

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 23, 2005

ALL COUNTY INFORMATION NO. I-25-05

TO: ALL COUNTY BOARDS OF SUPERVISORS  
 ALL COUNTY WELFARE DIRECTORS  
 CHILD ABUSE PREVENTION COUNCILS  
 PROMOTING SAFE AND STABLE FAMILIES PROGRAM LIAISONS  
 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT/COMMUNITY  
 BASED CHILD ABUSE PREVENTION PROGRAM LIAISONS

REASON FOR THIS TRANSMITTAL

- State Law Change  
 Federal Law or Regulation  
 Change  
 Court Order  
 Clarification Requested by  
 one or more Counties  
 Initiated by CDSS

SUBJECT: CAPIT/CBCAP/PSSF THREE-YEAR PLAN INSTRUCTIONS FOR  
 STATE FISCAL YEARS 2005 – 2008

REFERENCE: Welfare and Institutions Code, Sections 18950-18986.3  
 Welfare and Institutions Code, Sections 16600-16605  
 Child Abuse Prevention and Treatment Act as amended by Keeping  
 Children and Families Safe Act of 2003 (Public Law 108-36) enacted  
 June 25, 2003  
 Title II of the Child Abuse Prevention and Treatment Act (42 U.S.C.  
 Sections 5101 et seq.)  
 Title IV-B of the Social Security Act (42 U.S.C. Sections 620 et seq.)  
 Adoptions and Safe Families Act of 1997 (Public Law 105-89)  
 45 Code of Federal Regulations, Section 1355.34  
 All County Letter No. 01-20, dated March 10, 2001  
 All-County Letter No. 02-32, dated April 4, 2002  
 All-County Letter No. 04-05, dated February 2, 2004  
 County Fiscal Letter No.00/01/-68, dated March 21, 2001  
 County Fiscal Letter No. 01-02-37, dated November 9, 2001  
 County Fiscal Letter No. 02/03-65, dated June 30, 2003  
 County Fiscal Letter No. 04/05-06, dated August 11, 2004  
 Office of Child Abuse Prevention Letter dated February 6, 1998  
 Office of Child Abuse Prevention Letter dated December 21, 1998  
 Office of Child Abuse Prevention Letter dated November 16, 2001  
 California's Title IV-B Child and Family Services Plan for Federal Fiscal  
 Years 2005-2009

This All County Information Notice (ACIN) provides: (1) information about the  
 consolidated requirements for counties seeking funding under Child Abuse Prevention

Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) programs; and, (2) instruction for the preparation and submission of the county plan/application relating to these programs.

Although key CAPIT/CBCAP/PSSF program requirements remain intact for the State Fiscal Years (SFY) 2005 – 2008 funding cycle, the suggested format for the plan has been modified to more effectively gather required information and facilitate the review and approval process. The new format will provide OCAP with the necessary county information to incorporate into federal reports in a consistent format and provide the base for the subsequent required annual updates/reports from the counties.

In order to assist counties with the required new SFY 2005 – 2008 planning process during the transition, as well as ensure the continuation of services effective July 1, 2005, counties may:

- Extend existing contracts in effect as of June 30, 2005 for a maximum of one year.
- Claim for allowable services, pursuant to established claiming procedures, and funding will not be withheld pending receipt/approval of the required three-year combined CAPIT/CBCAP/PSSF county plan.

The CAPIT, CBCAP, and PSSF programs are not entitlement programs. Counties voluntarily apply for available funding and provide services based upon a three-year county plan approved by the California Department of Social Services (CDSS), Office of Child Abuse Prevention (OCAP). Each county seeking funding must complete a new planning process for combined CAPIT/CBCAP/PSSF services for the SFY 2005-2008 funding cycle. Although these programs are to be combined administratively for greater efficiency, the individual requirements of each program must still be met.

As described in the OCAP letter dated November 16, 2001 and All-County Letter (ACL) No. 02-32 dated April 4, 2002, each county receiving CAPIT/CBCAP/PSSF funding must provide appropriate services based on a three-year plan approved by OCAP. Additionally, participating counties are required to submit annual updates/reports for which the instructions will be provided at a later date. The submittals required for the annual updates/reports will be the same or consistent with those used for the three-year plan. This will ensure consistency of reporting with the plan and simplify the report development on the part of the counties.

The CDSS will provide allocation, claiming, and annual reporting information for each of the funding streams (CAPIT, CBCAP and PSSF) at a later date.

To be eligible for CAPIT/CBCAP/PSSF funding after June 30, 2005, each county must submit the following:

1. Notice of Intent form (Attachment A)  
In order to verify each funded county's intent to receive ongoing CAPIT/CBCAP/PSSF funding, each County Board of Supervisors must submit a Notice of Intent form for the SFY 2005 – 2008 program funding cycle (Attachment A). This form will also state the Board's local public agency for program administration. Co-liaisons may be designated as OCAP's single point of contact for program administration, if appropriate. **Note: Welfare and Institutions Code (W&I C), Section 16602 (b) requires that the local Welfare Department shall administer the PSSF Program.**
2. CAPIT/CBCAP/PSSF Three-year plan approved by the County Board of Supervisors.
3. County Board of Supervisors Resolution identifying the Child Abuse Prevention Council (pursuant to W&I C, Section 18980 et seq.) and Commission, Board or Council (pursuant to W&I C, Section 18950 et seq.) for administration of the County Children's Trust Fund (CCTF). The designated Child Abuse Prevention Council may also carry out CCTF activities under W&I C, Chapter 11, as well as PSSF planning activities under Title IV-B, subparts 1 and 2.

The CDSS has established the following e-mail address to respond to all county fiscal questions (e.g. County Expense Claim, allocations, fiscal policy, etc.): [www.fiscal.systems@dss.ca.gov](mailto:www.fiscal.systems@dss.ca.gov). Please allow up to five days for a response.

Counties are encouraged to submit all required documentation electronically, sending original signatures separately. The three-year plan must be received by OCAP via U.S. or electronic mail no later than **September 1, 2005**.

Please contact your OCAP consultant (Attachment B) if you have questions or need technical assistance.

Sincerely,

*(Original signed by Susan Nisenbaum)*

SUSAN NISENBAUM, Chief  
Child Protection and Family Support Branch

c: CWDA

Attachments (13)

## List of Attachments

- A. Notice of Intent Form
- B. OCAP County Consultants
- C1. CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary
- C2. CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary Funding Example (Combined Plan Summary Option)
- D. CAPIT/CBCAP/PSSF County Three-Year Plan/Application Checklist
- E. CAPIT/CBCAP/PSSF 2005-2008 Three-Year County Plan/Application Review Tool
- F. CBCAP Annual Report Matrix
- G. CAPIT/CBCAP/PSSF Program Service Definitions and Resources
- H. Needs Assessment
- I. Child Abuse Prevention Councils (CAPCs)
- J. Program Key Requirements
- K. Use of Funds
- L. Key Considerations for Goals and Outcomes/Evaluation

**OFFICE OF CHILD ABUSE PREVENTION**

**CAPIT/CBCAP/PSSF**

**THREE-YEAR PLAN/APPLICATION  
(July 1, 2005 through June 30, 2008)**

**INSTRUCTIONS**

**May 19, 2005**

## IMPORTANT DATES

<b>DATES</b>	<b>ACTION</b>
May 19, 2005	OCAP-provided county instructions for three-year plan/application
June 2005	CDSS-provided county SFY 2005-2006 allocations and fiscal instructions
July 1, 2005	Start date for CAPIT/CBCAP/PSSF services
September 1, 2005	Deadline for counties to submit Notice of Intent
September 1, 2005	Deadline for counties to submit three-year plan/application
Ongoing	On-Site technical assistance provided by OCAP as needed

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## **I. COUNTY CAPIT/CBCAP/PSSF THREE-YEAR PLANNING TEAM – KEY REQUIREMENTS**

The county plan instructions for the SFY 2005 – 2008 program funding cycle continue to reflect OCAP efforts to support the coordination and integration of local prevention/family support resources and activities. Protecting children requires a commitment at the local level to coordinate and integrate prevention family support activities toward the goal of improving child and family well-being. The OCAP will continue to provide training and technical assistance to counties.

### **A. Local Planning Process**

A new local planning process must be completed for the SFY 2005 – 2008 program funding cycle. The local planning process must take into consideration a recent county needs assessment. This process must be multidisciplinary and may incorporate a recent existing planning process, such as the county System Improvement Plan. It must include, but not be limited to: consumers; Native American tribes served within the community, child abuse prevention councils, separate PSSF collaborative groups (if so designated), State and local government agencies and officials, practitioners, foundations, and representatives from local schools, churches, and businesses. The plan must include the names and any agencies/organizations represented by program.

**A copy of the county needs assessment must be available locally for onsite review by OCAP staff.**

Please refer to Attachment H for a complete discussion of Needs Assessments.

### **B. CAPC Requirements**

The W&I C, Part 6, Chapters 12.5 and 12.8 provide for CAPCs and Interagency Children's Services Coordinating Councils (ICSCC), respectively. California counties have established ICSCCs to develop a comprehensive and collaborative delivery system of services to children and youth. Further, each county Board of Supervisors must make every effort to facilitate the formation and funding of a CAPC. Each CAPC shall be "independent" as determined by the OCAP, pursuant to W&I C Section 1893.5 or free from external control or influence, as reflected by contemporary dictionary definition.

The county three-year plan must include a Board of Supervisors Resolution designating the required independent CAPC. Additionally, the CAPIT,CBCAP,PSSF plan must include a Board Resolution establishing a commission, board or council to administer the County Children's Trust Fund (CCTF) (W&I C, Section 18965 et seq.). The CAPC may carryout the activities under Section 18960. However, a separate CCTF commission, board or council must comply with W&I C Section 18980 et seq. in order to carryout CAPC activities. The Board has a number of funding resources that may be used to support CAPCs and some of these are CAPIT, CBCAP, PSSF Family Support

Funding, County Children's Trust Fund, and KidsPlate (funds received from specialty license plates). The county plan must also include a copy of the CAPC bylaws.

Please refer to Attachment I for further information, including the distinguishing characteristics of CAPC vs. ICSCC requirements.

### C. Program Key Requirements

The county plan must meet all of the key requirements of CAPIT, CBCAP and PSSF as identified and discussed in Attachment J.

## **II. DESCRIPTION OF SERVICES**

The county three-year plan must clearly describe each CAPIT, CBCAP, and PSSF service to be provided. This description must link each service to unmet needs identified in the county needs assessment.

Pursuant to State Law (AB 636), Chapter 678, Statutes of 2001, effective January 2004, and discussed in ACL No. 04-05, dated February 3, 2004, each county developed an approved County System Improvement Plan (county SIP) by September 30, 2004. The County SIP is an operational agreement between the County and the State outlining how the county will improve its system of care for children and families. The County SIP is the vehicle by which the State plans to improve outcomes identified in the Federal Children and Family Services Review (CFSR).

Counties should ensure the coordination and integration of the SIP during the combined planning process and plan development for the new SFY 2005–2008 funding cycle. Plan elements should be cross-referenced with the SIP and, for those counties planning for/implementing Differential Response, describe how the three year plan supports it.

## **III. USE OF FUNDS**

County plans must reflect appropriate use of each fund source. Specific guidelines for use of CAPIT, CBCAP and PSSF funds are provided in Attachment K.

## **IV. ADMINISTRATIVE CAPIT/CBCAP/PSSF PROGRAM COMBINATION**

On June 25, 2003, President George W. Bush signed the bill to reauthorize CAPTA, through the Keeping Children and Families Safe Act of 2003 (Pub. L. 108-36). This legislation, among other things, amended Title II of CAPTA and reauthorized and re-named the program previously known as the Community Based Family Resource and Support (CBFRS) Grants program. The program is now known as the Community Based Grants for the Prevention of Child Abuse and Neglect or, for administrative purposes, the CBCAP program. The primary tenets continue under reauthorization and

include but are not limited to, coordination, collaboration, fund leveraging, multidisciplinary planning team approach, and innovative service delivery.

As stated in OCAP correspondence to County Boards of Supervisors, dated February 6, 1998 (CBCAP), December 21, 1998 (CAPIT/CBCAP), and more recently ACL No. 02-32, dated, April 4, 2002, counties were required to coordinate and collaborate with existing prevention agencies, organizations, and other prevention partners.

Assembly Bill 2779, chaptered August 21, 1998 (State CAPIT Legislation) mandates support for Child Abuse Prevention Councils, established under W&I C, Chapter 12.5, Section 18980 et seq. Title II of the Child Abuse Prevention and Treatment Act (CAPTA) encouraged program coordination and integration at all levels. Also, Title IV-B, subpart 1, Child Welfare Services and subpart 2, regarding PSSF, provides funds to states for prevention and intervention services based on a strategic plan developed by the State with goals and objectives for a continuum of care and detailed in the State's Title IV-B Child and Family Services Plan.

Effective with SFY 1999-2000, counties were required to administratively combine the CAPIT and CBCAP programs for purposes of planning, implementation, and evaluation. Subsequent experience has resulted in improved county program coordination, collaboration, and outcomes, as well as a reduction in duplicate services.

Therefore, effective with the new CAPIT, CBCAP, and PSSF County Plan for the SFY 2005-2008 funding cycle (July 1, 2005 through June 30, 2008), each county must complete a combined countywide planning process and submit a combined three-year plan by **September 1, 2005** to the following address:

Office of Child Abuse Prevention  
California Department of Social Services (CDSS)  
744 P Street, M.S. 11-82  
Sacramento, CA 95814

Counties with signature-ready applications/plans should submit them electronically, addressed to your county Program Consultant at the E-mail address in Attachment B. Original signatures may be mailed separately.

Please note that the State-funded CAPIT and federally-funded CBCAP and PSSF programs all operate on the July 1 through June 30 SFY and all funds must be expended during the SFY allocated. Funds may not be "rolled over" for expenditure in a different year.

## V. GOALS and OUTCOMES/ EVALUATION

CAPIT/CBCAP/PSSF Program accountability will be achieved by a three-phase process completed each year of the three-year program cycle, beginning with 1) projected goals submitted with the three-year plan, followed by 2) year-end actual outcomes and 3) a year-end evaluation of engagement, short-term, intermediate, and long-term outcomes, based on actual outcomes submitted each year.

Throughout the reporting/evaluation process, please note the key considerations identified in Attachment L.

## VI. QUALITY ASSURANCE MANAGEMENT (Oversight and Monitoring)

Accountability will continue to be a major requirement of the CAPIT, CBCAP, and PSSF programs. To ensure that counties are meeting the legislative requirements described in Chapter 329, Statutes of 1998, AB 2779, and W&I C, Sections 16600 – 16605, the OCAP will provide oversight. However, responsibility for oversight/monitoring of local services, program compliance, data collection, three-year plan amendments, annual reporting, and annual program evaluation rests with the public agency designated by the County Board of Supervisors for program administration. The Quality Assurance section of the three-year plan must detail how the designated county agency will ensure subcontractor accountability for the CAPIT, CBCAP, and PSSF programs. **This description must be specific to CAPIT, CBCAP, and PSSF programs and not limited to a general description of current county practices.**

A County CAPIT/CBCAP/PSSF Liaison or Co-liaisons must be assigned to ensure that all program, fiscal, and statistical requirements are met in a timely manner. The liaison/co-liaisons will be responsible for program coordination, collecting data from subcontractors, compiling and analyzing subcontractor data, and preparing required reports. Data submitted to the OCAP by the county must be **aggregate** data, as opposed to individual subcontractor data. The liaison/co-liaisons will also be responsible for dissemination of prevention/family support information to the appropriate entities throughout the county. Liaison/co-liason responsibilities will include program activities (including ongoing communication with the CAPC and other key prevention partners) and are not limited to contract management activities.

CAPIT/CBCAP/PSSF programs all continue to require community input regarding serviced strategies, as well as meaningful parent involvement with the development, implementation, and evaluation of all services. Title II of the CAPTA (42 U.S.C Sections 5101, et seq.) continues to require the development of **leadership roles** for parents and an overall evaluation plan and approach which includes the **peer review** process the State will support under the CBCAP program. Counties will receive additional information under separate cover. In this regard, the County liaison/co-liason is strongly encouraged to maintain ongoing membership as a prevention partner with the required collaborative bodies (CAPC, PSSF, CCTF Commission), facilitate support for

parent leadership and peer review, as well as attend local and regional CAPC/County meetings and events as necessary. This will ensure appropriate knowledge to assist with the development, implementation and evaluation of all services.

Pursuant to W&I C Section 16602, the County Welfare Department shall act as the county lead administrative agency for PSSF activities.

## **VII. FISCAL/ADMINISTRATIVE**

The CAPIT program is funded entirely by State General Funds and these funds are subject to approval through the annual State Budget process. The public agency designated by the Board is expected to take an active role in the integration of all the county's prevention efforts and not delegate all responsibility for prevention activities to subcontractors. CAPIT funds are released annually via County Fiscal Letter, based on county compliance with all program requirements and are subject to the County Expense Claim process.

The CBCAP and PSSF programs are entirely federally-funded and these funds are subject to the annual federal budget process. CBCAP funds are released annually, as a lump-sum, subject to compliance with all program requirements. PSSF funds are released annually, via County Fiscal Letter, based on county compliance with all program requirements, and are subject to the County Expense Claim process.

The CAPIT, CBCAP, and PSSF Programs are **NOT** entitlement programs. Counties must voluntarily apply for available funding through the development, submission, and approval of a three-year plan.

The designated county administrative agency must maintain complete financial records of CAPIT, CBCAP, and PSSF expenditures. Program administrative costs are limited to ten (10) percent of each county CAPIT and CBCAP allocations. Additionally, counties are reminded that the CAPIT program requires a ten (10) percent cash or in-kind match, other than funding provided by the CDSS. This CAPIT match requirement follows the funding and therefore applies to county subcontractors and other recipients. (Reference W&I C, Section 18961)

County CAPIT, CBCAP, and PSSF administrative agencies must develop a comprehensive expenditure plan (Attachment C1) that identifies all service providers, services, and proposed expenditures. Attachment C1 must also reflect the required twenty (20) percent for each of the required PSSF service categories discussed under Section IV of these instructions. Attachment C1 must also reflect financial support for the required CAPC, as well as funds for the county liaisons and parent consumers to attend required meetings, conferences, and training events.

The designated program administrative agency, as well as all funded subcontractors must have internet capability.

All funded programs are subject to established program funding levels and reporting. In this regard, appropriate fiscal letters and reporting instructions will be provided under separate cover.

## **VIII. COUNTY PLAN CHECKLIST/ REVIEW TOOL**

Prior to plan submittal, each county plan must include a cover document/letter identifying the County, Document, and designated Liaison Name, Title, Address, Phone Number, and E-Mail address.

Attachments D and E have been provided as convenient/ consistent tools for final plan checklist and review. These attachments will also provide for a structured format by requiring a detailed discussion of all sections listed under Table of Contents.

A new reporting matrix, Attachment F, CBCAP Annual Report Matrix, will need to be included as part of the CBCAP portion of the annual report to OCAP beginning with SFY 2004-2005.

Electronic copies of the matrix can be downloaded. Counties will insert their name in the area that states "COUNTY" and answer questions from the left portion of the matrix on the space provided on the right portion of the matrix.

The matrix will allow the county to highlight their services, expansions, parent involvement and other information in an easy reference that will be featured in California's statewide network.

## **IX. PLAN FORMAT**

### **A. Cover Letter**

The county plan cover letter shall:

1. State that an Administratively Combined CAPIT/CBCAP/PSSF three-year plan, is submitted for the July 1, 2005 through June 30, 2008 service cycle.
2. Identify the designated County Local Government Agency responsible for CAPIT/CBCAP/PSSF program administration, as well as a county Liaison to serve as the single point of contact with the OCAP, including current address, phone, fax, and e-mail. [NOTE: Welfare and Institutions Code (W & I C) Section 16602 (b) requires that the local Welfare Department shall administer the PSSF program. If deemed beneficial by the county, Co-Agency/Co-Liaison designations may be identified, for purposes of administering CAPIT/CBCAP and PSSF programs.]

3. Include, at a minimum, authorized signatures for the following key prevention partners, as an acknowledgement of involvement with plan development, review, and approval: Local Government Agency or Co-Agencies; CAPC, inclusive of parent consumers/former consumers; and the required PSSF Collaborative. *The CAPC may carryout required collaborative activities for the PSSF program. However, a separate PSSF collaborative may not carryout CAPC activities, unless the requirements of W&I C, Division 9, Part 6, Chapter 12.5 are met.*

## B. Executive Summary

Based on your detailed three-year county plan, definitions, and instructions provided herein, please provide an “executive summary” for each of the following headings:

1. CAPC and required PSSF Collaborative – Based on Section I of these instructions and using W&I C, Part 6, Chapter 12.5 as a guide, describe the current structure and membership toward meeting the requirement for the appropriate community-driven multidisciplinary collaborative bodies.
2. Vision Statement – Describe the broad picture of what the CAPC, PSSF Collaborative, and other prevention partners would ideally like to see in the future beyond the three-year program cycle. This vision may be shaped by the county needs assessment and established county program goals.
3. Needs Assessment/ Description of services to be provided.
4. Planning Process
5. Competitive Bid Process for Service Delivery/ Allocation of Revenue.
6. Goals/ Outcomes/ Evaluation – Based on Attachment C1 and Section VI of these instructions, describe proposed county goals, in terms of engagement, short-term, intermediate, and long-term outcomes and the county’s ability to achieve program evaluation.
7. County CAPIT/CBCAP/PSSF Program Accountability and Oversight.
8. County Reporting – Describe the county’s Management Information System (MIS), in order to develop and submit the required **annual** reports to the OCAP.
9. Fiscal – Describe the county’s overall process for tracking CAPIT/CBCAP/PSSF program expenditures and storing required data for claiming and reporting.

## C. DETAILED PLAN DISCUSSION

### 1. CAPC/ PSSF Collaborative Bodies

Based on Section I of these instructions, describe the current structure, membership, and the degree to which each body currently reflects the requirement for a community-driven, multidisciplinary collaborative. *Include a current roster of voting members with titles for each collaborative body.* Identify all parent consumers/former consumers and the nature of their involvement. The CAPC shall be an independent body, absent of outside control influences except reporting requirements, (Reference W&I C, Section 18983.5 and 18983.6). Include a current copy of the CAPC bylaws with the county plan. Include a copy of current CAPC bylaws with the county plan.

### 2. Vision Statement

Describe the broad picture of what the CAPC, PSSF collaborative, and other prevention partners would ideally like to see in the future beyond the three-year program cycle. The county needs assessment and program service goals should be considered.

### 3. Needs Assessment/ Description of Services

- A needs assessment is a survey of the community to determine gaps and overlaps in services. Unmet needs (inclusive of child abuse and neglect prevention needs) are identified and current effective collaborative efforts are highlighted. Provide adequate information to demonstrate that the needs assessment is current and countywide, relative to county population size, age (including children ages zero to eighteen, in particular children ages zero – five), racial/ethnic breakdown, child abuse and neglect problems, and available community resources.
- Provide a separate description of each CAPIT/CBCAP/PSSF service by CAPIT/CBCAP/PSSF fund source and linked to the required needs assessment and Attachment C1 of these instructions.
- Demonstrate priority for funding prevention services.
- Describe service delivery for special needs children and their families, as well as children at high risk of abuse and neglect.

### 4. Planning Process

Describe the required comprehensive CAPIT/CBCAP/PSSF countywide planning process and the degree to which *parent consumers/former consumers and collaborative bodies were involved.*

## 5. Competitive Bid Process for Service Delivery/ Allocation of Revenue

Based on the proposed services and revenue allocation reflected on Attachment C1, describe the required competitive bid process utilized by the county. Include the steps followed, agencies, and individuals involved from request for proposals to the award of specific county contracts.

Counties should follow all current requirements with respect to procurement/purchase of service, administered by the CDSS, including but not limited to Management and Office Procedures, Chapter 23-600 (purchase of service). Reference: CDSS Resource website: [www.dss.cahwnet.gov/getinfo/pdf/opsman4.pdf](http://www.dss.cahwnet.gov/getinfo/pdf/opsman4.pdf)

## 6. Goals/ Outcomes/ Evaluation

- Based on Attachment C1 and Section VI of these instructions, describe proposed county goals, in terms of engagement, short-term, intermediate, and long-term outcomes.
- Describe the county's ability to evaluate funded services and the established or proposed process to be followed.

## 7. County CAPIT/CBCAP/PSSF Program Accountability and Oversight

- Describe the county's process for program oversight/monitoring and state whether written or verbal.
- Describe the established or proposed process to assess client satisfaction and state whether written or verbal.

## 8. County Reporting

Describe the county's MIS or the established/proposed process for gathering, storing and disseminating program information as required by the OCAP. *Release of county funding will be delayed, unless all required program information is received in a timely manner.*

## 9. Fiscal

Describe the county's overall processes and systems for fiscal accountability, including the established or proposed process for tracking, storing, and disseminating separate CAPIT/CBCAP/PSSF fiscal data as required by the OCAP. Currently, all funded counties report CAPIT and PSSF expenditure data on the County Expense Claim but CBCAP expenditures must be reviewed locally.

Appendices and attachments not required by these instructions should not be submitted with the county plan but may be noted and made available locally for review by your OCAP Consultant at a later date. Your cooperation with the development of the new three-year plan will be greatly appreciated.

**NOTICE OF INTENT FOR \_\_\_\_\_ COUNTY  
(SFY 2005 – 2008)**

The undersigned agrees that the county intends to contract or not contract with public or private nonprofit agencies to provide service, in accordance with Welfare and Institutions Code (W&I C) Article 4 (Section 18960, et. seq.) and family support services, in accordance with W&I C, Section 16600, et.seq.

In addition, the undersigned assures that allocations made by the County under the Child Abuse Prevention, Intervention and Treatment, Community Based Child Abuse Prevention, and Promoting Safe and Stable Families (supportive services) Programs will be used in the development, implementation, expansion or enhancement of a local network of child abuse prevention programs.

**Please check the appropriate box.**

- The County intends to contract with public or private nonprofit agencies to provide primary prevention services.
- The County does not intend to contract with public or private nonprofit agencies to provide primary prevention services.

The County Board of Supervisors designates \_\_\_\_\_ as the public agency to administer the combined Child Abuse Prevention, Intervention and Treatment, Community Based Child Abuse Prevention, and Promoting Safe and Stable Families (supportive services) Programs. Co-Agencies may be designated, if deemed beneficial by the Board. **Note: W&I C, Section 16602 (b) requires that the local Welfare Department shall administer the PSSF program.**

In order to receive funding effective July 1, 2005, please sign and return the Notice of Intent within sixty (60) days of the date CDSS County Fiscal Letters (CFL) provide CAPIT and/or PSSF county planning or final allocations. (County CBCAP allocations will be released by OCAP under separate cover, as a lump sum, for deposit to the County Children’s Trust Fund). Notices of Intent must be forwarded to:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814

\_\_\_\_\_  
County Board of Supervisors Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**OFFICE OF CHILD ABUSE PREVENTION (OCAP)  
PREVENTION NETWORK DEVELOPMENT UNIT (PND)  
COUNTY CONSULTANTS**

January 2005

<p><i>Fresno Kern Kings Madera Mariposa Merced San Benito San Joaquin Stanislaus Tulare</i></p>	<p><i>Del Norte Humboldt Lake Mendocino</i></p>	<p><i>Alameda Contra Costa Los Angeles Marin Monterey Napa San Francisco San Mateo Santa Clara Santa Cruz Solano Sonoma</i></p>	<p><i>Alpine Amador Butte Calaveras Colusa El Dorado Glenn Inyo Lassen Mono Modoc Nevada</i></p>	<p><i>Placer Plumas Sacramento Shasta Sierra Siskiyou Sutter Tehama Trinity Tuolumne Yolo Yuba</i></p>	<p><i>Imperial Orange Riverside San Bernardino San Diego San Luis Obispo Santa Barbara Ventura</i></p>
<p><i>Ernie Lynch</i>  (916) 651-6952  <a href="mailto:ernest.lynch@dss.ca.gov">ernest.lynch@dss.ca.gov</a></p>	<p><i>Ruben Robles</i>  (916) 651-6796  <a href="mailto:ruben.robles@dss.ca.gov">ruben.robles@dss.ca.gov</a></p>	<p><i>Anna Shetka</i>  (916) 657-4709  <a href="mailto:anna.shetka@dss.ca.gov">anna.shetka@dss.ca.gov</a></p>	<p><i>Ernie Villalobos</i>  (916) 651-6702  <a href="mailto:ernie.villalobos@dss.ca.gov">ernie.villalobos@dss.ca.gov</a></p>	<p><i>Mark Wong</i>  (916) 651-6717  <a href="mailto:mark.wong2@dss.ca.gov">mark.wong2@dss.ca.gov</a></p>	

Susan Rodda, Program Manager: (916) 651-6960 [susan.rodde@dss.ca.gov](mailto:susan.rodde@dss.ca.gov)

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FAX: (916) 651-6328

744 P Street, MS 11-82 Sacramento, CA 95814

**CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary** COUNTY \_\_\_\_\_

**INSTRUCTIONS:** Please provide the following requested information.  
 Check box designating a report for CAPIT, CBCAP, or PSSF.  
**A combined report must state a percentile by program, equal to the county's allocation.**

Liaison \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Co-Liaison \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Date \_\_\_\_\_

CAPIT  CBCAP   
 PSSF

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
<b>TOTALS</b>												

\* Equal to County's annual CAPIT/CBCAP allocation less administrative costs (up to 10%).

### Funding Example (Combined Plan Summary Option)

**CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary COUNTY \_\_\_\_\_**

**INSTRUCTIONS:** Please provide the following requested information.

Check box designating a report for CAPIT, CBCAP, or PSSF.

**A combined report must state a percentile by program, equal to the county's allocation.**

Liaison \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Co-Liaison \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Date \_\_\_\_\_

CAPIT  33.3%      CBCAP  33.3%  
 PSSF  33.3%

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDERS	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
Provider 1 Parent Ed	CAPIT \$100/100%	Pursuant to the required RFP for County A, the county's \$300 allocation (CAPIT @ \$100; CBCAP @ \$100; and PSSF @ \$100) was awarded as follows:  Provider 1 [CAPIT Parent Ed \$100] Provider 2 [CBCAP CAPC support \$50, Information and Referral \$25] Provider 3 [PSSF Adoptions Case Mgmt. (Co. Staff) \$50, CBCAP Home Visitation \$25, PSSF Respite Care \$50]											
Provider 2 CAPC Support I&R	CBCAP \$50/50% \$25/25%												
Provider 3 Adoptions Home visitation Respite Care	PSSF \$50/50% CBCAP \$25/25% PSSF \$50/50%												
<b>TOTALS</b>	<b>\$300</b>												

\* Equal to County's annual CAPIT/CBCAP allocation less administrative costs (up to 10%).

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
OFFICE OF CHILD ABUSE PREVENTION**

**CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION CHECKLIST  
(SFY 2005 – 2008)**

- A Notice of Intent form was completed and submitted to Office of Child Abuse Prevention (OCAP).
- The county Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Programs three-year plan has been: developed by a team of stakeholders including the Child Abuse Prevention Council; developed using OCAP instructions (ACIN I-13-05) and includes the names, program titles, and mailing addresses of all stakeholders.
- The three-year plan contains all of the required elements as described in Attachment E of these instructions.
- The three-year plan is based on the county's recent needs assessment (within the last three years), which is attached as a complete or summarized document.
- The three-year plan describes the competitive process (Request for Proposals [RFP]) that will be used to select direct service providers.
- The three-year plan documents a review and approval by the Director of the public agency designated by the County Board of Supervisors to administer the CAPIT, CBCAP, and PSSF programs; the designated child abuse prevention council; and the designated PSSF collaborative.  
Authorized signatures are included.
- The three-year plan has been reviewed and approved by the County Board of Supervisors and a Board Resolution is attached to the plan.
- The County Board of Supervisors has prepared a Board Resolution or submitted an existing resolution establishing a commission, board or council to administer the County Children's Trust Fund (W&I C, 18965 et seq.) and the current Board Resolution is attached to the plan.
- The County Board of Supervisors has prepared a Board Resolution or submitted an existing resolution identifying the required independent Child Abuse Prevention Council (W&I C, 18980 et seq.) and the current Board Resolution is attached to the plan.

**CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION REVIEW TOOL  
(SFY 2005 – 2008)**

Demonstrates applicant’s ability to develop an effective multi-year plan as identified in the County Plan Instructions

<b>A. County Plan - Applicant:</b>		Element Present	Element Not Present
1.	Submits copy of Board of Supervisors (BOS) resolution approving three-year plan.		
2.	Submits evidence that plan was reviewed by the Director of designated Local Government Agency (LGA).		
3.	Submits copy of BOS resolution establishing a Child Abuse Prevention Council (CAPC).		
4.	Submits copy of BOS resolution establishing a County Children’s Trust Fund (CTF) Commission, Board or Council.		
5.	Submits copy of CAPC roster and a separate PSSF Collaborative roster, if appropriate.		
6.	Describes how funds will be leveraged		
7.	Submits “Notice of Intent” letter identifying the lead LGA.		
8.	Describes the existence of an effective or expansion of network of community based family resource and support programs.		
9.	Submits planning team roster that includes name, agency and position and is inclusive of parent/consumers of services and the CAPC.		
10.	Submits evidence of plan review/approval sign-off by the following key prevention partners: LGA, CAPC, parent consumers/former consumers, and a separate PSSF Collaborative, if appropriate.		

<b>B. Needs Assessment:</b>		Element Present	Element Not Present
1.	Is based on data collected within the last three years.		
2.	Clearly identifies unmet prevention needs within the county.		
3.	Identifies services that do not supplant current services provided with public funds.		
4.	Clearly identifies needs for minority populations.		
5.	Was used to provide recommendations regarding funding to the Board of Supervisors by the Child Abuse Prevention Council.		
6.	Includes the demographic indicators as outlined in the County Plan Instructions.		
<b>C. Description of Services – Applicant:</b>		Element Present	Element Not Present
1.	Clearly describes the relationship between proposed prevention service strategies and identified child abuse prevention and other family support needs.		
2.	Demonstrates priority for funding will be to prevention services.		
3.	Clearly identifies how services will be delivered for special needs children and their families.		
4.	Describes how services will not supplant existing publicly funded programs and services.		
5.	Describes how services are prioritized to children at high risk of abuse and neglect.		
6.	Describes how services are related to the needs of children under the age of 14.		
7.	Describes how the services are based on unmet need.		

<b>D. Request for Proposals (RFP) Process – Applicant:</b>		Element Present	Element Not Present
1.	Describes how agencies funded will be supported by an LGA.		
2.	Describes how services will address unmet needs.		
3.	Indicates how agencies funded will submit evidence of broad-based community support.		
4.	Describes how priority is given to non-profit agencies with demonstrated effectiveness in child abuse and neglect prevention.		
5.	Describes the competitive process for selecting sub-contractors.		
6.	Indicates that the non-profit subcontract agencies have the capacity to transmit data electronically.		
7.	Describes how training and technical assistance is provided to sub-contractors as needed.		
<b>E. Goals and Outcomes – Applicant:</b>		Element Present	Element Not Present
1.	Indicates how programs and services will be evaluated.		
2.	Indicates engagement outcomes to be employed.		
3.	Indicates short-term outcomes to be employed.		
4.	Indicates intermediate outcomes to be employed.		
5.	Indicates long-term outcomes to be employed.		
6.	Indicates how outcomes are directly related to the needs assessment.		

<b>F. Quality Assurance – Applicant:</b>		Element Present	Element Not Present
1.	Describes the process for program oversight.		
2.	Describes a process to assess client satisfaction.		
3.	Indicates assigned liaison and indicates their responsibilities in this capacity, including collecting and analyzing data, preparing required reports, dissemination of prevention/family support information.		
<b>G. Fiscal/Administrative/Budgets - Applicant:</b>		Element Present	Element Not Present
1.	Ensures the electronic capacity of sub-contractors.		
2.	Submits an expenditure plan that is comprehensive for CAPIT, CBCAP, and PSSF Funding.		
3.	Identified funds for liaisons and consumers to attend meeting, conference and training events.		

## COUNTY

**CBCAP Annual Report Matrix**

<p><b><u>SERVICES</u></b> Provide an inventory and description of core and optional services</p>	
<p><b><u>PARENT/FAMILY INVOLVEMENT</u></b> Describe how parents/families are involved in the design, operation, and evaluation of programs</p>	
<p><b><u>NEW/EXPANDED SERVICES BASED ON UNMET NEEDS</u></b> Describe the establishment of new respite care and other specific new family resource services and the expansion of existing services that address the unmet needs identified by the inventory.</p>	
<p><b><u>CONSUMER SATISFACTION</u></b> Describe how family satisfaction with services is measured</p>	
<p><b><u>INNOVATIVE FUNDING/INTERDISCIPLINARY SERVICES</u></b> Include information and documentation demonstrating the establishment or maintenance of innovative funding mechanism at the county level that blend Federal, state, local, private funds for the development, operation, expansion and enhancement of countywide network of prevention programs; Identify how county provided innovative, interdisciplinary services</p>	

## **CAPIT/CBCAP/PSSF Program Service Definitions/Resources**

For the purpose of these three-year plan instructions, please refer to the following definitions:

**Child Abuse and Neglect Prevention:** W&I Code Section 18951 (e) defines “child abuse.” Therefore, we may define “child abuse and neglect prevention” as: The prevention of (1) Serious physical injury inflicted upon a child by other than accidental means; (2) Harm by reason of intentional neglect, malnutrition, or sexual abuse; (3) lack of basic physical care; (4) Willful mental injury; and (5) Any condition which results in the violation of the rights or physical, mental, or moral welfare of a child.

**Child Care:** “Child care center is any child care facility of any capacity...in which less than 24-hour per day, non-medical care and supervision are provided to children in a group setting.” (Title 22, Division 12, Chapter 1, Article I, Section 101152, c, (4))

“Family Day Care” or “Family Child Care” means regularly provided care, protection and supervision of children, in the caregiver’s own home, for periods of less than 24 hours per day, while the parents or authorized representatives are away. (Title 22, Division 12, Chapter 3, Article I, Section 102352, f, (1))

**Children with Disabilities:** “The term ‘children with disabilities’ has the same meaning given the term “child with a disability” in section 602(3) or “infant or toddler with a disability” in section 632(5) of the Individuals with Disabilities Education Act.” (42 U.S.C. 5116h)

**Community Referral Services:** “The term ‘community referral services’ means services provided under contract or through interagency agreements to assist families in obtaining needed information, mutual support and community resources, including respite care services, health and mental health services, employability development and job training, and other social services, including early developmental screening of children, through help lines or other methods.” (42 U.S.C. 5116h)

**Community-Based and Prevention-Focused Programs and Activities to Prevent Child Abuse and Neglect:** The term “community-based and prevention-focused programs and activities to strengthen and support families to prevent child abuse and neglect” includes organizations such as family resource programs, family support programs, voluntary home visiting programs, respite care programs, parenting education , mutual support programs, and other community programs or networks of such programs that provide activities that are designed to prevent or respond to child abuse and neglect. (42 U.S.C. 5116h)

**Crisis Assistance:** The evaluation, coordination and arranging of immediate services or treatment needed in those situations that appear to be emergent in nature, or which require immediate attention or resolution in order to avoid, eliminate or reduce a crisis situation for a client.

**Family Therapy:** As defined appropriate by the family, therapy sessions enabling family members to help each other cope with problems under the guidance of a licensed professional and/or interns under the supervision of licensed professionals. Subjects may include:

- Methods of problems solving
- Identifying goals
- Exploring alternative behavior

**Follow-up Services (Case Management):** Services generally include supporting and monitoring clients' efforts in successfully achieving the objectives of a service plan, e.g., gaining access to needed community-based resources, including, but not limited to, medical, social, educational and other service programs.

Services may be face-to-face or by telephone to the client, the client's family, significant other or other service provider, and may be provided anywhere in the community.

**Group Therapy:** Sessions of groups of people, other than a family unit, helping each other cope with problems, under the guidance of a licensed professional and/or interns under the supervision of licensed professionals.

**Home Visiting:** Strategy of service delivery only in the client's home for the purpose of providing information and family support services.

**Hot Line/Crisis Line:** Phone response, on a 24-hour basis, to crisis calls as they relate to child abuse and/or neglect, paraprofessional counseling for adults and/or children. This service may be provided by around-the-clock telephone service, and should be staffed with persons who have received training specific to this task. Count the number of calls received.

**Information:** Information enabling a person to have current, accurate knowledge regarding available public and private resources established to help relieve socio-health problems. This service will always refer to another program, service or agency such as the:

- Public Health Department
- County Resource Directory
- Family Resource Library

**Intake/Assessment:** Process by which children, adults or families are admitted to receive prevention and/or intervention services which includes the development of a written document which contains information relevant to the case situation, including an appraisal of case service(s) needs.

Intake – investigating the circumstances and facts regarding a referral for services to determine the potential for or existence of any condition(s) which places children at risk

and in need of services which would best serve and protect the children's interest and welfare.

Assessment – activity to gather information relevant to the recipient's case situation and to appraise the recipient's case services needs based upon that information.

**Other:** As defined locally.

The following services are primarily sub-classifications of Information and Referral. If an agency is providing these services directly with CAPIT, CBCAP, or PSSF funds, the specific service should be identified under "Other" and counted individually. These services include:

- Services to/Prevention of Homelessness
- Educational/Job Preparation
- Early Childhood Development/Screening

**Parent Education and Support (Self Sufficiency and Life Management Skills):**

Services designed to teach basic parenting skills, including, but not limited to: establishing realistic parental expectations; facilitating parents supporting each other; and teaching child growth and development. These services may include home management, nutrition, health and consumer education provided through public and private social services programs. Examples include:

- Parenting handouts/newsletter
- Classroom or individual instruction
- Parent workshops

**Parent Leadership Development:** Services ensuring the continued leadership of parents in the on-going planning, implementation and evaluation of community-based prevention-focused family resource and support programs. Examples include:

- Workshops, e.g. parent leadership trainings.
- Teaching parents to facilitate, e.g. parent/peer support group, children's playgroup.
- Parent involvement in program board of directors.
- Parent as consumer member of Child Abuse Prevention Council.

**Play Therapy:** Age-appropriate clinical, diagnostic and treatment services to children, utilizing playthings and activities to engage the child in the treatment process. Services provided by a licensed professional and/or interns under the supervision of licensed professionals.

**Primary Prevention:** Although the W&I Code does not include a specific definition for "primary prevention", a survey completed by Child Abuse Prevention Councils in Spring of 2000 provided the following definition for primary prevention: Any activities that prevent abuse or neglect from occurring at all.

**Referral:** Activity to inform another service agency that a person desires or requires that agency's services and to assist the person to avail him/herself of such services. This service will always refer to another program, service or agency such as the:

- Public Health Department
- County Resource Directory
- Family Resource Library

**Respite Care:** The term "respite care services" means short term care services provided in the temporary absence of the regular caregiver (parent, other relative, foster parent, adoptive parent, or guardian) to children who:

- Are in danger of abuse or neglect.
- Have experienced abuse or neglect.
- Have disabilities, chronic, or terminal illnesses.

Such services shall be provided within or outside the home of the child, be short-term care (ranging from a few hours to a few weeks of time, per year), and be intended to enable the family to stay together and to keep the child living in the home and community of the child. (42 U.S.C. 5116h)

**Self Help Group:** Service providing a supportive social network (i.e. group) which is facilitated by a paraprofessional, parent and/or staff (group costs must be sponsored by Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Family Resource and Support (CBFRS), or Promoting Safe and Stable Families (PSSF) funds). Examples include:

- Parents Anonymous
- Narcotics Anonymous
- Parents United

**Therapeutic Day Care (Remedial Developmental Services):** Non-medical care, counseling, educational, vocational support or social rehabilitation services on less than a 24-hour basis to children who would otherwise be placed in foster care or who are returning home from foster care. The focus of services is on specific developmental issues such as:

- Emotional disturbances
- Speech or language delays
- Developmental delays

**Transportation:** To convey a recipient of services from one place to another when mobility is necessary to support a specific component of a service plan and no other means of conveyance is available. Examples include:

- Gas vouchers
- Bus passes
- Rides provided by staff

## CAPIT/CBCAP/PSSF Program Service Definitions/Resources

- California Department of Social Services Letters and Notices  
[www.dss.cahwnet.gov/cdssweb](http://www.dss.cahwnet.gov/cdssweb)
- California Law (Welfare and Institutions Code (W&I C), etc.)  
[www.leginfo.ca.gov](http://www.leginfo.ca.gov)  
Click on California Legislative Info; CA Law; Welfare and Institutions Code; Keyword – specific section
- Purchase of Service From a Public or Private Agency  
[www.dss.cahwnet.gov/getinfo/pdf/opsman4.pdf](http://www.dss.cahwnet.gov/getinfo/pdf/opsman4.pdf)
- Office of Child Abuse Prevention (OCAP) Program Report Instructions and related information available online with the Child Abuse Training & Technical Assistance (CATTa) Center website.  
[www.cattacenter.org/cattaresources.htm](http://www.cattacenter.org/cattaresources.htm)  
[www.cattacenter.org/topicsofinterest.htm](http://www.cattacenter.org/topicsofinterest.htm)  
[kid's plate funding]  
[www.cattacenter.org/capcs.html](http://www.cattacenter.org/capcs.html)  
[updated W&I Code Synopsis]  
[2004 Action Planning Summary Report]  
[2004 Needs Assessment (NA) and Trend Data]  
[www.cattacenter.org/cattapubdirectory.htm](http://www.cattacenter.org/cattapubdirectory.htm)  
[Publications & Directories]

## NEEDS ASSESSMENT

The county three-year plan must be based on a current countywide needs assessment (data collected in the last three years) which identifies local unmet needs, including child abuse and neglect prevention needs. Effective change requires communities to maintain focus on the needs of their families as they identify resources and then direct those resources toward unmet needs. It also requires that all local stakeholders maintain an outcome-based focus when making decisions regarding the allocation of resources. Counties may choose to conduct a new needs assessment or use a current needs assessment completed for another commission, board or hospital (e.g. First 5 Commission, Head Start, Child Care Planning Council, United Way, CalWORKs). Unmet community needs, particularly unmet prevention needs, must be clearly identified. A good needs assessment should include, but not be limited to, all of the following county demographics/indicators

- County Population
- Age 0 – 18 Population
- Number of Children Attending School
- Number of Children Born to Teen Parents
- Number of Children Attending Special Education Classes
- Number of Children Dropping Out of School
- Number of Child Abuse Reports
- Number of First Entries Into Foster Care
- Number of Families in CalWORKs
- Number of Families Living Below the Poverty Level
- Number of Children Participating in Subsidized School Lunch Programs
- Number of Children on Child Care Waiting Lists
- Number of Low Birth Weight Babies
- Number of Children Receiving Age-Appropriate Immunizations

**CHILD ABUSE PREVENTION COUNCILS (CAPCs)**

Assembly Bill 2779, Chapter 329, Statutes of 1998, mandated the Office of Child Abuse Prevention (OCAP), county administrators, and local service providers to view CAPIT services in a new and different way: enhanced, accountable services focused on prevention provided through nonprofit agencies and requires funding for CAPCs from the County Children’s Trust Fund. AB 2779 mandates include, but are not limited to:

- Identifying and providing services to isolated families, particularly those with children five years of age or younger.
- Providing high quality home visiting programs.
- Supporting Child Abuse Prevention Councils in their prevention efforts under W&I C, Section 18980 et seq.

**CURRENT CAPC REQUIREMENTS SUMMARY**

CAPC vs. ICSCC  
W&I C, Chapter 12.5 W&I C, Chapter 12.8

	Chapter 12.5 Child Abuse Prevention Coordinating Council (CAPC) Act	Chapter 12.8 Interagency Children’s Services Coordinating Council (ICSCC) Act
Legislative Intent	Sec. 18981.1 ... <b>fund</b> child abuse prevention coordinating councils in each county	Sec. 18986.2 ... <b>encourage</b> the development of a comprehensive and collaborative delivery system of services to children and youth...
Purpose	Sec.18982 ...for the <b>purpose</b> of “coordinating” the community’s efforts to prevent and respond to child abuse and neglect.	No specific purpose stated in Code.
Funding	Sec.18983 Each county <b>shall</b> fund child abuse prevention coordinating councils which meet the criteria in Section 18982 from the county’s children’s trust fund.	No specific funding mandated.

The role of the CAPCs in the integration/coordination of the county's prevention and family support efforts is beneficial to the planning process. As an example, CAPCs must be represented on the team that develops the CAPIT, CBCAP, and PSSF three-year plan.

Pursuant to W&I C Section 18980 et seq., the responsibility for establishing and funding CAPCs rests with the County Board of Supervisors. Note: W&I C, Chapter 12.8, Section 18986 et seq. is not the defining legislation for the CAPC. Please refer to W&I C, Chapter 12.5, Section 18980 et Seq.

Critical CAPC functions include but are not limited to promoting public awareness of child abuse and neglect, promoting the resources available for intervention and treatment, and making funding recommendations to the County Board of Supervisors. The CAPC includes voting parents as consumers/former consumers and is expected to maintain a community presence.

## PROGRAM KEY REQUIREMENTS

### 1. CAPIT Key Requirements

The W&I C, Section 18963 authorizes the OCAP to withhold approval of CAPIT funding until the formation of a CAPC, Board or Commission, established by the County Board of Supervisors. CAPIT provides for the strengthening of CAPCs, and mandates the use of an accountable/competitive funding process.

The W&I C, Section 18960 (a) (3) provides that priority **shall** be given to prevention programs through nonprofit agencies, including, where appropriate, programs that identify and provide services to isolated families, particularly those with children five years of age or younger, high quality home visiting programs based on research-based models of best practice, and services to child victims of crime.

### 2. CBCAP Key Requirements (formerly CBFRS)

Recipients of funds are encouraged, but not mandated, to demonstrate the existence of and/or expansion of an existing, effective network of community based family resource and support programs. These networks should be composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation of private and public sector members, consumers, nonprofits, individuals and organizations with experience serving families with special needs children.

Participants are required to explore methods for leveraging additional resources and blending appropriate funds to maximize available funds.

A peer review process designed to ensure quality assurance in services and service delivery must exist. Note that the OCAP focus is to link “like” organizations, such as CAPCs, Family Resource Centers, etc. to facilitate mutual review, information sharing to enhance performance, networking and mentoring, not to grade the performance of participating organizations. The OCAP will continue to refine this process in partnership with county Liaisons and local service providers

Participants are required to have a process that ensures meaningful involvement by parents as consumers in the planning, implementation, and evaluation of services.

A process to assess client satisfaction with services provided through these funding streams must exist.

### 3. PSSF Key Requirements

- a. The 42 U.S.C. section 629b requires states to consult with various agencies and organizations as a condition of receiving Title IV-B funding. This means that California counties’ Planning Body and Collaborative Partnerships must consist of various individuals and organizations in the community that include, but are

not limited to: state and local government agencies; consumers (including parents, foster parents, community based organizations, child care providers and organizations, and extended family members); Native American tribes served within the community; Child Abuse Prevention Councils; practitioners; researchers; foundations; city/county officials; and representatives from local schools, churches, and businesses.

- b. Collaboration is a process that involves exchanging information, aligning activities, sharing resources and enhancing the capacity of another to achieve mutual benefits and a common purpose by sharing responsibilities, resources, risks, and rewards. Collaborative groups often form public and private partnerships, and include representation from the population to be served. They meet regularly, working together in small groups, often performing different tasks and roles to achieve the common outcome. Collaboration leads to action and results.
- c. Community-driven collaboration means a communitywide effort involving both the public and private sectors to effect change. This change is achieved through community-driven collaborative efforts, which are controlled by community members rather than through a process that is externally imposed.

In conclusion, effective July 1, 2005, each funded PSSF county is required to establish and maintain the required community-driven PSSF Collaborative, as a condition for funding. The required CAPC may carry out all activities of the PSSF Collaborative.

The County Plan must describe a process to assess client satisfaction with all funded services.

A Child Abuse Prevention Council (CAPC) is a statutory collaborative, pursuant to W&I C section 18980 et seq. The CAPC may carry out PSSF collaborative activities. However, a separate PSSF planning body/collaborative partnership may carry out CAPC activities only if it meets CAPC requirements.

State law mandates that the County Board of Supervisors designate/establish independent child abuse councils in each county and provide funding from the County's Children's Trust Fund. Counties may have more than one council, due to population complexity, geographic, and other considerations.

The County System Improvement Plan (County SIP), as discussed under Section III, should be considered and improvement goals applied, as appropriate, by all planning team members and other local prevention partners, during the planning, implementation, and evaluation of county services.

## USE OF FUNDS

### A. CAPIT/CBCAP

Although the plan may provide for some level of intervention and treatment services, the service priority for the SFY 2005-2008 will be primary prevention. Percent of funding allocated at the county level for prevention services versus intervention/treatment must be greater than fifty (50) percent, in favor of prevention, by fund source by fund category, as reflected on Attachment C (Service Goals/Outcomes and Expenditure Plan Summary).

Not more than ten (10) percent of county allocations for any SFY shall be for administrative costs associated with the CAPIT and CBCAP programs.

Pursuant to W&I C, Chapter 12.5, Section 18983, operational funds (compared to direct services funds) for Child Abuse Prevention Councils shall not be considered administrative costs.

### B. PSSF

As stated in ACL No. 01-20, dated March 10, 2001, and the Adoptions and Safe Families Act of 1997 (PL 105-89) expenditures are to be used for Family Preservation; Family Support; Time-Limited Family Reunification; and Adoption Promotion and Support with specific amounts to be expended in each component as outlined below.

Per federal guidelines, states are expected to allocate a minimum of twenty (20) percent for each service category or provide a strong rationale if the allocations are below 20 percent for any one of the service categories. Counties must operate their programs accordingly, as referenced in the IV-B Plan.

CFL No. 01/02-37 provides the appropriate Program Codes for claiming to the four service categories. The Program Codes are: 515 Family Preservation; 516 Family Support; 675 Adoption Promotion and Support; and 676 Time-Limited Family Reunification services.

It is critical that counties expend allocated PSSF funds and use the appropriate program codes for expenditures associated with each service category when claiming so that spending in all four service categories can be accurately identified and counties can be credited with spending the funds appropriately. As a result, PSSF county planning bodies should allocate a significant portion of their program funding to all four service categories, in order to meet the twenty (20) percent threshold.

OCAP's intent is to review the PSSF portion of the consolidated county three-year plan to evaluate the county commitment to achieve the following child and family services outcomes:

1. Children are, first and foremost, protected from abuse and neglect.

Describe the PSSF services being provided in your county to protect children from abuse and neglect. For each service being provided, include the service site, description of the service and target population.

2. Children are safely maintained in their own homes whenever possible and appropriate.

Describe the PSSF services being provided in your county insuring children are safely maintained in their own homes whenever possible and appropriate. For each service being provided, include the service site, description of the service and target population.

3. Children have permanency and stability in their living situations.

Describe the PSSF services being provided in your county to insure permanency and stability in living situations for children. For each service being provided, include the service site, description of the service, and target population.

4. The continuity of family relationships and connections is preserved for children.

Describe the PSSF services being provided in your county to insure permanency and stability in living situations for children. For each service being provided, include the service site, description of the service, and target population.

5. Families have enhanced capacity to provide for their children's needs.

Describe the PSSF services being provided in your county to insure that families have enhanced capacity to provide for their children's needs. For each service being provided, include the service site, description of the service, and target population.

6. Children receive appropriate services to meet their educational needs.

Describe the PSSF services being provided in your county to insure children receive appropriate services to meet their educational needs. For each service being provided, include the service site, description of the service and target population.

7. Children receive adequate services to meet their physical and mental health needs.

Describe the PSSF services being provided in your county to insure children receive adequate services to meet their physical and mental health needs. For

each service being provided, include the service site, description of the service and target population.

If there are no services addressing any one of the above listed federal outcomes for children and families, please address the outcome with a “no applicable services” statement.

The following additional categories and specific descriptions must be included:

- **Planning Bodies:** Describe any significant changes since your last three-year plan in the local planning bodies or the collaborative planning process.
- **Objectives:** Utilizing measurable data, describe progress in achieving objectives. Note any changes since your last three-year plan in methods and tools used to gather data and measure results.
- **Staff Training:** Describe staff development and training activities that support the PSSF plan goals and objectives.
- **Technical Assistance:** Describe technical assistance given by the county that supports service providers and the PSSF Program plan goals and objectives.
- **Baseline Data:** Describe collected county baseline data and how it is being used for evaluations and plan modifications. Provide data analysis and interpretation with regard to outcomes and measures.
- **Evaluation Processes:** Consistent with Section VI of these instructions, describe progress toward program and service evaluation, including the varying methods that may be used for evaluation such as client satisfaction surveys and on-site reviews. In addition, include any key results that have been collected from evaluation processes. Provide all existing data analysis and evaluation reports.
- **Service Category Allocation:** List the percentage of funding allocated for each of the four service components in Attachment C1. Where family preservation and family support services are provided to reunifying and adoptive families (e.g. costs for outreach and education) identify these amounts according to whether they are for time-limited reunification or adoptions promotion and support.

For counties whose allocation percentages are significantly above or below 20 percent, provide target or proposed percentages that will bring the county closer to the 20 percent requirement.

In addition, for counties whose allocation percentages are below 20 percent per component, describe how service needs are being met using other funds or provide a strong rationale for the allocation percentages.

### C. Fund Use Summary

CAPIT, CBCAP, and PSSF (family support services) must support identified county primary prevention unmet needs. All funds must be accountable/distinguishable as one or more of the following:

- Program Administration, which is limited to ten (10) percent for each CAPIT and CBCAP program per SFY.
- CAPC (operational) Funding, which is not considered administrative costs and is unlimited, based on approval by the County Board of Supervisors, relative to an operational budget developed by each CAPC. (Reference: W&I C, Section 18983)
- Direct Services, which are awarded based on a competitive bid process (excluding appropriate county PSSF direct services). See County Fiscal Letter (CFL) No. 00/01-68, dated March 21, 2001 for sample program areas and additional County Expense Claim (CEC) information.

## KEY CONSIDERATIONS FOR GOALS AND OUTCOMES/EVALUATION

Following are the key considerations which must be noted throughout the reporting/evaluation process:

- Since participation in family support programs is generally voluntary, engagement outcomes such as *successful participation, recruitment and high participant satisfaction* rates are extremely important. Examples of engagement outcomes include developing trust in the staff, feeling welcome at the program and attending programs voluntarily.
- Short-term outcomes reflect *changes in knowledge, attitudes, skills and aspirations of participants* within a relatively short period of time. Examples of short-term outcomes might include: increased knowledge of positive discipline techniques, increased motivation to succeed in school or increased job readiness skills.
- Intermediate outcomes are primarily *changes in applied skills and behavior*. Examples of intermediate outcomes might include: increased uses of positive discipline skills, improvement in school grades and completion of a job-training course.
- Long-term outcomes are *broad statements reflecting long-term changes*, primarily in status and conditions (sometimes called goals or impacts). Examples of long-term outcomes might include: establishment of safe and supportive family environments, a decrease in the incidence of child abuse and neglect, a decrease in substance abuse, improvement in school achievement, an increase in family income or a decrease in the incidence of teenage pregnancy.

For purposes of the three-year plan evaluation, “Program Evaluation” is defined as a measurement of the degree to which each funded service reaches its projected goals (in the context of engagement, short-term, intermediate, and long-term outcomes), as stated by each county in Attachment C1.

Each county plan will include a separate Attachment C1 to reflect projected goals for each CAPIT, CBCAP, and PSSF program for each year of the three-year funding cycle. A combined CAPIT/CBCAP/PSSF Attachment C1 may be submitted for each year of the three-year funding cycle, provided it states a goal percentage, by program, equal to the county’s CAPIT/CBCAP/PSSF allocations, less up to ten (10) percent for CAPIT/CBCAP administrative costs. Your PSSF annual allocation excludes county administrative costs and should be stated on Attachment C1 as a total amount for services.

County service strategies will include a discussion of year-one projected engagement, short-term, intermediate, and long-term outcomes, which will later be presented as (year-end) actual (measurable) outcomes and included in the required annual report. The year-end evaluation of actual outcomes will reflect the NUMBER/PERCENTAGE increase or decrease, as appropriate for each actual goal, compared to the corresponding projected goal.

- Example 1 – Measure increased community awareness of child abuse and neglect services, as a planned goal, by demonstrating an increase in attendance at a specific child abuse and neglect prevention activity.
- Example 2 – Measure decreased CPS reports, as a planned goal, by demonstrating a decrease in incident reports associated with at-risk parents served at a specific birthing hospital.