

**Community-Based Child Abuse Prevention (CBCAP)
FY2008 Annual Report
Recommended Outline**

(for CBCAP activities conducted in October 1, 2007 through September 30, 2008)

Working Draft 4/3/09

NOTE: This is a more detailed description and will be incorporated into the 2010 Program Instructions. States are welcome to use this outline for the 2009 application, but it is not required.

1. Description of the Lead Agency leadership activities conducted in the past reporting period.

This should describe the manner in which the Lead Agency provided leadership for the prevention network and prevention activities that were conducted in the past year in the State. This section should describe the governance of the Lead Agency and its ability to provide appropriate oversight for the program. Provide information about the activities undertaken to direct and support networks of coordinated child abuse prevention resources and activities to better strengthen and support families

This section should also include a description of how CBCAP programs and activities will operate and how they have been integrated into the continuum of family-centered, holistic, preventive services for children and families.

2. Actions to Advocate for Systemic Changes.

Systemic Change

Describe the lead agency's actions to advocate for systemic change during the reporting period. Include the lead agency's involvement in statewide systemic change efforts such as the CFSR/PIP, IV-B plans, early childhood comprehensive systems efforts, and other related interagency collaboration activities, as appropriate. States should also describe the activities conducted as part of developing a Statewide Child Abuse Prevention or implementing the recommendations of an existing Plan.

States are also encouraged to include information about changes in any state policies, practices, procedures or legislation related to prevention that the Lead Agency played a key role.

Fiscal leveraging

This section should also describe how the Lead Agency can demonstrate (through information and documentation) the establishment or maintenance of innovative funding mechanisms, at the State or community level, that blend Federal, State, local and private

funds, and innovative, interdisciplinary service delivery mechanisms for the development, operation, expansion and enhancement of CBCAP programs;

Below is a list of the priority systems change efforts that CBCAP Lead Agencies may be involved in. Please check the relevant efforts and provide a short narrative which provides a short description of the nature of the involvement over the reporting period and the specific role of CBCAP in those efforts.

___ CFSR/PIP. Please describe nature of involvement:

___ IV-B, CFSP, APSR. Please describe the nature of involvement:

___ Early Childhood efforts (e.g, Early Childhood Comprehensive Systems, Strengthening Families, Head Start, Early Head Start, Supporting Evidence-based Home Visiting programs, or other efforts). Please specify and describe the nature of involvement for each.

___ Statewide prevention plan efforts

___ Other related strategic planning efforts. Describe the nature of involvement

3. Collaboration and Coordination

In this section, States should describe the extent and nature of their partnerships and collaborations with other Federal, state, local, or private efforts that intersect with their child maltreatment prevention programs and activities. States are encouraged to highlight how their work may be anchored and connected to more established prevention and promotion activities in public health or other human services. The report should include information about strength of the collaborations and coordination efforts, the nature and quality of those relationships and what other impacts these connections and partnerships have made.

Please provide a short narrative that describes the collaboration or coordination activities for at a minimum, the top three systems that were identified as priority linkages in the application.

4. Prevention Service Array

Demonstrate (through contracts, interagency agreements and other means) the effective development, operation and expansion of community-based and prevention-focused

programs and activities that meets the requirements of the CBCAP program; (section 207(1))

Provide the inventory and description of the services provided to families by local programs that meet identified community needs, including core and optional services as described in section 202 of this legislation; (section 207(2))

Demonstrate that they have addressed the unmet needs identified by the inventory and description required by section 205(3) of this legislation; (section 207(3))

Include a description of the number of individuals and families served, noting and including families with children with disabilities, parents with disabilities and the involvement of a diverse representation of families in the design, operation and evaluation of community-based and prevention-focused programs and activities funded under this legislation; (section 207(4)). The participant numbers should be included for all individuals who received direct preventative services. Parents and children with disabilities who received direct preventative services should be reported as a subset of the total number of individuals served. The numbers for individuals who received public awareness or public education activities should be counted separately. States can also choose to report the number of individuals who received training and technical assistance from the Lead Agency as a separate total. (See Attachment 3)

To report the individual and families served, please summarize the data across your funded programs and report in the following table:

CBCAP Participants

Total Number	Individuals (includes children and adults)	Families	Parents with Disabilities	Comments
Participants in direct services				
Participants who received public awareness/ education (optional)				
Participants who received training (optional)				
TOTAL				

5. Outreach Activities for Special Populations and Cultural Competence

This section should include a description of outreach activities that the lead agency and the community-based and prevention-focused programs and activities conducted over the reporting period to maximize the participation of parents, racial and ethnic minorities, children and adults with disabilities and members of other underserved or underrepresented groups; (section 205(8)).

States are strongly encouraged to report on their activities to promote culturally competent and culturally relevant programs and activities for their funded programs. States are also encouraged on their efforts to address racial and ethnic disproportionality in prevention and child welfare, as appropriate.

6. Plan for Parent Leadership and Family Involvement

Describe the lead agency's activities, including training and technical assistance to ensure the leadership of parents in the ongoing planning, implementation, and evaluation of CBCAP programs; (section 207(8))

As appropriate, States should describe how their parent leadership and family involvement efforts were evaluated and assessed in terms of its impact on the work of the CBCAP Lead Agency during the reporting period.

7. Plan for Support, Training, Technical Assistance and Evaluation Assistance

Include a description of the training, technical assistance and evaluation assistance activities conducted or sponsored by the lead agency during the reporting period;

Please check the training topics (not an exhaustive list) that were conducted in the upcoming year:

- prevention programs and family support
- promoting protective factors and reducing risk factors
- marketing, messaging and public awareness///
- cultural competence, disproportionality
- collaboration and partnerships for prevention
- fiscal leveraging
- research on prevention and child maltreatment
- evidence-based and evidence-informed programs and practices
- evaluation and data management
- program monitoring and continuous quality improvement
- grant reporting requirements
- other (specify)

8. Evaluation

Provide evaluation data on the outcomes of programs and activities funded under this program. This should include the following:

- a. data regarding the OMB PART reporting requirements and the national outcomes for the CBCAP program, as appropriate;
 - for the efficiency measure, provide data on the percentage of total funding that supports evidence-based (EBP) and evidence-informed programs (EIP) and practices. More information about these requirements is included in the document, “Guidelines for CBCAP Lead Agencies on EBP EIP.” For more information, see www.friendsnrc.org
- b. a demonstration of the high level of satisfaction among families who have used the services of the CBCAP program; (section 207(5));
- c. a description of the results of the peer review process conducted under the State program; (section 207(7)).
- d. evaluation data, where appropriate and available, on the effectiveness of funded programs, the lead agency, and the network;

9. Public Awareness and Education Activities, Child Abuse Prevention Month, 2010

Include description of public awareness activities conducted each year and the total number reached or exposed through various activities.

10. Challenges, Barriers and/or Opportunities

This section should describe any important contextual factors that may have impacted the ability of the CBCAP Lead Agency to implement their proposed plans from the application. This section should describe the nature of the challenge or barrier and how the Lead Agency addressed the issue or to identify areas where they may need more support or technical assistance. This section can provide information about State budget issues, staffing issues, or other factors that have impacted the work during the reporting period.

Lead agencies may also and information about other opportunities that were not described in the previous sections.