



Annual Report System Training for All Users

August 2017



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Welcome and Overview



Annual Report Contacts

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Annual Report Webpage: http://www.ccfc.ca.gov/research/research_reporting_tools.html

For AR-3, please send evaluations to: statutorydocuments@ccfc.ca.gov



Annual Report Fiscal Tips

Fiscal staff will be reviewing the following key items upon submission of the AR-1:

- Verification that the tobacco tax and signature program revenue figures match First 5 California (F5CA) disbursement records.
- Amounts displayed in the AR-1 agree with county commission financial statements.

Additional recommendations and reminders:

- Tobacco tax revenue should match F5CA's County Tax and Program Disbursements schedule for Fiscal Year (FY) 2016–17.
- Revenue for F5CA's programs should include actual receipts, plus accrued amounts for FY 2016–17.
- When entering data in a cell that asks for the source to be specified, please remember to input details in the additional cells provided.
- Surplus Money Investment Fund (SMIF) interest disbursed by F5CA should be captured in the "Revenue from Interest Earned" cell.



Annual Report Demographic Worksheets

The Annual Report Demographic (AR-2) Worksheets capture service outcome and demographic data about the populations county commission programs serve by Result and Service Areas.

Forms in Improved Child Development, Child Health, or Family Functioning include:

- An unduplicated count of population served
- Detail on the race/ethnicity and language of the population served

Forms in Improved Systems of Care include:

- Narrative information on the primary audience, types of services provided, intended result, and community impact, rather than demographic service counts

Counties must include compelling service outcome narratives, information on benchmark data, and the outcome measurement tool information on two AR-2 worksheets of their choice (may be from any result/service category).



Annual Report Evaluation Summary

The Annual Report Evaluation Summary (AR-3) provides a standardized format for county commissions to submit information about their local evaluation activities and Local Evaluation Reports.

In the three sections to be completed:

1. Describe your county's evaluation **activities completed** during the fiscal year.
2. Describe your county's evaluation **findings reported** during the fiscal year.
3. Describe any **policy impact** of the evaluation results.

County commissions must submit their Local Evaluation Report in Adobe Acrobat format to statutorydocuments@ccfc.ca.gov, subject line: County Name Local Evaluation.