Annual Report Guidelines

Fiscal Year 2017–18

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Annual Report Preparation

The purpose of the Annual Report is to provide a summary of statewide expenditures and services.

Deadline

All forms are due to First 5 California by 11:59 p.m. on October 31, 2018.

Technical Assistance Contact

Please direct all technical assistance questions to the phone number or e-mail address below:

- First 5 California's main line: 916-263-1050

- E-mail: annualreport@ccfc.ca.gov

Annual reporting resources are available on the First 5 California website:
http://www.ccfc.ca.gov/research/research_reporting_tools.html

Form Auto-Generated Information

All forms populate the county name, date, and some totals automatically. The date is updated each time the form is accessed before final submission. Once the form is submitted, it may be edited and resubmitted up to the deadline submission date.

Document Your Methodology

First 5 California highly recommends county commissions document the methodology used for distributing expenditures and program persons served for Annual Report data.

Documentation provides the following benefits to county commissions and First 5 California:

- Ensures reporting consistency, allowing counties to use the same approach in future years

- Improves accuracy of data

- Provides an audit trail

First 5 California recommends keeping the following documentation:

- List of programs mapped to each Result Area/Service Category/Grantee Type

- Criteria and resources used to determine how each program is mapped

- Ratio of allocations across multiple Result Areas/Service Categories/Grantee Types

   Note: DO NOT send documentation to First 5 California.

County Revenue and Expenditure Summary (AR-1) Overview

Purpose

The County Revenue and Expenditure Summary form (AR-1) captures First 5 county commission fiscal data showing the relationship between financial resources and services. The fiscal data must be consistent with Generally Accepted Accounting Principles (GAAP) and each commission's audited financial statements.

The following outlines the requirements for completing the AR-1:

- All Fiscal Year (FY) 2017–18 funds received by the commission and recognized as revenue in the audited financial statements

- All FY 2017–18 expenditures or encumbrances, regardless of funding source, for a commission-run program or an externally-run program

- The population served (children, primary caregivers, providers), regardless of funding source, for a commission-run program or an externally run program. To the extent possible, counts of children, primary caregivers, and providers should be unduplicated at the level of the Grantee Type.

Standards

The Annual Report format is consistent with the Governmental Accounting Standards Board's (GASB) national standards for governmental financial reporting and the First 5 Financial Management Guide, maintained by the First 5 Association of California.

Resources

The following resources should be used to complete the AR-1:

- First 5 Financial Management Guide

- The State Controller's Office Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act

- Prior year county commission audited financial statements

- GASB Codification of Governmental Accounting and Financial Reporting Standards

County Revenue and Expenditure Summary (AR-1) Instructions

Information Reported

This section provides a list of the auto-generated information and instructions on how to complete the following sections of the AR-1:

- Revenue Detail

- Results and Services – Expenditure Detail

- Other Expenditure Details

- Other Financing Sources

- Net Change in Fund Balance

- FY 2017–18 Fund Balance Status

Revenue Detail

The Revenue Detail section must include total revenue from tobacco tax, First 5 California funds, other state and federal funds, and other revenue. Any county that identifies Small Population County Funding Augmentation (SPCFA) revenue is required to include additional SPCFA detail when reporting expenditures. Table 1 specifies revenue to be inserted into each cell to complete the Revenue Detail.

Table 1. Revenue Detail

Revenue Source	Description
Tobacco Tax Funds	Total Proposition 10 tobacco tax revenue
First 5 IMPACT Funds	Improve and Maximize Programs so All Children Thrive (First 5 IMPACT) consortia and regional hub funds received from First 5 California and other sources
Small Population County Augmentation Funds	Small Population County Fund Augmentation received from First 5 California
DLL Pilot	Dual Language Learner Pilot funds received from First 5 California
Other Funds	Provide a brief description of other funds (source and/or use) received in the three available text boxes (e.g., CA-QRIS)
Grants	Provide grant title and a brief description of grant revenue received from other sources in the three available text boxes
Donations	Total donations received by county commission
Revenue from Interest Earned	Amount of county interest earned in all Children and Families Trust Fund revenue accounts during FY 17-18, including Surplus Money Investment Funds (SMIF)
Total Revenue	Automatically generated **Note:** Must match audited financial statements

Results and Services – Expenditure Details

The California Children and Families Act statutorily defines three Result Areas that counties must strive to achieve: Improved Family Functioning, Improved Child Development, Improved Child Health. Improved Systems of Care was subsequently added as a fourth result area to recognize the importance of these activities. This section requires county commissions to specify the total expenditures and people served (children, primary caregivers, providers) by Result Area with additional breakout by Service Category and Grantee Type. Program Model(s) should be indicated by selecting the appropriate checkbox.

Tables 2 and 3 specify information required for each cell to complete the Results and Services–Expenditure Details.

Number of Persons Served

The number of persons served (children, primary caregiver, providers) in each Result Area/Service Category/Grantee Type should be entered into the AR-1. Reporting duplicates across Grantee Type in this section is acceptable. The total number of persons served across all Result Areas may be larger than the total number of persons reported in the AR-2 Demographic Worksheet.

Table 2. Result Areas, Service Categories, Grantee Types, and Program Models

Result Area 1: Improved Family Functioning			
Service Category	**Grantee Type**	**Data to Insert**	**Program Model***
General Family Support	County Health & Human Services	Expenditures, Number of Persons Served	211
			HIPPY
	County Office of Education/School District		Benefits enrollment (CalFresh)
	Family Child Care		Abriendo Puertas
	Child Care Centers		Triple P 2-3
	Higher Education		FRCs Core Support
	Hospital/Health Plan		Five Protective Factors
	R & R (COE or Non-Profit)		Avance
	Other Public		Other
Intensive Family Support	CBO/Non-Profit		Triple P 4-5
	Research/Consulting Firm		Incredible Years
	Internal		Nurturing Parenting Program
			Parents as Teachers
			SafeCare
			Other
Total		Automatically generated	
Result Area 2: Improved Child Development			
Service Category	**Grantee Type**	**Data to Insert**	**Program Model***
Quality Early Learning Supports	County Health & Human Services	Expenditures, Number of Persons Served	Business Supports
	County Office of Education/School District		CLASS
	Family Child Care		CSEFEL
	Child Care Centers		DRDP
	Higher Education		ERS
	Hospital/Health Plan		Facility Grants
	R & R (COE or Non-Profit)		PITC
	Other Public		Other
Early Learning Programs (Direct Costs)	CBO/Non-Profit		Summer Programs
	Research/Consulting Firm		Playgroups
	Internal		First 5 funded Preschool Slots
			Other
Total		Automatically generated	

*Expenditures and number of persons served are reported at the level of Grantee Type, but the Program Model(s) must be identified by selecting the appropriate checkbox.

Table 2 (continued)

Result Area 3: Improved Child Health

Service Category	Grantee Type	Data to Insert	Program Model*
General Health Education and Promotion		Expenditures, Number of Persons Served	Nutrition
	County Health & Human Services		Health Access
	County Office of Education/School District		Safe Sleep
	Family Child Care		Car Safety
	Child Care Centers		Tobacco/Drug
	Higher Education		Other
Prenatal and Infant Home Visiting	Hospital/Health Plan		Nurse Family Partnership
	R & R (COE or Non-Profit)		Healthy Families America
	Other Public		Other
Oral Health Education and Treatment	CBO/Non-Profit		
	Research/Consulting Firm		Other
	Internal		
Early Intervention			Other
Total		Automatically generated	

Result Area 4: Improved Systems of Care

Service Category	Grantee Type	Data to Insert	Program Model*
Policy and Public Advocacy	County Health & Human Services	Expenditures	
	County Office of Education/School District		Other
	Family Child Care		
Program and Systems Improvement Efforts	Child Care Centers		Baby Friendly Hospitals
	Higher Education		Fatherhood
	Hospital/Health Plan		Health Systems
	R & R (COE or Non-Profit)		Family Strengthening Systems
	Other Public		Place-Based
	CBO/Non-Profit		Talk. Read. Sing.
	Research/Consulting Firm		Trauma-Informed Care/ACES
	Internal		Other
Total		Automatically generated	

*Expenditures and number of persons served are reported at the level of Grantee Type, but the Program Model(s) must be identified by selecting the appropriate checkbox.

Expenditure Detail

The Expenditure Detail section provides a summary of program, administrative, and evaluation expenditures. Refer to the First 5 Financial Management Guide for detailed expenditure specifications. Recipients of Small Population County Fund Augmentation (SPCFA) funds are required to submit additional expenditure details. Table 3 on the next page specifies information required for each cell to complete the Expenditure Detail section.

Appendix F provides a description of reporting requirements by expenditure detail.

Table 3. Expenditure Detail

Detail	Description	SPCFA Detail
FY 2017–18 Program Expenditures	Automatically generated after Results and Services – Expenditure Detail section is completed. Use Expenditure Notes section at end of the AR-1 to explain significant differences from FY 2016–17 (e.g., capital expenditures)	Include expenditure detail for SPCFA funds by: • Evidence-Based Programs • Evidence-Informed Programs • Other Funded Programs, may include Result Area: Improved Systems of Care (Appendix B) • Professional Development, Training and Technical Assistance
FY 2017–18 Administrative Expenditures	Total Administrative Expenditures for FY 2017–18 which <u>may include:</u> • Salaries and Wages • Overhead costs (rent, utilities, etc.) <u>do not include:</u> • Direct program costs (outreach, education, or technical assistance) • Direct evaluation costs (education or technical assistance) • Other grantee capacity building	Include total expenditures for administrative costs using SPCFA funds
FY 2017–18 Evaluation Expenditures	Total Evaluation Expenditures for FY 2017–18; <u>do not include:</u> • Administrative costs • Direct program costs (outreach, education, or technical assistance) • Other grantee capacity building	Include total expenditures for evaluation costs using SPCFA funds
Total Expenditures	Automatically generated Note: Must match audited financial statements	Automatically generated
Excess (Deficiency) of Revenues over (Under) Expenses	Automatically Generated	Automatically generated If unspent funds occurred during the FY, please list the amount and provide explanation in Expenditure Notes. Please provide breakdown of unspent funds (dollar amount and explanation), as well as dollar amount for any variance of populated figure due to county commission accounting practices (accrual of revenue, etc.)

Other Financing Sources

The Other Financing Sources section captures transactions that do not fall into one of the pre-defined categories. The following table specifies information required for each cell to complete the Other Financing Sources section:

Table 4. Other Financing Sources

Source	Description
Sale(s) of Capital Assets	Enter the amount received in FY 2017–18 from any sale of capital assets
Other: Specify Source	Enter other financing activities, such as general issuance of debt, underwriter's fees, debt-financed capital grants, etc. and describe source of funds in text box
Total Other Financing Sources	Automatically generated

Net Change in Fund Balance

The Net Change in Fund Balance section captures year-to-year changes in county commission fund balances and must agree with the governmental fund financial statements. The following table specifies information required for each cell to complete the Net Change in Fund Balance section:

Table 5. Net Change in Fund Balance

Balance Change	Description
Fund Balance – Beginning July 1, 2017	Enter end of year fund balance from FY 2016–17 financial statements, with adjustments if applicable
Fund Balance – Ending June 30, 2018	Automatically generated
Net Change in Fund Balance	Automatically generated

FY 2017–18 Fund Balance Status

This section collects data related to FY 2017–18 county commission fund balances and must match the audited financial statements. Refer to the First 5 Financial Management Guide for detailed fund balance specifications. The following table specifies information required for each cell to complete the Fund Balance section:

Table 6. Fund Balance

Designation	Description
Nonspendable	Amounts not in spendable form (inventory, prepaid items, etc.) or legally or contractually required to be maintained intact
Restricted	Amounts subject to externally enforceable legal restrictions on use. Restrictions can be further defined as either 1) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or 2) imposed by law through constitutional provisions or enabling legislation
Committed	Limitation imposed at the highest level of decision making, requiring formal action at the same level to modify or remove
Assigned	Portion of fund balance reflecting the commission's intended use of resources, which is established by the highest level of decision making, or body or an official designated for that purpose
Unassigned	Spendable amounts not contained in other fund balance classifications
Total Fund Balance	Automatically generated

Expenditure Notes

The Expenditure Notes section provides 1,000 characters of text space for county commissions to document issues pertinent to expenditure data reported in the AR-1.

Expenditures to Include

The AR-1 should reflect the following:

- Total expenditures related to each service category for FY 2017–18

- All expenditures, regardless of funding source, for a commission-run or an externally-

  run program

Expenditures Not to Include

The following expenditures should not be included:

- In-kind funds

- Any funds that do not flow directly through county accounts

- Non-cash matches

County Service Narrative and Demographic Worksheet (AR-2) Overview

Purpose

The purpose of the County Demographic Worksheet (AR-2) is to capture demographic information about the populations served by each First 5 commission at the county level.

Demographic Worksheet

To ensure submission of accurate demographic data in the AR-2, provide unduplicated counts of populations served within the county including breakdowns by population category, race/ethnicity, and primary language spoken in the home

County Service Demographic
Worksheet (AR-2) Instructions

Information Reported

This section provides instructions on how to complete the AR-2:

- Population Served

- Race/Ethnicity of Population Served

- Primary Language Spoken in the Home

- Duplication Assessment

Demographic Worksheet

The Demographic Worksheet captures unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers at the county level.

To the extent possible, counts of persons served should be unduplicated for AR-2. County commissions should aggregate number of persons served across Results/Services/Grantee Types reported in AR-1 to complete the Demographic Worksheet. Because duplicated counts are allowed in the AR-1, the total number of persons for demographic data reported in the AR-2 should be the same or less than the number of persons reported in the AR-1.

<u>Population Served</u>

Table 7 specifies data required for each cell to complete the Demographic worksheet of the AR-2:

Table 7. Population Served

Category	Data to Insert
Children Less than 3 Years Old	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers across all categories
Children from 3rd to 6th Birthday	
Children – Ages Unknown (birth to 6th Birthday)	
Primary Caregivers	
Other Family Members	
Providers	
Total Population Served	Automatically Generated

Race/Ethnicity of Population Served

The Race/Ethnicity of Population Served section captures unduplicated counts of program participants by racial and ethnic category. These categories follow conventions of the California Department of Finance and U.S. Census Bureau.[1] Table 8 specifies data required for each cell to complete this section of the AR-2:

Table 8. Race/Ethnicity of Population Served

Race or Ethnicity	Data to Insert
Alaska Native/American Indian	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers
Asian	
Black/African-American	
Hispanic/Latino	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Other – Specify	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers for the most prevalent other racial/ethnic group for which there is no category; specify the category in the text box
Unknown	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers if the data was not collected, or if the participant does not identify with the other racial/ethnic categories and is not included in the count for "other"
Subtotals	Automatically generated **Note:** The subtotal of the Children, Primary Caregivers, and Providers columns must match the corresponding totals in the Population Served section.
Total Population Served	Automatically generated

[1]Based on U.S. Office of Management and Budget 1997 guidelines for race and ethnicity.

Primary Language Spoken in the Home

The Primary Language Spoken in the Home section captures the primary language predominantly or exclusively spoken at home for the population served. If the participant is bilingual, county commissions should enter the language that is likely the dominant language in the home. Refer to Appendix C for the definition of "Bilingual." Table 9 specifies data required for each cell to complete the Primary Language Spoken in the Home section of the AR-2:

Table 9. Primary Languages Spoken in the Home

Language	Data to Insert
English	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers
Spanish	
Cantonese	
Mandarin	
Vietnamese	
Korean	
Other – Specify	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers. Identification of up to three additional language groups not listed above can be included; specify the category in the text box
Unknown	Unduplicated counts of persons who participated in activities or received services directly from program staff or volunteers if the data was not collected or if the participant does not identify with the other language categories and is not included in the counts for "other"
Subtotals	Automatically generated **Note:** The subtotal of the Children, Primary Caregivers and provider columns must match the corresponding totals in the Population Served section.
Total Population Served	Automatically generated

Duplication Assessment

The Duplication Assessment provides context for the counts of persons served in the Demographic Worksheet. Using the rating scale, identify the level of certainty that numbers reported in the Demographic Worksheet are unduplicated. Also, provide an estimate of the degree of duplication of services across all result areas.

County Evaluation Summary (AR-3) Overview

Purpose

This section provides a standardized format for each county commission to submit information about evaluation activities in its Annual Evaluation Report or other evaluations conducted during the fiscal year focusing on the three program result areas: Family Functioning, Improved Child Development, and Improved Child Health. For the Result Area, Improved Systems of Care, a brief narrative describes the primary audience and types of services provided, intended result, and community impact.

Submitting County Commission Annual Evaluation Reports

County commissions must submit their Annual Evaluation Report in Adobe Acrobat format to statutorydocuments@ccfc.ca.gov, subject line: "<county name> Annual Evaluation Report." F5CA prefers to receive one Annual Evaluation Report from each county commission. However, multiple evaluation reports may be submitted if a single Annual Evaluation Report is not available for the fiscal year.

County Evaluation Summary (AR-3) Instructions

Information Reported

This section provides instructions on how to complete the following sections of the County Evaluation Summary (AR-3):

- Evaluation Activities Completed

- Evaluation Findings Reported

- Policy Impact of Evaluation Results

- Improved Systems of Care

Evaluation Activities Completed

Describe an overview of the county commission directed evaluation activities during the fiscal year (4,000 characters maximum). These activities should focus on the three Result Areas: Family Functioning, Improved Child Development, Improved Child Health. Include evaluations of prior year programs conducted during the current fiscal year. (See Table 10.)

Evaluation Findings Reported

Describe evaluation findings related to programs described in Evaluation Activities Completed, during or prior to the fiscal year (4,000 characters maximum). (See Table 10.)

Note: Provide full citation information, including web links if available online. If findings are not published, indicate the source as unpublished.

Policy Impact of Evaluation Results

Describe how the county commission used the activities and findings described in Evaluation Activities Completed and Evaluation Findings Reported (3,000 characters maximum). (See Table 10.)

Improved Systems of Care Narrative

This section is a brief narrative for the Result Area, Improved Systems of Care (see Appendix B for definitions). This narrative should include the primary audience and the types of services provided. Additionally, the county commission should report the intended result and community impact of these services. (See Table 11.)

Table 10. Evaluation Questions and Examples.

Information Requested	Examples
Provide a description of the evaluation activities completed during the fiscal year. (4,000 characters maximum)	• Evaluation of specific programs or initiatives • Collection of participant and outcome data for populations served • Comparison of results from similar programs/initiatives • Design of future evaluation studies
Provide a description of the evaluation findings reported during the fiscal year. (4,000 characters maximum)	• Evaluation findings or conclusions • Intervention Outcomes • Differences between actual and expected results • Child and family outcomes • Process outcomes
Describe the policy impact of the evaluation results. (3,000 characters maximum)	• How the results were communicated to the county commission • What decisions were made based on the evaluation results • What funding strategy changes were made or anticipated to be made • Lessons learned • How the information will be used to update the county strategic plan

Table 11. Improved Systems of Care Questions

Question	Examples
Who was the primary target population for these efforts service? (500 characters maximum)	• Dental technicians • Preschool teachers, assistants, and primary caregiver of preschool children • Faith-based community leaders
What were the types of services provided? (500 characters maximum)	• Instructions on preparing young children for a dental examination • Discussions on the best way for teachers and primary caregiver to communicate about a child's progress • Speech about the importance of early childhood education (ECE) and the importance of community support for primary caregiver and young children
What was the intended result of the service? What was the community impact of the service? (1,000 characters maximum)	• Primary caregivers have a user-friendly resource directory at hand for community services • Spanish-speaking families have improved access to ECE services and supports • Primary caregiver and caregivers spend more time interacting with young children and less time watching television

Appendix A
Population Reporting By Result Area and Service Category

	Children Ages 0-5	Primary Caregivers*	Providers
Improved Family Functioning			
General Family Support	X	X	X
Intensive Family Support	X	X	X
Improved Child Development			
Quality Early Learning Supports	X		X
Early Learning Programs	X	X	X
Improved Child Health			
General Health Education and Promotion	X	X	
Prenatal and Home Visiting	X	x	
Oral Health Education and Treatment	X	X	X
Early Intervention	x	X	

*See definition in Appendix C.

Appendix B
Result Areas and Service Definitions

Result Area: Improved Family Functioning

General Family Support

Programs providing short-term, non-intensive instruction on general parenting topics, and/or support for basic family needs and related case management (e.g., meals, groceries, clothing, emergency funding or household goods acquisition assistance, and temporary or permanent housing acquisition assistance). General family support may also include referrals to family services such as Family Resource Centers (FRCs) and other community resources. Adult and family literacy and fatherhood programs also should be included here. In general, these programs are designed to provide less intense and shorter term ("lighter touch") support services and classes for families by paraprofessional staff (e.g., FRCs). Operational and support for family support agencies and/or networks should be reported here.

Targeted Intensive Family Support Services

Programs providing intensive and/or clinical services by a paraprofessional and/or professional, as well as one-to-one services in family support settings. Programs are generally evidence-based and designed to support at risk parents and families prenatally or with young children to increase knowledge and skills related to parenting and improved family functioning (e.g., counseling, family therapy, parent-child interaction approaches, and long-term classes or groups). This also is the category for reporting comprehensive and/or intensive services to special populations (i.e., homeless, teen parents, foster children, special needs). Data for home visiting programs working with children older than one year of age should be entered in this service area.

Result Area: Improved Child Development

Quality Early Learning Supports

Programs designed to enhance early learning programs such as professional development for early educators, or implementation and integration of services. This service category may include First 5 Improve and Maximize Programs so All Children Thrive (F5 IMPACT) and other Quality Rating and Improvement System investments.

This also could include interagency collaboration, facility grants and supply grants to providers, support services to diverse populations, and database management and development. Extra supports in early childcare education (ECE) settings for homeless children, Federal Migrant or Tribal Child Care programs and children receiving Alternative Payment (AP) vouchers for childcare should be included here. This is ECE settings work; non-ECE settings will be in family support.

Early Learning Programs

Early learning programs for children 0 - 5 years, which may include preschool programs, kindergarten transition services, and early learning programs for all ages. Early learning programs for primary caregiver and their children together, such as playgroups, primarily focusing on 0 - 3 year-olds are also included here. Programs may include are child related early literacy and Science, Technology, Engineering, and Math (STEM) programs; programs for homeless children; migrant programs; and similar investments.

Result Area: Improved Child Health

General Health Education and Promotion

Programs promoting children's healthy development, including nutrition, fitness, access to health/dental/vision insurance and health services. Programs may also focus on increased awareness of information about child safety seats, fire, safe sleep, and drug/alcohol/tobacco education.

Prenatal and Infant Home Visiting

Programs designed to improve the health and well-being of women during and after pregnancy, and the infant by a paraprofessional and/or professional. Programs may provide comprehensive support including parenting education, health information, developmental assessments, providing referrals, and promoting early learning. These are home visiting programs that include prenatal care and generally do not include programs for children older than one year of age.

Oral Health

Programs providing an array of services that can include dental screening, assessment, cleaning and preventive care, treatment, fluoride varnish, and parent education on the importance of oral health care. This may include provider training and care coordination of services.

Early Intervention

Programs providing screening, assessment, diagnostic services. Programs including early intervention or intensive services to children with disabilities and other special needs, or at-risk for special needs should be included here. May include strategies targeting language and communication skills, social and emotional development, developmental delays, and related parent education. Mental Health Consultations in ECE settings should be included here. "Special Needs" refers to those children who are between birth and five years of age and meet the definition of "Special Needs" provided in the General Definitions in Appendix D.

Result Area: Improved Systems of Care

Policy and Public Advocacy

Policy and Public Advocacy includes community awareness, public outreach and education on issues related to children 0 - 5 and their families. This should also include work focused on policy change, work with local and statewide stakeholders, policy development, and related efforts. Town Halls should be reported here.

Program and Systems Improvement Efforts

Program and Systems improvement include efforts to improve the service quality, improving connections between programs, infrastructure support, and professional development. This may also include activities such as business planning, grant writing workshops, sustainability workshops, and assistance in planning and promoting large community conferences or forums. These improvement efforts should result in improved outcomes for children ages 0 - 5 years of age. Improvements could be geared toward creating a well-trained workforce with shared professional standards and competencies; creating strong and effective linkages across particular system components; or leveraging funding to sustain the system of care. Database management and other cross-agency systems evaluation support should be reported here.

Appendix C
Population Definitions

Bilingual

A person who speaks two languages equally well and uses one or both languages in any number of settings. **Note:** To report the primary language spoken in the home in the AR-2, select language predominantly spoken in the home. If the primary language spoken in the home is unknown, enter the most likely choice.

Children Less than Three Years Old

Children ages zero up to their third birthday.

Children from Third to Sixth Birthday

Children from the day of their third birthday up to the day of their sixth birthday.

Children - Ages Unknown

Any child whose age is unknown but likely has not yet reached their sixth birthday.

Other Family Members

Family members who are not primary caregivers who participate with children in First 5 activities. Includes siblings age six or older.

Primary Caregivers

Adults acting as the primary caregivers for a child age zero to their sixth birthday who receive direct services from a commission program. Includes parents, legal guardians, foster parents, grandparents, or other family members.

Providers

Includes health, social service, childcare and education providers, or other persons who provide services to pregnant women and/or children ages zero to their sixth birthday, or who participate in First 5 training or support programs.

Race/Ethnicity

Racial categories used by the United States Census Bureau reflect a social definition of race by which people self-identify with one or more social groups. Ethnicity determines whether a person is of Hispanic origin or not. These categories follow conventions of the Office of Management and Budget 1997 guidelines for race and ethnicity. **Note:** For the AR-2 Demographic Worksheet, select the race or ethnicity that best describes the program participant. Report Filipinos under the Asian category.

Appendix D
General Definitions

Grantee Type

Category of contractor, agency, or organization receiving First 5 county commission funds for purposes of carrying out county commission work.

Program

A specific service with a common objective funded and/or provided by a commission and/or public or private agency, or California Children and Families Act (Proposition 10) dollars. Programs are mapped to one or more of the results and services.

Program Expenditures

Funds expended under the established definition of program costs: "Costs incurred by local First 5 commissions readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision." Refer to the First 5 Financial Management Guide for additional guidance.

Program Model

Name of the evidence-based or evidence-informed strategy providing services or education to populations served by First 5 county commissions.

Special Needs

Children with special needs includes those identified with disabilities, health, or mental health conditions requiring early intervention, special education services, or other specialized services and supports.

Special needs children include those:

- Who are protected by the Americans with Disabilities Act (ADA)

- Who have, or are at-risk for, a developmental disability as defined by the Individuals with Disabilities Education Act (IDEA) Part C (Early Start 0 to 3 years old), or have a specific diagnosis as defined by IDEA Part B (3 years and above)

- Who meet the Diagnostic and Statistical Manual of Mental Disorders [American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). Arlington, VA: American Psychiatric Publishing]/ZERO to THREE/California Infant, Preschool, and Family Mental Health Initiative definition, or the Federal Maternal and Child Health Bureau at the U.S. Department of Health and Human Services Special Needs definition

- Without identified conditions, but requiring specialized services, supports, or monitoring. These children may not have a specific diagnosis, but are children whose behavior, development and/or health affect their family's ability to find and maintain services.

Appendix E
Small Population County Funding Augmentation Definitions

Administrative Costs

Funds that support personnel and operating costs necessary to accomplish the work set forth in the Local Area Agreement.

Evaluation

Costs can include the expense to hire an outside consultant or may include salary of an employee to complete the program evaluation and report.

Evidence-Based

Programs, strategies, or approaches shown through scientific research and evaluation to be effective and have evidence that supports generalizable conclusions (as defined in IMPACT RFA Appendix B, Glossary, p. 97).

Evidence-Informed

Program design and implementation based on the best available research evidence. This incorporates flexibility that can include families' cultural backgrounds, community values, and individual preferences into the program. Use of an evidence-based model with minor modifications for local implementation.

Other Funded Programs

Programs receiving SPCFA that are not evidence-based or evidence-informed and have a completed, current High-Quality Plan. May also include activities in Result Area: Improved Systems of Care (Appendix B).

Professional Development, Training and Technical Assistance Costs

Funds that support opportunities as initial preparation (pre-service) and learning experiences (in-service) designed to improve the knowledge, skills/behaviors, and attitudes/values of the early childhood workforce. Professional development experiences must be evidence based; structured to promote linkages between research and practice; and responsive to each learner's background, experiences, and the current context of his/her role (National Association for the Education of Young Children).

Unspent Funds

Annual SPCFA funds not used in any of the above categories. Funds in this field may be due to a variance in accounting practices between state and county commissions.

Appendix F
Reporting Requirements by Expenditure Detail

Administration	Evaluation	Program
Costs incurred in support of the general management and administration of a First 5 Commission	Costs incurred by local First 5 Commissions in the evaluation of funded programs	Costs incurred by local First 5 Commission readily assignable to program, grantee, contractor or service provider

RESULT AREAS 1,2 & 3

Grants and Programs that provide direct services to children, families and providers

Report on cost, numbers, ethnicity, provider type, primary language in the home, etc.

RESULT AREA 4

Provider Capacity Building, Training and Support; Community Strengthening; Outreach, Planning, Program Support and Management

Report on cost Answer narrative questions.