

**THE OHIO CHILDREN'S TRUST FUND
STATE PLAN
FISCAL YEARS 2004-2005
(Approved 09/27/02)**

Background & Purpose

In 1984, the Ohio General Assembly enacted legislation creating the Ohio Children's Trust Fund (OCTF), which is the largest dedicated funding source in the state for primary and secondary child abuse/ neglect prevention. Revenue for the Ohio Children's Trust Fund is generated through a \$3 surcharge on copies of birth and death certificates, and a fee of \$11 on divorce and dissolution filings.

In accordance with the Ohio Revised Code, Section 3109.17, the purpose of this document is to set forth a comprehensive biennial plan, which outlines projected utilization of Trust Fund monies during State Fiscal Years 2004-2005.

Mission

The Mission of The Ohio Children's Trust Fund is to take a leadership role and be a catalyst in preventing child abuse and neglect in Ohio.

Comprehensive Prevention Programming

The Ohio Children's Trust Fund Board is mandated to develop a comprehensive State Plan for child abuse/ neglect prevention. In order to be comprehensive, such a plan must encourage consistency and coordination of prevention efforts throughout the state, support activities and programs with statewide significance, and, offer the flexibility to address diverse local needs and priorities.

Activities and Programs with Statewide Significance

In the OCTF 2002 Strategic Plan, GOAL #3 outlines efforts that will be undertaken statewide to "promote understanding of what can be done to support child well-being and stimulate prevention-focused activity among ODJFS staff, stakeholders, the general public and policymakers". By sponsoring large-scale awareness and education activities, OCTF will afford consistency across counties and throughout the state.

Similarly, by actively participating in and providing leadership for the Prevention Partners Leadership Group (PPLG), the Trust Fund functions to promote coordination of prevention efforts throughout Ohio. Initiated in 2001, the purpose of the PPLG is to bring increased focus & effectiveness to prevention of child abuse and neglect on a year-round basis. Comprised of representatives from both the public and private sectors, PPLG serves as a forum where: prevention efforts can be coordinated, ideas and resources can be shared, connections among prevention professionals and advocates can be enhanced, duplication and competition can be eliminated, and a collective voice is generated for the cause of child abuse/ neglect prevention. By working together, the Prevention Partners Leadership Group will be able to achieve increased potential for a broader and more meaningful impact than any single agency, system, or advocacy effort could accomplish individually.

As Ohio's lead agency for the Community-Based Family Resource and Support (CBFRS) Grant, the Trust Fund also has responsibility for utilizing federal funds to develop and maintain a *statewide network of community-based, prevention-focused, family resource and support programs*. Utilizing CBFRS funds, Ohio has established the Family Resource HUB Network (FRHN). The Statewide Network is comprised of six "HUBs" which are responsible for: developing and maintaining regional networks of child abuse/ neglect prevention and family support programs, conducting an inventory of resources available in the region, and developing a strategic plan to coordinate services and address unmet/ under met needs. Information about service providers in each network is made available to Ohioans through regional websites and searchable databases. Grantees under this funding stream are selected through a competitive bidding process, with requirements based on the federal CBFRS Program Instruction. A *Request For Proposals* to address Ohio's CBFRS goals during SFY 2004 will be issued during the 2nd quarter of SFY 2003.

Additionally, as needs become apparent that are consistent with the OCTF Strategic Plan, the Trust Fund Board may approve funding for projects with statewide significance, or programs which address prevention issues for target populations that are not specific to one county (such as parents incarcerated in the state prison system). Service providers wishing to apply for Children's Trust Fund monies under this provision should contact the OCTF Executive Director to discuss specifics. Application shall be made on forms prescribed by the OCTF Board (Appendix B), and all requirements outlined in this State Plan will apply.

County Allocations for Local Programs/ Services

Provision of county allocations for prevention programs and services is the strategy by which the Ohio Children's trust Fund maintains responsiveness to local prevention needs and diversity. The Trust Fund Board makes funds for prevention programs/ services available to each of Ohio's 88 counties on an annual basis. By October 30 of each year, the Children's Trust Fund will notify the Boards of County Commissioners, and Local Child Abuse/ Neglect Prevention Advisory Boards/ FCF Councils regarding projected allocation amounts for the next fiscal year. Monies are allocated to each county based on their percentage of children under age 18 in the county to the number of children under age 18 in the state, according to the most recent census; **for the 2004-2005 biennium, each county will receive a minimum of \$15,000 per state fiscal year, subject to availability of funds.** The attached County Allocation Chart (Appendix A) contains *confirmed* allocation amounts for SFY 2004, and *projected* amounts for SFY 2005.

In January, each Board of County Commissioners shall appropriate the projected allocation to be utilized for primary and secondary child abuse/ neglect prevention programs and services at the direction of the Local Prevention Advisory Board/ FCF Council.

The Local Prevention Advisory Board/ Council shall identify and prioritize prevention needs within the county and shall use the criteria prescribed by OCTF to evaluate applications and determine what programs/ services in their county will receive funding (Appendix C); other criteria developed by the local Board/ Council may be added to the evaluation tool.

Upon receipt of a Local Allocation Plan which meets criteria specified by the OCTF, and subject to the availability of funds, the Trust Fund Board (through ODJFS) will disburse at least 50% of each county's annual allocation during the first quarter of the state fiscal year (by September 30), with the remaining 50% to be disbursed during the third quarter of the state fiscal year (by

March 31). The County Auditor, or, in a multi-county system, the Auditor in the lead county, will serve as the fiscal agent and will distribute payments to service providers at the request of the local Board/ Council. Local

Prevention Advisory Boards/ FCF Councils may utilize up to 5% of their allocation to off-set expenses incurred in administering the Ohio Children's Trust Fund in their county. Refer to Appendix I for a flow chart depicting this process.

Requirements for utilization of funds

Ohio Children's Trust Fund monies are dedicated exclusively to primary and secondary child abuse/ neglect prevention programs and services. Prevention includes a range of strategies that support and strengthen families and function to eliminate or reduce factors, which can lead to child maltreatment *prior to the occurrence of abuse or neglect*. Primary prevention includes activities and services provided for the general public, which are designed to strengthen and support families and prevent child abuse/ neglect *before it occurs*. Secondary prevention is comprised of programs/ services, which are targeted to individuals or families *when there are indicators of potential risk for child abuse/ neglect*. Tertiary prevention includes activities and services, which take place after abuse/ neglect, *have occurred*, and include protective intervention, social services, and/ or treatment intended to prevent the reoccurrence of abuse/ neglect. **OCTF monies shall not be used to support tertiary prevention activities and services.**

OCTF funds also shall not be authorized to supplant existing funding, or for programs that target individuals or families case managed by the public children services agency or its contracted case management providers.

The present funding cycle includes State Fiscal Years 2004 and 2005 (July 1, 2003 through June 30, 2005); Trust Fund monies may only be used to support services provided during the state fiscal year for which the funds are allocated. Local Advisory Boards/ FCF Councils have discretion to approve either a one or a two year service proposal from applicants; however, no commitment can be made for funding more than one year at a time, since the amount each county will receive is re-determined annually by the OCTF Board based on availability of funds.

OCTF monies distributed by OCTF Local Advisory Boards/ FCF Councils that will not be expended by the service provider within the period specified by the agreement with the Local Board/ Council (maximum= one state fiscal year), shall be returned to the County Treasurer. During the same fiscal year of the allocation, the Local Board/ Council may re-distribute such funds to current providers or alternate applicants in accordance with prevention needs and priorities identified in the Local Allocation Plan. Funds that are not fully expended or encumbered for activities conducted during that fiscal year must be returned to the Treasurer of State who shall deposit these monies into the Ohio Children's Trust Fund to be used for purposes consistent with the OCTF State Plan.

OCTF funds granted to programs with statewide significance that are not fully expended or encumbered for activities conducted during the period specified by the grant shall be returned to the Treasurer of State who shall deposit these monies into the Ohio Children's Trust Fund to be used for purposes consistent with the OCTF State Plan.

Requirements for Program Evaluation

"Outcomes will be measured and data will be provided which documents the success of prevention programs/ services." –OCTF Strategic Plan

In its strategic plan, the OCTF Board identified the following operating principles as guideposts:

, The Board will assure that OCTF County Agents and grantees are held accountable for appropriate *and effective* expenditure of Children's Trust Fund monies.

- , The OCTF will work with its County Agents to determine the effectiveness of prevention strategies that are supported with Trust Fund monies.
- , Service providers will be required to utilize approved evaluation tools and report the resulting data to the OCTF County Agent.

All providers receiving monies from the Children's Trust Fund will be required to conduct two types of evaluation regarding funded services. The first type of required evaluation will be to measure customer satisfaction with services received. The second type of required evaluation will be to measure outcomes for individuals as a result of participation in services.

In order to reliably measure outcomes for individual service recipients, compare outcomes across programs, and, ultimately determine which programs and services are most effective, the OCTF will be working with an independent contractor to develop a standardized evaluation system statewide. The contractor will have responsibility to provide training and technical assistance to help grantees comply with the evaluation requirements.

Material Rights Requirements

Materials produced or developed with OCTF funds shall not be used for profit making. A statement identifying the Ohio Children's Trust Fund as the funding source must be prominently displayed on all such materials. The OCTF owns the copyright on all materials (print, tape, electronic, etc.) developed with Trust Fund monies; such materials cannot be copyrighted by the developer (with the exception of state universities). The Ohio Children's Trust Fund Board extends to the developer, at no cost, distribution rights for such materials *during the current funding cycle only*. At the end of the funding cycle, the OCTF Executive Director will consider written requests for continued distribution of such materials by the developer.

Responsibilities of the Ohio Children's Trust Fund Board

According to statute (ORC 3109.13-18), The Children's Trust Fund is governed by a 15 member Board which has responsibility to:

- , meet at least five times per year in public sessions at the call of the Chair;
- , approve employment of staff that will administer OCTF business;
- , develop a comprehensive biennial State Plan for child abuse/ neglect prevention;
- , allocate Trust Fund monies to support prevention services in a manner that assures services for people of various social and economic backgrounds throughout the state;
- , notify each child abuse/ neglect prevention advisory board by October 30 of the amount projected to be allocated to that county for the following state fiscal year;
- , specify a format for Local Allocation Plans, including criteria for determining plan effectiveness;
- , review Local Allocation Plans according to the criteria for effectiveness;
- , disburse a minimum of \$10,000 per year to each county submitting a Local Allocation Plan in conformity with State Plan guidelines (provided that funds are available);
- , establish reporting requirements for Local Prevention Advisory Boards;
- , monitor expenditures of the Fund and of programs that receive money from the Trust Fund;
- , provide child abuse and neglect prevention education for both professionals and the public;
- , collaborate with others toward the goal of child abuse/ neglect prevention; and
- , develop and distribute a report that delineates expenditures from the Trust Fund by January 1st of the year following the end of a fiscal biennium.

Responsibilities of Children's Trust Fund Staff

Day to day operations are directed by the OCTF Executive Director and carried out by OCTF staff within the administrative structure of the Ohio Department of Job & Family Services (ODJFS). The Executive Director and staff shall:

- , keep members of the Board apprized regarding utilization of Trust Fund monies;
- , carry out tasks which support the Board in fulfilling its specified responsibilities;

- , work to achieve the OCTF Strategic Plan goals and objectives;
- , serve as the link between the OCTF Board and Local Prevention Advisory Boards/FCF Councils;
- , determine the training and technical assistance needs of Local Advisory Boards/ Councils, and provide resources to address those needs; and
- , perform other duties as directed by the Trust Fund Board to assure effective administration of prevention programs and fiscal accountability.

Local Child Abuse/ Neglect Prevention Advisory Boards

In accordance with Section 3109.18 of the Ohio Revised Code, each Board of County Commissioners may establish a Child Abuse/ Neglect Prevention Advisory Board comprised of local citizens, or may designate the Family and Children First Council (FCF Council) to fulfill the functions of a Local Advisory Board. Commissioners of two or more contiguous counties may form a multi-county district to be served by a multi-county prevention advisory board. Each board shall have an *odd number of members* including all of the following:

- , a representative of an agency responsible for the administration of children's services in the county or multi-county district;
- , a provider of alcohol or drug addiction services or a representative from the board of alcohol and drug addiction services that serves the county or multi-county district;
- , a provider of mental health services or a representative from the board of mental health services that serves the county or multi-county district;
- , a representative of a board of mental retardation and developmental disabilities that serves the county or multi-county district; and
- , a representative of the educational community appointed by the superintendent of the school district with the largest enrollment in the county or multi-county district.

Additional members may include:

- , representatives of parent groups ;
- , juvenile justice officials;
- , pediatricians, nurses, health department staff or others from the medical community;
- , school personnel;
- , counselors or social workers;
- , Head Start personnel;
- , day-care providers; or
- , other persons with demonstrated knowledge in programs for children

Note: FCF Councils that are appointed by Commissioners to fulfill the functions of the Local Prevention Advisory Board are, by virtue of their multi-systemic participation, exempt from the above membership specifications.

Responsibilities of Local Advisory Boards

Each Child Abuse and Neglect Prevention Advisory Board functions as the OCTF County Agent to administer funding at the local level, and as such, shall:

- , meet as a body at least twice each year;
- , conduct a biennial assessment to identify local needs for child abuse/ neglect prevention services, and prioritize those needs;
- , assure that any Local Advisory Board member affiliated (by virtue of employment, appointment or other capacity) with an entity that intends to apply for Children's Trust Fund monies, immediately suspend their advisory board membership during the application and selection process;
- , determine procedures required by the county for award and disbursement of funds (such as competitive bidding, contracts, grant agreements, invoicing specifications), and assure that these are adhered to;

- , provide effective public notice (publish a public notice or advertisement in daily newspaper with widest circulation in the county and hold at least one public hearing) to advise potential applicants about identified prevention needs and priorities, the availability of funds from the OCTF, the application procedures, local match requirement and the deadline for applying;
- , make application forms prescribed by the Trust Fund (Appendix B) available to all interested parties;
- , evaluate applications based on local prevention priorities and guidelines in the current OCTF State Plan (Appendix C), determine award amounts, provide written notice to applicants regarding approval or disapproval of funding, and have in place a simple but meaningful appeal process;
- , establish any reporting requirements for fund recipients beyond the written Semi-Annual Grantee Progress Report (Appendix D) and Annual Grantee Progress Report (Appendix E) required by OCTF, and establish procedures for monitoring to assure program/ service effectiveness and fiscal accountability (site visits, record reviews, program presentations, conferences, interviews with service recipients and other monitoring approaches may be utilized at the discretion of the Local Board/ Council. Refer to Appendix E for a sample Grantee Monitoring Tool);
- , submit a Local Allocation Plan for preventing child abuse and neglect (Appendix G) to the Ohio Children's Trust Fund Board by the deadline specified in the current State Plan;*

***Local Allocation Plans for the 2004-2005 biennium
must be received by 5pm Thursday, May 15, 2003.**

Please, no faxed or electronic copies.

Mail one copy to:

The Ohio Children's Trust Fund
255 East Main Street- 3rd floor
Columbus, OH 43215-5222

- , monitor grantee compliance with program evaluation requirements specified by OCTF;
- , direct the County Auditor to return to the Treasurer of State all OCTF funds not fully expended by grantees during each state fiscal year;
- , maintain records of services provided and financial expenditures for at least five years following the end of the state fiscal year, and make those records available for review by OCTF staff or designees;
- , perform other duties as required by the Trust Fund Board to assure effective services and fiscal accountability; and
- , submit an Annual Report which incorporates information from all grantees on forms prescribed by the OCTF (Appendix H).

**Each Local Advisory Board/ FCF Council is required to file
a composite annual program and fiscal report**

by

July 30, 2004

&

July 30, 2005

Please, no faxed or electronic copies.

Mail one copy to:

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Criteria for Local Allocation Plans

Section 3109.17 of the Ohio Revised Code stipulates that the OCTF Board develop criteria for Local Allocation Plans, including criteria for determining the effectiveness of plans. For the

2004-2005 biennium, an *effective* Local Allocation Plan shall include documentation of the following:

- , broad-based representation from child & family-serving systems in the process of identifying and prioritizing needs and in the evaluation of applications for funding
- , use of quantitative data from local sources to identify prevention needs,
- , use of a sound rationale to prioritize prevention needs,
- , units of service are clearly defined,
- , deliverables are specified according to the prescribed format,
- , reasonable numbers of service recipients are projected for dollars to be expended,
- , a meaningful and timely appeal process,
- , a clear and adequate plan for monitoring delivery of services,
- , a clear and adequate plan for monitoring program evaluation,
- , a clear and adequate plan for monitoring fiscal accountability,
- , a clear and adequate plan to address the TA needs of grantees.

If the OCTF Board determines, based on performance or on a county's Annual Report, that a Local Advisory Board/ FCF Council is not operating in accordance with the criteria established, the Trust Fund Board may revise the amount of funding that the county receives.

Responsibilities of Service Providers

Those receiving funding from the Ohio Children's Trust Fund shall:

- , utilize Trust Fund monies to support *only primary and secondary* child abuse/ neglect prevention programs and services;
- , secure a 20% local match (a minimum of 10% cash, not to include federal funds) for monies requested from the OCTF;
- , abide by copyright restrictions specified under the *Material Rights* section of the State Plan;
- , return monies which are not expended or encumbered during the state fiscal year for which they are awarded;
- , conduct program evaluation as specified by OCTF;
- , maintain records of services and financial expenditures for at least five years following the end of the state fiscal year;
- , make records of programs/ services supported with Trust Fund monies available for inspection by OCTF staff and Local Prevention Advisory Board/ FCF Council members or designees;
- , file program and fiscal reports (Appendix D & Appendix F) before the deadline(s) specified by the Local Board/ Council, but not less than twice per year; and
- , abide by all other provisions detailed in the current OCTF State Plan and Statement of Assurances by Grantees.

**We appreciate the efforts of our many partners in this most important mission
to prevent the abuse & neglect of Ohio children.....
the good we do will last a lifetime !**

Contact Information

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