

## 32P MSDS Data Forms Frequently Asked Questions

### Who must complete MSDS Child Data Forms?

- MSDS Child Data Forms are required for any 32p funded program serving children 0-8.

### Which children must be reported?

- All children ages 0-8 served with the 32p funding are to be reported.

### What information on the form is required for children to be reported?

- **All information is required** with the exception of:
  - Middle name (preferred but not required)
  - Suffix (only if applicable)
  - Multiple birth order (only used for multiples - twins, triplets, etc.)
  - Family income/household size (this is only used to assist you in collecting information for the narrative report question on how many children and parents you served who are at or below 200% of the federal poverty level.)

### How are multiracial children reported?

- Multiracial children are reported with all of the races/ethnicities they identify.

### Where are the MSDS data forms on the Great Start website?

- Word versions of the forms are available at [www.greatstartjackson.org/docs](http://www.greatstartjackson.org/docs) (left side at the bottom of the page under the heading 32p Provider Data Collection Forms)

### When do I submit the MSDS data forms?

- MSDS forms are due at the end of each month when children begin or end your program. If your program does not begin and end in the same month, save the original enrollment form and submit it again with the exit date completed once the child has left your program. All children must be exited by 7/31/2017.

### Where do I send my completed data forms?

- Forms can be submitted by email to [Kelly.friedland@jcisd.org](mailto:Kelly.friedland@jcisd.org)
- In person or by mail to:
  - Kelly Friedland
  - Jackson County Intermediate School District
  - 6700 Browns Lake Rd
  - Jackson, MI 49201