

November 2022 PLC:

Preparing for the CBCAP Annual Report

November 9, 2022



Children's Bureau Updates

Community-Based Child Abuse Prevention Formula Grants

Peer Learning Call

Discussion on FY2022 Annual CBCAP Reporting

Julie Fliss

Emily Fisher

November 9, 2022



Peer Learning Call Objectives

During this PLC, we plan to:

- Confirm timeframe for report (FY2022)
- Review and provide guidance on reporting requirements, to include:
 - Examples of information to include under each requirement and
 - Use of American Rescue Plan Act Supplemental CBCAP funds
- Confirm deadline and methods for submitting annual reports
 - Including a discussion on the web-based portal
- Answer questions and provide clarification on the annual report

CBCAP Annual Report Deadline

CBCAP Program Instruction (ACYF-CB-PI-22-05), states:

“General Requirement. Each state’s annual program report (due approx. **120 days after the end of the FY grant period – January 30th, 2023**) should: (1) document activities conducted during the grant award in the previous year; and (2) provide specific information to demonstrate compliance with the requirements for these funds.”

To view the PI: <https://www.acf.hhs.gov/cb/policy-guidance/pi-22-05>

(Part II. Section H, page 23)

How Report is Different from the Application

Requirement	Report	Application
• Retrospective narrative on accomplishments	X	
• Prospective view of planned activities		X
• Letters – submission & Governor’s		X
• Assurances – state lead & Governor’s		X
• Leverage Claim form		X
• Lobbying Certification		X
• Budget		X
• Numbers served – individuals, parent/caregivers, children, etc.	X	
• Percentage of funds used for EI/EB programs	X	
• Submit through CBCAP@acf.hhs.gov with a cc to the Regional Office	X	X

Timeframe for Information in the Report

- The CBCAP Annual Report should include information on activities and accomplishments completed within fiscal year 2022:

October 1, 2021 – September 30, 2022

- Retrospective view of completed CBCAP program activities.

American Rescue Plan Act – Supplemental CBCAP Funds

In an effort to capture use of Supplement CBCAP funding, the following is included throughout the report:

If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

1. The statewide child maltreatment prevention leadership activities conducted by the CBCAP lead agency in the past reporting period

- Describe the role of the CBCAP lead agency and how it is leading the child maltreatment prevention activities in the State.
- Include the interdisciplinary, collaborative, public-private structure.
- Outline activities and services funded by CBCAP.
- Describe how programs and activities operate.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

2. The CBCAP lead agency's actions to advocate for systemic change during the reporting period.

This should include a description of the following:

- The CBCAP lead agency's involvement in statewide systemic change efforts.
- Demonstrate (through information and documentation) the establishment or maintenance of innovative funding mechanisms for the development, operation, expansion and enhancement of CBCAP programs.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

Page 23-24 of the Program Instruction

3. Describe the nature and extent of collaborations and partnerships and its impact on the CBCAP program in the past reporting period

- States should describe their partnerships and collaborations with other Federal, State, local, or private efforts that intersect with their child maltreatment prevention programs and activities.
- Highlight how your 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.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

4. Describe the status of the State's prevention service array

- Demonstrate how the CBCAP lead agency has assessed the unmet needs in the State and community.
- Demonstrate that the CBCAP lead agency has addressed the unmet needs identified by the inventory and description required by section 204(3) of this legislation; (section 206(3)).
- Provide the inventory and description of the services provided to families by local programs that meet identified community needs.
- 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 206(1)).

Continued on next page...

4. Describe the status of the State's prevention service array. cont'd.

- Include a description of the number of individuals (breaking out parent/caregivers and children, when possible) 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 child abuse and neglect prevention programs and activities.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

5. Include a description of the actual outreach activities for special populations and cultural competence efforts conducted by the CBCAP lead agency during the reporting period

- Include a description of outreach activities that the CBCAP 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,
 - homeless families and those at-risk of becoming homeless,
 - unaccompanied homeless youth,
 - adult former victims of abuse and neglect or domestic violence, and
 - members of other underserved or underrepresented groups.
- Include activities to promote culturally competent and culturally relevant programs and activities for their funded programs.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

6. Describe the lead agency's activities and implementation plan to ensure the continued leadership and involvement of parents in the ongoing planning, implementation, and evaluation of CBCAP programs (section 206(8))

- Describe the CBCAP lead agency's activities, including training and technical assistance, and implementation plan to ensure the leadership and involvement of parents in the ongoing planning, implementation, and evaluation of CBCAP programs.
- If applicable, describe how 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.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

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

- Describe the training, technical assistance and evaluation assistance activities conducted or sponsored by the CBCAP lead agency during the reporting period.
- Please include the number of individuals who received training and technical assistance from Lead Agency as a total.
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

Page 25 of the Program Instruction

8. Provide evaluation data on the outcomes of programs and activities funded under this program

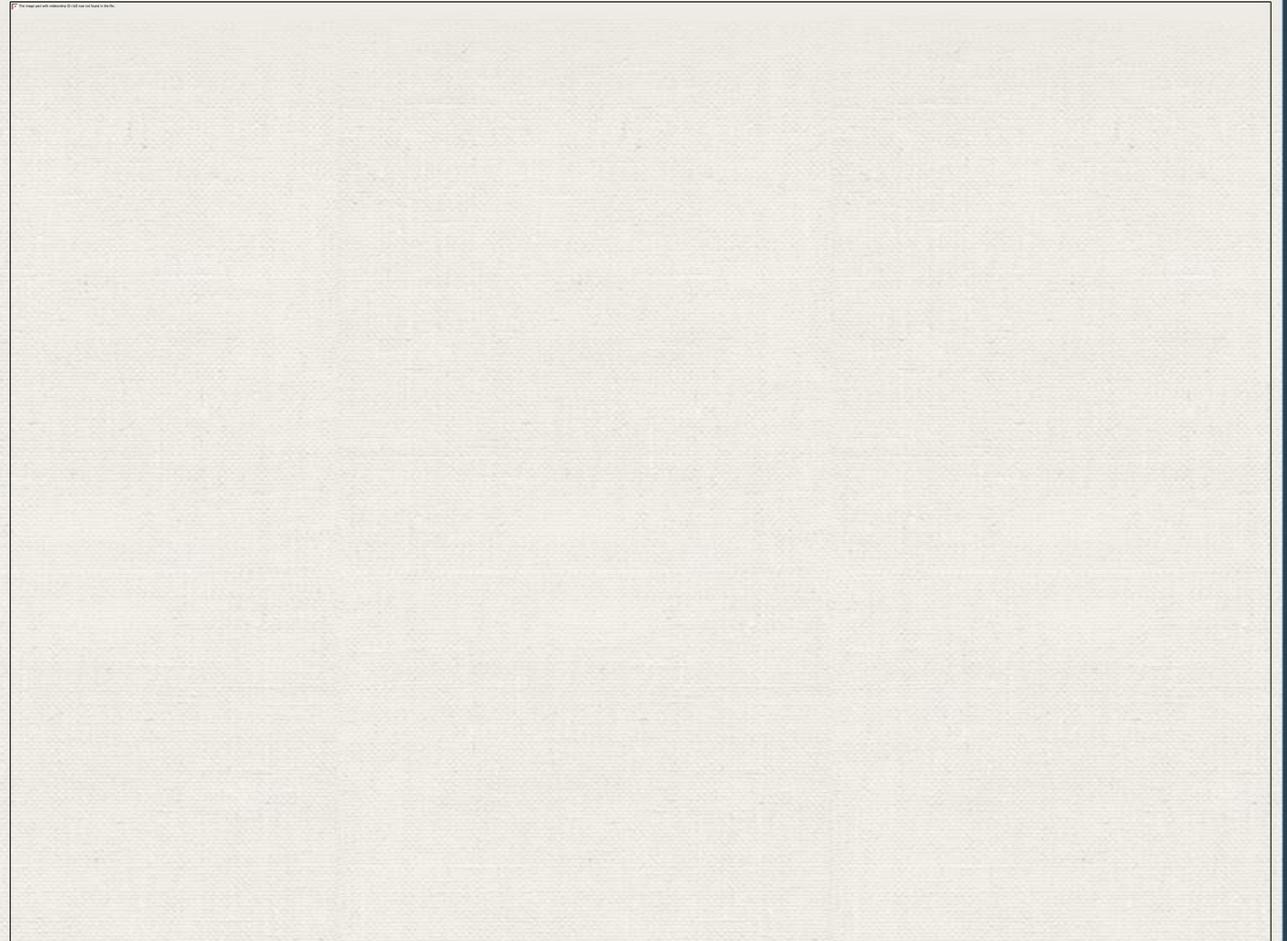
This should include the following:

- Data 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
- A demonstration of the high level of satisfaction among families who have used the services of the CBCAP program; (section 206(5))
- A description of the results of evaluation, or the outcomes of monitoring, conducted under the State program to demonstrate the effectiveness of activities in meeting the purposes of the program (this may include a peer review process) (section 206(7))
- Evaluation data, where appropriate and available, on the effectiveness of funded programs, the CBCAP lead agency, and the network
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.

For the efficiency measure, provide data on the percentage of total funding that supports evidence-based (EBP) and evidence-informed programs (EIP) and practices

The following must be provided:

- Whether the program is:
 - Well-supported
 - Supported
 - Promising
 - Emerging
- Program Name
- Supporting Reference (i.e., information used to determine EI/EBP level)
- Total amount (by program) of:
 - CBCAP funding used
 - Infrastructure costs
 - Matched funding



Funding that supports evidence-based (EBP) and evidence-informed programs (EIP) and practices

Infrastructure Costs – non-direct service activities the SLA conducts to support the implementation of EB and EI practices.

Examples may include:

- Training and Technical Assistance
- Evaluation and Data Collection
- Network Development and Collaboration
- Grants Management and Monitoring

9. Include a description of the Child Abuse Prevention Month and public awareness activities conducted during the reporting period

- Provide information on public awareness and education activities conducted in the reporting period and the total number reached through various activities
- If applicable, describe how the supplemental CBCAP funds provided through the American Rescue Plan helped advance this work.



Page 25 of the Program Instruction

10. Include a description of the important contextual factors (challenges or barriers) that impacted the ability of the CBCAP lead agency to implement their proposed plans in the last reporting period

- Describe any important contextual factors that may have impacted the ability of the CBCAP lead agency to implement their proposed plans from the application.
- Describe the nature of the challenge or barrier and how the CBCAP 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.
- Describe any barriers or challenges the state experienced in being able to access or use the supplemental funds provided through ARP.

11. Provide any updates on the state's use of the supplemental funding provided through ARP (not addressed in other sections of this report)

- Describe how the state engaged with families, community-based agencies or other partners to implement plans to use of supplemental funds and how issues of equity have informed the use of the funds.
- Describe any barriers or challenges the state experienced in being able to access or use the supplemental funds.

Resources for Preparing the Report

- Web-based Portal
 - Technical assistance tool
 - Simple, straight-forward format
 - Allows for easy entry
 - Updated features
 - Support and technical assistance: Edi Winkle at ewinkle@friendsnrc.org
- Template/outline in MicroSoft® Word

CBCAP Annual Report Submission

Submission Process:

Annual reports and supplemental information (if applicable) should be submitted via email to CBCAP@acf.hhs.gov by January 30 with a cc to the Regional Office (see Attachment 8 of the PI, page 42-43). Or go to:

<https://www.acf.hhs.gov/cb/resource/regional-program-managers>

Technical Assistance on the Report

If you have questions while writing the report, please contact your FRIENDS TTA Coordinator or Federal Project Officer.

TA Coordinators

Carolyn Abdullah

CAbdullah@friendsnrc.org

Magdalena Benitez

Mbenitez@friendsnrc.org

Mary Jo Caruso

MJCaruso@friendsnrc.org

Samantha Florey

sflorey@friendsnrc.org

Cynthia Smith

Csmith@friendsnrc.org

Edi Winkle

EWinkle@friendsnrc.org



Federal Project Officers

Emily Fisher

Emily.Fisher@acf.hhs.gov

Julie Fliss

Julie.Fliss@acf.hhs.gov