A large, stylized blue figure composed of thick, rounded lines, resembling a person or a character, positioned on the left side of the cover. It has a large head, a curved neck, and two long, flowing limbs.

**CBCAP
New State Lead
Orientation
Manual**

April 2021



FRIENDS National Center for Community-Based Child Abuse Prevention Programs
4420 NC Hwy 55, Suite 330, Durham, NC 27713, (919) 490-5577, x 222, www.friendsnrc.org
A service of the Children's Bureau



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FRIENDS National Center for Community-Based Child Abuse Prevention

A service of the Children's Bureau

Dear CBCAP New State Lead,

Congratulations on your new position with your State's Community-Based Child Abuse Prevention Program (CBCAP). FRIENDS National Center is funded by the Children's Bureau, the same office that funds your CBCAP program. FRIENDS is designed to support CBCAP grantees in carrying out their responsibilities under Title II of the Child Abuse Prevention and Treatment Act (CAPTA).

We look forward to supporting you by providing training and technical assistance (T/TA) and helping you identify successful practices in other states that might help your program implementation. Some examples of the types of T/TA that FRIENDS provides include: monthly CBCAP peer learning calls, FRIENDS website, online learning center, CBCAP listserv, and onsite trainings on topics such as selecting and implementing evidence-based programs and practices, conducting outcome evaluations and promoting and supporting parent leadership. On a quarterly basis, at a minimum, we will contact you to update you on current developments and see how we might be of help. If you have not already been contacted by your FRIENDS Technical Assistance Coordinator, you will be shortly.

Enclosed is an overview of information regarding FRIENDS and CBCAP. You may already have located some of these resources on the FRIENDS website at www.friendsnrc.org, but we've found it useful to provide a concise packet in order to give new CBCAP State Leads a better understanding of the legislation and resources available to you. We look forward to talking with you soon.

Sincerely,

A handwritten signature in black ink that reads "Valerie Spiva Collins".

Valerie Spiva Collins
Director, FRIENDS
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Email: vscollins@friendsnrc.org

cc. Julie Fliss
Federal Project Officer, Office on Child Abuse and Neglect
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Community-Based Child Abuse Prevention (CBCAP) Programs

Overview of CBCAP

CBCAP programs were established by Title II of the Child Abuse Prevention and Treatment Act (CAPTA) Amendments of 1996 and most recently reauthorized in December of 2010 by the CAPTA Reauthorization Act of 2010 (P.L. 111-320). The purpose of the CBCAP program is:

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.

The CAPTA legislation has a rich history, beginning with the Child Abuse Prevention Federal Challenge Grants Act in 1984 — the first law to direct Federal funds specifically to assist State efforts in preventing child abuse and neglect. Amendments to the law in 1992 and 1994 broadened the earlier legislation to include the provision of community-based child abuse prevention activities and family resource services. The 1996 amendments, provided States with additional incentives to create statewide networks for ensuring the safety of children in their families and neighborhoods, and to support activities designed to prevent the occurrence, as well as the reoccurrence, of child maltreatment.

The Community-Based Family Resource and Support (CBFRS) program legislation, Title II of the Child Abuse Prevention and Treatment Act (CAPTA), reauthorized on June 25, 2003, as part of the Keeping Children and Families Safe Act 2003, presented a unique opportunity to build upon the strong foundation of the program developed by the States over the last several years. During the reauthorization, the CBFRS program was renamed “Community-Based Grants for the Prevention of Child Abuse and Neglect.” For our administrative convenience, this Title II program is now referred to as the Community-Based Child Abuse Prevention (CBCAP) program.

The changes in 2003 placed an emphasis on supporting community-based efforts to develop, operate, expand, enhance, and where appropriate to network, initiatives aimed at the prevention of child abuse and neglect, and to support networks of coordinated resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect. There was also a strong emphasis on demonstrating a meaningful commitment to parent leadership, including parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of other underrepresented or

underserved groups. The legislation built upon many of the core provisions of the CBFRS program, while emphasizing some additional elements to strengthen and support the health and well-being of families and to build the capacity of the State lead agencies. The 2003 legislation included provisions requiring that lead agencies have the capacity to support community-based and prevention-focused programs and activities that: (1) are based on State and community interagency partnerships; and (2) are implemented through an interdisciplinary, collaborative public-private structure that includes parents as full partners. Another prevailing theme of the 2003 legislation is that lead agencies were required to seek innovative approaches to coordinating funding streams and leveraging additional resources to augment the Federal funds.

To learn more about the CBCAP program, visit <http://friendsnrc.org/what-is-cbcap>.

The CAPTA Reauthorization Act of 2010; Title II of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5116 et seq.), as amended by P.L. 111-320, enacted on December 20, 2010, include new purposes for CBCAP grantees such as:

- developing a continuum of prevention services for unaccompanied homeless youth;
- involving parents in the planning, implementation, planning and improvement of community-based child abuse prevention programs that build on the strengths of families; and
- inclusion of substance abuse treatment services and domestic violence services as types of prevention services that can be funded under CBCAP.

In addition, the Act amends and added to the allowable uses of grants, under the local program requirements, the development of a comprehensive strategy to provide services to parents who are adult former victims of domestic violence or child abuse or neglect; provided for core child abuse and neglect prevention services to include respite care services; and added to optional services the inclusion of domestic violence service programs for children and their non-abusing caregivers.

What prevention activities are funded around the country?

States are involved in many prevention activities, some of which fall under CBCAP funding and some that fall under other Federal programs. CBCAP includes activities that work with the community and families to prevent child abuse and neglect. Examples include public awareness campaigns, home visiting programs for new parents, diversion programs for at-risk families, and parent support groups. Most professionals agree that there are three levels of prevention services; primary prevention, secondary prevention, and tertiary prevention. Primary and Secondary are allowable activities under CBCAP funding, while Tertiary activities are not funded under CBCAP dollars.

Primary Prevention

Primary prevention consists of activities that are targeted toward the community at large. These activities are meant to impact families before any allegations of abuse and neglect. Primary prevention services include public education activities, parent education classes that are open to anyone in the community, and family support programs. Primary prevention can be challenging to measure because you are attempting to impact something before it happens, an unknown variable. This type of activity is a focus of CBCAP programs.

Secondary Prevention

Secondary prevention consists of activities targeted to families that have one or more risk factors, including families with substance abuse, teen parents, parents of special needs children, single parents, and low-income families. Secondary prevention services 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 at families that have confirmed or unconfirmed 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 protection programs and are not a focus of CBCAP programs.

What are the intended outcomes of CBCAP?

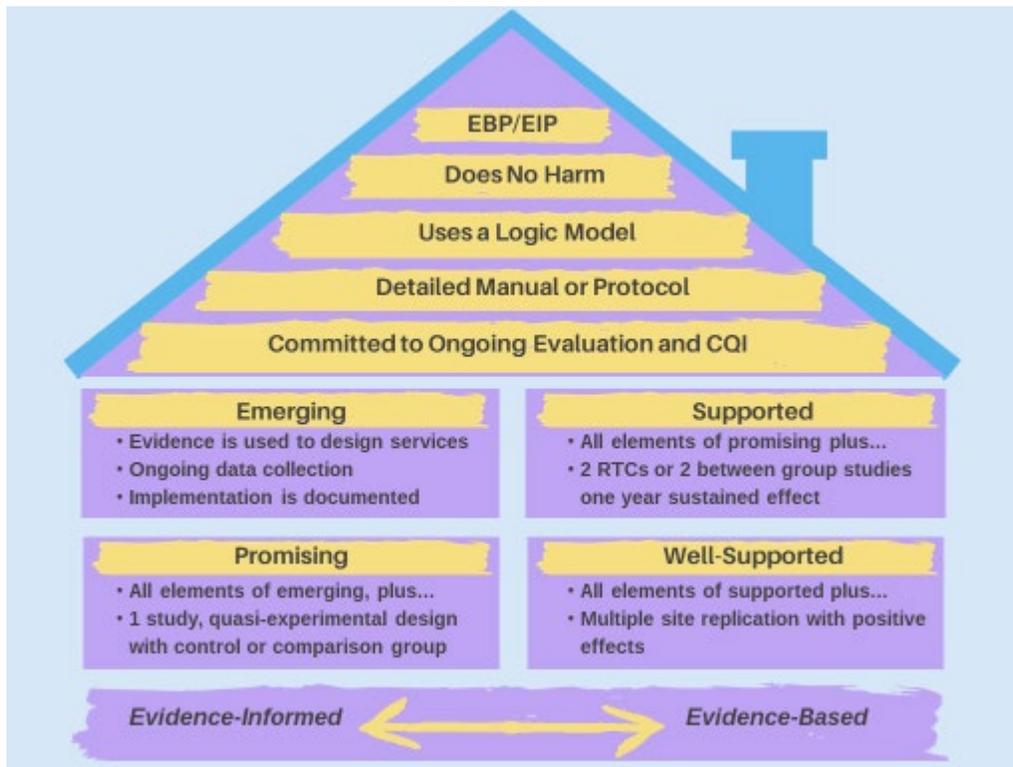
A long-term outcome for CBCAP is to decrease the rate of children who are first-time victims of child maltreatment. A second outcome is to decrease the rate of first-time perpetrators of child abuse. Both outcomes are measured using data from the National Child Abuse and Neglect Data System (NCANDS). NCANDS data is submitted annually by each of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico.

| Outcome Measure | Annual Target |
|--|---|
| To reduce the rate of first time victims of maltreatment per 1,000 children. | 0.20 annual reduction from previous FFY |
| To reduce the rate of first time perpetrators of child abuse. | No annual target |

Another goal is to increase the percentage of total CBCAP funding that supports evidence-based and evidence-informed (EB/EI) child abuse prevention programs and practices. For CBCAP programs, evidence-based (EB) practice is defined as the integration of the best available research with child abuse prevention program expertise within the context of the child, family, and community characteristics, culture, and preferences. Some form of documented scientific evidence validates these approaches to prevention. This includes findings established through scientific research, such as controlled clinical studies; however, other methods of establishing evidence are also valid.

Evidence-based practices may be considered "supported" or "well-supported," depending on the strength of the research design. (See the graphic on page 10.)

States are encouraged to explore and consider implementing EB/EI programs and practices that have been shown to effectively address the unmet needs of their population based on the outcomes of their needs assessments. CBCAP leads are required to include information on EB/EI that have been implemented as part of their CBCAP programs. For more information, visit <https://friendsnrc.org/evaluation/matrix-of-evidence-based-practice/>.



| Efficiency Measure | Annual Target |
|---|--|
| To increase the percentage of CBCAP total funding that supports evidence-based and evidence-informed child abuse prevention programs and practices. | 3 percentage points increase over previous FFY |

What activities are authorized under CBCAP?

CBCAP programs are authorized to fund child abuse prevention programs in their service area that provide a multitude of services and supports. These services and programs can:

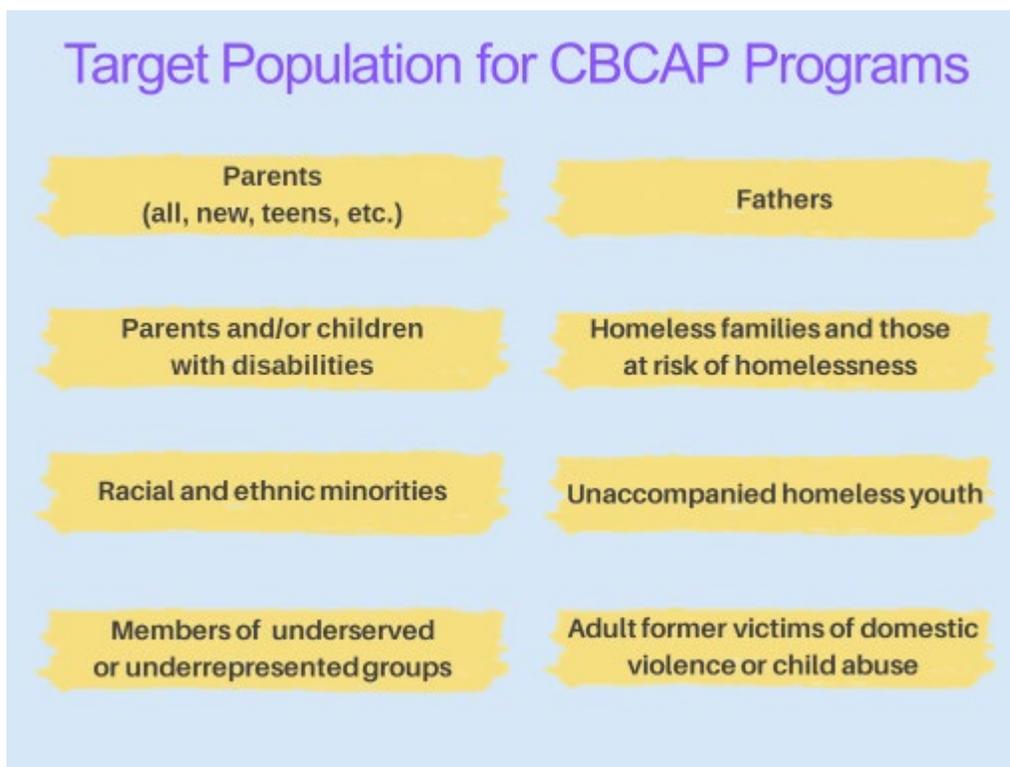
- Provide comprehensive support for parents.
- Promote the development of parenting skills.
- Increase family stability.
- Improve family access to formal and informal resources; including access for unaccompanied homeless youth.
- Support needs of families with children with disabilities through respite or other activities.
- Provide referrals for early health and development services.
- Demonstrate a commitment to parent involvement in the planning and program implementation of the lead agency and local programs funded under CBCAP.

Programs can also:

- Foster the development of a continuum of preventive services for children and families, including unaccompanied homeless youth, through State and community-based collaborations and partnerships, both public and private.
- Finance the start-up, maintenance, expansion or re-design of specific family resource and support community-based child abuse and neglect prevention program services identified by the inventory of unmet needs and integrated with the network of programs.
- Maximize funding through the leveraging of funds for the financing, planning, community mobilization, collaboration, assessment, information and referral, start-up, training and technical assistance, information management and reporting, and evaluation costs for prevention focused programs and activities.
- Finance public information activities that focus on healthy positive development of parents and children and promotion of child abuse prevention activities.
- Coordinate or participate in, and the network's role in the promotion and observance of Child Abuse Prevention Month.
- Design an evaluation plan and approach which includes the results of evaluation, or the outcomes of monitoring, conducted under the State program to demonstrate the effectiveness of activities. States are strongly encouraged to develop evaluation plans which incorporate a continuum of evaluation approaches including quantitative and qualitative data collection methods. This evaluation plan can include a peer review process. For more information, visit <http://friendsnrc.org/evaluation-toolkit>.

What is the target population for CBCAP programs?

State Lead Agencies are encouraged to identify and work with their funded providers to engage special populations that they find are particularly vulnerable based on the unique needs of their states and communities. States are also encouraged to tailor services to the needs of their specific communities. These families include:



CBCAP programs should have some activities available to the general population such as public awareness and education about preventing child abuse and neglect.

What requirements are present for CBCAP State Leads?

Annual Report

Each State's annual program report should include: (1) the State's activities conducted during the grant award in the previous year, and (2) specific information to demonstrate compliance with the requirements for these funds.

Once the reports are submitted, FRIENDS compiles the information and captures the current trends and areas of focused programming. For more information on CBCAP Exemplary Practices, visit <https://friendsnrc.org/cbcap/annual-summary-state-exemplary-practices/>.

CBCAP Annual Grantee Meeting

The budget must allocate sufficient funds to provide for **at least one representative** from the state to attend an annual 2-5 day federally initiated CBCAP grantees conference, when the meeting is conducted in person. **Attendance at this meeting is a grant requirement.**

How much is the funding allotment for each state or program?

The appropriation for FFY 2021 was \$60,660,000. Of that allotment, 1% is set aside to fund Indian tribes/tribal organizations and migrant programs. For more information on the Tribal and Migrant program visit:

<https://friendsnrc.org/tribal-and-migrant-grantees>.

The remainder of the funds are distributed to states and territories under a formula grant. This process allows that:

- Seventy percent (70%) of the funds will be allotted proportionately among the states based on the number of children under age 18 residing in each state, except that no state shall receive less than \$175,000.
- Thirty percent (30%) of the funds will be allotted proportionately among the states based on the amount of private, State or other non-Federal funds leveraged and directed through the currently designated state lead agency in the preceding fiscal year.

The funding allotments are estimations each year based on the variables present in determining funding amounts. Each state must provide cash match of 20% in non-Federal funding of the total allotment. The match funds may come from state or private funding.

Estimated funding allotments for each fiscal year can be found in the Program Instruction.

How do states apply for funding?

The Governor in each state designates a lead entity to administer the funds for the implementation of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect. Once designated, State lead agencies must then submit an application for funding annually. The instructions for this application are included in a Program Instruction (PI) that is released in the spring of each year. There may be times when emergency funding is available. Please refer to your Federal Project Officers for more information about how to apply for these funds.

The Program Instruction for the current fiscal year can be found at: <http://friendsnrc.org/current-cbcap-program-instruction>.

Who manages the CBCAP program at the Federal Level?

The Office on Child Abuse and Neglect (OCAN) at the Children's Bureau, Administration for Children and Families, U.S. Department of Health and Human Services is responsible for overseeing and managing the CBCAP program. OCAN provides support to the CBCAP grantees through many avenues which include the provision of funds to the National Center on CBCAP or FRIENDS which is available to provide training and

technical assistance to lead agencies on the requirements of the program. In addition, OCAN staff work closely with the ACF Regional Office staff who also provide a secondary review of the State applications and reports.

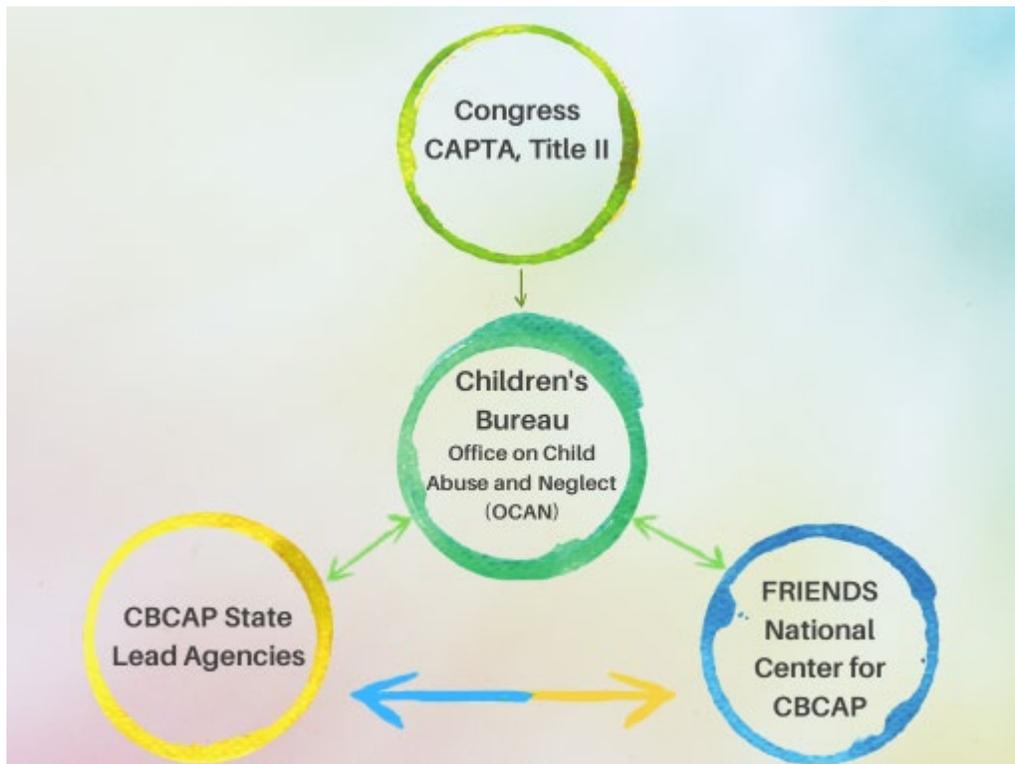
The Children's Bureau (CB) partners with federal, state, tribal and local agencies to improve the overall health and well-being of our nation's children and families. With an annual budget of almost \$8 billion, the Children's Bureau provides support and guidance to programs that focus on:

- **Strengthening families** and preventing child abuse and neglect
- **Protecting children** when abuse or neglect has occurred
- Ensuring that every child and youth has **a permanent family** or family connection

The Children's Bureau seeks to improve outcomes in the following key areas:

- **Safety**—Preventing and responding to maltreatment of children
- **Permanency**—Stabilizing children's living situations and preserving family relationships and connections
- **Well-Being**—Enhancing families' capacity to meet their children's physical, mental health and educational needs

For more information, visit <http://www.acf.hhs.gov/programs/cb>



How to Request On-Site Training and Technical Assistance (T/TA)

Guidelines

To ensure fair distribution of limited resources, the following guidelines have been developed. FRIENDS will make every effort to remain flexible and to respond to as many requests for T/TA as possible. Requests for on-site training and technical assistance must come from the CBCAP State Lead Agency.

How Often Can I Request On-site TA?

- 1** One request from each State for an on-site training and technical assistance (T/TA) visit of up to three days will be considered during the first six months of each Federal fiscal year (October 1 - March 31). *
- 2** If travel funds are still available, an additional request for on-site T/TA will be considered from each State during the second half of each federal fiscal year (April 1 - Sept 30).
- 3** The procedure are on the FRIENDS website at: <https://friendsnrc.org/friends-services>

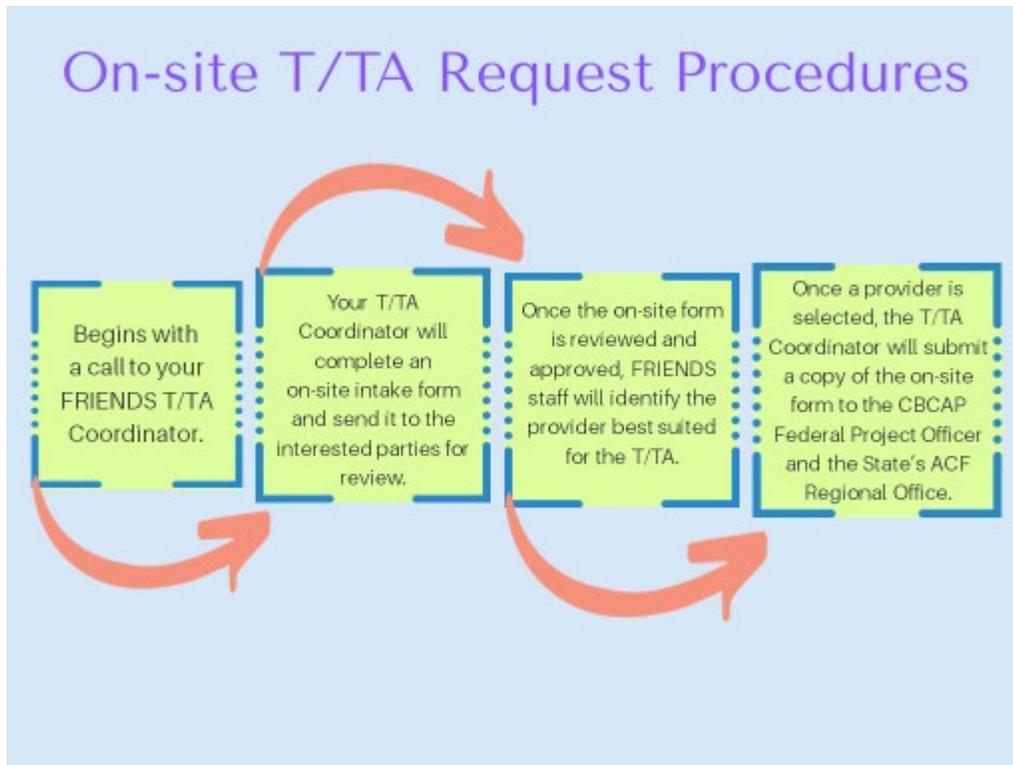
* Does not include new state lead orientation

Process

1. Requesting on-site training and technical assistance begins with a call to your FRIENDS T/TA Coordinator to discuss your request.
2. Your T/TA Coordinator will complete an on-site intake form and send it to the interested parties for review within one week.
3. Once the on-site form is reviewed and approved, FRIENDS staff will identify the provider best suited to performing the requested T/TA.
4. Once a provider is selected, the T/TA Coordinator will submit a copy of the on-site form to the CBCAP Federal Project Officer, Julie Fliss or Sharon McKinley, and the appropriate ACF regional contact for the receiving state.

5. Following the on-site T/TA visit, another letter or e-mail message describing the assistance received (including dates, location, participants and satisfaction regarding whether intended outcomes were met) should be sent by the state on-site contact to Alicia Luckie, FRIENDS T/TA Supervisor at aluckie@friendsnrc.org with courtesy copies sent to your ACF regional office contact and Julie Fliss at Julie.Fliss@acf.hhs.gov or Sharon McKinley at Sharon.McKinley@acf.hhs.gov.

If you have any questions about the FRIENDS on-site T/TA request process, please feel free to contact your State T/TA Coordinator. To find out your State T/TA Coordinator, visit <http://friendsnrc.org/state-assignments>.



FRIENDS National Center for CBCAP

What does FRIENDS stand for?

FRIENDS is an acronym for Family Resource Information, Education, and Network Development Service.

What is FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP)?

FRIENDS National Center for Community-Based Child Abuse Prevention (CBCAP) is a service of the U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau. We are a federally mandated Training and Technical Assistance Provider for CBCAP grantees.

Who is FRIENDS?

Families & Communities Rising, Inc. (formerly Chapel Hill Training Outreach Project, Inc. (CHTOP)), the lead agency for FRIENDS, provides a team of qualified staff and consultant experts in the field of child abuse and neglect prevention that offer T/TA to CBCAP grantees in order to build their capacity to meet the requirements of Title II of the Child Abuse Prevention and Treatment Act (CAPTA) as amended in 2010.

What does FRIENDS provide?

We provide our service through a coordinated effort with other national organizations and initiatives with the aim of preventing child abuse and neglect and supporting families. Our consultants and partners allow us to offer cutting edge services from leaders in the prevention field. FRIENDS provides specialized training and assistance in:

- Designing and conducting needs assessments and strategic planning
- Program planning and implementation
- Program self-assessment and continuous quality improvement
- Outcome accountability and evaluation
- CBCAP applications and annual program performance reports
- Outreach to diverse populations
- Coordination and collaboration
- Parent leadership and involvement

The following graphic represents FRIENDS training opportunities include three tiers of training and technical assistance: Universal Capacity Building, Targeted and Specialized, and Tailored and Intensive Capacity Building.

Tiers of Training and Technical Assistance (TTA)

| <p>Tier1 Universal Capacity Building</p> <p><u>For Everyone</u></p> <ul style="list-style-type: none">• Website Resources• Online Learning Center• FRIENDS Listserv | <p>Tier 2 Targeted and Specialized</p> <p><u>For CBCAP Leads and their Grantees</u></p> <ul style="list-style-type: none">• All Tier 1 and Tier 2 TTA• Onsite TTA• Peer Learning Calls• CBCAP Listserv• TA offered by teleconference, webinar, or email | <p>Tier 3 Tailored and Intensive Capacity Building</p> <p><u>Partnership between FRIENDS and CBCAP Leads</u></p> <ul style="list-style-type: none">• Pre-determined amount of time• Desired systems change and implementation• All tiers of TTA• Ongoing regular coaching• Consultation and resource sharing |
|--|--|---|
|--|--|---|

FRIENDS Contractor Organizations

University of Kansas, Center for Public Partnerships and Research

The Center for Public Partnerships and Research (CPPR) at the University of Kansas is a multi-disciplinary team who work to optimize the well-being of at risk children, youth, and families by generating responsive solutions that improve practice, inform policy, and advance knowledge. In partnership with FRIENDS, CPPR will provide technical assistance and training in two areas- Collective Impact and Cost Analysis. For more information, visit <https://cppr.ku.edu/>.

Educational Training, Evaluation, Assessment & Measurement

(E-TEAM) Department at the University of Oklahoma

E-TEAM is an independent department within the University of Oklahoma that provides research and evaluation services. E-TEAM is a full-service department with decades of experience in evaluation and assessment, database design, interface development, and all phases of research data processing. E-TEAM is made up of senior research associates, data analysts, technical writers, database developers and managers, and a pool of research assistants.

Evaluating Training and Technical Assistance (T/TA) delivered to all constituents

The E-TEAM department at the University of Oklahoma specializes in developing and implementing comprehensive evaluation plans. Evaluation is an integral component of the continuous quality improvement (CQI) process by providing feedback to FRIENDS T/TA staff and administrators. Through this process, E-TEAM will conduct a needs assessment of CBCAP grantees, evaluate customer and consumer satisfaction of all forms of T/TA, and provide ongoing support to FRIENDS staff to help improve the T/TA process. For more information, visit <http://eteam.ou.edu>.

FRIENDS Parent Advisory Council

FRIENDS has established a Parent Advisory Council to provide useful overall program direction and guidance to the activities of the National Center. Committee members share their experience and expertise in child abuse prevention and family strengthening through their active participation in FRIENDS workgroups and the annual Grantee's meeting, development/review of FRIENDS written materials, and by providing resource center staff with consultation and advice. The PAC consists of parent leaders representing a diversity of geography, gender and culture. FRIENDS extends a call for nominations for the PAC when seeking members with knowledge to address or expand a specific area of focus in the CBCAP community. PAC members are nominated by CBCAP State Leads.

The PAC supports the work of FRIENDS and CBCAP through numerous roles and opportunities including:



For more information on the FRIENDS Parent Advisory Council, visit <http://friendsnrc.org/parent-advisory-council>.

FRIENDS Parent Advisory Council 2021



Region 1

Region 6

- Bruce Bynum PAC Mentor (TX)
- Raven Sigure (LA)

Region 2

- Melba Henao (NJ)

Region 7

- Sam Blue, PAC Alumni (MO)
- Jessica Diel PAC Alumni (MO)

Region 3

- Elizabeth Reddick (DC)
- Eliza Cooper, PAC Alumni (MD)
- Stephanie Eckhart, PAC Alumni (MD)

Region 8

- Heather Stenson, (MT)

Region 4

- Valerie Lebanon (KY)
- Vadonna Williams (AL)
- Eileen Graham (GA)
- Sam Bowman Fuhrmann, PAC Alumni (NC)
- Beth Stodghill PAC Alumni (TN)

Region 9

- Melissa Zimmerman (AZ)
- Muzhgan Fakhri (CA)
- Art Hernandez, PAC Alumni (CA)

Region 5

- Anthony Queen, MI
- Joanne Hodgeman, (MN)
- Brook Hoffbauer, PAC Alumni (MN)

Region 10

- Fatima Gonzalez-Galindo PAC Alumni (WA)
- Jill Gentry, PAC Alumni (OR)
- Dawn Petzer, PAC Alumni (WA)

FRIENDS National Center Resources

Resources related to CBCAP are available on the FRIENDS Website. The resources include publications, fact sheets, webinars, state summaries, annual reports and applications, web portal, State Lead Agency and Tribal and Migrant programs contact information and links to other prevention resources and a listing of available services from FRIENDS, visit <http://www.friendsnrc.org>.

FRIENDS National Center maintains a listserv for the CBCAP community. We provide useful information to the field and timely updates on funding and other events. To sign up for the listserv, visit <http://friendsnrc.org/resources/listserv>.

The Online Learning Center is designed to meet the demands of providing high quality, subject specific training free of charge for CBCAP State Lead Agencies and Tribal and Migrant programs and their grantees and others. The Online Learning Center is designed to offer accessible continuing education and professional development opportunities that are available at any time. Visit the Online Learning Center: <http://friendsnrcelearning.org/>

FRIENDS Online Courses

FRIENDS Offers On-Line Courses Free of Charge

- Data 101**
- Continuous Quality Improvement**
- Logic Model**
- Creating Parent/Practitioner Collaboration**
- Qualitative Data**
- Collaborating with Tribes**
- Protective Factors**

FRIENDS National Center for Community-Based Child Abuse Prevention

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Region 7: Iowa, Kansas, Missouri, Nebraska
Region 8: Colorado, Wyoming
Region 9: Nevada

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New State Lead Orientation Manual

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