

2. FAQ for the Confidential Profile CDD Direct Service Profile

The California Department of Education (CDE), Child Development Division (CDD) is now requiring participants who attend a training funded by Child Care Development Fund Quality Improvement dollars to complete a participant profile form. Quality Improvement dollars fund a wide variety of professional development activities, offered by many different early care and education organizations throughout California.

The information collected on this form will help inform the CDD and other stakeholders about who participates in professional development activities and how these activities could be more accessible to early care and education practitioners across the state.

The questions on the profile form will be used for statistical purposes only. Individual participant information is confidential and no individual identifying information will be reported.

Why are participants asked to supply their date of birth, city of birth, and last five digits of their social security number?

This information is collected to create a unique identification number for each participant, so that the participant can be identified, by number rather than name, each time she/he participates in a Quality Improvement training. Individual information is never reported and remains confidential.

If individual information is not reported, then why do you need an ID number for each participant?

CDD is moving toward a centralized workforce database and unique identification numbers are central to this. The unique ID allows data to be associated with a participant without revealing personal and identifiable information. As practitioners often participate in more than one training over the course of their profession, and often through different training providers, the unique ID will allow CDD to learn about participation in professional development activities and changing education and employment characteristics over a period of time, regardless of where the training takes place. The combination of information provided to establish the unique ID ensures that an individual is only listed once in the database and is connected with all their training and education.

Eventually, when the centralized database is available, participants will be able to easily access their professional development history and log participation in professional development hours.

Can you create a unique ID with just one piece of information?

No. It is the combination of information that helps eliminate duplicates. By combining these elements, it is unlikely there will be a duplicate record.

Why are participants asked to provide wage information?

Wage information is collected to help CDD better understand and report on wage levels of early care and education professionals. All individual information will remain confidential and wage information will be used for statistical purposes only.

What if a participant asks about a question on the form that I am not sure about?

Refer to the CDD Participant Profile Data Dictionary, which is supplied to you by the organization sponsoring the training. The Data Dictionary offers a definition of each question on the form. After consulting the dictionary, if you are still unsure how to answer a question, advise the participant to respond to the question to the best of their knowledge or skip the question and move on to the next one.

What if the forms I have are not for the right group of practitioners?

A description of the audience for each form is located in a box at the top of each form, and is also labeled in the footer. There are two versions of the participant profile.

1. The Direct Service form is for people who primarily work directly with children in a home or a child care center/early education setting. These are people who work in roles like family child care provider, informal caregiver, before- and after-school child care teacher, child care center teacher, child care center director, special education teacher, supervising or master teacher, curriculum specialist, etc. This form is also available in Spanish.
2. The Infrastructure Organization form is for people who primarily work in roles where they support professional development and/or education for early care and education teachers and providers. These are people who work in organizations like First 5 commissions, resource and referral agencies, child care planning councils, training organizations and institutions of higher education. This form is also for people who work as K-3 teachers in elementary schools and people who work primarily as independent consultants, coaches and mentors.

What if a participant has completed a form through another organization or during a previous training through my organization? Do they need to complete the entire form again?

There is a short form for the Direct Service and Infrastructure Organization participants to complete **if they do not have any updates or changes to their information.**

If they have a form on file and **need to only update a few questions on their profile**, they will complete the long version of the form and fill in the top section, the first three questions, and any pertinent changes. They will not need to complete the entire form.