



April 22, 2021

INFORMATION ACTION

SUBJECT: ANNUAL REPORT GUIDELINES FOR FISCAL YEAR 2021–22

Strategic Plan Priority Area I: Child Health

Goal: All children thrive by achieving optimal health prenatal through age 5.

Strategic Plan Priority Area II: Child Development

Goal: All children birth through age 5 have high-quality, nurturing environments that ensure their learning readiness.

Strategic Plan Priority Area III: Family Functioning

Goal: All families have the knowledge, skills, and resources to support their children’s optimal development.

RECOMMENDATION

First 5 California (F5CA) staff recommends the Commission approve the Annual Report Guidelines proposed for fiscal year (FY) 2021–22.

SUMMARY OF THE ISSUE

Annual Report Guidelines provide data collection categories and definitions for fiscal and program reporting required by statute. Data collected via annual reporting also support messaging about the statewide contributions of First 5 commissions. In preparation for the upcoming fiscal year, staff have updated the Annual Report Guidelines for FY 2021–22 based on consultation with the First 5 Association.

Each year, F5CA staff bring Annual Report Guidelines before the Commission for approval prior to the start of each fiscal year. The California Children and Families Act of 1998 states:

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state

commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions (Health and Safety Code, Section 13050[a]).

The purpose of the Annual Report Guidelines is to assist First 5 county commissions with fiscal and program data entered into the web-based Annual Report Data System. Aggregated data are used to write First 5 California's Annual Report shared with the Governor, Legislature, and each county commission (Health and Safety Code, Section 13050(b)2). The California Children and Families Act defines three service-related Result Areas: Improved Family Functioning, Improved Child Functioning, and Improved Child Health. A fourth Result Area, Improved Systems of Care, was also adopted to capture system-related efforts of the First 5 county commissions. The Act does not explicitly define detail reported within each Result Area such as services. Therefore, Annual Report Guidelines provide additional categories and definitions to support the annual reporting process.

Three forms in the web-based Annual Report Data System collect fiscal and program information in support of statutory requirements: AR-1 County Revenue and Expenditure Summary; AR-2 Demographic Worksheet; and AR-3 County Evaluation Summary. Form structure for AR-1, AR-2, and AR-3 is unchanged from the three prior fiscal years. County Highlights narratives are also collected for inclusion in F5CA's published Annual Report.

For FY 2021–22 guidelines, F5CA and the First 5 Association identified two revisions to the prior fiscal year guidelines. First, data for Additional Expenditure Detail for county commissions receiving Small Population County Funding Augmentation (SCPFA) are no longer required, so these fields are removed from the data system. SCPFA expenditure data will be provided to F5CA separately from the Annual Report Data System. Second, the list of program models is updated under the service category, Perinatal and Early Childhood Home Visiting, under Result Area 3, Improved Child Health. F5CA made minor revisions to improve clarity on population reporting (Appendix B) and an overview of annual reporting content (Appendix F).

SUMMARY OF PREVIOUS COMMISSION DISCUSSION AND ACTION

The Annual Report Guidelines reflect multiple rounds of collaboration between F5CA and the First 5 Association to provide useful information in support of messaging of the statewide contributions of First 5 county commissions. Key revisions adopted in each round of collaboration are summarized below:

- **Round 1 (FY 2013–14, FY 2014–15, FY 2015–16, FY 2016–17):** In 2013, F5CA and the First 5 Association drafted guidelines piloted by the First 5 Association with the 58 First 5 county commissions. In April 2014, the Commission approved Annual Report Guidelines for FY 2013–14 and FY 2014–15 based on revised service definitions within each Result Area. The Annual Report Guidelines for FY 2015–16

and FY 2016–17 continued use of the service definitions first approved in April 2014. Commissioners approved continuity of prior definitions.

- **Round 2 (FY 2017–18):** First 5 Association and F5CA staff proposed revisions for annual reporting for FY 2017–18. Key revisions included the addition of Grantee Type and Program Model for each Result Area in the AR-1 form, and the corresponding counts of population served (children, parents, and providers). In the AR-2 form, demographic information (age group, race/ethnicity, language) were collected at the county level instead of service category level. Commissioners approved these revisions.
- **Round 3 (FY 2018–19, FY 2019–20):** F5CA staff and the First 5 Association reviewed the FY 2017–18 annual reporting experience and frequent questions received from county commissions about definitions and user interfaces in the web-based Annual Report Data System. Staff proposed technical amendments to the Annual Report Guidelines for FY 2018–19 by updating revenue streams, clarifying service category definitions, and providing an updated list of Program Models. To improve data for the emerging policy area of home visiting, two service categories and definitions were updated (Perinatal and Early Childhood Home Visiting, Prenatal and Infant/Toddler Pediatric Support; both under Result Area 3, Improved Child Health). Guidelines for FY 2019–20 continued unaltered from the prior year. Commissioners approved these revisions and continuity.
- **Round 4 (FY 2020–21):** For FY 2020–21, F5CA and the First 5 Association proposed addition of two new service categories: Family Literacy and Book Programs (under Result Area 1, Improved Family Functioning), and Emergency and Disaster Relief (under Result Area 4, Improved Systems Support). These two categories reflected interest by the Newsom Administration in literacy and book programs as well as the role of First 5 county commissions in addressing community emergencies such as natural disasters and the coronavirus pandemic. Commissioners approved these revisions.

FISCAL DETAIL

Commission funds will not be impacted by adoption of the Annual Report Guidelines for FY 2021–22. Tasks related to annual reporting are expected to fall within typical workloads for F5CA staff.

ATTACHMENTS

- A. Annual Report Guidelines, Fiscal Year 2021–22