



WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**



EDMUND G. BROWN JR.  
GOVERNOR

May 19, 2016

ALL COUNTY INFORMATION NOTICE: I-36-16

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY BOARD OF SUPERVISORS  
ALL COUNTY WELFARE DIRECTORS  
ALL CAPIT/CBCAP/PSSF LIAISONS

SUBJECT: **INSTRUCTIONS FOR THE ANNUAL REPORTING OF THE COUNTY’S UTILIZATION OF CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT, COMMUNITY-BASED CHILD ABUSE PREVENTION, PROMOTING SAFE AND STABLE FAMILIES, COUNTY CHILDREN’S TRUST FUND AND CHILD ABUSE PREVENTION COUNCILS**

REFERENCE: [ACIN NO. I-54-14](#); CFL NO. [14/15-41E](#); [14/15-06E](#); [13-14-27 WELFARE AND INSTITUTIONS CODE 18962](#)

The purpose of this letter is to provide instructions for the annual reporting of county utilization of Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), Promoting Safe and Stable Families (PSSF) and the County Children’s Trust Fund (CCTF) funds in Fiscal Year 2015-16. Additionally, annual report information is collected on the utilization of Child Abuse Prevention Councils (CAPCs) and Child Abuse Prevention Month activities in your county. **All report components are due to the Office of Child Abuse Prevention (OCAP) by 5:00 p.m., Friday, September 30, 2016.**

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. Information gathered on the CCTF informs the CBCAP allocation to counties. Therefore, the OCAP monitors the distribution and utilization of these funds to maximize federal funding, determine allocation amounts and ensure that funds are appropriately reaching the target populations with services that meet county identified needs. The release of allocations, such as the annual CBCAP allocation, is dependent on the submission, review, and approval of the Annual Report from all

counties. Failure on behalf of the counties to submit a complete and accurate Annual Report by the deadline stated above will delay the OCAP's ability to release funding.

The public agency designated by the Board of Supervisors to administer the CAPIT, CBCAP, PSSF and CCTF 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 report may best be answered by a community partner such as a CAPC or service providers and/or vendors receiving CAPIT, CBCAP, PSSF and CCTF 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, 2015, through June 30, 2016.** Report information will once again be captured through the Efforts to Outcomes (ETO) software system. Each county has received log-in information and access to this real-time reporting system. In addition, the OCAP will provide two training webinars for new and continuing users. The training webinars will be held Monday, July 11, 2016, and Monday, August 8, 2016, from 10 a.m. to 11:30 a.m. Additional information regarding the training webinars will be released from the OCAP.

Additionally, an [ETO Reference Guide](#) has been posted on the OCAP's extranet for county participants. Further support is available through your OCAP consultant, or by emailing [OCAP-PND@dss.ca.gov](mailto:OCAP-PND@dss.ca.gov).

## **SUBMISSION OF THE ANNUAL REPORT**

**The entire report will be submitted through the ETO system.** No hard copies with signatures will be collected. Acceptance of the Application and Assurance form is collected in ETO, as well. The counties must accept the Terms and Conditions as stated in ETO. Failure to accept the Terms and Conditions could delay and/or prohibit counties from receiving future allocations.

Thank you for your continued efforts to strengthen 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