



Workgroup Description

The workgroups are as follows: (I) a needs assessment workgroup, (II) a prevention plan workgroup, and (III) a child abuse and child neglect prevention month planning workgroup.

I. Needs Assessment Workgroup

The Regional Prevention Coordinator is responsible for conducting the needs assessment, and the workgroup is responsible for guiding and reviewing the Coordinator's work plan to ensure that the quantitative and qualitative data obtained will inform the prevention plan. This work group will review and edit the needs assessment report once it is drafted, and will provide guidance to the Coordinator on how to finalize it. Components of the needs assessment follow as prescribed in the Request for Grant Applications (RFGA).

Assessments for the region must occur every 5 years, that will identify the child abuse and child neglect prevention needs of all counties within the region. A baseline comprehensive needs assessment will be completed prior to submitting a Regional Prevention Plan to the OCTF as specified in Section 3.2, D. 1-7. The completion of a subsequent comprehensive needs assessment will occur within five (5) years. Specifically, the grantee will be required to:

1. Conduct a comprehensive baseline needs assessment that would outline the occurrence of child maltreatment (physical abuse, sexual abuse, neglect, etc.) by age, race, etc. for all counties that encompass the region you are applying to serve as Regional Prevention Coordinator.
 - a. Conduct a quantitative analysis which identifies relevant data sources related to child maltreatment and well-being within the region, including those already being collected by state and local agencies as well as occasional and one-time original data collection efforts;
 - Data analysis must also include secondary factors that contribute to child maltreatment;
 - b. Conduct an environmental scan to identify significant trends, issues, and developments in the area of child well-being, identifying current strategies and gaps of service throughout the region;
 - c. Conduct a qualitative analysis resulting from conducting focus groups with agencies, coalitions, stakeholders, local providers, families served, etc. to solicit feedback; and,
 - d. Prepare and submit a final baseline comprehensive needs assessment report to the OCTF and to each board of county commissioners within their region by no later than September 30, 2016.



II. Prevention Plan Workgroup

The Regional Prevention Coordinator will work with county prevention specialists in the region to assemble the regional prevention plan based on the OCTF Board guidelines. The regional plan will be comprised of child abuse and child neglect prevention programs and/or services that have been identified as recommended strategies by the baseline comprehensive needs assessment. The grantee in collaboration with the Regional Prevention Council will develop budgets for each strategy(ies) based on the OCTF Board guidelines and submit them as part of the regional prevention plan. (The budget for these strategies was not included as part of the Coordinator's response.)

The initial Regional Child Abuse and Child Neglect Prevention Plan must be submitted to the OCTF by November 15, 2016. If the plan contains strategies that are not proposed to be implemented throughout the entire duration of the funding period (through June 30, 2021), each subsequent Regional Child Abuse and Child Neglect Prevention Plan must be submitted to the OCTF by March 1 of the state fiscal year prior to which the activities will take place. Specifically, the grantee will be required to:

1. Develop the region's Child Abuse and Child Neglect Prevention Plan pursuant to application guidelines as established by the OCTF Board utilizing results from completion of the baseline comprehensive regional needs assessment as well as develop a detailed budget and determine a funding amount for the first year of implementation of the regional prevention plan, in addition to providing estimates for year's two – five strategies. The budget must be accompanied by a narrative identifying the research methods utilized that produced the proposed budgetary results estimating the prevention plan's costs per year;
2. Ensure the plan provides services to persons throughout every county in the region of various social and economic backgrounds, addresses child abuse and child neglect prevention, and promotes strengthening families and improving child well-being;
3. Track and monitor the numbers of individuals directly and indirectly served for each strategy that is encompassed in the plan, including demographic information of individuals;
4. Make evident that the plan demonstrates how it maximizes participation of vulnerable populations, including a description of outreach activities that the applicant will take to maximize the participation of parents, racial and ethnic minorities, children and adults with disabilities, homeless families and those at risk of homelessness, unaccompanied homeless youth, adult former victims of child abuse and neglect or domestic violence, members of other underserved or underrepresented groups, fathers, and any other special populations that meet local needs;
5. Develop a program implementation timeline that details how the activities and strategies will be implemented over the course of the funding period;



6. Identify the outcomes to be achieved via each strategy as well as the measurement tools that will track each outcome, ensuring that tools are validated and systems are in place to maintain and monitor participant assessments and data logs where results can be compared and analyzed. Prior approval must be received in order to utilize any locally developed evaluation design(s) and/or instrument(s) that will be incorporated as a mechanism to measure program outcomes; and,

7. Implement the prevention plan by selecting (and contracting if necessary) service providers to complete the activities and strategies of the prevention plan submitted and approved by the OCTF Board. The grantee must ensure that service providers adhere to the fidelity of the plan submitted to the Trust Fund as well as ensure assessments are distributed and completed by program participants. The grantee will monitor service provider performance and will report results and outcomes back to the Regional Prevention Council during council meetings.

8. Create a logic model for the region defining long-term, intermediate-term, and short-term outcomes to be achieved and monitored throughout the duration of the proposed Plan; make evident that needs identified in the needs assessment are addressed and tied to outcomes listed in the logic model; establish criteria and measurement tools that track achievement of outcomes; and submit the logic model by November 15, 2016

III. Child Abuse and Child Neglect Prevention Month Planning Workgroup

The Regional Prevention Coordinator must develop and implement Regional April Child Abuse and Child Neglect Prevention Month activities. The coordinator must collaborate with the Regional Prevention Council's child abuse and child neglect prevention month planning workgroup to determine which April activities and strategies will be utilized in the region to promote April as Child Abuse and Child Neglect Prevention awareness month. Please note: the Coordinator included budgets for the planning as well as the delivery of April Child Abuse and Child Neglect Prevention Month activities and/or strategies in the region as a requirement of the RFGA.

The initial Regional April Child Abuse and Child Neglect Prevention Month proposed activities must be submitted to the OCTF by January 31, 2017. Each subsequent Regional April Child Abuse and Child Neglect Prevention Month proposed activities must be submitted to the OCTF by January 31 of the year in which the activities will take place. Specifically, the grantee will be required to:

1. Assess the current activities and strategies that are in existence and determine their impact on families and communities within the region;

2. Develop a plan to submit to the OCTF Board that outlines the strategies the Regional Prevention Council proposes to implement during April Child Abuse and Child Neglect Prevention Month;

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3. Provide a detailed budget in alignment with the vendor's approved funding amount for April expenses that will accompany the plan;
4. Ensure the OCTF Board's statewide child abuse and child neglect prevent month campaign messaging and materials are incorporated into the region's plan;
5. Identify how participants served in each county in the region via programming and outreach strategies will be tracked;
6. Utilize the OCTF logo on all promotional and marketing materials, as well as recognize the OCTF as the funder;
7. Contract if necessary with service providers to implement the Regional April Child Abuse and Child Neglect Prevention Plan approved by the OCTF Board. The grantee must ensure that service providers adhere to the fidelity of the plan submitted to the Trust Fund, as well as monitor service provider performance; and,
8. Submit a Final Summary and Fiscal Report to the OCTF via the online system by June 1 of the year in which the activities took place.