



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

September 5, 2014

ALL COUNTY INFORMATION NOTICE NO. 1-54-14

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 (CAPIT), COMMUNITY-BASED CHILD ABUSE PREVENTION (CBCAP), PROMOTING SAFE AND STABLE FAMILIES (PSSF) PROGRAMS AND CHILD ABUSE PREVENTION COUNCILS (CAPCs)**

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-70-13;  
I-51-13

The purpose of this ACIN is to provide instructions for annual reporting for the county Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) programs and Child Abuse Prevention Councils (CAPCs). **All report components are due to the Office of Child Abuse Prevention (OCAP) by Friday, October 31, 2014.**

The information gathered in this report allows the OCAP, as the lead agency to administer the CAPIT, CBCAP and PSSF programs, to maximize eligibility for federal financial participation and to comply with state and federal requirements. Although CAPIT funds have been realigned, California uses the funds as a federal match and leverage for CBCAP funds. Therefore, the California Department of Social Services (CDSS) OCAP must continue to monitor their use to ensure they are used for the appropriate target populations and services.

The public agency designated by the Board of Supervisors (BOS) to administer the CAPIT/CBCAP/PSSF funds for participating counties 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

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

report may best be answered by a community partner such as a Child Abuse Prevention Council (CAPC) or service providers/vendors receiving CAPIT/CBCAP/PSSF funds, the county is responsible for ensuring all components of the annual report are completed on time.

**The period for this report is July 1, 2013 through June 30, 2014.** The report is separated into seven (7) sections: (1) General Questions and CAPIT; (2) CBCAP; (3) PSSF Family Preservation; (4) PSSF Family Support; (5) PSSF Time-Limited Family Reunification; (6) PSSF Adoption Promotion and Support; and (7) Child Abuse Prevention Council (CAPC). Each section captures participation counts and narrative responses pertaining to the particular funding source (CAPIT, CBCAP or PSSF) or activity (General Questions or CAPCs). Some of the annual report components have been revised and/or expanded to comply with federal reporting requirements and/or legislative changes.

The report is web-based in format and was created using Survey Monkey. Links to each section are located at <http://www.cdsscounties.ca.gov/OCAP/PG3162.htm>. Users will login to each section separately; however, no passwords are required. All questions in each section must be completed. No blanks are allowed. Instructions for saving and submitting data are found at the beginning of each section.

As part of the Annual Report, each county is required to complete a Year-End Expenditure Report for CBCAP, PSSF and County Children's Trust Funds (CCTF). The Year-end Expenditure Report form and submission instructions are located in the first section of the CAPIT report.

Please use the following references to complete the Annual Report:

- a) Glossary of Terms and Service Categories: provide definitions of terms and services and/or examples. <http://www.cdsscounties.ca.gov/OCAP/PG3162.htm>
- b) Program Fact Sheets: describe purpose, authority and allowable activities of each program. <http://www.childsworld.ca.gov/PG2287.htm>
- c) CBCAP Evidence-Based and Evidence-Informed Programs and Practices (EBP/EIP) Decision Tree: will guide users to determine if a program/activity/approach is evidence-based or evidence-informed. [http://www.cdsscounties.ca.gov/OCAP/res/pdf/EB\\_EIP\\_Checklist.pdf](http://www.cdsscounties.ca.gov/OCAP/res/pdf/EB_EIP_Checklist.pdf)
- d) Printable copies of all Annual Report sections can be found at <http://www.cdsscounties.ca.gov/OCAP/PG3162.htm>. It is strongly recommended that users download and review each section prior to starting the online report.

The OCAP will host technical assistance webinars to provide an overview of the report and answer general questions. Participation is optional, but highly recommended for counties and/or funded partners. Click on the registration link of the preferred date and time, below, to register:

DATE	TIME	REGISTRATION LINK
Monday, September 15, 2014	10:00 – 10:30 AM	<a href="https://www2.gotomeeting.com/register/235507226">https://www2.gotomeeting.com/register/235507226</a>
Thursday, September 25, 2014	1:00 – 1:30 PM	<a href="https://www2.gotomeeting.com/register/409216970">https://www2.gotomeeting.com/register/409216970</a>
Monday, September 29, 2014	1:00 – 1:30 PM	<a href="https://www2.gotomeeting.com/register/129305730">https://www2.gotomeeting.com/register/129305730</a>

## SUBMISSION OF THE ANNUAL REPORT

New this year, **the entire report will be submitted electronically**. No hard copies with signatures will be collected. We are committed to providing ongoing support and technical assistance to ensure timely completion of every county's annual report. Questions regarding the report should be directed to your OCAP [program consultant](#) or by emailing [OCAP-PND@dss.ca.gov](mailto:OCAP-PND@dss.ca.gov).

Thank you for your continued efforts to improve the lives of children and families. We look forward to receiving your report and learning about your county's progress toward children's safety, permanency and well-being.

Sincerely,

### ***Original Document Signed By:***

KEVIN GAINES, Chief  
Child Protection and Family Support Branch

c: CWDA