CDSS

WILL LIGHTBOURNE
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

August 28, 2012

REASON FOR THIS TRANSMITTAL
[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

ALL COUNTY INFORMATION NOTICE NO. I-41-12

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

SUBJECT: **INSTRUCTIONS FOR THE ANNUAL REPORT FOR THE CHILD ABUSE PREVENTION INTERVENTION AND TREATMENT, COMMUNITY-BASED CHILD ABUSE PREVENTION, PROMOTING SAFE AND STABLE FAMILIES; AND COUNTY CHILDREN'S TRUST FUND PROGRAMS**

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-48-11; I-69-11; I-69-11E; I-77-10, I-72-10, I-25-05, I-41-08E; I-52-09; I-52-09E; I-65-09; I-53-09

The purpose of this letter is to provide instructions on the annual reporting process for the county Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF) programs and the County Children's Trust Fund (CCTF). Although CAPIT funds have been realigned, California uses the funds as a match to receive federal funds. Therefore, the California Department of Social Services (CDSS) must continue to monitor the use of CAPIT funds to ensure they are used for the appropriate target populations and services to ensure the receipt of federal funds. The period for this annual report is July 1, 2011 through June 30, 2012. All components of the report are due to the Office of Child Abuse Prevention (OCAP) **by Friday, October 31, 2012**.

The agency designated by the Board of Supervisors (BOS) to administer the CAPIT/CBCAP/PSSF funds 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 the Child Abuse Prevention Council (CAPC) or service providers/vendors receiving CAPIT/CBCAP/PSSF and CCTF funds,

the county CAPIT/CBCAP/PSSF liaison assigned is responsible to ensure all components of the annual report are completed prior to submitting to the OCAP.

Some of the annual report components have been revised and/or expanded to comply with federal reporting requirements. For example, the reauthorization of Title IV-B Programs via Public Law 112-34 amended definitions applicable to the PSSF program, the definition of "time-limited reunification services" in Section 431(a)(7)(B) of the Social Security Act was amended to allow peer-to-peer mentoring and support groups for parents and primary caregivers, as well as services and activities to facilitate access to and visitation of children by parents and siblings.

Furthermore, in order to provide counties additional time to complete the annual report, the CBCAP Application and Assurance form, the CBCAP county allocations and methodology and the Certification of County Children's Trust Fund will be released under a separate ACIN. Once the Administration for Children and Families (ACF) releases the CBCAP state allocations, the CDSS will determine the county allocations and release the ACIN accordingly. The OCAP anticipates this ACIN will be released in October.

The annual report must include the following components to meet state and federal reporting requirements:

(1) **The CAPIT, CBCAP and PSSF Narrative** (Attachment 1)
The narrative will capture information regarding the System Improvement Plan (SIP) and corresponding CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or the OCAP plan and quality assurance information regarding prevention, early intervention and treatment programs/activities funded through CAPIT/CBCAP/PSSF. Narrative samples are included in Attachment 2.

(2) **The CAPIT/CBCAP/PSSF/CCTF/CAPC Automated Data Survey System**
The OCAP automated data survey system is designed to assist counties in capturing CAPIT, CBCAP, PSSF, and CCTF service activities, participant rates and program activities. The following attachments will assist the counties in completing the surveys:

   a) The Automated Data Survey System Instructions (Attachment 3a) serves as a brief overview of the five survey sections and provides instructions on how to access the surveys.
   b) The Instructions for the CBCAP Evidenced-Based and Evidenced Informed Programs and Practices (EBP/EIP) Checklist (Attachment 3b) will guide the counties in completing the CBCAP EBP/EIP checklist.

c) The CBCAP EBP/EIP Checklist (Attachment 3c) will assist counties in identifying the level of evidence for CBCAP funded programs (this information is required in order to complete the CBCAP survey).

d) The coversheet and printouts of the CAPIT, CBCAP, PSSF, CCTF and CAPC surveys (Attachment 3d) will provide the counties an opportunity to review the surveys prior to aggregating the required data and accessing the surveys to complete.

e) The list of service categories (Attachment 3e) identifies the different types of activities that fall under a specific service category. This will assist counties to complete the CBCAP and PSSF Surveys.

(3) **Checklist and Signature Sheet** (Attachment 4)
The checklist and signature sheet is required to verify contact information and capture the dates the automated surveys were completed.

A Microsoft word document for the CAPIT, CBCAP and PSSF Narrative (Attachment 1) and the Checklist and Signature Sheet (Attachment 4) can be downloaded from the CDSS County Extranet: http://www.cdsscounties.ca.gov/

USE OF FUNDS

Counties are reminded that their CAPIT, CBCAP and PSSF funds can be used to supplement but not supplant any federal, state or county funds made available for child welfare services. Fact sheets that contain information regarding each of the following funding sources: CAPIT, CBCAP, PSSF and the CCTF can be found at
http://www.childsworld.ca.gov/PG2287.htm

SUBMISSION OF THE ANNUAL REPORT

The hard copy portion of the annual report which includes the completed copy of the CAPIT, CBCAP and PSSF Narrative and the Checklist and Signature Sheet should be submitted to:

> Attn: Yvette Albright
> California Department of Social Services
> Office of Child Abuse Prevention
> 744 P Street, MS 8-11-82
> Sacramento, CA 95814

In addition, the completed narrative word document should be saved and e-mailed to OCAP-PND@dss.ca.gov.

The OCAP has included definitions (Attachment 5) as a resource that may be helpful in completing the annual report. We are committed to providing ongoing support and technical assistance to counties in order to strengthen families through a continuum of quality family supports and opportunities to achieve children's safety, permanency and well being. We thank you for your continued efforts to improve the lives of children and families. If you have any questions please contact your OCAP program consultant or email: OCAP-PND@dss.ca.gov. For your convenience we have included (Attachment 6) which contains a list of the OCAP program consultants, their assigned counties and contact information.

Sincerely,

Original Document Signed By:

KEVIN GAINES, Chief
Child Protection and Family Support Branch

Attachments

c: CWDA

CAPIT, CBCAP and PSSF Narrative
Reporting Period of: <u>July 1, 2011 through June 30, 2012</u>

<u>Instructions:</u>

This narrative report is required by the Office of Child Abuse Prevention (OCAP) and is used to satisfy state and federal requirements by the U.S. Department of Health and Human Services, Administration on Children, Youth and Families:

1. This Microsoft word document for the CAPIT, CBCAP and PSSF Narrative can be downloaded from the California Department of Social Services (CDSS) County Extranet: http://www.cdsscounties.ca.gov/

2. *Read the Narrative instructions thoroughly and complete the* Grey *highlighted portions of this narrative with either a check mark or narrative summary.*

This narrative document consists of the following required reporting sections:

Section I: The System Improvement Plan (SIP) and corresponding CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or the OCAP Plan

Section II: Quality Assurance

Insert county name:

SECTION I: SYSTEM IMPROVEMENT PLAN (SIP) AND CORRESPONDING CAPIT/CBCAP/PSSF SERVICES AND EXPENDITURE SUMMARY WORKBOOK AND PROGRAM DESCRIPTIONS OR OCAP PLAN

The annual report is based on the county's current CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP Plan for the reporting period.

1. During the reporting period did the county change/update any information on the OCAP approved CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP Plan for the State Fiscal Year (SFY) 2011/12?

   ☐ No

   ☐ Yes
   As the county representative, I assure that the county assigned OCAP consultant approved the changes to the CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP Plan prior to any changes or updates being implemented.

   ☐ Other, explain below:

2. Does the county anticipate any planned changes to the County CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP Plan for SFY 2012/13?

    [ ] No

    [ ] Yes
    As the county representative, I assure that OCAP will be consulted to approve the changes to the CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP plan prior to making the changes and expending the funds.

There is no need to submit a copy of the CAPIT/CBCAP/PSSF Services and Expenditure Summary Workbook and Program Descriptions or OCAP Plan at this time; however copies of the above should be made available upon request.

SECTION II: QUALITY ASSURANCE

As the Board of Supervisors designated lead agency, the county is responsible for the administration of funds and program oversight, including quality assurance of CAPIT/CBCAP/PSSF funded programs. In this section the county will report on services/programs identified in the county's SIP and corresponding Expenditure Summary Workbook and Program Descriptions or the OCAP Plan that have been in effect during the reporting period. For the purposes of this report, quality assurance refers to a set of activities for the systematic monitoring and evaluation of the various aspects of a program, service or activity to ensure that standards of quality are being met. The county should use the County Self Assessment (CSA) and SIP that was in effect during the reporting period to respond to some of the questions.

Research and evaluation are critical components in the quality assurance of child and family service provision. California counties engage in a variety of research and evaluation activities for programs that span the continuum of child welfare services. Please attach any executive summaries or abstracts from research evaluations of CAPIT/CBCAP/PSSF supported programs completed during the reporting period, if applicable.

1. Quality Assurance of Service Delivery
*Report **one** service/program under each of the following programs.*

TABLE 1 – CBCAP

1. Name of Service Provider:

2. What type of service/program does this provider deliver:

3. Describe the population served:

4. List other funding source(s) that support this service/program:

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

8. How was client satisfaction measured?

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

11. Would the county recommend this service provider to another county interested in this service?

TABLE 2 – CAPIT

1. Name of Service Provider:

2. What type of service/program does this provider deliver:

3. Describe the population served:

4. List other funding source(s) that support this service/program:

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

8. How was client satisfaction measured?

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

11. Would the county recommend this service provider to another county interested in this service?

TABLE 3 – PSSF FAMILY PRESERVATION

1. Name of Service Provider:

2. What type of service/program does this provider deliver:

3. Describe the population served:

4. List other funding source(s) that support this service/program:

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

8. How was client satisfaction measured?

_____

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

_____

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

_____

11. Would the county recommend this service provider to another county interested in this service?

_____

TABLE 4 – PSSF FAMILY SUPPORT

1. Name of Service Provider:

_____

2. What type of service/program does this provider deliver:

_____

3. Describe the population served:

_____

4. List other funding source(s) that support this service/program:

_____

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

_____

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

_____

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

_____

8. How was client satisfaction measured?

_____

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

11. Would the county recommend this service provider to another county interested in this service?

TABLE 5 – PSSF TIME - LIMITED FAMILY REUNIFICATION

1. Name of Service Provider:

2. What type of service/program does this provider deliver:

3. Describe the population served:

4. List other funding source(s) that support this service/program:

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

8. How was client satisfaction measured?

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

11. Would the county recommend this service provider to another county interested in this service?

TABLE 6 – PSSF ADOPTION PROMOTION AND SUPPORT

1. Name of Service Provider:

2. What type of service/program does this provider deliver:

3. Describe the population served:

4. List other funding source(s) that support this service/program:

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

8. How was client satisfaction measured?

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

11. Would the county recommend this service provider to another county interested in this service?

REMINDERS:
   ✓ *SAVE THIS DOCUMENT*
   ✓ *SEND A SOFT COPY TO THE OCAP-PND@DSS.CA.GOV*

✓ *RECORD THE DATE THE COMPLETED NARRATIVE WAS E-MAILED TO THE OCAP-PND ON THE CHECKLIST AND SIGNATURE SHEET*
✓ *PRINT THIS DOCUMENT FOR YOUR RECORDS AND TO SEND A HARDCOPY TO THE OCAP.*

CBCAP and PSSF Samples for Quality Assurance
Reporting Period of: July 1, 2011 through June 30, 2012

TABLE 1 – CBCAP

1. Name of Service Provider:

   Family Recovery and Education Program.

2. What type of service/program does this provider deliver:

   This community based prevention and intervention program offers family-centered services

3. Describe the population served:

   This program targets both Child Welfare Services (CWS) involved families and those

   -   -

4. List other funding source(s) that support this service/program:

   The CBCAP is leveraged with other funding streams which include: The S.H. Cowell

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

   In the past year, the county has experienced a 10 percent increase in CWS referrals. Of

   -

   -

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

   Pre and post-tests are administered and assessed on participant progress. Participants

complete a questionnaire prior to and at the completion of the program. The county liaison reviews all pre and post tests to determine the effectiveness of the services.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

Based on pre and post tests, 95 percent of children/youth, who participated in the program during this reporting period, reported a greater ability to process feelings associated with their parent's substance abuse; such as: guilt, helplessness, anger and frustration; 90 percent reported an increased understanding of the disease of addiction, had decreased feelings of isolation and increased self-confidence and self-esteem. Ninety-five percent of parents reported their children to have decreased incidents of negative behaviors and truancy, and improved academic performance.

8. How was client satisfaction measured?

Client satisfaction is measured by client surveys. The client surveys are reviewed by the county liaison who enters the results into a database system. The results are analyzed and trends are assessed monthly.

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

The provider and program is evaluated by a team of advisory committee members who monitor the program's delivery system via site visits, review of bi-annual reports and client surveys. The client survey is used to evaluate and assess the programs' delivery system. Clients are asked to give the service provider constructive feedback for potential changes to be made in the curriculum, delivery of the service and the site where the client received the service. The client survey is provided to the participant, prior to exiting services. The results are aggregated and reviewed by the advisory committee and the county liaison prior to the quarterly site visit. The results are also presented and discussed with the service provider during the visit.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

Results from the client surveys identified a lack of transportation assistance as a gap or barrier to accessing services and as a result of this finding, the program has hired a driver to accommodate the participants in need of transportation assistance.

11. Would the county recommend this service provider to another county interested in this service?

Yes, definitely.

TABLE 6 – PSSF ADOPTION PROMOTION AND SUPPORT

1. Name of Service Provider:

   Forever Families

2. What type of service/program does this provider deliver:

   Adoptive family recruitment, pre and post adoption training and education, support groups, mentor families, lending library and family finding.

3. Describe the population served:

   Foster youth seeking permanency via adoption.

4. List other funding source(s) that support this service/program:

   CWS funds.

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

   The County's unmet need includes a lack of foster/adoptive homes and the necessary supportive services including counseling, support groups and mentor families. This can be seen by the large number of youth in long term placement. Many of these youth struggle with attachment/trust and often exhibit moderate behavioral challenges. Identifying adoptive homes for these youth has been a struggle. Linking families with the needed resources such as counseling and support has been even more difficult.

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

   Pre and post surveys are utilized for the adoption trainings and parent education classes. This data is compiled and analyzed quarterly to gage the participants learning. Compiled results are provided to Apple County Department of Health and Human Services on a quarterly basis.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

   Parent education classes have assisted in providing both prospective and current adoptive parents with resources and knowledge to assist with parenting youth exhibiting moderate behavioral challenges. The pre and post survey results compiled from the parent education classes for the reporting period indicate: 86 percent of participants significantly improved their understanding of trauma's interference on the brain's interpretation and communication functions; 95 percent of participants reported an increase in effective parenting responses to challenging behavior. In addition, C3.1 increased by 6 percent change during the reporting period with 16 youth exiting to permanency via adoption.

8. How was client satisfaction measured?

   The County includes in its contract with Forever Families the requirement to conduct client surveys. The County collects client survey results from Forever Families on a quarterly basis and audits the process annually. In addition, when conducting site visits, the program staff conducts informal interviews with families on site, asking whether they have

been asked to complete a client satisfaction survey.

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

The County conducted quarterly case sampling reviews, annual site visits and reviewed client satisfaction surveys.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

County management and program staff meet jointly with Forever Families administration to discuss any issues that may arise. During this reporting period there were no concerns identified that required correction.

11. Would the county recommend this service provider to another county interested in this service?

Yes.

CBCAP and PSSF Samples for Quality Assurance
Reporting Period of: July 1, 2011 through June 30, 2012

TABLE 1 – CBCAP

1. Name of Service Provider:

   Family Recovery and Education Program.

2. What type of service/program does this provider deliver:

   This community based prevention and intervention program offers family-centered services to children/youth of substance abusing parents. In age appropriate weekly support groups, children/youth receive information and participate in activities regarding addiction, feelings, denial, defenses, self care and self esteem. The parent education program includes individual, family and/or group counseling sessions and workshops/classes. The goal is to repair familial bonds and receive recovery support to sufficiently intervene and diminish the impact of parental substance abuse and violence on the lives of children/youth and promote the prevention of future substance abuse.

3. Describe the population served:

   This program targets both Child Welfare Services (CWS) involved families and those families at-risk of CWS involvement. The CWS involved participants utilize non-CBCAP funds. Intensive services are provided to children ages nine (9) to 16 years who have been affected by parental substance abuse issues.

4. List other funding source(s) that support this service/program:

   The CBCAP is leveraged with other funding streams which include: The S.H. Cowell Foundation; Amgen Foundation; and Ann Adler Family.

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

   In the past year, the county has experienced a 10 percent increase in CWS referrals. Of the number of referrals received, over 60 percent involved parents who have been assessed to have substance abuse issues. Although not all of these referrals led to open cases in CWS, this data reflects a need within the community. Substance abuse has been shown to be a risk factor to child abuse and neglect. The ACES study indicate that an alcohol and drug abuser in the household prior to a child's 18th birthday, leads to negative coping strategies brought on by the trauma experienced by the child. In addition, the County Index of Economic and Community Progress, reported that high school graduation rates in this county have been declining. In 2008-2010, the county's graduation rate of 79 percent, were two percentage points lower than the California's average. Our partners in education indicate that 30 percent of students who are falling behind in school and/or missing or truant from school are affected by substance abuse/use in the home. The largest group of these students falls between the ages 11-16.

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

   Pre and post-tests are administered and assessed on participant progress. Participants

complete a questionnaire prior to and at the completion of the program. The county liaison reviews all pre and post tests to determine the effectiveness of the services.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

Based on pre and post tests, 95 percent of children/youth, who participated in the program during this reporting period, reported a greater ability to process feelings associated with their parent's substance abuse; such as: guilt, helplessness, anger and frustration; 90 percent reported an increased understanding of the disease of addiction, had decreased feelings of isolation and increased self-confidence and self-esteem. Ninety-five percent of parents reported their children to have decreased incidents of negative behaviors and truancy, and improved academic performance.

8. How was client satisfaction measured?

Client satisfaction is measured by client surveys. The client surveys are reviewed by the county liaison who enters the results into a database system. The results are analyzed and trends are assessed monthly.

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

The provider and program is evaluated by a team of advisory committee members who monitor the program's delivery system via site visits, review of bi-annual reports and client surveys. The client survey is used to evaluate and assess the programs' delivery system. Clients are asked to give the service provider constructive feedback for potential changes to be made in the curriculum, delivery of the service and the site where the client received the service. The client survey is provided to the participant, prior to exiting services. The results are aggregated and reviewed by the advisory committee and the county liaison prior to the quarterly site visit. The results are also presented and discussed with the service provider during the visit.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

Results from the client surveys identified a lack of transportation assistance as a gap or barrier to accessing services and as a result of this finding, the program has hired a driver to accommodate the participants in need of transportation assistance.

11. Would the county recommend this service provider to another county interested in this service?

Yes, definitely.

TABLE 6 – PSSF ADOPTION PROMOTION AND SUPPORT

1. Name of Service Provider:

   Forever Families

2. What type of service/program does this provider deliver:

   Adoptive family recruitment, pre and post adoption training and education, support groups, mentor families, lending library and family finding.

3. Describe the population served:

   Foster youth seeking permanency via adoption.

4. List other funding source(s) that support this service/program:

   CWS funds.

5. List and describe the county "unmet or continued **need**" identified within the CSA or OCAP plan which justifies the funding of this service/program:

   The County's unmet need includes a lack of foster/adoptive homes and the necessary supportive services including counseling, support groups and mentor families. This can be seen by the large number of youth in long term placement. Many of these youth struggle with attachment/trust and often exhibit moderate behavioral challenges. Identifying adoptive homes for these youth has been a struggle. Linking families with the needed resources such as counseling and support has been even more difficult.

6. Specify the tool(s) utilized and how the tool(s) was used to evaluate the service/program's effectiveness. Effectiveness should be measured by using a tool(s) inherent to or developed specifically for a participant in the service/program to measure the change or progress made by the participant (micro level). This tool can be a document, equipment, observation, etc.

   Pre and post surveys are utilized for the adoption trainings and parent education classes. This data is compiled and analyzed quarterly to gage the participants learning. Compiled results are provided to Apple County Department of Health and Human Services on a quarterly basis.

7. Discuss the progress achieved by this service/program toward meeting the **need** as identified in Question Number 5. Progress can be reported as a change in (1) an outcome as defined in the Children and Family Services Review, (2) child welfare participation rates, (3) a change in demographics or systemic factor or (4) other. Include aggregated quantitative and/or qualitative data in the response.

   Parent education classes have assisted in providing both prospective and current adoptive parents with resources and knowledge to assist with parenting youth exhibiting moderate behavioral challenges. The pre and post survey results compiled from the parent education classes for the reporting period indicate: 86 percent of participants significantly improved their understanding of trauma's interference on the brain's interpretation and communication functions; 95 percent of participants reported an increase in effective parenting responses to challenging behavior. In addition, C3.1 increased by 6 percent change during the reporting period with 16 youth exiting to permanency via adoption.

8. How was client satisfaction measured?

   The County includes in its contract with Forever Families the requirement to conduct client surveys. The County collects client survey results from Forever Families on a quarterly basis and audits the process annually. In addition, when conducting site visits, the program staff conducts informal interviews with families on site, asking whether they have

been asked to complete a client satisfaction survey.

9. How did the county evaluate the service provider's service delivery system? For example, did the county visit the service provider, conduct a peer review, conduct a survey of the provider's clients, conduct case samplings, review client satisfaction surveys, etc.

The County conducted quarterly case sampling reviews, annual site visits and reviewed client satisfaction surveys.

10. If any concerns were discovered that required correction, what steps did the county take to ensure the concerns were addressed?

County management and program staff meet jointly with Forever Families administration to discuss any issues that may arise. During this reporting period there were no concerns identified that required correction.

11. Would the county recommend this service provider to another county interested in this service?

Yes.

AUTOMATED DATA SURVEY SYSTEM INSTRUCTIONS

I. **PURPOSE**

The web-based **automated data survey system** is designed to capture county Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF), the County Children's Trust Fund (CCTF) and the Child Abuse Prevention Council (CAPC) information in an effort to meet state and federal reporting requirements. This information includes participant data and activities that occurred during the reporting period for the above funded programs. A print out of the surveys (Attachment 3d) is attached to assist counties in collecting the data from their service providers prior to accessing the surveys. The OCAP recommends collecting and aggregating the data prior to accessing and completing the online surveys.

II. **SECTIONS OF THE AUTOMATED DATA SURVEY SYSTEM**

The following is a brief overview of the five sections of the automated data survey system. If a county blends funding sources, the county needs to determine the participant rates funded by each funding source to avoid duplication of participant rates when reporting the data.

1. The **CAPIT Survey** captures service activities and participant data.

2. The **CBCAP Survey** captures service activities; participant data; information and referral; public awareness/education; outreach activities; training and technical assistance needs; collaboration and coordination partnerships; funds spent on Evidence-Based/Evidence-Informed Programs/Practices (EBP/EIP); the allocation and expenditures for the CBCAP Program; and specific CBCAP program activity information. The CBCAP Survey consists of Parts 1, 2 and 3; all parts need to be completed.

   a. Instructions for the CBCAP EBP/EIP Checklist (Attachment 3b) must be reviewed to determine if the Federal Office of Management (OMB) rules apply to the OCAP funded direct service program(s)/practice(s) implemented in the county. The instructions will provide guidance for completing the CBCAP EBP/EIP Checklist.

   b. The CBCAP EBP/EIP Checklist (Attachment 3c) must be completed if the OMB rules apply to determine the level of each of the EBP/EIP for CBCAP funded programs/practices. This information will be required to complete the CBCAP EBP/EIP section of the CBCAP survey, Part I.

3. The **PSSF Survey** captures service activities, participant data and PSSF expenditures. The PSSF Survey consists of Parts 1 and 2; both parts must be completed.

4. The **CCTF Survey** captures CCTF programs, population served, CCTF funds spent on the programs and respective service activities funded with CCTF.

5. The **CAPC Survey** captures the type of organization, membership and activities of the CAPC.

III.   INSTRUCTIONS

1. **Accessing the survey**
   In order to access the surveys:
   a. The county representative must log onto the secure site at http://www.cdsscounties.ca.gov and scroll to the bottom left side of the page where you will see OCAP and the Annual Reporting link.

   b. Click on the Annual Reporting link. The page will open and the links to the CAPIT, CBCAP, PSSF, CCTF and CAPC surveys will be listed.

   c. When clicking on the appropriate program link, you will be prompted to input a user name and password.

   d. Your county has been **assigned a user name and password** that has been e-mailed to your county's Child Welfare Director. Contact your Child Welfare Director for the user name and password.
       i.   A username and password can only be provided to your County Child Welfare Director.

       ii. Do not use any alternative method to access the web-based reporting process such as attempting to create a profile, alter the username in any way or use profiles and passwords from previous years.

       iii. For security purposes, profiles including user names and passwords are updated annually.

       iv. If your county's Child Welfare Director has not received the user name and password information, request that he/she e-mail the following information to: OCAP-PND@dss.ca.gov :
           a)   County Name
           b)   Name of County Child Welfare Director
           c)   Telephone number of County Child Welfare Director
           d)   E-mail address of the County Child Welfare Director

2. **Reporting on Participant Rates for Direct Service**
   Direct service means that the service must be provided to an individual or family, and the planned duration of the services should be more than a one-time event. If the participant only attends the direct service once and drops

out, they should still be counted in this category, since the planned duration was for more than one time.

a. **Points to Consider**
   The following are points to consider when completing the CAPIT, CBCAP and PSSF surveys:

   i.   For the purpose of this report, provide only the number of clients receiving a service, not the number of times the client attended a class or meeting as part of the service.

   ii. Clients may access multiple services and shall be counted once for each service provided during the reporting period.

   iii. Count families only when the service is provided to the entire family.

b. **Sample**
   A family consisting of two parents and two children are enrolled in a six week parenting class. The parenting class is funded with PSSF Family Support. One parent, whose ethnic group is White—Non-Hispanic, attends for two weeks and drops out. The second parent, whose ethnic group is Black—Non-Hispanic, completes the course.

   In this sample the county would report the following:

   i.   Under the County PSSF Survey Part 1, Family Support Services, Number of Clients Served section, two (2) clients would be reported under **Parents/Caregivers** for Parent Education.

   ii. Under the County PSSF Survey Part 1, Family Support Services, Ethnic Group section, one (1) client would be reported under Parents/Caregivers for White-Non-Hispanic; and, one (1) client would be reported under Parents/Caregivers for Black—Non-Hispanic

   Children are not counted since they did not attend the parenting class.

3. **Inputting data into the survey**

a. Unless the data fields specify otherwise, the data fields require that you enter only numerical values. Therefore, commas, decimals, and symbols will not be accepted.

b. <u>Enter a zero if there is no data to report in that data field.</u>

c. When moving to the next reporting field, users may use the tab option as a primary method of progressing through the survey.

d. Data will be saved to the survey tool by clicking on the "next" button at the bottom of the page. Clicking on the "cancel" button at the bottom of the page will cancel the saving of the data entered on that page.

4. **Key points regarding the survey tool:**

a. The survey tool **will be closed** by the end of the business day that the annual report is due.

b. The system generates a notification to the system's administrator each time a survey is completed and/or changed after completion. To reduce excessive notifications, we recommend accessing and completing a survey only after all the data has been collected and aggregated.

c. If you need a copy of the responses you entered, enter your e-mail address on the last page of each of the surveys under Survey Summary Request. An e-mail will be generated and sent to the e-mail address provided. The e-mail will contain the survey responses, but the format will appear different than the screen shots. If screen shots are needed, use the print screen function to print each page of the survey after the data has been entered on that page. The user will be unable print the entire survey once data entry is completed at the end of the survey.

If you have technical difficulties accessing the automated data service system, please e-mail OCAP-PND@dss.ca.gov or call (916) 651-6960 for assistance.

INSTRUCTIONS FOR THE CBCAP EVIDENCE-BASED AND EVIDENCE INFORMED PROGRAMS AND PRACTICES (EBP/EIP) CHECKLIST

The Federal Office of Management and Budget (OMB) requires that all government programs and practice supported by CBCAP funds must be rated on their effectiveness. To meet the OMB's requirement, it is necessary that all CBCAP funded programs providing a direct service to families meet the criteria for "Emerging and
Evidence-Informed Programs and Practices" (EBP/EIP) or demonstrate that the county is working toward implementing EBP/EIP.

The CBCAP funded activities such as public awareness and brief information and referral activities are not required to be rated for effectiveness at this time.

Completing the CBCAP EBP/EIP Checklist (Attachment 3c)

1. Before using the CBCAP EBP/EIP Checklist, determine if the Federal OMB requirement applies to the CBCAP funded direct service program(s)/practice(s) implemented in the county. Review the two definitions below and determine if the program/practice can be considered an EBP/EIP:
    a. Program: consist of a collection of practices that are done within specific known parameters (philosophy, values, service delivery, structure, and treatment components). This refers to a specific set of activities that forms the entire program.
    b. Practice: consist of a skill, technique, and strategy that can be used by a practitioner. General strategies such as a "therapy" or "parenting classes" would not qualify as an EBP/EIP alone. The practice would need to be implementing a specific technique or components of a curriculum with positive evidence such as Parent-Child Interaction Therapy (PCIT).

2. Once the county has determined the number of CBCAP funded program(s)/practice(s) that fall under one of the definitions above, the county will utilize the CBCAP EBP/EIP checklist **(Attachment 3c)** to rate the level of each of the CBCAP EBP/EIP program(s)/practice(s).

3. Each of the CBCAP EBP/EIP program(s)/practice(s) should be categorized under one of the following levels.

    Level 0: PROGRAMS AND PRACTICES LACKING SUPPORT OR POSITIVE EVIDENCE *(If a practice/program provides a direct service, but does not fall under EBP/EIP level 1-4 then this would be reported under level 0).*
    Level I: EMERGING PROGRAMS AND PRACTICES
    Level II: PROMISING PROGRAMS AND PRACTICES
    Level III: SUPPORTED PROGRAMS AND PRACTICES

Level IV: WELL SUPPORTED PROGRAMS AND PRACTICES

4. When completing the CBCAP EBP/EIP Checklist for each program(s)/practice(s), review and respond to each question under each level by placing a check mark under YES or NO. The CBCAP Program/Practice must **receive a YES answer for every question** in that level in order to be classified as belonging in that level. Refer to the "Definitions" **(Attachment 5)** for an explanation of the terms on the checklist.

5. After completing the CBCAP EBP/EIP Checklist for each CBCAP funded program or practice, the county will list the name of each program/practice under the appropriate level on the **CBCAP Survey Part 1, EBP/EIP Program and Practices Reporting Section.** Once all the information for the CBCAP Survey Part 1 has been gathered, including the EBP/EIP Program and Practices Reporting Section information, access and complete the survey.

6. Each completed checklist should be kept at the county for audit purposes. A copy does not need to be submitted to the Office of Child Abuse Prevention (OCAP) for this annual report; however, the OCAP may request a copy during the annual report review process*.*

7. If the person responsible for completing the CBCAP EBP/EIP Checklist or the CBCAP Survey Part I has any questions regarding the above information, please contact the county assigned OCAP consultant (Attachment 6).

CBCAP EVIDENCE-BASED AND EVIDENCE INFORMED[1]
PROGRAMS AND PRACTICES (EBP/EIP) CHECKLIST

Name of Program/Practice being evaluated:_____

Reviewed by:_____Date:_____

Level I - EMERGING PROGRAMS AND PRACTICES

YES   NO   *PROGRAMMATIC CHARACTERISTICS*

☐   ☐   The program can articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through a program logic model or conceptual framework that depicts the assumptions for the activities that will lead to the desired outcomes.

☐   ☐   The program may have a book, manual, other available writings, training materials, OR may be working on documents that specifies the components of the practice protocol and describes how to administer it.

☐   ☐   The practice is generally accepted in clinical practice as appropriate for use with children and their parents/caregivers receiving child abuse prevention or family support services.

YES   NO   *RESEARCH & EVALUATION CHARACTERISTICS*

☐   ☐   There is no clinical or empirical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

☐   ☐   Programs and practices have been evaluated using less rigorous evaluation designs that have with no comparison group, including "pre-post" designs that examine change in individuals from before the program or practice was implemented to afterward, without comparing to an "untreated" group OR an evaluation is in process with the results not yet available.

☐   ☐   The program is committed to and is actively working on building stronger evidence through ongoing evaluation and continuous quality improvement activities.

Level II - PROMISING PROGRAMS AND PRACTICES

YES   NO   *PROGRAMMATIC CHARACTERISTICS*

☐   ☐   The program can articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through presence of a program logic model or conceptual framework that depicts the assumptions for the activities that will lead to the desired outcomes.

☐   ☐   The program may have a book, manual, other available writings, and training materials that specifies the components of the practice protocol and describes how to administer it. The program is able to provide formal or informal support and guidance regarding program model.

☐   ☐   The practice is generally accepted in clinical practice as appropriate for use with children and their parents/caregivers receiving services child abuse prevention or family support services.

YES   NO   *RESEARCH & EVALUATION CHARACTERISTICS*

☐   ☐   There is no clinical or empirical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

☐   ☐   At least one study utilizing some form of control or comparison group (e.g., untreated group, placebo group, matched wait list) has established the practice's efficacy over the placebo, or found it to be comparable to or better than an appropriate comparison practice, in reducing risk and increasing protective factors associated with the prevention of abuse or neglect. The evaluation utilized a quasi-experimental study design, involving the comparison of two or more groups that differ based on their receipt of the program or practice. A formal, independent report has been produced which documents the program's positive outcomes.

☐   ☐   The local program is committed to and is actively working on building stronger evidence through ongoing evaluation and continuous quality improvement activities. Programs continually examine long-term outcomes and participate in research that would help solidify the outcome findings.

☐   ☐   The local program can demonstrate adherence to model fidelity in program or practice implementation.

Level III - SUPPORTED PROGRAMS AND PRACTICES*

YES   NO   *PROGRAMMATIC CHARACTERISTICS*

☐   ☐   The program articulates a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through the presence of a detailed logic model or conceptual framework that depicts the assumptions for the inputs and outputs that lead to the short, intermediate and long-term outcomes.

☐   ☐   The practice has a book, manual, training, or other available writings that specifies the components of the practice protocol and describes how to administer it.

☐   ☐   The practice is generally accepted in clinical practice as appropriate for use with children and their parents/caregivers receiving child abuse prevention or family support services.

YES   NO   *RESEARCH & EVALUATION CHARACTERISTICS*

☐   ☐   There is no clinical or empirical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

☐   ☐   The research supporting the efficacy of the program or practice in producing positive outcomes associated with reducing risk and increasing protective factors associated with the prevention of abuse or neglect meets at least one or more of the following criterion:

- At least two rigorous randomized controlled trials (RCTs) in highly controlled settings (e.g., university laboratory) have found the practice to be superior to an appropriate comparison practice. The RCTs have been reported in published, peer-reviewed literature. OR

- At least two between-group design studies using either a matched comparison or regression discontinuity have found the practice to be equivalent to another practice that would qualify as supported or well supported; or superior to an appropriate comparison practice.

YES   NO   *RESEARCH & EVALUATION CHARACTERISTICS*

☐   ☐   The practice has been shown to have a sustained effect at least one year beyond the end of treatment, with no evidence that the effect is lost after this time.

Level III - SUPPORTED PROGRAMS AND PRACTICES* continued

☐　　☐　　Outcome measures must be reliable and valid, and administered consistently and accurately across all subjects.

☐　　☐　　If multiple outcome studies have been conducted, the overall weight of evidence supports the efficacy of the practice. [If not applicable, you may skip this question.]

☐　　☐　　The program is committed and is actively working on building stronger evidence through ongoing evaluation and continuous quality improvement activities.

☐　　☐　　The local program can demonstrate adherence to model fidelity in program implementation.

*Note: For purposes of OMB PART reporting, programs and practices at Levels III Supported Program and Practices and Level IV Well Supported Programs and Practices will be given the same weight

Level IV - WELL SUPPORTED PROGRAMS AND PRACTICES*

YES　　NO　　*PROGRAMMATIC CHARACTERISTICS*

☐　　☐　　The program articulates a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through the presence of a detailed logic model or conceptual framework that depicts the assumptions for the inputs and outputs that lead to the short, intermediate and long-term outcomes.

☐　　☐　　The practice has a book, manual, training or other available writings that specify components of the service and describes how to administer it.

☐　　☐　　The practice is generally accepted in clinical practice as appropriate for use with children and their parents/caregivers receiving child abuse prevention or family support services.

YES　NO　　*RESEARCH & EVALUATION CHARACTERISTICS*

☐　　☐　　Multiple Site Replication in Usual Practice Settings: At least two rigorous randomized controlled trials (RCT's) or comparable methodology in different usual care or practice settings have found the practice to be superior to an appropriate comparison practice. The RCTs have been reported in published, peer-reviewed literature.

☐　　☐　　There is no clinical or empirical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

4

Level IV - WELL SUPPORTED PROGRAMS AND PRACTICES* continued

☐   ☐   The practice has been shown to have a sustained effect at least one year beyond the end of treatment, with no evidence that the effect is lost after this time.

☐   ☐   Outcome measures must be reliable and valid, and administered consistently and accurately across all subjects.

☐   ☐   If multiple outcome studies have been conducted, the overall weight of the evidence supports the effectiveness of the practice.

YES   NO   *RESEARCH & EVALUATION CHARACTERISTICS*

☐   ☐   The program is committed and is actively working on building stronger evidence through ongoing evaluation and continuous quality improvement activities.

☐   ☐   The local program can demonstrate adherence to model fidelity in program implementation.

*Note: For purposes of OMB PART reporting, programs and practices at Levels III Supported Program and Practices and Level IV Well Supported Programs and Practices will be given the same weight.

Level 0 - PROGRAMS AND PRACTICES LACKING SUPPORT OR POSITIVE EVIDENCE
Programs or practices that do not meet the threshold for Level I Emerging and Evidence informed will be counted in this category for purposes of reporting for the CBCAP Efficiency measure.

PROGRAMMATIC CHARACTERISTICS

The program is not able to articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes.

The program does not have a book, manual, other available writings, training materials that describe the components of the program.

RESEARCH & EVALUATION CHARACTERISTICS

Two or more randomized, controlled trials (RCTs) have found the practice has not resulted in improved outcomes, when compared to usual care.

OR

PROGRAMS AND PRACTICES LACKING SUPPORT OR POSITIVE EVIDENCE continued

If multiple outcome studies have been conducted, the overall weight of evidence does NOT support the efficacy of the practice.

OR

No evaluation has been conducted. The program may or may not have plans to implement an evaluation.

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[1] These categories were adapted from material developed by the California Clearinghouse on Evidence-Based Practice in Child Welfare and the Washington Council for the Prevention of Child Abuse and Neglect.

SURVEYS COVERSHEET

1. Child Abuse Prevention, Intervention, and Treatment (CAPIT) Program Survey.

2. Community-Based Child Abuse Prevention Program (CBCAP) Survey
   Part I includes:
   a. Prevention Direct Services
   b. Evidence-Based and Evidence Informed (EBP/EIP) Program Practices Data Reporting
   c. CBCAP Carry-Over Funds

3. Community-Based Child Abuse Prevention Program (CBCAP) Survey
   Part 2 includes:
   a. Information and Referral
   b. Public Awareness/Public Education
   c. Outreach Activities
   d. Collaboration and Coordination
   e. Training and Technical Assistance

4. Community-Based Child Abuse Prevention Program (CBCAP) Survey
   Part 3 includes:
   a. CBCAP Activities
   b. Client Satisfaction
   c. CBCAP Peer Review
   d. Parents/Consumers – Parent Leadership and Family Involvement

5. Promoting Safe and Stable Families (PSSF) Survey
   Part 1 includes:
   a. Family Preservation Services
   b. Family Support Services

6. Promoting Safe and Stable Families (PSSF) Survey
   Part 2 includes:
   a. Adoption Promotion and Support Services
   b. Time Limited Family Reunification Services.

7. County Children's Trust Fund (CCTF) Survey

8. Child Abuse Prevention Council (CAPC) Survey
   a. Type of Organization
   b. CAPC Membership
   c. CAPC Activities

County CAPIT Survey - 2011/12

Direct Services

This survey is for reporting period July 1, 2011-June 30, 2012
* denotes a required entry.

The purpose of the CAPIT program is to provide direct service activities to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive environment, and to increase the safety, permanency, and well-being of children and families.

Direct services means that the services must be provided to an individual or family, and the planned duration of the services should be more than a one-time event. If the participant only attends the direct service once and drops out, they should still be counted in this category, since the planned duration was for more than one time.

CAPIT cannot be used for Public Awareness, Network Development, or Outreach Activities.

1. **Number of Clients Served***

This survey is "service focused." Client counts are to be recorded under one of the five participant options ("Children, "Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

PLEASE NOTE: only three "Additional Direct Service" options are available. **If a service is not listed, contact your OCAP Consultant for assistance.**

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Day Care / Child Care,					
Family Counseling,					
Family Workers,					
Health Services,					
Home Visiting,					
Multidisciplinary Team Services,					
Parent Education and Support,					
Psychiatric Evaluations,					
Respite Care,					
Special Law Enforcement,					
Teaching & Demonstrating Homemakers,					
Temp In-Home Caretakers,					
Transportation,					

County CAPIT Survey - 2011/12

Direct Services - Other

(If the county provided other/additional Direct Service(s) **not included** on the previous page, **one service** that was provided to clients may be specified **in each of the** "Direct Service" **fields** below.)

2. **Direct Service -- 1***
   Please specify another Direct Service provided (maximum 80 characters).

None

3. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Direct Service -- 1,					

4. **Additional Direct Service -- 2***
   Please specify another Direct Service provided (maximum 80 characters).

None

5. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Direct Service -- 2,					

6. **Additional Direct Service -- 3***
   Please specify another Direct Service provided (maximum 80 characters).

None

7. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Direct Service -- 3,					

County CAPIT Survey - 2011/12

Ethnic Groups

8. **Enter total client counts for questions 1-7 for the identified groups below.***

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

9. **Ethnicity of those noted above as "Other."**
   (Maximum 50 characters)

10. **Survey Summary Request**
    To receive a summary of your entries to this survey, enter your full e-mail address.

County CBCAP Survey - 2011/12 - Part 1

Preventive Direct Services

This survey is for reporting period July 1, 2011-June 30, 2012.
* denotes a required entry.

The purposes of the CBCAP program are: (1) to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and (2) to foster understanding, appreciation, and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

Direct services means that the services must be provided to an individual or family, and the planned duration of the services should be more than a one-time event. If the participant only attends the direct service once and drops out, they should still be counted in this category, since the planned duration was for more than one time.

Report Public Awareness, Information & Referral, and Network Development activities in CBCAP Part 2.

1. **Number of Clients Served***
   (received Preventive Direct Services)

This survey is "service focused." Services have been compiled to fit under service categories. Refer to ACIN **Service Categories** list (Attachment 3e) for a full list of service categories. A service category with an **asterisk** indicates that other services may fall under that category. Service categories in **"bold"** indicate the CBCAP core services.

Client counts are to be recorded under one of the five participant options ("Children," Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

PLEASE NOTE: only one "Additional Preventive Direct Service" option is available. **If a service is not listed in the Service Categories' list, contact your OCAP Consultant for assistance.**

	Children	Parents / Caregivers	Children with Disabilites	Parents / Caregivers w/Disabilities	Families
Adult Education,					
Advocacy,					
Assessment/Screening*,					
Case Management,					
Concrete Supports*,					
Day Care/Child Care,					
Disability Services,					
Domestic Violence Services,					
Drop-In Center (FRC, other),					
Early Childhood Education Care & Intervention,					
Early Developmental Screening,					
Health Services*,					

Home Visiting (Voluntary),					
Housing Services,					
MDT Services*,					
Mental Health Services*,					
Parent Support Group (self help),					
Parenting Education/ Program (Classes)*,					
Peer Counseling/Mentoring,					
Respite Care/Crisis Nursery,					
Substance Abuse Treatment Services*,					
Transportation,					
Youth Programs*,					

County CBCAP Survey - 2011/12 - Part 1

Preventive Direct Services - Other

If the county provided other/additional Support and Preventive Direct Service(s) not included on the previous page, **one service** that was provided to clients may be specified in the "Additional Preventive Direct Service" **field** below.

2. **Additional Preventive Direct Service***
Please specify another direct Core Support and Preventive Direct Service provided (maximum 80 characters).

None

3. **Number of Clients Served***
Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Preventive Direct Service -- 1,					

4. **Ethnic Groups***
Enter total client counts for question 1 and 3 for the identified groups below.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

5. **Ethnicity of those noted above as "Other."**
(Maximum 50 Characters)

County CBCAP Survey - 2011/12 - Part 1

Models of Service

Report whether the county supports any of the following with CBCAP funds. Provide a descriptioin of services offered in each category if applicable.

6. **Differential Response***
   Are CBCAP funds used?

   ○ Yes   ○ No

   Provide a description of services offered.

   [ ]

7. **Family Resouce Center***
   Are CBCAP funds used?

   ○ Yes   ○ No

   Provide a description of services offered.

   [ ]

8. **Family Support Program***
   Are CBCAP funds used?

   ○ Yes   ○ No

   Provide a description of services offered.

   [ ]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Program and Practices Reporting

The Federal Office of Management and Budget (OMB) requires that all government programs and practices supported by CBCAP funds must be rated on their effectiveness. To meet the OMB's requirement, the OCAP requires that all CBCAP funded programs providing direct service meet the criteria for "Emerging and Evidence-Informed Programs and Practices" or demonstrate that the county is working toward implementing "Emerging and Evidence-Informed Programs and Practices." Typical programs may include voluntary home visiting, parenting programs, parent mutual support, respite care, family resource centers, or other family support programs.

CBCAP funded activities such as public awareness, brief information and referral, or network activities are not required to be rated.

To determine if the OMB requirement applies to the CBCAP program/practice currently operating in your county, review *Instructions For Evidence-based and Evidence-informed Program and Practice Checklist* and the *Evidence-based and Evidence-informed Program and Practice Checklist* (Attachments 3b and 3c) prior to completing questions 9-18.

9. **Level 0 Programs/Practices** -- List up to 4 programs/practices that meet the definition of Level 0 -- **Lack Support or Positive Evidence** *

List the names of Level 0 Programs/Practices --
(80 characters maximum for each activity described)

1- [_____]

2- [_____]

3- [_____]

4- [_____]

10. **Level 0 Expenditures** -- Enter the amount of CBCAP funds expended to support each program/practice listed under Level 0 in question #9 above. *
Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

	Amount Expended
Level 0 Program/Practice 1,	[_____]
Level 0 Program/Practice 2,	[_____]
Level 0 Program/Practice 3,	[_____]
Level 0 Program/Practice 4,	[_____]
Calculate the total expended for **Level 0**	[_____]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Programs & Practices Reporting (Con't)

11. **Level 1 Programs/Practices** -- list up to 4 programs/practices that meet the definition of Level 1 -- **Emerging***

   List the names of Level 1 Programs/Practices --
   (80 characters maximum for each activity described)

   1- [   ]
   2- [   ]
   3- [   ]
   4- [   ]

12. **Level 1 Expenditures** -- Enter the amount of CBCAP funds expended to support each program/practice listed under Level 1 in question #11 above. *
   Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

	Amount Expended
Level 1 Program/Practice 1,	[ ]
Level 1 Program/Practice 2,	[ ]
Level 1 Program/Practice 3,	[ ]
Level 1 Program/Practice 4,	[ ]
Calculate the total expended for Level 1	[ ]

13. **Level 2 Programs/Practices** -- List up to 4 programs/practices that meet the definition of Level 2 -- **Promising***

   List the names of Level 2 Programs/Practices --
   (80 characters maximum for each activity described)

   1- [   ]
   2- [   ]
   3- [   ]
   4- [   ]

14. **Level 2 Expenditures** -- Enter the amount of CBCAP funds expended to support each program/practice listed under Level 2 in question #13 above. *
   Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

	Amount Expended
Level 2 Program/Practice 1,	[ ]
Level 2 Program/Practice 2,	[ ]
Level 2 Program/Practice 3,	[ ]
Level 2 Program/Practice 4,	[ ]
Calculate the total expended for Level 2	[ ]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Programs & Practices Reporting (Con't)

15. **Level 3 Programs/Practices** -- List up to 4 programs/practices that meet the definition of Level 3 -- **Supported***

   List the names of Level 3 Programs/Practices --
   (80 characters maximum for each activity described)

   1- [   ]
   2- [   ]
   3- [   ]
   4- [   ]

16. **Level 3 Expenditures** -- Enter the amount of CBCAP funds expended to support each program/practice listed under Level 3 in question #15 above. *
   Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

	Amount Expended
Level 3 Program/Practice 1,	[ ]
Level 3 Program/Practice 2,	[ ]
Level 3 Program/Practice 3,	[ ]
Level 3 Program/Practice 4,	[ ]
Calculate the total expended for Level 3	[ ]

17. **Level 4 Programs/Practices** -- List up to 4 programs/practices that meet the definition of Level 4 -- **Well supported***

   List the names of Level 4 Programs/Practices --
   (80 characters maximum for each activity described)

   1- [   ]
   2- [   ]
   3- [   ]
   4- [   ]

18. **Level 4 Expenditures** -- Enter the amount of CBCAP funds expended to support each program/practice listed under Level 4 in question #17 above. *
   Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

	Amount Expended
Level 4 Program/Practice 1,	[ ]
Level 4 Program/Practice 2,	[ ]
Level 4 Program/Practice 3,	[ ]
Level 4 Program/Practice 4,	[ ]
Calculate the total expended for Level 4	[ ]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Program & Practices Data Reporting (Con't)

19. **Information and Referral Spending***
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Total spent on Information and Referral,

    [   ]

20. **Public Awareness & Public Education Spending***
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Total spent on Public Awareness & Public Education,

    [   ]

21. **Prevention Network Development Spending** -- Prevention Network Development includes activities to support community based efforts to develop, operate, expand and/or enhance network initiatives and/or coordinate resources and activities aimed at preventing child abuse and neglect. *
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Total spent on Prevention Network Development,

    [   ]

22. **Infrastructure Spending** -- Infrastructure costs include only costs to implement and support **an EIP/EBP program identified as a level 0-4 program/practice above** such as technical assistance & training, evaluation and information systems, network collaboration, grants management and monitoring. *
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Total spent on Infrastructure,

    [   ]

23. **Administrative Costs** -- Report CBCAP funds spent on administrative activities that **do not support an EIP/EPB program** but may support the CBCAP program during the reporting period. Activities may include developing procedures for a program/practice.*
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Amount Spent on Administrative Activities,

    [   ]

24. **Parent Engagement, Leadership, and Development** -- Report only CBCAP funds that were spent on activities and training to enhance and support parent participation and leadership during the reporting period.*
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Amount Spent on Parent Leadership and Development,

    [   ]

25. **Total Amount of CBCAP Money Spent** (Total of questions 10, 12, 14, 16, 18, & 19-24.)*
    Report **CBCAP funds expended from the current allocation only**. Exclude funds carried over.

    Amount Expended

    Total of All CBCAP Dollars Spent,

    [   ]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Program & Practices Data Reporting (Con't)

26. **County CBCAP Allocation** (See ACIN I-69-11E for the county's CBCAP allocation for the reporting period.)*
   Enter whole dollars only—no decimals

   Amount Received

   Report the County's CBCAP allocation received for the reporting period, [   ]

27. **Unspent CBCAP Funds From Current Allocation at End of SFY** (Subtract #25 from #26.)*
   Enter whole dollars only—no decimals

   Unspent Balance

   Balance of CBCAP Funds as of June 30 2012, [   ]

28. **If Response to 27 is not Zero** -- reply to all three questions.
   250 Characters maximum for each answer (Text beyond 250 will be lost.)

   Provide the reason for the remaining balance [   ]

   Describe how the county plans to expend the balance [   ]

   Provide the time frame for expending the balance [   ]

County CBCAP Survey - 2011/12 - Part 1

EBP/EIP Program & Practices Data Reporting (Con't)

CBCAP Carry-Over Funds
Complete this section if the county has carried over CBCAP funds from previous years or has unspent CBCAP funds that are being carried over.

29. **Carry-over Funds Expended** -- Enter the amount of CBCAP funds carried over from any of the previous years that were used during this reporting period.
(Use whole dollars only.)

	Amount Expended
No carry-overs used (Enter N/A.),	
2010/11,	
2009/10,	
2008/09,	
2007/08	

30. **Carry-over Funds Unspent** -- Enter the amount of CBCAP funds carried over from any of the previous years that remain unspent.
(Use whole dollars only.)

	Amount Remaining
No carry-overs (Enter N/A.),	
2010/11,	
2009/10,	
2008/09,	
2007/08	

31. **If Carry-over Funds Remain**

Report the plan to spend down these funds by the end of the current fiscal year.

32. **Survey Summary Request**
To receive a summary of your entries to this survey, enter your full e-mail address.

County CBCAP Survey - 2011/12 - Part 2

Information and Referral

This survey is for reporting period July 1, 2011-June 30, 2012.
* denotes a required entry.

Information and Referral activities may include providing information regarding community and social services that are available for at-risk families and the community. These activities may be provided by means of the telephone, in-person, or through a mail-out or website.

1. Provide the count of contacts made by means of the methods below.*

	Total
In Person Contacts	
Phone calls Received	
Mailings	
Website Contacts	

County CBCAP Survey - 2011/12 - Part 2

Public Awareness / Public Education

Public awareness or public education activities under CBCAP are beneficial activities that focus on the healthy and positive development of parents and children and focus on the promotion of child abuse and neglect prevention activities. These activities can include public education and outreach, and public awareness campaigns. Such activities are usually directed at the general population but may also be targeted for specific populations or communities identified to be at increased risk of abuse or neglect.

2. **Child Abuse Prevention Month Activities**
Describe the activities the agency coordinated or participated in for the promotion and observance of Child Abuse Prevention Month during April 2012. If the agency did not engage in any activities enter, "None." *

250 Characters Maximum (Any characters beyond 250 may be lost.)

3. **Estimates of Population Reached**
Since it is difficult to provide an exact number of individuals who may have received or may have been exposed to the public awareness or public education activities. **Please provide your most accurate estimate.** *
(The data should reflect the individuals who received or were exposed to the public awareness or public education activities funded by the CBCAP program.)

	Estimate Reached
Education sessions/Trainings/Workshops (online or in person)	
Newsletters mailed	
Phone calls to Parent Support line	
Newspaper - Public Service Announcements	
Television - Public Service Announcements	
Theatre/Movie Ads	
Radio - Public Service Announcements	
News Flyer (Newsletters)	
Books/DVD/Resource Guides	
Public Speakers/Presentations	
Distribution of New Parent Kits	
Brochures	
Bill Boards; Banners; Posters; Marques; Window Displays	
Community Events (Fairs; Campaign; Farmers Market; Booths; Fundraisers)	
Wristbands; Buttons; Memorabilia; Car Stickers; Bags; Calendars	
Art Contests	
Social Media (Web; Facebook; Twitter; etc)	
Schools (Kindergarten - College)	
Programs (Home Visiting; Headstart)	
None	

County CBCAP Survey - 2011/12 - Part 2

Outreach to Special Populations

4. List one target population and corresponding outreach activity that occurred during the reporting period to maximize participation of racial and ethnic minorities and members of other underserved or underrepresented groups. An example has been provided. If no outreach activities occurred, enter, "None." *

   Target Population Example:
   Spanish speaking parents.

   Population Targeted (Maximum 80 characters)

5. List the corresponding outreach activity for the targeted population above. If no outreach activities occurred, enter, "None." *

   Outreach Activity Example:
   Bilingual staff provided written and verbal information about the Family Resource Center and child abuse prevention at the local Cinco de Mayo Street Festival.

   Outreach Activity (250 Characters Maximum -- Any characters beyond 250 may be lost.)

6. List one outreach activity that occurred during the reporting period that: promoted culturally competent and relevant programs and activities for funded programs; or addressed racial and ethnic disproportionality in prevention and child welfare. An example has been provided. If no outreach activities occurred, enter, "None."*

   Cultural Competence Activity Example:
   CWS data shows the increase of CWS referrals of the Hmong people. As a result, an in-service training on Hmong history and culture was provided to CWS staff and CBCAP contractors.

   Activity Description (250 Characters Maximum -- Any characters beyond 250 may be lost.)

7. List an outreach activity that occurred during the reporting period to maximize participation of parents or children with mild to moderate disabilities in CBCAP programs. An example has been provided. If no activities occurred, enter, "None."*

   Outreach Activity Example:
   The Child Abuse Prevention Council attended the local Special Olympics event and provided information on child abuse prevention and resources for parents. Information included a directory of the County's Family Resource Centers.

   Outreach Activity (250 Characters Maximum -- Any characters beyond 250 may be lost.)

County CBCAP Survey - 2011/12 - Part 2

Collaboration and Coordination

The OCAP encourages the development of the continuum of preventive services for children and families through community-based collaborations and public-private partnerships.

8. Select from the following list the programs and initiatives where collaboration and coordination is occurring for the purpose of strengthening and supporting families for the prevention of child abuse and neglect. The list is not meant to be all inclusive but is meant to provide an indication of the types of partnerships that existed in your county during this reporting period. Check as many as apply.*

- ☐ Alcohol and Other Drugs/Substance Abuse Treatment Programs
- ☐ Behavioral Health Services
- ☐ Board of Supervisors
- ☐ Businesses/Media/Arts Council
- ☐ CalWorks
- ☐ CAPC/CCTF Commission; Board; Council
- ☐ Community Based Organization's/ Food Bank
- ☐ Child Care Programs
- ☐ Child Support Enforcement Access and Visitation Programs
- ☐ Court/Juvenile Justice/Attorneys
- ☐ Domestic Violence Program
- ☐ Early Childhood Comprehensive Systems Programs
- ☐ Early Head Start Programs
- ☐ Education – Schools/Colleges/School Districts
- ☐ Faith-based Agencies
- ☐ First Five
- ☐ FRC/FRC Networks
- ☐ Health & Human Services Agency
- ☐ Home Visiting Programs
- ☐ Hospitals/Medical Clinics
- ☐ Law Enforcement
- ☐ Maternal and Child Health – Title V Programs
- ☐ Organizations for the Disabled
- ☐ Probation
- ☐ Public Local Agencies (Library; Parks & Recreation; Housing; Development)
- ☐ Tribal TANF Program/Tribes/ICWA

County CBCAP Survey - 2011/12 - Part 2

Training and Technical Assistance

9. **Training & Technical Assistance Priorities**
   From the following list of technical assistance and/or training topics, **select the top ten and prioritize** technical assistance and/or training needs of the county. Place a numerical value next to the topic in the order of priority. The value of 1 is the topic with the highest priority. If other is selected, provide a short description of the topic.*

   Logic Model ☐

   Cultural Competence ☐

   Parent Leadership ☐

   CBCAP Peer Review ☐

   Father Involvement ☐

   Increasing Participation of Special Populations ☐

   Building Collaborative Relationships ☐

   Strengthening Outreach ☐

   CAPC Capacity Building ☐

   Evidence Based and Evidence Informed Programs ☐

   Public Awareness Techniques & Campaigns ☐

   Fund Raising Techniques ☐

   Tapping the Business Community for Support ☐

   Tapping Resources to Meet Translation Needs ☐

   Rural Approach to Building a Strong Prevention Community ☐

   Monitoring Grantee Contracts and Funds ☐

   Venues for Sharing Resources ☐

   Pathway Mapping Initiative: Mental Mapping for the Prevention of Child Abuse and Neglect ☐

   Evaluating Prevention-focused Program: Qualitative and Quantitative Methods ☐

   Mandated Reporter Training & Prevention ☐

   Other ☐

   None ☐

10. Provide a short description of the technical assistance and/or training topic included above as "Other".*

    Technical Assistance or Training Topic (Maximum 80 Characters)

    None

11. **Survey Summary Request**
    To receive a summary of your entries to this survey, enter your full e-mail address.

County CBCAP Survey - 2011/12 - Part 3

1. CBCAP Activities

For Activity 1 and Activity 2 below, describe the extent of collaborations with other county, public, and private entities to maximize the use of CBCAP funds with various federal, state, local, and private funds to enhance child abuse prevention activities. For the purposes of this section, an activity refers to a CBCAP funded service/program, public awareness or prevention network activity. Identify and describe at least one CBCAP outcome measured during the reporting period for each of the CBCAP funded activities.

*For two activities **funded with CBCAP funds**, complete the following tables.*

Table 1 -- Activity 1

1. **Activity to Be Reported***

   ○ Service/Program Activity   ○ Public Awareness Activity   ○ Prevention Network Activity

2. **Name of the activity***

   [   ]

3. **Name of service provider***

   [   ]

4. **Description of the activity** (Include the specific services provided.)*

   [   ]

5. **Agency Collaboration***
   List the agencies that collaborated to develop/support this activity.

   [   ]

6. **Funding Sources Used***
   List the funding sources that were used to leverage CBCAP funds to make this activity possible.

   [   ]

7. **For 2011/12, select the outcome to be reported for Activity 1.***

   ○ Engagement/Short-term   ○ Intermediate   ○ Long-term

8. **Describe the outcome selected in #7, how the outcome was measured, and the results.***
   Include in the description how this activity strengthened and supported families to prevent child abuse and neglect.

   [   ]

County CBCAP Survey - 2011/12 - Part 3

1. Activities (con't.)

Table 2 -- Activity 2

9. **Activity to Be Reported***

   ○ Service/Program Activity   ○ Public Awareness Activity   ○ Prevention Network Activity

10. **Name of the activity***

    [   ]

11. **Name of service provider***

    [   ]

12. **Description of the activity** (Include the specific services provided.)*

    [   ]

13. **Agency Collaboration***
    List the agencies that collaborated to develop/support this activity.

    [   ]

14. **Funding Sources Used***
    List the funding sources that were used to leverage CBCAP funds to make this activity possible.

    [   ]

15. **For 2011/12, select the outcome to be reported for Activity 2. This outcome must be different than the one reported for Activity 1.***

    ○ Engagement/Short-term   ○ Intermediate   ○ Long-term

16. **Describe the outcome** selected in #15, **how** the outcome was **measured**, and the **results**.*
    Include in the description how this activity strengthened and supported families to prevent child abuse and neglect.

    [   ]

County CBCAP Survey - 2011/12 - Part 3

2. Client Satisfaction

17. **Case Specific Example** (Provide a case specific example of a parent/consumer who benefited from a **CBCAP** funded services/program, network development or public awareness activity during the reporting period)*

    Include in the example the name of the **CBCAP** funded services/program, network development, or public awareness activity and a description of the change in the parent/consumer's behavior that demonstrated how the parent/consumer benefited from the **CBCAP** funded services/program, network development, or public awareness activity.

18. **Assessment Tool Used***

    Select the tool used to assess the parent/consumer's satisfaction in the services received from the program identified in #17 above.

    ○ Telephone Survey

    ○ In-person Interview

    ○ In-person Pre and Post Test

    ○ Focus Group

    ○ On-line Survey

    ○ Other: Explain

County CBCAP Survey - 2011/12 - Part 3

3. CBCAP Peer Review

Peer Review is a form of quality assurance that uses a process of self-assessment and external review by two or more similar CBCAP programs. The CBCAP Peer Review process is a different process than the Peer Quality Case Review (PQCR) used in the California Children and Families Services Review. For more information regarding the CBCAP Peer Review visit: http://www.friendsnrc.org/peer-review

You must select one of the following two options (Option A or Option B) to report on peer review activities:

19. Peer Review Activities Occurred

☐ **Option A: Local CBCAP Peer Review activities occurred during the reporting period**
Select all activities that were conducted.

☐ CBCAP peer review training

☐ On-site visit by peers that included observation and discussion

☐ Case review by peers for the purpose of self assessment and improvement of practice

☐ Facilitated focus group with peers for the purpose of self assessment and improvement

☐ Other: Describe.

```


```

20. No Peer Review Activities Took Place

☐ **Option B: No CBCAP peer review activities occurred during the reporting period.**

County CBCAP Survey - 2011/12 - Part 3

4. Parents/Consumers - Parent Leadership and Family Involvement

The OCAP maintains a commitment to: (1) the involvement of parents in the planning and implementation of programs receiving CBCAP funds, which includes parents of children with disabilities, parents who are individuals with disabilities, racial and ethnic minorities, adult former victims of child abuse and neglect, and members of other underrepresented or underserved groups; (2) strengthening parent leadership and parent involvement throughout the State. Meaningful parent involvement can occur when parents are viewed as effective leaders in shaping the direction of their families, programs, and communities. Parent leaders assist counties with their efforts to improve service delivery and outcomes.

21. Select which activities were provided **to enhance parent participation and leadership** in the prevention of child abuse and neglect. (See Question #24 for activities where the parent was an active participant. Do not record those activities in this section.)*

    ☐ Skill Development Training

    ☐ Agency Orientation

    ☐ Conference (sponsored attendance)

    ☐ Convenient Time and Location for Meetings

    ☐ Awards, Recognition or Scholarship

    ☐ Provision of Ongoing Training

    ☐ Peer Support

    ☐ Invitation to staff meeting

    ☐ Stipend

    ☐ Child Care

    ☐ Transportation

    ☐ Provision of Office Space and Supplies

    ☐ Invitation or Direct Request Made to Parent

    ☐ **no activities were provided to enhance parent participation and leadership in the prevention of child abuse and neglect during this reporting period.**

22. **Enter one activity selected from #21, above.** *

    [   ]

23. **Provide details on the activity** (entered in #22) **to enhance parent participation and leadership.***

County CBCAP Survey - 2011/12 - Part 3

4. Parents/Consumers - Parent Leadership and Family Involvement (cont.)

24. **Activities of Active Participants**

Select the activities where parents were **active participants**. If a parent attended a meeting, determine the type of meeting, i.e. advisory, grant making, state or local board or council, etc., and mark the appropriate area. *

☐ Grant making board or committee

☐ Agency advisory board, council, or coalition

☐ State or local board, council, or coalition

☐ CAPC meetings (includes regional CAPC)

☐ County Children's Trust Fund (CCTF)

☐ Development of the County Self Assessment

☐ Development of the County System Improvement Plan

☐ Program monitoring, oversight, or evaluation (includes CBCAP Peer Review)

☐ Review and selection of grant proposals

☐ Training staff and/or volunteers

☐ Participated in public awareness or outreach activities

☐ Served as a mentor for other families

☐ Recruitment of volunteers

☐ Participated in the hiring process

☐ Developed educational material

☐ Participated in fund raising activities

☐ Child Abuse Prevention Month (planning, development or implementing activities)

☐ Participated in public speaking engagements

☐ Participated in a parent leadership role

☐ Served as a volunteer in the area of child abuse prevention

☐ Other: Describe.

```
[text box]
```

25. **Enter one activity selected from #24, above. ***

```
[text box]
```

26. **For the activity entered in #25, provide a description of the project, role, and activities the parent performed as an active participant.***

```
[text box]
```

County CBCAP Survey - 2011/12 - Part 3

4. Parents/Consumers - Parent Leadership and Family Involvement (cont.)

27. **No Active Parent Participants**

☐ Select if parents were not active participants in the planning, implementing and evaluating of child abuse prevention programs during this reporting period.

28. **Number of Active Parents***

Record the unduplicated number of parents who were actively involved in leadership activities as listed in #24 during the reporting period.

29. **Challenges or Technical Assistance Needs***

Describe the challenges or technical assistance needs regarding the recruitment and retention of parent leaders.

30. **Survey Summary Request**
To receive a summary of your entries to this survey, enter your full e-mail address.

County PSSF Survey - 2011/12 Part 1

Family Support Services

This survey is for reporting period July 1, 2011 - June 30, 2012.
* denotes a required entry.

The term "family support services" means **community-based services** to promote the safety and well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a safe, stable and supportive family environment, to strengthen parental relationships and promote healthy marriages, and otherwise to enhance child development. ([42 U.S.C. 629a](#))

1. **Target Population***
   (Maximum 80 characters)

   [   ]

2. **Geographical Location***
   (Select geographical area that best applies to the provision of Family Support Services)

	Urban	Rural	Neighborhood	Countywide
Service Area	○	○	○	○

3. **Number of Clients Served***
   (received Family Support Services)

   This survey is "service focused." Services have been compiled to fit under service categories. Refer to ACIN **Service Categories** list (Attachment 3e) for a full list of service categories. A service category with an **asterisk** indicates that other services may fall under that category.

   Client counts are to be recorded under one of the five participant options ("Children," Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

   PLEASE NOTE: only two "Additional Family Support Service" options are available. **If a service is not listed in the Service Categories' list, contact your OCAP Consultant for assistance.**

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Adult Education*,					
Assessment/Screening*,					
Case Management,					
Child Care (Temporary),					
Concrete Supports*,					
Domestic Violence Services,					
Drop-In Center (FRC, other),					
Early Childhood Education/Care & Intervention,					
Early Development Screening,					

Health Services*,					
Home Visiting Programs,					
Housing Services*,					
Mental Health Services*,					
MDT Services*,					
Parent Education*,					
Parent Support Groups,					
Peer Counseling/Mentoring,					
Respite*,					
Substance Abuse Treatment Services*,					
Transportation,					
Youth Programs,					
Information and Referral,					

County PSSF Survey - 2011/12 Part 1

Family Support Services - Other

If the county provided (an)other/additional Family Support Service(s) not included on the previous page, **one service** that was provided to clients may be specified **in each of the** "Additional Family Support Service" **fields** below.

4. **Additional Family Support Service -- 1***
   Please specify another direct Family Support Service provided and include a brief description of the service (maximum 250 characters)

None

5. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Family Support Service -- 1,					

6. **Additional Family Support Service -- 2***
   Please specify another direct Family Support Service provided and include a brief description of the service(maximum 250 characters)

None

7. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Family Support Service -- 2,					

8. **Ethnic Groups***
   Enter total client counts for questions 3 - 7 for the identified groups listed below (received Family Support Services)

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

County PSSF Survey - 2011/12 Part 1

Family Preservation Services

The term "Family Preservation Services" means services for children and families designed to help families (including adoptive and extended families) at risk or in crisis. Service programs are designed to help children return home or achieve permanency with a focus on pre-placement prevention, post-reunification, temporary respite, improving parenting skills and infant safe haven programs. (42 U.S.C. 629a)

9. **Target Population***
(Maximum 80 characters)

[   ]

10. **Geographical Location***
(Select geographical area that best applies)

	Urban	Rural	Neighborhood	Countywide
Service Area	○	○	○	○

11. **Number of Clients Served** *
(received Family Preservation Services)

This survey is "service focused." Services have been compiled to fit under service categories. Refer to ACIN **Service Categories** list (Attachment 3e) for a full list of service categories. A service category with an **asterisk** indicates that other services may fall under that category.

Client counts are to be recorded under one of the five participant options ("Children," "Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

PLEASE NOTE: only two "Additional Family Preservation Service" options are available. **If a service is not listed in the Service Categories' list, contact your OCAP Consultant for assistance.**

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Adult Education*,					
Assessment/Screening*,					
Case Management,					
Child Care (Temporary),					
Concrete Supports*,					
Domestic Violence Services,					
Drop-in Center (FRC/other),					
Early Development Screening,					
Home Visiting Programs,					
Housing Services,					
Infant Safe Haven Programs,					
Mental Health Services*,					
MDT Services,					

Parent Education*,					
Parent Support Group,					
Peer Counseling/Mentoring,					
Respite*,					
Substance Abuse Treatment Services*,					
Transportation,					
Youth Programs,					

County PSSF Survey - 2011/12 Part 1

Family Preservation Services -- Other

If the county provided (an) other/additional Family Preservation Service(s) not included on the previous page, **one service** that was provided to clients may be specified **in each of the** "Additional Family Preservation Service" **fields** below.

12. **Additional Family Preservation Service -- 1***
Please specify another direct Family Preservation Service provided and include a brief description of the service (maximum 250 characters)

None

13. **Number of Clients Served**
Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Family Preservation Service -- 1,					

14. **Additional Family Preservation Service -- 2***
Please specify another direct Family Preservation Service provided and include a brief description of the service (maximum 250 characters)

None

15. **Number of Clients Served**
Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Additional Family Preservation Service -- 2,					

16. **Ethnic Groups***
Enter total client counts for questions 11-15 for the identified groups listed below (received Family Preservation Services)

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

17. **Survey Summary Request**
To receive a summary of your entries to this survey, enter your full e-mail address.

County PSSF Survey - 2011/12 Part 2

Adoption Promotion and Support Services

This survey is for reporting period July 1, 2011 - June 30, 2012.
* denotes a required entry.

The term "adoption promotion and support services" means services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre- and post-adoptive services and activities designed to expedite the adoption process and support adoptive families. (42 U.S.C. 629a)

1. **Target Population***
   (Maximum 80 characters)

   [   ]

2. **Geographical Location***
   (Select geographical area that best applies)

	Urban	Rural	Neighborhood	Countywide
Service Area	○	○	○	○

3. **Number of Clients Served***
   (received Adoption Promotion & Support Services)

   This survey is "service focused." Services have been compiled to fit under service categories. Refer to ACIN **Service Categories** list (Attachment 3e) for a full list of service categories. A service category with an **asterisk** indicates that other services may fall under that category.

   Client counts are to be recorded under one of the five participant options ("Children," Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

   PLEASE NOTE: only two "Additional Adoption Promotion and Support Service" options are available. **If a service is not listed in the Service Categories' list, contact your OCAP Consultant for assistance.**

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Adoptive Parent Recruitment,					
Adult Education*,					
Assessment/Screening*,					
Case Management,					
Concrete Supports*,					
Drop-in Center (FRC/other),					
Home Visiting Programs,					
Livescan Fees,					
Mental Health Services*,					
MDT/Group Decision Making Meetings,					
Parent Support Group,					
Parenting Education*,					
Peer Counseling/Mentoring,					
Respite*,					
Transportation,					

County PSSF Survey - 2011/12 Part 2

4. **Additional Adoption Promotion and Support Service -- 1***
   Please specify another direct Adoption Promotion and Support Service provided and include a brief description of the service (maximum 250 characters)

   None

5. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Adoption Promotion and Support					

6. **Additional Adoption Promotion and Support Service -- 2***
   Please specify another direct Adoption Promotion and Support Service provided and include a brief description of the service (maximum 250 characters)

   None

7. **Number of Clients Served**
   Clients may access multiple services and shall be counted once for each service type provided during the reporting period. Count "families" only when a service is provided to the entire family unit.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Adoption Promotion and Support					

8. **Ethnic Groups***
   Enter total client counts for question 3 - 7 for the identified groups listed below (received Adoption Promotion and Support Services)

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

County PSSF Survey - 2011/12 Part 2

Time-Limited Family Reunification Services

In general the term "time-limited family reunification services" means the services and activities described below that are provided to a child that is removed from the child's home and placed in a foster family home or a child care institution. The services and activities are also provided to the parents or primary caregiver of such a child in order to facilitate the reunification of the child, but only during the 15-month period that begins on the date that the child, pursuant to section 475(5)(F), is considered to have entered foster care. ([42 U.S.C. 629a](#))

Additional service program categories have been added to reflect the amendments made to PSSF by Public Law 112-34.

9. **Target Population***
   (Maximum 80 characters)

   [   ]

10. **Geographical Location** *
    (Select geographical area that best applies)

	Urban	Rural	Neighborhood	Countywide
Service Area	○	○	○	○

11. **Number of Clients Served** *

    This survey is "service focused." Services have been compiled to fit under service categories. Refer to ACIN **Service Categories** list (Attachment 3e) for a full list of service categories. A service category with an **asterisk** indicates that other services may fall under that category.

    Client counts are to be recorded under one of the five participant options ("Children," Parents/Caregivers," "Children with Disabilities," "Parents/Caregivers w/Disabilities," and "Families") for each of the services provided. Counties are required to provide an unduplicated count. For those clients who access multiple services, clients are to be counted once for each service provided.

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
Child Care (Temporary),					
Domestic Violence Services,					
Mental Health Services*,					
Parent/Caregiver Support Group,					
Parent/Sibling Visitation Promotion Activities,					
Peer Counseling/Mentoring,					
Respite*,					
Substance Abuse Treatment Services*,					
Transportation (to and from services),					

12. **Ethnic Groups***
    Enter total client counts for question 11 for the identified groups listed below (received Time-Limited Family Reunification Services)

	Children	Parents / Caregivers	Children with Disabilities	Parents / Caregivers w/Disabilities	Families
White--non-Hispanic,,					
Hispanic,,					
Black--non-Hispanic,,					
Asian,,					
Native American,,					
Other,,					

County PSSF Survey - 2011/12 Part 2

PSSF Expenditures for State Fiscal Year 2010-11

PSSF costs are claimed to Program Codes: 515 - Family Preservation Services, 516 - Family Support Services, 675 - Adoption Promotion and Support, and 676 - Time-Limited Family Reunification. In accordance with federal requirements, counties **must spend a minimum of 20 percent of PSSF funds on each of these four components** of the program.

13. **PSSF Expenditures** (Please see County Fiscal Letter (CFL) CFL 11-12-13 to determine the County's allocation amounts for this section.)*
Enter whole dollars only—no decimals

Amount Received

PSSF Allocation, [   ]

14. **PSSF Funds Spent in Each Component** (Do not include county funds.)*
Enter whole dollars only—no decimals

	Amount Expended	% of Total
(a) PSSF Family Preservation,		
(b) PSSF Family Support,		
(c) PSSF Time Limited Family Reunification,		
(d) PSSF Adoption Promotion and Support,		

15. **Total Spent on All Components**--14(a),(b),(c),(d)*
Enter whole dollars only—no decimals

Total Expended

Sum of Funds Expended for All Components, [   ]

16. **Difference of Amount Spent on All Components and PSSF Allocation Received** (Subtract #15 from #13.)*
Enter whole dollars only—no decimals

Remaining Balance

Difference of Total Allocation and Spending For All Components, [   ]

County PSSF Survey - 2011/12 Part 2

PSSF Expenditures (Con't.)

17. **Reason for Not Meeting Requirement** Provide an explanation if the county did not spend a minimum of 20% in each of the PSSF components.*

250 Characters Maximum (Text beyond 250 will be lost.)

18. **Action Plan:** Describe your plan of action to meet the 20% requirement for each PSSF component by the end of state fiscal year 2012-13. (*Enter N/A if all requirements were met.*)*

250 Characters Maximum (Text beyond 250 will be lost.)

19. **Gaps in Services:** Provide three examples of identified community needs where services or resources are presently unavailable. The examples can apply to any of the four PSSF components.*

250 characters maximum for each answer (Text beyond 250 will be lost.)

1.
2.
3.

20. **Survey Summary Request**
To receive a summary of your entries to this survey, enter your full e-mail address.

County Children's Trust Fund Survey - 2011/12

Information from State Fiscal Year 2011/12

Report Submitted by:

1. Name*

   [   ]

2. Telephone*
   Enter the area code and prefix using the following format with no parentheses: 111-111-1111

   [   ]

3. Extension
   Use numbers only—do not precede the number with any letters (Ex, ext).
   (Leave blank if no extension.)

   [   ]

4. E-mail
   Enter full e-mail address

   [   ]

5. County*
   Do not include "County of" before, or "County" after the county name.

   [   ]

6. **Publication**
   Statute requires that both the CDSS, OCAP and the local commission designated by the County Board of Supervisors collect and publish County Children's Trust Fund (CCTF) information. Please provide the following as it relates to the local CCTF. (W&IC 18970 (c)(1))*

   Where is the County Children's Trust Fund information published?

   [   ]

County Children's Trust Fund Survey - 2011/12

Current Programs Funded by County Children's Trust Fund

List the programs funded by the CCTF.

7. Programs to Report*

   -- Please Select -- ▼

8. Program 1*

   [   ]

9. Program 2*

   No Additional Programs

10. Program 3*

    No Additional Programs

11. Program 4*

    No Additional Programs

12. Program 5*

    No Additional Programs

13. Program 6*

    No Additional Programs

14. Program 7*

    No Additional Programs

15. Program 8*

    No Additional Programs

16. Program 9*

    No Additional Programs

17. Program 10*

    No Additional Programs

18. Program 11*

No Additional Programs

19. Program 12*

No Additional Programs

20. Program 13*

No Additional Programs

21. Program 14*

No Additional Programs

22. Program 15*

No Additional Programs

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 1

23. Name of Service Provider/Grantee*

24. Population Served*
(40 characters, maximum)

25. % of CCTF Total*
Do not enter text

26. Program Activities*
(60 characters maximum for each activity described)

Activity 1
Activity 2
Activity 3
Activity 4

27. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 2

28. Name of Service Provider/Grantee*

[   ]

29. Population Served*
(40 characters, maximum)

[   ]

30. % of CCTF Total*
Do not enter text

[   ]

31. Program Activities*
(60 characters maximum for each activity described)

Activity 1 [   ]
Activity 2 [   ]
Activity 3 [   ]
Activity 4 [   ]

32. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 3

33. Name of Service Provider/Grantee*

34. Population Served*
(40 characters, maximum)

35. % of CCTF Total*
Do not enter text

36. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

37. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 4

38. Name of Service Provider/Grantee*

39. Population Served*
(40 characters, maximum)

40. % of CCTF Total*
Do not enter text

41. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

42. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 5

43. Name of Service Provider/Grantee*

44. Population Served*
(40 characters, maximum)

45. % of CCTF Total*
Do not enter text

46. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

47. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 6

48. Name of Service Provider/Grantee*

49. Population Served*
(40 characters, maximum)

50. % of CCTF Total*
Do not enter text

51. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

52. Are there other programs to report?*

○ Yes ● No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 7

53. Name of Service Provider/Grantee*

54. Population Served*
(40 characters, maximum)

55. % of CCTF Total*
Do not enter text

56. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

57. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 8

58. Name of Service Provider/Grantee*

59. Population Served*
(40 characters, maximum)

60. % of CCTF Total*
Do not enter text

61. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

62. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 9

63. Name of Service Provider/Grantee*

[   ]

64. Population Served*
(40 characters, maximum)

[   ]

65. % of CCTF Total*
Do not enter text

[   ]

66. Program Activities*
(60 characters maximum for each activity described)

Activity 1 [   ]
Activity 2 [   ]
Activity 3 [   ]
Activity 4 [   ]

67. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 10

68. Name of Service Provider/Grantee*

69. Population Served*
(40 characters, maximum)

70. % of CCTF Total*
Do not enter text

71. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

72. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 11

73. Name of Service Provider/Grantee*

[   ]

74. Population Served*
(40 characters, maximum)

[   ]

75. % of CCTF Total*
Do not enter text

[   ]

76. Program Activities*
(60 characters maximum for each activity described)

Activity 1 [   ]
Activity 2 [   ]
Activity 3 [   ]
Activity 4 [   ]

77. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 12

78. Name of Service Provider/Grantee*

79. Population Served*
(40 characters, maximum)

80. % of CCTF Total*
Do not enter text

81. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

82. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 13

83. Name of Service Provider/Grantee*

84. Population Served*
(40 characters, maximum)

85. % of CCTF Total*
Do not enter text

86. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

87. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 14

88. Name of Service Provider/Grantee*

89. Population Served*
(40 characters, maximum)

90. % of CCTF Total*
Do not enter text

91. Program Activities*
(60 characters maximum for each activity described)

Activity 1

Activity 2

Activity 3

Activity 4

92. Are there other programs to report?*

○ Yes ○ No

County Children's Trust Fund Survey - 2011/12

Program Summaries
For each program listed, respond to all of the following:

Program 15

93. Name of Service Provider/Grantee*

   [   ]

94. Population Served*
   (40 characters, maximum)

   [   ]

95. % of CCTF Total*
   Do not enter text

   [   ]

96. Program Activities*
   (60 characters maximum for each activity described)

   Activity 1 [   ]
   Activity 2 [   ]
   Activity 3 [   ]
   Activity 4 [   ]

97. Are there other programs to report?*
   If "Yes", provide the same information for additional programs in an Excel spreadsheet and submit to: OCAP-PND@dss.ca.gov
   ○ Yes ○ No

Child Abuse Prevention Council Report - 2011/12

Reporting Period of: July 1, 2011 - June 30, 2012

1. **Type of Organization***

   Select the type of organization that best describes the CAPC (Welfare and Institutions Code (W&IC) Section 18983.5) during the reporting period.

   ○ Incorporated non-profit corporation

   ○ Independent organization within county government

   ○ Other

2. **CAPC Membership***

   Below, select the agencies and individuals that represented the Board of Supervisors (BOS) designated CAPC during the reporting period. If other is selected, identify the agency represented.

   ☐ Adult former victims of child abuse & neglect

   ☐ Alcohol and Drug

   ☐ Attorney (Private/Public)

   ☐ Board of Supervisors (BOS) Member

   ☐ Court Appointed Special Advocate (CASA)

   ☐ Child Care Agencies/Organizations

   ☐ Child Welfare Services (CWS)

   ☐ Civic Organization

   ☐ Community-Based Agencies

   ☐ Community Volunteers

   ☐ Coroner

   ☐ Court

   ☐ District Attorney

   ☐ Domestic Violence

   ☐ Early Childhood Council, Collaborative

   ☐ Family Advocate

   ☐ First 5

   ☐ Foster Family Agency

   ☐ Head Start

   ☐ Law Enforcement

   ☐ Licensing Agency

   ☐ Medical Health

   ☐ Mental Health

   ☐ Organizations for the Disabled (Private/Public)

- ☐ Parents/Consumer (Relative, Foster, Guardian or Kin-Gap, or Adoptive Parent)
- ☐ School (Private/Public, Kinder-College)
- ☐ Probation
- ☐ Private Non-Profit Service Provider
- ☐ Public for Profit Sector (Business, Media)
- ☐ Public Health
- ☐ Religious Community
- ☐ Tribe/Indian Child Welfare Act (ICWA)
- ☐ Youth
- ☐ Homeless Shelters (new)
- ☐ Substance Abuse Treatment Provider (New)
- ☐ Regional Center (new)
- ☐ Other: Public Agency
- ☐ Other

[   ]

Child Abuse Prevention Council Report - 2011/12

Reporting Period of: July 1, 2011 - June 30, 2012

CAPC Activities

Regardless of the funding source supporting the CAPC activity, select each area where the CAPC was an active participant or the CAPC is providing the service in the county's child abuse and neglect prevention and early intervention efforts during the reporting period. Do not report the activity if it was only a recommendation. Use "other" only in the event the activity does not fit within a listed category. (Note: an asterisk (*) denotes there is more information below.)

3. **Primary Prevention Activities***

   ☐ Provision of public awareness

   ☐ Provided information & referral to the general population or families at risk of entering CWS

   ☐ Provided outreach activities

   ☐ Provided direct services* to at risk clients for prevention of child abuse and neglect

   ☐ Provided Child Abuse Prevention Month Activities

   ☐ Differential Response – path I

   ☐ CAPC is a Family Resource Center (FRC)

   ☐ Developed & supported provider networks including FRCs

   ☐ Provided education, training & development** to service providers Provided child safety training

   ☐ Provided child safety training

   ☐ Planning and advisory activities for service improvement

   ☐ Parent engagement and leadership

   ☐ County needs assessment

   ☐ CBCAP peer review activities

   ☐ CAPC development (Regional Meetings)

   ☐ Interagency Coordination Forum

   ☐ Other (1)

   ☐ Other (2)

* Direct services include the provision of: skills development, mentoring, child care, respite, parent education/support, therapy, counseling, crisis line, application assistance, etc. to clients.

** Education, training & development of service providers includes: presentations, workshops, classes, etc. for the development or provision of technical assistance.

4. **Secondary, Tertiary and Other Prevention Activities***

   ☐ Provided mandated reporter training

   ☐ Provided information & referral to families receiving CWS

   ☐ Direct service provider for family preservation***

☐ Direct service provider for family reunification***

☐ Direct service provider for pre- or post adoption

☐ Differential Response -- path II

☐ Differential Response -- path III

☐ Provided parent leadership training

☐ Contract management and oversight activities of contracted providers

☐ Death Review Team

☐ Multi-Disciplinary Interview Center (MDIC)

☐ Other

[   ]

*** Family Preservation and Family Reunification are components of child welfare services.

5. **Survey Summary Request**
   To receive a summary of your entries to this survey, enter your full e-mail address.

   [   ]

Service Categories

Refer to Fact Sheets located at http://www.childsworld.ca.gov/PG2287.htm for eligibility requirements.

Category	May Include
Adult Education	• Life or self sufficiency skills • Financial counseling • Budgeting • Job preparation & employment counseling • Application assistance (MediCal employment, California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work program, etc.) including assistance with paperwork • Health/nutrition education • Stress coping • Literacy • Legal services
Advocacy	• Translation services • Immigration services • School advocacy
Assessment/Screening	• Intake and assessment
Case Management	• Differential Response Worker, Family Resource Center or Family Support Center who does case management activities
Concrete Supports	• Utility assistance • Transportation • Garbage removal • Emergency food pantry; food • Furniture • Bike helmets • Car seats • Clothing
Health	• Health or dental screening • Health assessment • Health or dental treatment
Housing Services	• Rental assistance • Transitional housing
Mental Health Services	• Psychological or psychiatric assessment/evaluation • Family/group/individual therapy or counseling • Play therapy
Multi-Disciplinary Team (MDT) Services	• Team Decision Making • Family Group Decision Making • Group Decision Making
Parent/Sibling Visitation and Promotion Activities	• Includes services and activities to facilitate access to and visitation of children with parents and siblings.

Service Categories

Refer to Fact Sheets located at <u>http://www.childsworld.ca.gov/PG2287.htm</u> for eligibility requirements.

Category	May Include
Parenting Education/ Program (Classes)	- Parenting classes - Child development classes - Child birth classes - Child safety class - Fatherhood programs - Demonstrative skills
Respite Care/ Crisis Nursery	Crisis center or nurseries
Substance Abuse Treatment Services	- Child, parent or family counseling for substance abuse and/or alcohol abuse - Inpatient or outpatient treatment
Youth Programs	- After school programs - Summer programs - Teen programs - Mentoring - Tutoring - Self esteem building activities - Youth leadership program

Checklist and Signature Sheet
Reporting Period July 1, 2011 - June 30, 2012

County	

County Signatures and Contact Information	

1	Contact information for the person who can answer questions regarding this report.

Name:	

Title:		**Mark (X) if also acting as the CAPIT/CBCAP/PSSF Liaison**

Agency Name:	

Address:	

City:		State	CA	Zip Code	

Phone:		Fax:		E-mail:	

2.	Contact Information and Signature of Authorized Person to Sign on Behalf of the Designated Agency to Administer CAPIT, CBCAP and PSSF

Name:	

Title:	

Signature:	

Agency Name:	

Address:	

City:		State	CA	Zip Code	

Phone:		Fax:		E-mail:	

3.	Contact information for the CAPIT Liaison (complete this section if different than the person indicated in #1.)

Name:	

Title:	

Agency Name:	

Address:	

City:		State	CA	Zip Code	

Phone:		Fax:		E-mail:	

4.	Contact information for the CBCAP Liaison (complete this section if different than the person indicated in #1.)						
Name:							
Title:							
Agency Name:							
Address:							
City:			**State**	**CA**	**Zip Code**		
Phone:		**Fax:**		**E-mail:**			

5.	Contact information for the PSSF Liaison (complete this section if different than the person indicated in #1.)						
Name:							
Title:							
Agency Name:							
Address:							
City:			**State**	**CA**	**Zip Code**		
Phone:		**Fax:**		**E-mail:**			

6.	Contact Information and Signature of a Representative of the Child Abuse Prevention Council as Designated by the County Board of Supervisor's						
Name:							
Title:							
Agency Name:							
Address:							
City:			**State**	**CA**	**Zip Code**		
Phone:		**Fax:**		**E-mail:**			

The Data Automated Surveys were Completed (via: http://www.cdsscounties.ca.gov/)							
CAPIT Survey (MM/DD/YY)	*Part I CBCAP Survey (MM/DD/YY)*	*Part 2 CBCAP Survey (MM/DD/YY)*	*Part 3 CBCAP Survey (MM/DD/YY)*	*Part I PSSF Survey (MM/DD/YY)*	*Part 2 PSSF Survey (MM/DD/YY)*	*CCTF Survey (MM/DD/YY)*	*CAPC Survey (MM/DD/YY)*

Narrative Information

Date the Narrative was e-mailed to OCAP-PND@dss.ca.gov (MM/DD/YY):	

Required Attachments

Attachments to this checklist and signature sheet includes (check if attached):

☐	1. Hardcopy of the Narrative

DEFINITIONS

Adoption Promotion and Support: Refer to the Promoting Safe and Stable Families (PSSF) fact sheet.

Child Abuse Prevention Coordinating Councils (CAPCs): Child Abuse Prevention Coordinating Councils (CAPCs) of California are community councils appointed by the county Board of Supervisors whose primary purpose is to coordinate the community's efforts to prevent and respond to child abuse. Their activities include: providing a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases, promoting public awareness of the abuse and neglect of children and the resources available for intervention and treatment, encouraging and facilitating training of professionals in the detection, treatment and prevention of child abuse and neglect, and recommending improvements in services to families and victims. The CAPCs work in collaboration with representatives from disciplines, including: public child welfare, the criminal justice system, and the prevention related and treatment services communities. Council participation may include the County Welfare or Children's Services Department, the Probation Department, licensing agencies, law enforcement, the Office of the District Attorney, the courts, the coroner, and community service providers such as medical and Mental Health Services, community-based social services, community volunteers, civic organizations and the religious community.

Child Abuse Prevention Intervention and Treatment (CAPIT) Program: Please refer to the CAPIT program fact sheet.

Children: A child for these purposes is defined as being under 18 years old, or up to 19 years old if still in school and satisfies Welfare and Institutions Code 11403.

Child with Disability: The term "children with disabilities" is defined the same as the term "child with a disability" in section 602(3) or "infant or toddler with a disability" in section 632 (5) of the Individuals with Disabilities Education Act (IDEA). (42 U.S.C. 5116h)

Child and Family Service Review (C-CFSR): The C-CFSR was the product of the Child Welfare System Improvement and Accountability Act of 2001 (Assembly Bill 636, Steinberg). The C-CFSR identifies and replicates best practices to improve Child Welfare Service (CWS) outcomes through state and county-level review processes.

Community-Based Child Abuse Prevention (CBCAP): Please refer to the CBCAP program fact sheet.

Community-Based and Prevention-Focused Programs and Activities to Prevent Child Abuse and Neglect: The concept "community-based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect" includes family resource programs; family support programs; voluntary home visiting programs; respite care programs; parenting education/mutual support programs;

and other community programs or networks of such programs that provide services and/or activities designed to prevent, or to respond to, child abuse and neglect.

Community Referral Services: The term "community referral services" means services provided under contract or through interagency agreements to assist families in obtaining needed information, mutual support and community resources, including respite care services, health and mental health services, employability development and job training and other social services, including early developmental screening of children, through help lines or other methods.

Comparison Group: A group of individuals whose characteristics are similar to those of a program's participants. These individuals may not receive any services, or they may receive a different set of services, activities, or products; in no instance do they receive the same services as those being evaluated. As part of the evaluation process, the experimental group (those receiving program services) and the comparison group may be assessed to determine which types of services, activities, or products provided by the program produced the expected changes.

Conceptual Framework: A conceptual framework is used in research to outline possible courses of action or to present a preferred approach to a system analysis project. The framework is built from a set of concepts linked to a planned or existing system of methods, behaviors, functions, relationships and objects.

Control Group: A group of individuals whose characteristics are similar to those of the program participants but who do not receive the program services, products, or activities being evaluated. Typically, participants are randomly assigned, as if by lottery, to either the experimental group (those receiving program services) or the control group. A control group is used to assess the effect of the program on participants who are receiving the services, products, or activities being evaluated. The same information is collected for people in the control group and those in the experimental group.

Controlled Setting: A controlled setting implies a setting in which the practice or program can be implemented with the greatest fidelity, in other words, as close to the way it was intended as possible. For instance, a program or practice might be implemented in a laboratory or in a university-based setting, in which the individuals implementing the practice or program have complete control over the hiring of staff, the development of staff evaluations, pay scales, and other factors relative to how the program or practice is implemented. This is in contrast to a "usual practice" setting, in which many different factors might affect the implementation of the intervention.

Drop-In Centers: Afford families opportunities for informal interaction with other families and program staff.

Early developmental screening: of children consist of conducting an assessment of the children's needs to assist in securing specific services to meet those needs.

Efficacy: Efficacy focuses on whether an intervention can work under ideal circumstances (e.g., controlled settings, like university laboratories, as described above) and whether the intervention has an effect in that setting.

Effectiveness: Effectiveness focuses on whether a treatment works when used in the real world (e.g., practice settings). An effectiveness trial may be done after the intervention has been shown to have a positive effect in an efficacy trial.

Empirical Evidence: Empirical evidence consists of research conducted "in the field," where data are gathered first-hand and/or through observation. Case studies and surveys are examples of empirical research.

Evidence-Based and Evidence Informed Programs and Practice: Please refer to Attachment 2b of the All County Information Notice.

Experimental Design: In an experimental design, also called a randomized control trial, participants are randomly assigned to receive either an intervention or control treatment (often usual care services). This allows the effect of the intervention to be studied in groups of people who are: (1) the same at the outset and (2) treated the same way, except for the intervention(s) being studied. Any differences seen in the groups at the end can be attributed to the difference in treatment alone, and not to bias or chance.

Experimental Group/Treatment Group: A group of individuals participating in the program activities or receiving the program services being evaluated or studied. Experimental groups (also known as treatment groups) are usually compared to a control or comparison group.

Family: means, for purposes of providing child welfare services, parents, adults fulfilling the parental role, guardians, children, and others related by ancestry or marriage. The term also refers to all persons living in the same household who are related to the parent(s) or guardian(s) by blood, marriage or adoption [45 Code of Federal Regulations 1305.2(e)],

Family Preservation: Please refer to the PSSF fact sheet.

Family Resource Center (FRC): An organization that provides community-based and prevention and early intervention focused program(s) and activities to strengthen and support families and child abuse and neglect. Some FRCs also serve families receiving Child Welfare Services by providing services to promote safe and stable families.

Family Support Program: Refer to the PSSF fact sheet.

Fidelity: Fidelity refers to the extent to which an intervention is implemented as intended by the designers of the intervention. Fidelity refers not only to whether or not

all the intervention components and activities were actually implemented, but whether they were implemented in the proper manner.

Home Visiting: A strategy of service delivery in the client's home.

Homeless Youth: Unaccompanied homeless youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons.

Information and referral activities: This includes providing information and referral to the community through the telephone such as a parent support hotline, in-person, or through a mail out or website.

Inputs: The resources (products, services, information) that support and produce program activities. For example, the number of program staff, the programs' infrastructure (building, land, etc.) and the program's annual budget.

Logic Model: A systematic and visual way to describe how a program should work, present the planned activities for the program and articulate anticipated outcomes. Logic models present a theory about the expected program outcome; however they do not demonstrate whether the program caused the observed outcome. Diagrams or pictures that illustrate the logical relationship among key program elements through a sequence of "if-then" statements are often used when presenting logic models.

Matched Comparison Group (including matched wait list): A comparison group in which individuals, or another unit such as a classroom, is matched to those in the treatment group based on characteristics felt to be relevant to program outcomes. This can include a matched waiting list, in which children from a waiting list are matched to children in the program based on key characteristics.

Methodology: The way in which information is found or something is done. Research methodology includes the methods, procedures and techniques used to collect and analyze information.

Multiple Site Replication: is an important element in establishing program effectiveness and understanding what works best, in what situations and with whom. Some programs are successful because of unique characteristics in the original site that may be difficult to duplicate in another site (e.g., having a charismatic leader or extensive community support and involvement). Replication in other settings establishes the strength of a program and its prevention effects and demonstrates that it can be successfully implemented in other sites. Programs that have demonstrated success in diverse settings (e.g., urban, suburban and rural areas) and with diverse populations (e.g., different socioeconomic, racial and cultural groups) create greater confidence that such programs can be transferred to new settings.

Other: For purposes of completing the survey, if other is checked a specific service should be identified and counted individually. These services may include: services to/prevention of homelessness, educational/job readiness, early childhood development/screening or can be another service as defined by the county.

Outcomes: The results of program operations or activities; the effects triggered by the program. Examples of this can be, increased knowledge, changed attitudes or beliefs, or altered behavior. One example of an outcome is reduced incidence of child maltreatment (measured by the number of substantiated reports). For the purposes of CBCAP reporting, outcomes are often expressed in terms of: knowledge and skills (these are typically considered to be short-term outcomes); behaviors (these are typically considered to be intermediate-term outcomes); and values, conditions and status (these are typically considered to be long-term outcomes).

Outputs: The direct products of program activities; immediate measures of what the program did. Examples of this are, the number of children served, the length of time treatment was provided, or the types of services provided.

Outreach: Activities to bring services or information to people in their homes or usual environments.

Parent Education and Support (Self-help and Life Management Skills):   Parent education and support programs are good first steps in fostering leadership in parents. These programs provide parents with the tools they need to become more confident parents and to bond with other parents.

- **Parent Education:** services designed to improve parenting skills by reinforcing parent's confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills. These skills may include: establishing realistic parental expectations and teaching child growth and development. These services may include home management, family budgeting, coping with stress, nutrition, health and consumer education provided through public and private social services programs. Examples of these include classroom or individual instruction and parent workshops.
- **Parent Mutual Support:** services are designed to facilitate parents supporting each other.

Parent Leadership: is successfully achieved when parents and practitioners build effective partnerships based upon mutual respect, shared responsibility, and expertise and leadership in the decisions being made that affect their own families, other families and their communities.

Parent or Caregiver: Person responsible for caring for children as part of their family unit.

Parenting Program (classes): Please see parent education.

Peer-Review: An assessment of a product conducted by a person or persons of similar expertise to the author. The peer-review process aims to provide a wider check on the quality and interpretation of a report. For example, an article submitted for publication in a peer-reviewed journal is reviewed by other experts in the field.

Person with disability: is defined for a child or adult with a disability as is defined in the   Individuals with Disabilities Education Act (IDEA). (For more information, visit: http://idea.ed.gov/

Placebo group: A placebo is something that does not directly affect the behavior or symptoms under study in any specific way, but is given to a control or comparison group as a way of keeping them unaware of the fact that they are in the control or comparison group. A researcher must be able to separate placebo effects from the actual effects of the intervention being studied. For example, in a drug study, subjects in the experimental and placebo groups may receive identical-looking medication, but those in the experimental group are receiving the study drug while those in the placebo group are receiving a sugar pill. Typically, subjects are not aware whether they are receiving the study drug or a placebo.

Pre-Post Test Design: A study design that includes both a pre-test and a post-test and examines change in the two.

- **Pre-test:** A test or measurement taken before services or activities begins. It is compared with the results of a post-test to show change in outcomes during the time period in which the services or activities occurred. A pre-test can be used to obtain baseline data.

- **Post-test:** A test or measurement taken after services or activities have ended. It is compared with the results of a pre-test to show change in outcomes during the time period in which the services or activities occurred.

Preventive Direct Services: are activities aimed at preventing child abuse and neglect. Such activities may be directed toward the general population or toward specific populations identified as being at increased risk of abusing or neglecting their children. The primary focus is to increase the protective factors and lessen the risk factors that can contribute to the likelihood of abuse or neglect.

For purposes of completing the CBCAP survey, preventive direct services **do not** include providing recipients **with information or referral services, one-time public education events or public awareness campaigns.** The recipients of one-time public education events or public awareness campaigns should be counted under the Public Awareness Activities section of the CBCAP survey. Recipients of brief information or referral services should be counted as part of the Information and Referral section of the CBCAP survey.

Preventive direct service must be provided to an individual or family and the **planned duration** of the services should be more than a one-time event. Examples of preventive direct services include: voluntary home visiting, parenting classes, parent mutual support, respite care, or other family support services. If the participant only attends the direct service for one-time and drops out they should still be counted in this category since the planned duration was for more than one-time.

Primary Prevention: Primary prevention consists of activities that are targeted toward the community at large. These activities are meant to impact families prior to any allegations of abuse and neglect. Primary prevention programs and strategies are available to all families and may include public education activities, parent education classes that are open to anyone in the community, and family support programs. Primary prevention can be difficult to measure because you are attempting to impact something before it happens, an unknown variable.

Program Evaluation: Evaluation has several distinguishing characteristics relating to focus, methodology and function. Evaluation (1) assesses the effectiveness of an ongoing program or practice in achieving its objectives, (2) relies on the standards of evaluation design, such as whether it uses a randomized control or comparison group, to distinguish a program's effects from those of other forces, and (3) may be used to improve the program through modification of current practices/operations.

- **Outcome evaluation:** The systematic collection of information to assess the impact of a program on anticipated outcomes, present conclusions about the merit or worth of a program and perhaps make recommendations about future program direction or improvement. For example, if a program aims to reduce smoking, an outcomes evaluation would examine the degree to which individuals in the program showed reduced smoking.

- **Process evaluation:** The systematic collection of information to document and assess how a program was implemented and operates.

Promoting Safe and Stable Families Program: Please refer to the PSSF program fact sheet.

Protective factors: Characteristics, variables and/or conditions present in individuals or groups that enhance resiliency, increase resistance to risk and fortify against the development of a disorder or adverse outcome. For example, stable family relationships, parental employment and access to health care and social services.

Public Awareness or **Public Education** activities under CBCAP are beneficial activities that focus on the healthy and positive development of parents and focus on the prevention of child abuse and neglect. These activities can include **public education and outreach**, **information and referral regarding community and social services that are available for families** and **public awareness campaigns**. Such activities are usually directed at the general population but may also be targeted for

specific populations or communities identified at increased risk of abuse or neglect. The primary focus of these activities is: to better strengthen and support individuals, families, the community and society by providing information about available family support and prevention resources in the community; increase the public understanding of the importance of the prevention of child abuse and neglect; and increase community ownership and involvement in prevention activities. Over the long term, it is anticipated that these activities contribute to increasing the safety, permanency and well-being of children and families.

For purposes of completing the CBCAP survey, public awareness or public education activities may be a one-time event or a series of public education and information sessions. Examples of these activities include: the provision of information on child abuse prevention at a local festival; presenting information about child abuse prevention to the general public through television, radio ads or newsletter mailings.

Quasi-Experimental: A research design with some, but not all of the characteristics of an experimental design (or randomized control trial as described below). While comparison groups are available and maximum controls are used to minimize threats to validity, random selection is typically not possible and/or practical.

Randomized Control Trial: In a randomized control trial or experimental design, participants are randomly assigned to receive either an intervention or control treatment (often usual care services). This allows the effect of the intervention to be studied in groups of people who are: (1) the same at the outset and (2) treated the same way, except for the intervention(s) being studied. Any differences seen in the groups at the end can be attributed to the difference in treatment alone and not to bias or chance.

Regression Discontinuity: An evaluation design in which the program or practice's eligibility criteria are used as a mechanism to evaluate the outcomes of the program. For instance, a regression discontinuity design might evaluate the effectiveness of a pre-Kindergarten program by comparing outcomes for children who are age-eligible for pre-Kindergarten to those who are just below the age cutoff. At its essence, this comparison would examine the degree to which outcomes for the two different groups of children differ more than would be expected given their differences in birth date.

Reliability: A characteristic of a measure indicating the extent to which the same result would be achieved when repeating the same measure study again. For example, a scale is unreliable if a child is weighed three times in three minutes and the scale produces significantly different weights each time.

Respite Care: The term "respite care services" means short term care services including the services of crisis nurseries, provided in the temporary absence of the regular caregiver (parent, other relative, foster parent, adoptive parent, or guardian) to children who are in danger of abuse or neglect; have experienced abuse or neglect; or have disabilities or have chronic or terminal illnesses.

Such services shall: be provided within or outside the home of the child, be short-term care (ranging from a few hours to a few weeks of time per year) and be intended to enable the family to stay together with the child living in the home and within the community.

Risk Factors: Characteristics, variables and/or conditions present in individuals or groups that increase the likelihood of that individual or group developing a disorder or adverse outcome. Both the potency and clustering of risk and protection factors can vary over time and developmental periods. Thus, successful developmentally appropriate prevention and interventions take this variation into account. Examples of risk factors include parental substance abuse, parental stress or mental health issues and community violence.

Secondary Prevention: Secondary prevention consists of activities targeted to children and families who are at risk of abuse and neglect and who may have one or more risk factors including families with substance abuse, teen parents, parents of special need children, single parents, and low income families. Secondary prevention services may include parent education classes targeted for high risk parents, respite care for parents of a child with a disability, or home visiting programs for new parents.

Tertiary Prevention: Tertiary prevention consists of activities targeted to families that have confirmed child abuse and neglect reports. These families have already demonstrated the need for intervention, either with or without court supervision. These are families that qualify for services under child welfare programs.

Theory of Change: Often used in association with program evaluation, a theory of change refers to the causal processes through which change comes about as a result of a program's strategies and actions. It relates to how practitioners believe individual, group and social/systemic change happens and how, specifically their actions will produce positive results.

Time-Limited Family Reunification: Please refer to the PSSF fact sheet.

Transportation: Please refer to the PSSF fact sheet.

Untreated Group: This group serves as a control or comparison with the treatment or intervention group. This group receives no treatment at all during the study.

Validity: Validity refers to the degree to which a result is likely to be true and free of bias. There are two types of validity:

- **External validity**: External validity is the extent to which the results of a study apply (or can be generalized to) people other than the ones that were in the study.

- **Internal validity**: Internal validity is the extent to which a study accurately measures what it is supposed to measure. This also includes the extent to which measures in a study are measuring what they purport to measure, as well as whether the study is appropriately assessing the "cause" and "effect" of interest (in other words, can the conclusions drawn be said to represent the causal effect of one thing on another).

Voluntary Home Visiting: Please see the definition of home visiting.

Office of Child Abuse Prevention (OCAP)
County Consultants
February 2012

Del Norte Lake Merced Plumas San Francisco San Luis Obispo San Mateo Santa Barbara Yuba	Calaveras Contra Costa Imperial Mariposa Modoc San Joaquin Santa Clara Solano Sutter Tulare	Glenn Inyo Los Angeles Sacramento San Bernardino San Benito Santa Cruz Sonoma Sierra	Alpine Amador Mendocino Orange Placer San Diego Shasta Stanislaus Tehama Trinity	Butte Fresno Humboldt Kern Kings Madera Mono Siskiyou Yolo Tuolumne	Alameda Colusa El Dorado Lassen Marin Monterey Napa Nevada Riverside Ventura
Theresa Sanchez (916) 651-6566 theresa.sanchez@dss.ca.gov	Patty Harper (916) 651-6711 patricia.harper@dss.ca.gov	Heather Cotto (916) 654-1678 heather.cotto@dss.ca.gov	Erin Sumner (916) 651-6952 erin.sumner@dss.ca.gov	Irma Munoz (916) 657-1797 Irma.munoz@dss.ca.gov	Ashley Franklin (916) 651-6717 ashley.franklin@dss.ca.gov

Yvette Albright, Office of Child Abuse Prevention, Manager
Yvette.Albright@dss.ca.gov
OCAP Main Line: (916) 651-6960
Fax: (916) 651-6328
744 P Street, MS 8-11-82, Sacramento, CA 95814