November 2021 PLC:

Preparing for the CBCAP Annual Report

November 10, 2021

Community-Based Child Abuse Prevention Formula Grants

Peer Learning Call

Discussion on FY2021 Annual CBCAP Reporting

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November 10, 2021

Peer Learning Call Objectives

During this PLC, we plan to:

- Confirm timeframe for report (FY2021)

- Review and provide guidance on reporting requirements
  - Including examples of information to include

- 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-21-03), states:

"**General Requirement.** Each state's annual program report (due approx. **120 days after the end of the FFY grant period** – **January 30th, 2021**) 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."

However, because January 30, 2021 falls on a Sunday, the Children's Bureau will accept submissions received on Monday, January 31, 2021 as timely for this year only.

To view the PI: https://www.acf.hhs.gov/sites/default/files/documents/cb/pi2103.pdf

(Section H, page 20)

Timeframe for Information in the Report

- The CBCAP Annual Report should include information on activities and accomplishments completed within federal fiscal year 2021:

    October 1, 2020 – September 30, 2021

- <u>Retrospective</u> view of CBCAP program activities.

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.

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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.

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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.

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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)).

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

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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.

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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.

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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.

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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

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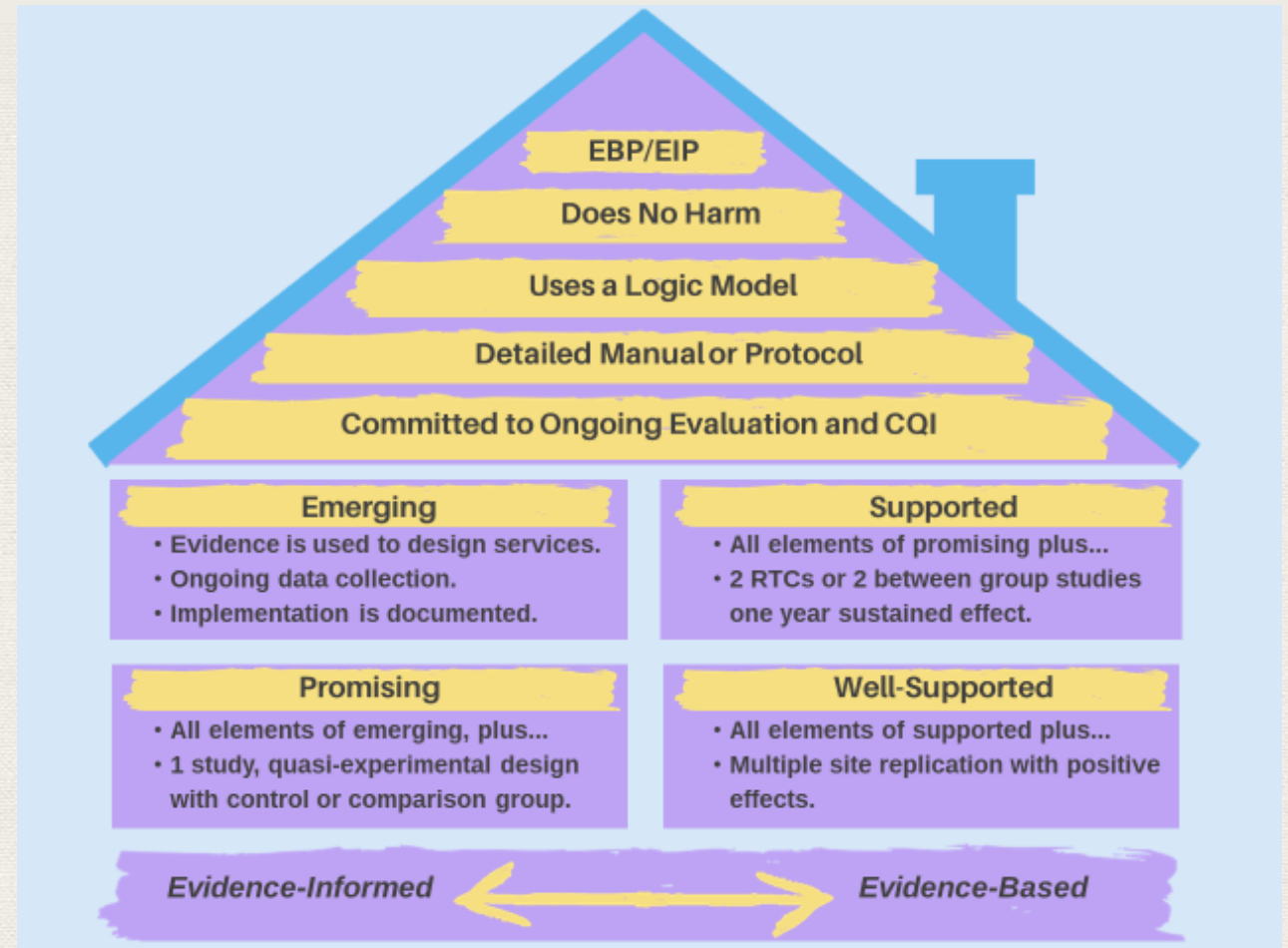
Funding that supports evidence-based (EBP) and evidence-informed programs (EIP) and practices

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

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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.

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Reporting on American Rescue Plan Act Supplemental Funding

Grantees will also be required to provide <u>an update on the use of the supplemental funding and accomplishments</u> as part of their future annual program reports due approximately 120 days after the end of the FY grant period, on January 30 of each year.

Therefore, the update on the use of funds from the American Rescue Plan should be included in the annual program report due January 30, 2022. Lastly, the information describing the planned or actual use of CBCAP supplemental funding should be clearly labeled as such in annual CBCAP applications and program reports.

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 February 1, 2021 (at the latest) 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

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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

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Report and Application Portal

EDI WINKLE

FRIENDS TRAINING AND TECHNICAL ASSISTANCE WEB-BASED PORTAL FOR CBCAP REPORT AND APPLICATION

FRIENDS CBCAP PORTAL

Dashboard   State Profile

Hi, ewinkle@friendsnrc.org

Dashboard • Arkansas

Welcome to the FRIENDS CBCAP Portal!

Welcome to the CBCAP Report and Application Portal. This technical assistance tool helps states to collect and synthesize the information needed for their annual report and application process to the Children's Bureau. This repository stores the information for each state in one easy to access location and provides FRIENDS and the prevention community with the ability to see the activities of participating states in various CBCAP areas on the public side of the website.

If you have questions about the report or application please contact your TA coordinator.

If you require assistance with this system, please contact friends@friendsnrc.org

Welcome ARKANSAS

Update your State Profile

ANNUAL REPORT

You can work on this year's annual report, or review previous years.

2021

2020

2019

2018

APPLICATION

You can work on this year's application, or review previous years.

2021

2020

Key Concepts to Know

Content always mirrors outline from CB

- System is open now for reports
- Outline is in Chat

Log in information you have previously received is still valid

- If you don't have your log in, email ewinkle@friendsnrc.org
- Other users can be added and would have their own user account and password

The Details

- Content is easy to access
- Helps build a national picture of prevention
- Remember you can:
  - Email content of report/application directly from system – eliminating the need for downloads.
  - Enhanced editing options including font features, tables, images and more.
  - Narratives are shared in word that allow easier editing/sharing for feedback on your teams.

ARPA Dashboard
coming soon

- ▶ Ability to document activities in a simple, concise format

- ▶ Helps document evaluation, numbers served, and $ obligated

- ▶ FRIENDS will use information to help draw a national data picture on prevention

Dates to know

Wednesday, December 1	Thursday, December 9
1 pm central (2 eastern, 11 pacific)	1 pm central (2 eastern, 11 pacific)

Using the FRIENDS TA Portal to Compile Annual Report Information	Using the FRIENDS TA Portal to Collect and Report ARPA Activities
Focus on report in portal but will touch on ARPA Dashboard and features.	Focus on ARPA Dashboard and features but will cover the report section of the Portal as well.