment information is entered into KIMS EYM service systems or processes to collect information on children with health and developmental concerns

Note: ^(a)Measures used at a regional and statewide level to measure the overall performance of EYM in Victoria.

Note: ^(b)Measures where it is unclear what data and performance information is relevant to collect and consequently, what systems and processes should be in place to collect it.

Note: ^(c)Duplicated measures.

Note: ^(d)This measure refers to compliance with DET's *Kindergarten Funding Guide*, especially regarding the Victorian Government's priority of access criteria.

Note: ^(e)SAMS2 is a Department of Health and Human Services system that DET uses.

Source: VAGO, based on *EYM Kindergarten Operating Guidelines*.