

## Attachment 3: CBCAP Annual Report Numbers Guidelines

CBCAP Annual Report Participant Numbers Reporting Guidelines		
	DATA	CHARACTERISTICS
<b>Table I.</b>	<b>Children, Parents/ Caregivers and Families Who Received Preventive Direct Services</b> From the State During the Year - FFY2008 Community-Based Child Abuse Prevention Program (CBCAP) Grant	
<b>SUMMARY DATA DEFINITION</b>		
<p>Preventive direct services under CBCAP are beneficial activities aimed at preventing child abuse and neglect. Such activities may be directed at the general population or specific populations identified as being increased risk of abusing or neglecting their children. The primary focus of these activities are to better strengthen and support families by increasing protective factors and reducing the risk factors that can reduce the likelihood of abuse or neglect. The five primary protective factors to be increased by the preventive direct services include: bonding and attachment, parental resilience, knowledge of parenting and child development, social connections, and concrete support in times of need. The primary risk factors that may be addressed include caregiver problems with mental health, substance abuse, and family and community violence, and other negative conditions in the child and family's life situation. Ultimately, the goals of these activities are to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive environment and to increase the safety, permanency and well-being of children and families. Such activities do not include information and referral, one-time public education events, or public awareness campaigns.</p>		
<b>INSTRUCTIONS / ERROR CONDITIONS</b>		
<p>This is the number of children and number of families who received services aimed at preventing child abuse and neglect during the year. These services may be directed at specific populations identified as being at increased risk of becoming abusive or they may provide direct services to the general population. Direct services means that the services must be provided to an individual or family and the <u>planned</u> duration of the services should be more than a one-time event. Some examples of preventative direct services include: voluntary home visiting, parenting programs, parent mutual support, respite care, family resource centers, or other family support programs. If the participant only attends the direct service for one-time and drops out, they should still be counted in this category since the planned duration was for more than one-time.</p> <p>The data should reflect recipients of direct services funded by the CBCAP program. Direct services funded by CBCAP should reflect the Federal CBCAP funds plus the amount for the State's required 20% match as reflected in their application for this year's funding. (Note: Some States include more than a 20% match in their application). Since a number of States blend the CBCAP with other Federal, State and local funding, these States will need to indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of the total.</p> <p>The data should not include recipients of information and referral services, one-time public education events, and other public awareness campaigns. The recipients of these activities should be counted <u>separately</u> as part of Public Awareness Activities (see Table III).</p> <p>The items in this section request data on recipients of preventive direct services under the CBCAP program. Data on the number of children, parents and the number of families receiving these services is requested. The three possibilities are provided since some programs report by "family," "parent/ caregiver" and others report by "child." In answering these questions, to the extent possible, you should NOT duplicate your counts.</p> <p>This is the number of children, parents/ caregivers, and families who received services aimed at preventing child abuse and neglect during the year funded by a Community-Based Child Abuse Prevention Program (CBCAP) Grant. The total number should also include the number of adults/ children with disabilities who are receiving direct services.</p>		
<b>STATE DATA</b>		

Can the State provide data for this item? (Y=Yes, N=No) [ ]

Total Number of Children who received preventative direct services:

Total Number of Parents/ caregivers who received preventative direct services:

Total Number of Families who received preventative direct services:

**STATE COMMENTARY / CONSTRUCTION LOGIC**

The State should provide additional information about the numbers being reported above and the primary source of the data. If multiple funding sources are included in the recipient numbers, please indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of that total. If no data is available, the State should provide an explanation why the data cannot be reported.

**CBCAP Annual Report Participant Numbers Reporting Guidelines**

DATA		CHARACTERISTICS
<b>Table II.</b>	<b>Children, Parents/ Caregivers with Disabilities Who Received Preventive Direct Services</b>	
	From the State During the Year - FFY2008	
	Community-Based Child Abuse Prevention Program (CBCAP) Grant	
<b>SUMMARY DATA DEFINITION</b>		
<p>Preventive direct services under CBCAP are beneficial activities aimed at preventing child abuse and neglect. Such activities may be directed at the general population or specific populations identified as being increased risk of abusing or neglecting their children. The primary focus of these activities are to better strengthen and support families by increasing protective factors and reducing the risk factors that can reduce the likelihood of abuse or neglect. The five primary protective factors to be increased by the preventive direct services include: bonding and attachment, parental resilience, knowledge of parenting and child development, social connections, and concrete support in times of need. The primary risk factors that may be addressed include caregiver problems with mental health, substance abuse, and family and community violence, and other negative conditions in the child and family's life situation. Ultimately, the goals of these activities are to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive environment and to increase the safety, permanency and well-being of children and families. Such activities do not include information and referral, one-time public education events, or public awareness campaigns.</p>		
<b>INSTRUCTIONS / ERROR CONDITIONS</b>		

This is the number of children and adults/ caregivers with disabilities who received services aimed at preventing child abuse and neglect during the year. These services may be directed at specific populations identified as being at increased risk of becoming abusive or they may provide direct services to the general population. Direct services means that the services must be provided to an individual or family and the planned duration of the services should be more than a one-time event. Some examples of preventative direct services include: voluntary home visiting, parenting programs, parent mutual support, respite care, family resource centers, or other family support programs. If the participant only attends the direct service for one-time and drops out, they should still be counted in this category since the planned duration was for more than one-time.

The data should reflect recipients of direct services funded by the CBCAP program. Direct services funded by CBCAP should reflect the Federal CBCAP funds plus the amount for the State's required 20% match as reflected in their application for this year's funding. (Note: Some States include more than a 20% match in their application). Since a number of States blend the CBCAP with other Federal, State and local funding, these States will need to indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of the total.

The data should not include recipients of information and referral services, one-time public education events, and other public awareness campaigns. The recipients of these activities should be counted separately as part of Public Awareness Activities (see Table III).

The items in this section request data on recipients (adults/ children) of preventive direct services under the CBCAP program who also have a disability. The definition of a person with disability has the same meaning for a child or adult with disability under the Individuals with Disabilities Education Act (IDEA). (For more information, visit: <http://ericec.org/digests/e560.html>)

Data on the number of children and/ or parents with disabilities receiving these services is requested. **The numbers for Table II should be a subset of the total numbers from Table I.**

This is the number of children and/or parents/ caregivers with disabilities who received direct services aimed at preventing child abuse and neglect during the year funded by a Community-Based Child Abuse Prevention Program (CBCAP) Grant.

#### STATE DATA

Can the State provide data for this item? (Y=Yes, N=No) [   ]

Total Number of Children with disabilities who received preventative direct services:

Total Number of Parents/ caregivers with disabilities who received preventative direct services:

#### STATE COMMENTARY / CONSTRUCTION LOGIC

The State should provide additional information about the numbers being reported above and the primary source of the data. If multiple funding sources are included in the recipient numbers, please indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of that total. If no data is available, the State should provide an explanation why the data cannot be reported.

**CBCAP Annual Report Participant Numbers Reporting Guidelines**

**DATA**

**CHARACTERISTICS**

<b>Table III.</b>	<b>Individuals Who Received Public Awareness or Public Information Activities</b> From the State During the Year - FFY2008 Community-Based Child Abuse Prevention Program (CBCAP) Grant
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**SUMMARY DATA DEFINITION**

Public awareness or public education activities under CBCAP are beneficial activities that focus on the healthy and positive development of parents and the promotion of child abuse and neglect prevention activities. These activities can include public education and outreach, information and referral regarding community and social services that are available for families, and public awareness campaigns. Such activities are usually directed at the general population but may also be targeted for specific populations or communities identified at increased risk of abuse or neglect. The primary focus of these activities are to better strengthen and support individuals, families, the community and society by providing information about available family support and prevention resources in the community, increasing the public understanding of the importance of the prevention of child abuse and neglect and increasing community ownership and involvement in prevention activities. Over the long term, it is anticipated that these activities contribute to increasing the safety, permanency and well-being of all children and families.

**INSTRUCTIONS / ERROR CONDITIONS**

This is the number of individuals received public awareness or public education activities aimed at preventing child abuse and neglect during the year. These services may be directed to the general population or at specific populations identified as being at increased risk of abuse or neglect. These activities may be a one-time event or a series of public education and information sessions. These activities may also include provide information and referral to the community through the telephone, in-person, or through a mail out or website. Some examples of public awareness, public education or information and referral activities include: Blue Ribbon or other Child Abuse Prevention Month campaigns, conducting a public information fair at a local festival, presenting information about child abuse prevention to various agencies or the general public, television or radio ads, newsletter mailing, parent support hotlines, information and referral websites, etc.

The data should reflect the individuals who received or were exposed to the public awareness or public education activities funded by the CBCAP program. Direct services funded by CBCAP should reflect the Federal CBCAP funds plus the amount for the State's required 20% match as reflected in their application for this year's funding. (Note: Some States include more than a 20% match in their application). Since a number of States blend the CBCAP with other Federal, State and local funding, these States will need to indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of the total.

The items in this section request data on recipients of public awareness or public education activities conducted under the CBCAP program. Data on the number of individuals receiving or exposed to these activities is requested. Since it is difficult to provide an exact number of individuals who may have received the public awareness or public education activities, States are advised to provide the most accurate estimate based on the number of participants that reasonably received these activities. For example, the total can include the number of participants in public education session or workshop, the number of newsletters mailed out, the number of individuals who called a parent support line, the number of people exposed to the television or radio ads, etc.

This is the number of individuals who received public awareness and/or public education activities aimed at preventing child abuse and neglect during the year funded by a Community-Based Child Abuse Prevention Program (CBCAP) Grant.

**STATE DATA**

Can the State provide data for this item? (Y=Yes, N=No) [   ]

Total number of individuals who received or were exposed to public awareness or public education activities:

**STATE COMMENTARY / CONSTRUCTION LOGIC**

The State should provide additional information about the numbers being reported above and the primary source of the data. If multiple funding sources are included in the recipient numbers, please indicate the total funding from all other sources, including CBCAP, and indicate the percentage of CBCAP funding that is part of that total. If no data is available, the State should provide an explanation why the data cannot be reported.