

Office of Child Abuse Prevention Annual Report Checklist	Completed
1. Terms and Conditions	
Must be completed yearly during the Annual Report	
Agreement is given by checking the box	
2. Child Abuse Prevention Council (CAPC)	
Current CAPC contact information	
Identified the primary functions of the CAPC	
Under comments, reported highlights the CAPC wants to share	
3. Child Abuse Prevention Month	
Listed activities performed by the CAPC during Child Abuse Prevention Month	
Identified the number served by each Community-Based Child Abuse Prevention (CBCAP) funded outreach	
Highlighted a Child Abuse Prevention Month activity including details of how it impacted the community	
4. County Children's Trust Fund (CCTF)	
Entered the balance as of July 1 of the reporting year amount received and expenditures of the CCTF	
Amount received in the CCTF from birth certificate fees in the prior fiscal year is entered	
5. County Contact	
Current contact information for the OCAP liaison is entered	
Agency director information	
Child welfare director information	
6. County Need	
County needs as stated in the County Self-Assessment (CSA) and linked to service activities	
County needs and service activities were based on approved Program Descriptions	
7. General Information	
Entered the SIP cycle dates	
Identified collaborative partners and explained the top 3 collaborations including the impact on prevention efforts	
Described how parents are involved in the CSA/SIP process or program implementation	
Described any systemic change in the county, this could be a result of the CSA/SIP process	
The most frequent driver of child maltreatment should be consistent with the CSA	
Did your county use an OCAP funded or non-OCAP funded differential/alternative response program?	
Under comments, listed any measurable outcomes from collaboration, parent engagement or differential response	

8. Service Activity and Funding Stream	
Showed how the service activity addressed the previously county need identified	
Program name may also be the name of the service provider, if there are multiple providers, the total number of providers must be listed	
Program activity description should look similar to the approved program description included with the SIP, provide details of frequency, length, unique characteristics, specific curriculum used, etc.	
Identified which funding is used and the amount expended	
Service counts are either by individual child, caregiver or collected by family	
Provided a detailed explanation if there was a difference in last year's service counts (either increases or decreases) as this information is used in federal reporting	
Included in the comments of the Activity Outcomes tab a detailed explanation of how the desired outcome was measured to determine success of the service activity	
Non-CWS population refers to those populations that do not have an active case plan with CWS or probation	
Identified the desirable outcome of the service activity and the percentage of participants who met this outcome. This demonstrates the effectiveness of the service activity. Consider what is being measured to determine the effectiveness of the service activity	
Shared any details of measuring program effectiveness in the comments section	
<i>CBCAP Only Tab</i>	
Completed the CBCAP Only tab for each CBCAP funded service activity	
Identified any CBCAP funded outreach or programs which target special populations	
Outreach to certain populations is required by CBCAP programs	
Outreach does not have to be a program, it could be a CBCAP funded event or activity to reach targeted populations	
CBCAP programs require an aspect of parent leadership, please describe how your county is engaging parents with CBCAP funds	
Highlighted how your county is providing parent leadership activities including the measurable impact and other results of the program	
<i>Evidence Practices Checklist under CBCAP Service Activity and Funding Stream</i>	
Attached logic model	