

Extranet Update Checklist

The FTF Extranet is First Things First's (FTF) data system. All Quality First participants must update their data monthly. This includes participants in Rating Only and those receiving quality improvement support. Keeping your data accurate and up to date is a required part of participation. Data is used to inform funding, services and supports your program may be eligible for.

Each month, use the checklist below to keep your data up-to-date:

- 1. Log into the [FTF Extranet](#).** From the Quality First dashboard, select "Quality First Participants", then choose "Select" next to your program name. This will bring you to your Profile Summary.
- 2. Review each tab on the left menu.** *User Tip- Select the green "save" button to confirm your review and updates on each tab.*

Site

- Main Contact, Primary Program Designee, and Scholarship Contact information is correct.
- School year information reflects the current or upcoming school year dates.
- Days and hours of operation are current.

Program

- Regulatory information is current.
 *If your license is expiring, send an updated copy to your QF coordinator.*
- Target population, curriculum, languages, accreditation and tuition rates are up-to-date.

Staffing

- All current staff members are listed and marked "active."
- Former staff are marked inactive by de-selecting the "active" button.
- Staff details including Registry ID, start/end dates, languages, hours and roles are complete for each staff member.

Classroom/Family Group

- All active classrooms are listed, closed classrooms marked inactive.
- Each classroom's enrollment details have been reviewed and updated:
 - Non-English speakers
 - Children with IEPs, IFSPs or special health needs
 - Enrollment by age

Questions about updating your Extranet data? Contact your Quality First Coordinator for assistance.