



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

August 14, 2015

ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-69-15

TO: COUNTY BOARD OF SUPERVISORS  
COUNTY WELFARE DIRECTORS  
CAPIT/CBCAP/PSSF LIAISONS

SUBJECT: **INSTRUCTIONS FOR THE ANNUAL REPORTING OF THE COUNTY'S UTILIZATION OF CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT, COMMUNITY-BASED CHILD ABUSE PREVENTION, PROMOTING SAFE AND STABLE FAMILIES, COUNTY CHILDREN'S TRUST FUND AND CHILD ABUSE PREVENTION COUNCILS**

REFERENCE: [ACIN NO. I-54-14](#)  
CFL NO. [14/15-41E](#); [14/15-06E](#); [13-14-27](#)

The purpose of this letter is to provide instructions for the annual reporting of the county's utilization of Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF) and the County Children's Trust Fund (CCTF) funds. Additionally, annual report information is collected on the utilization of Child Abuse Prevention Councils (CAPCs) in your county. **All report components are due to the Office of Child Abuse Prevention (OCAP) by Friday, October 30, 2015.**

The information gathered in this report allows the OCAP, as the lead agency to administer the CAPIT, CBCAP and PSSF programs, to maximize eligibility for federal financial participation and to comply with state and federal requirements. Although CAPIT funds have been realigned, California uses the funds as a federal match and leverage for CBCAP funds. Information gathered on the CCTF informs the CBCAP allocation to counties. Therefore, the OCAP monitors the distribution and utilization of these funds to maximize federal funding, determine allocation amounts and ensure that

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

funds are appropriately reaching the target populations with services that meet county identified needs.

The public agency designated by the Board of Supervisors to administer the CAPIT/CBCAP/PSSF/CCTF funds for participating counties should ensure that all components of this report are completed accurately and submitted by the due date in order to comply with state and federal reporting requirements. Although some of the questions in the report may best be answered by a community partner such as a CAPC or service providers/vendors receiving CAPIT/CBCAP/PSSF/CCTF funds, the county is responsible for ensuring all components of the annual report are completed on time.

**The period for this report is July 1, 2014, through June 30, 2015.** This year the report information is captured through the Efforts to Outcomes (ETO) software system. Each County has received log-in information and access to this real-time reporting system. In addition, multiple training opportunities were provided by OCAP during the month of May and an [ETO Reference Guide](#) has been posted on OCAP's extranet for county participants. Further support is available through your OCAP consultant, or by emailing [OCAP-PND@dss.ca.gov](mailto:OCAP-PND@dss.ca.gov).

## **SUBMISSION OF THE ANNUAL REPORT**

**The entire report will be submitted through the ETO system.** No hard copies with signatures will be collected. Acceptance of the Application and Assurance form is collected in ETO, as well.

Thank you for your continued efforts to strengthen children and families. We look forward to receiving your report and learning about your county's progress toward children's safety, permanency and well-being.

Sincerely,

### ***Original Document Signed By:***

KEVIN GAINES, Chief  
Child Protection and Family Support Branch

c: CWDA