

Below are some frequently asked questions with some suggestions from the experience gained by the BCeSIS StrongStart BC pilot sites. This information may assist you in:

1. Collecting complete information to request Personal Education Numbers (PEN) for all children attending StrongStart BC centres;
2. Collecting registration and attendance information;
3. Entering registration and attendance information into BCeSIS; and
4. Planning your implementation.

For general information about PENs, Reporting and Data Requirements, review the PEN information on the [Early Learning Initiatives website](#):

### 1) What is the best implementation option for my StrongStart BC centre?

The following implementation options were initially suggested when the training requirements were requested:

Implementation Options	Registration Data Entry	Attendance Data Entry
<b>Option 1</b> – School Administration does data entry of both registration information and attendance into BCeSIS.	School Administration	School Administration
<b>Option 2</b> – Registration information is handled and data entered to BCeSIS by School Administration but attendance is entered by the StrongStart Facilitator	School Administration	StrongStart Facilitator
<b>Option 3</b> – StrongStart Facilitator does data entry of both registration information and attendance into BCeSIS.	StrongStart Facilitator	StrongStart Facilitator
<b>Option 4</b> – Registration information is handled and data entered to BCeSIS by the StrongStart Facilitator but attendance is entered by the School Administration	StrongStart Facilitator	School Administration

Key factors to consider:

- Accuracy and quality of the registration data is critical. Inaccurate data could result in duplicates being entered and cause additional workload once the child enters kindergarten;
- Workload of the data entry resources; and
- The process within your centre and school for collecting and entering the information into BCeSIS.

In addition to these options, some Districts have decided that administrative staff at the District level will enter registrations and attendance to work through the backlog of information since September 2007. Those functions may be moved back to the school administration and/or the StrongStart Facilitators once the bulk of information is entered and school administration and/or StrongStart Facilitators are ready to enter the information themselves.

## **2) Who is allowed to access or enter StrongStart BC data into BCeSIS?**

StrongStart BC information may be entered by agencies contracted to run the StrongStart BC program, school or district administration staff, and/or StrongStart BC Facilitators.

Anyone using BCeSIS to access or update information is required to complete the BCeSIS training, as well as the Freedom of Information and Protection of Privacy (FOIPP) training.

Information is available in the [BCeSIS Standards Manual](#) located on the Integrated Service Website (ISW) web site:

<https://www.isw-bc.ca/csi/node.do?method=display&page=SHORTCUT>

Navigate to [ISW-BC Home](#) > [Common Content](#) > [Popular Topics](#) > Shortcuts

District contacts should visit the [StrongStart BC Centres](#) Learning Resource Centre custom view on the ISW for more information about BCeSIS training opportunities:

[https://www.isw-bc.ca/csi/nodefreeform.do?method=display&page=LRC\\_CV\\_ELC](https://www.isw-bc.ca/csi/nodefreeform.do?method=display&page=LRC_CV_ELC)

Navigate to [ISW-BC Home](#) > [Learning Resource Centre](#) > [Custom Views](#) > StrongStart BC Centres

## **3) How should I enter all the registration information into BCeSIS dating back to September 2007?**

Many StrongStart BC centres were open prior to the announcement that Personal Education Numbers (PEN) would be assigned to children registered in StrongStart BC centres. As a result, the processes you were using for collecting information from registrants may not be completely accurate or may not have all of the information required for PEN assignment.

Suggestions from the BCeSIS pilot sites:

- Use a registration form that clearly identifies all of the **required** fields and includes any additional information you are interested in capturing for your own StrongStart BC centre purposes.
- Structure the registration form such that the fields are ordered in a sequence that is similar to the data entry fields in BCeSIS to ease data entry. A sample registration form is available on the Ministry's website at: [http://www.bced.gov.bc.ca/literacy/early\\_learning/edprofessionals.htm](http://www.bced.gov.bc.ca/literacy/early_learning/edprofessionals.htm)
- Enter registrations into BCeSIS for which complete and accurate information is available back to September 1, 2007.
- For those registrations where data received may be incomplete or inaccurate, keep a partially completed form at the centre to be completed by the parent or caregiver the next time they attend.

#### **4) How can the registration information be verified against valid documentation?**

The Ministry's PEN website provides guidelines for staff to ensure registration information is valid. The guidelines can be found at:

<http://www.bced.gov.bc.ca/pen/schools/guidelines.htm>

The BCeSIS system requires that the type of documentation used for verification (e.g. passport; birth certificate; driver's license) be identified. On your data collection form, there should be a place to indicate which type of document was viewed and verified by the school administrator and/or StrongStart BC Facilitator.

#### **5) What data is required to be entered for StrongStart BC?**

The only required data to be entered is the minimum requirements for Ministry Personal Education Number (PEN) assignment. A sample registration form with **bolded fields** to indicate the required fields is available on the Ministry's website at:

[http://www.bced.gov.bc.ca/literacy/early\\_learning/edprofessionals.htm](http://www.bced.gov.bc.ca/literacy/early_learning/edprofessionals.htm)

#### **6) Can additional data be captured for StrongStart BC?**

Districts may choose to capture additional information that is available within BCeSIS but this information will not be reported to the Ministry.

#### **7) What information will be reported to the Ministry?**

The only information that will be reported to the Ministry is the information required to receive a Personal Education Number (PEN) and the dates of attendance in the StrongStart BC centre.

#### **8) How will information be reported to the Ministry?**

A report will be compiled on the following dates to provide the attendance information to the Ministry. Copies of the report will be available to each District.

Since this is a start-up year for this type of reporting, the data will be collected for the entire year at each reporting period. This will allow StrongStart BC centres who are not yet on BCeSIS to enter the data once they begin implementation.

#### **9) What are the Ministry reporting periods and dates?**

The following will be the yearly reporting period dates. Please note, however that data will only be collected from September 1, 2007 in this start-up year.

The first official reporting period has been postponed to April 10, 2008 to allow StrongStart BC centres time to implement BCeSIS.

- November 10 - collect attendance data from July 1 to Oct 31
- January 10 - collect attendance data from July 1 to Dec 31
- April 10 - collect attendance data from July 1 to Mar 31
- July 10 - collect attendance data from July 1 to Jun 30