



El Dorado County

Department

of

Human Services

Child Abuse Prevention, Intervention and Treatment (CAPIT),  
Community-Based Child Abuse Prevention (CBCAP), and Promoting  
Safe and Stable Families (PSSF)

Three-Year Plan  
2005 - 2008  
Updated to be in effect  
2008 - 2012

County Liaison  
Jan Walker-Conroy  
3057 Briw Road  
Placerville, CA 95667  
(530) 642-7272

Updated - October 1, 2008

# Table of Contents

<b>EXECUTIVE SUMMARY .....</b>	<b>4</b>
CHILD ABUSE PREVENTION COUNCIL (CAPC)/ PROMOTING SAFE AND STABLE FAMILIES (PSSF)	
COLLABORATIVE BODIES .....	4
VISION STATEMENT .....	4
NEEDS ASSESSMENT/ DESCRIPTION OF SERVICES TO BE PROVIDED .....	4
PLANNING PROCESS .....	5
COMPETITIVE BID PROCESS FOR SERVICE DELIVERY/ ALLOCATION OF REVENUE .....	5
GOALS/OUTCOMES/EVALUATION .....	5
COUNTY CAPIT/CBCAP/PSSF PROGRAM ACCOUNTABILITY AND OVERSIGHT .....	6
COUNTY REPORTING .....	6
FISCAL .....	6
<b>VISION STATEMENT .....</b>	<b>8</b>
<b>NEEDS ASSESSMENT/ DESCRIPTION OF SERVICES TO BE PROVIDED .....</b>	<b>8</b>
NEEDS ASSESSMENT .....	8
DESCRIPTION OF SERVICES TO BE PROVIDED .....	9
<b>PLANNING PROCESS.....</b>	<b>20</b>
<b>COMPETITIVE BID PROCESS FOR SERVICE DELIVERY/ ALLOCATION OF REVENUE.....</b>	<b>20</b>
COMPETITIVE BID PROCESS FOR SERVICE DELIVERY/ ALLOCATION OF REVENUE - 2008/2012 UPDATE	
.....	21
<b>GOALS/OUTCOMES/EVALUATION .....</b>	<b>21</b>
GOALS .....	21
OUTCOMES .....	22
<i>Engagement Outcomes</i> .....	22
<i>Short-Term Outcomes</i> .....	23
<i>Intermediate Outcomes</i> .....	23
<i>Long-Term Outcomes</i> .....	23
EVALUATION.....	24
EVALUATION - 2008/2012 UPDATE.....	24
<b>COUNTY CAPIT/CBCAP/PSSF PROGRAM ACCOUNTABILITY AND OVERSIGHT.....</b>	<b>24</b>
COUNTY CAPIT/CBCAP/PSSF PROGRAM ACCOUNTABILITY AND OVERSIGHT - 2008/2012 UPDATE .	25
<b>COUNTY REPORTING .....</b>	<b>25</b>
COUNTY REPORTING - 2008/2012 UPDATE .....	25
<b>FISCAL .....</b>	<b>25</b>
FISCAL - 2008/2012 UPDATE .....	26
<b>ATTACHMENT A—NOTICE OF INTENT .....</b>	<b>27</b>
<b>ATTACHMENT A – 2008/2012 UPDATE.....</b>	<b>28</b>
<b>ATTACHMENT B—BOARD OF SUPERVISORS RESOLUTION DESIGNATING CAPC/ BOARD</b>	
<b>OF SUPERVISORS RESOLUTION ESTABLISHING COMMISSION TO ADMINISTER</b>	
<b>CHILDREN’S TRUST FUND.....</b>	<b>29</b>
<b>ATTACHMENT C—CAPC BYLAWS .....</b>	<b>30</b>
ARTICLE I .....	30

PURPOSE.....	30
ARTICLE II .....	30
ARTICLE III .....	31
Section 1. <i>Composition of the Council</i> .....	31
Section 2. <i>Terms of Appointments</i> .....	31
Section 3. <i>Vacancies</i> .....	31
Section 4. <i>Resignation</i> .....	32
Section 5. <i>Attendance</i> .....	32
Section 6. <i>Removal</i> .....	32
ARTICLE IV.....	32
VOTING.....	32
Section 1. <i>Voting Requirements and Procedures</i> .....	32
Section 2. <i>Quorum</i> .....	33
ARTICLE V.....	33
MEETINGS .....	33
Section 1. <i>Regular Meetings of the Council</i> .....	33
Section 2. <i>Attendance at Meetings</i> .....	33
Section 3. <i>Order of Business</i> .....	33
ARTICLE VI.....	33
COUNCIL COMPOSITION AND DUTIES.....	33
Section 1. <i>Liaisons</i> .....	33
Section 2. <i>Officers</i> .....	34
ARTICLE VII.....	34
Section 1. <i>Committees</i> .....	34
Section 2. <i>Executive Committee</i> .....	34
ARTICLE VIII.....	35
Section 1. <i>Financial Support</i> .....	35
ARTICLE IX.....	35
CONFLICTS OF INTEREST.....	35
Section 1. <i>Conflicts of Interest Code</i> .....	35
ARTICLE X.....	35
AMENDMENT TO BY-LAWS .....	36
Section 1. <i>Amendment to By-Laws</i> .....	36
<b>ATTACHMENT C1— CAPIT/CBCAP/PSSF SERVICE GOALS/OUTCOMES AND EXPENDITURE PLAN SUMMARY .....</b>	<b>37</b>
<b>ATTACHMENT C1— CAPIT/CBCAP/PSSF SERVICE GOALS/OUTCOMES AND EXPENDITURE PLAN SUMMARY .....</b>	<b>52</b>
<b>ATTACHMENT D—CALIFORNIA DEPARTMENT OF SOCIAL SERVICES OFFICE OF CHILD ABUSE PREVENTION CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION CHECKLIST .....</b>	<b>61</b>
<b>ATTACHMENT E— CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION REVIEW TOOL.....</b>	<b>62</b>
<b>ATTACHMENT F—ROSTER OF THREE YEAR PLAN STAKEHOLDERS.....</b>	<b>66</b>
<b>ATTACHMENT G—ROSTER OF CAPC MEMBERS .....</b>	<b>68</b>
<b>ATTACHMENT G – ROSTER OF CAPC MEMBERS – 2008 UPDATE .....</b>	<b>70</b>
<b>ATTACHMENT H—NEEDS ASSESSMENT .....</b>	<b>73</b>
<b>ATTACHMENT I—PSSF REPORT .....</b>	<b>74</b>

## **Executive Summary**

### ***Child Abuse Prevention Council (CAPC)/ Promoting Safe and Stable Families (PSSF) Collaborative Bodies***

El Dorado County's Child Abuse Prevention Council was established by the Board of Supervisors on April 9, 2002 and acts as an independent entity within County government. The CAPC is a community driven, multi-disciplinary collaborative made up of consumers and representatives from public/private agencies. The CAPC is dedicated to integrating prevention/family support activities as a means of improving child and family well-being. The CAPC also acts as the County's PSSF Planning Body.

### ***Vision Statement***

The El Dorado County Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Three-Year Plan envisions early identification, primary prevention and treatment in order for families to be strong and stable with successful and effective parenting skills in a strength-based practice. Families will be unified, safe, responsible, and independent. Families will successfully care for, protect and nurture their children and provide supportive environments that will promote family strengths and enhance healthy child development.

### ***Needs Assessment/ Description of Services to be Provided***

The Needs Assessment is the *First Five El Dorado 2003-2006 Strategic Plan* updated July 15, 2003. The *First Five El Dorado 2003-2006 Strategic Plan* provides an in-depth review of county demographics and identifies unmet county needs inclusive of child abuse and neglect prevention.

Prevention services are the priority for CAPIT and CBCAP funds. Funds will be used to provide services in existing programs rather than starting new programs. Funding shall be used to supplement, not supplant, child welfare services. These services are linked to unmet and under-met needs in El Dorado County.

PSSF services will support the federal and state outcomes.

## ***Planning Process***

The County conducted a new local multi-disciplinary planning process for the State Fiscal Year (SFY) 2005-2008 program funding cycle. The County Self-Assessment and Self Improvement Plans of 2004 were taken into consideration by the committee.

## ***Competitive Bid Process for Service Delivery/ Allocation of Revenue***

The CAPIT/CBCAP/PSSF County liaison works with the County Purchasing Department to develop the request for proposal (RFP) for the three-year CAPIT/CBCAP/PSSF cycle. Submitted proposals are reviewed by a team composed of representatives from a variety of service-oriented agencies and the El Dorado County Office of Procurement and Contracts. The lowest responsible bidder(s) whose proposals most closely match the service needs as identified in this document are recommended to the Board of Supervisors to receive CAPIT/CBCAP/PSSF contracts. Priority will be given to non-profit agencies with demonstrated effectiveness in child abuse and neglect prevention and those who submit evidence of broad-based community support.

**See Update 2008/2012, page 18**

## ***Goals/Outcomes/Evaluation***

El Dorado County's child abuse prevention goals reflect the state and federal outcomes.

The contractor(s) and any subcontractor(s) will be required to conduct or participate in engagement, short-term, intermediate and long-term outcomes activities.

Engagement outcomes include client satisfaction and promoting public awareness of the availability of child abuse prevention services.

Short term outcomes will be assessed by the contractor(s) at intake and again at discharge to determine changes in knowledge, attitude, skills and aspirations.

Intermediate Outcomes will be assessed by the contractor(s), reflecting changes in applied skills and behavior.

Long-term outcomes will be tracked by the El Dorado County Department of Human Services and will be reflected in various County reports. These reports will identify demographics, risk factors, trends, program services and service effectiveness.

The process of CAPIT, CBCAP, and PSSF service and outcome evaluation will be provided through several methods including client satisfaction surveys and team reviews.

Data will be compiled/reviewed by the contractor(s) and submitted to the County liaison at least quarterly. This information will be analyzed and included in the annual report to the Office of Child Abuse Prevention (OCAP).

**See Update 2008/2012, page 22**

### ***County CAPIT/CBCAP/PSSF Program Accountability and Oversight***

Quality assurance will be monitored in several ways including site visits and written reports to the Child Abuse Prevention Council and the El Dorado County Department of Human Services.

**See Update 2008/2012, page 22**

### ***County Reporting***

The County gathers required data as needed in order to report to OCAP upon request.

**See Update 2008/2012, page 23**

### ***Fiscal***

The County liaison receives monthly expenditure reports from the contractors and, after review and approval, including review of all required reports, authorizes the County Auditor to pay the contractors within the limit of their contract budget, from the CAPIT/CBCAP/PSSF grants.

CAPIT/CBCAP funds are used to leverage funds from other sources, including private foundations and the State/Federal government.

The County will ensure that the CAPIT ten (10) percent cash or in-kind match requirement will be met by all contractors.

**See Update 2008/2012, page 23**

## **Child Abuse Prevention Council (CAPC)/ Promoting Safe and Stable Families (PSSF) Collaborative Bodies**

El Dorado County's Child Abuse Prevention Council was established by the Board of Supervisors on April 9, 2002 and acts as an independent entity within county government. The CAPC is a community driven, multi-disciplinary collaborative made up of consumers and representatives from public/private agencies. The CAPC is dedicated to integrating prevention/family support activities as a means of improving child and family well-being. The CAPC also acts as the County's PSSF Planning Body. Its official functions are to:

- Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases
- Promote the public awareness of child abuse and neglect and the resources available for intervention and treatment
- Encourage and facilitate training of professionals in detection, treatment and prevention of child abuse and neglect
- Recommend improvements in services to families and victims
- Encourage and facilitate community support for child abuse and neglect programs
- Serve as the County Children's Trust Fund Commission

The CAPC has successfully recruited new members and currently has a full board of fifteen (15) members, consisting of community/parent representatives and representatives from the following organizations:

- Court Appointed Special Advocate (CASA)
- Tahoe Youth & Family Services
- Early Care and Education Planning Council
- El Dorado County Department of Human Services
- El Dorado County Office of Education
- El Dorado County Public Health Department
- First 5 El Dorado
- New Morning Youth and Family Services
- Placerville Police Department

- Placerville Union School District
- South Lake Tahoe Women's Center

The CAPIT budget will include money to be used to strengthen the CAPC. These funds may be used to:

- Perform CAPC functions
- Provide community training
- Contract with a qualified vendor to serve as coordinator for the CAPC

## **Vision Statement**

The El Dorado County Child Abuse Prevention, Intervention and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Three-Year Plan envisions the early identification, primary prevention and treatment in order for families to be strong and stable with successful and effective parenting skills in a strength-based practice. Families will be unified, safe, responsible and independent. Families will successfully care for, protect and nurture their children and provide supportive environments that will promote family strengths and enhance healthy child development.

## **Needs Assessment/ Description of Services to be Provided**

### ***Needs Assessment***

The Needs Assessment is the *First Five El Dorado 2003-2006 Strategic Plan* updated July 15, 2003. As requested in Attachment D of California Department of Social Services (CDSS) All County Information Notice (ACIN) I-25-05, a copy is attached to this plan. As requested in ACIN I-25-05, a copy is on file at El Dorado County Department of Human Services. The Needs Assessment is also available online at [http://www.co.el-dorado.ca.us/first5/web\\_formated\\_sp.pdf](http://www.co.el-dorado.ca.us/first5/web_formated_sp.pdf).

Needs identified for El Dorado County in the *First Five El Dorado 2003-2006 Strategic Plan* were gathered in a number of ways, including:

- Parent Surveys



- Public Forums
- Interviews with Key Informants (including early care and education professionals)
- Quantitative Data/Statistics
- Other El Dorado County Needs Assessments

The *First Five El Dorado 2003-2006 Strategic Plan* provides an in-depth review of County demographics and identifies unmet County needs inclusive of child abuse and neglect prevention.

In addition to the *First Five El Dorado 2003-2006 Strategic Plan*, the County Self-Assessment and the September 2004 System Improvement Plan (SIP) were used to identify needs to be addressed in this Plan.

### ***Description of Services to be Provided***

El Dorado County Department of Human Services has begun to implement Differential Response. The Department refers at-risk families who do not meet intervention criteria to CAPIT/CBCAP/PSSF contractor(s) for child abuse prevention services. The Department will continue to expand the program over the next three years in phases. Phase I serving low risk families has been implemented. Phase II serving moderate risk families will be implemented during the upcoming year.

Several meetings were held in the community to define services needed for 2005-2008. Support of the County's SIP was considered. Services have been tied to the Needs Assessment and to the federal and state Outcomes listed below.

<b>Outcome</b>	<b>Description</b>
<b>1</b>	<b>Children are, first and foremost, protected from abuse and neglect.</b>
<b>2</b>	<b>Children are safely maintained in their homes whenever possible and appropriate.</b>
<b>3</b>	<b>Children have permanency and stability in their living situations without increasing entry into foster care.</b>

Outcome	Description
4	<b>The continuity of family relationships and connections is preserved for children.</b>
5	<b>Families have enhanced capacity to provide for their children's needs.</b>
6	<b>Children receive appropriate services to meet their educational needs.</b>
7	<b>Children receive adequate services to meet their physical and mental health needs.</b>
8	<b>Youth emancipating from Foster Care are prepared to transition to adulthood.</b>

**Table 1**

Prevention services are the priority for CAPIT and CBCAP funds. Funds will be used to provide services in existing programs rather than starting new programs. Funding shall be used to supplement, not supplant, child welfare services. These services are linked to unmet and under-met needs in El Dorado County.

There are several networks of community services and resources in El Dorado County. A few are county-wide and there are several which are specific to either the South Lake Tahoe area or the Western Slope of the County.

Some are:

- Lake Tahoe Collaborative
- Georgetown Community Services Network
- Tahoe Care Coalition
- Domestic Violence Coordinating Council
- First 5 El Dorado
- Community Action Council
- El Dorado County Children and Families First Five Commission

These collaborative groups have goals and objectives which involve the shared concern of child/family safety and welfare. They provide a forum for shared expectations and addressing the concerns of partners. Many include representatives from the juvenile court, consumers, foster care providers, and service providers.

Several of El Dorado County's non-profit organizations, on both the western slope and in South Lake Tahoe, have joined together to form an informal collaborative group which works together to plan for and provide services to at-risk families county-wide, thus preventing child maltreatment. These agencies work together to

strengthen and support one another. They work toward removing barriers and improving child/family welfare by providing out-stationed services and making home visits to reach families in isolated areas. They offer flexible hours to accommodate clients' schedules. They also employ bicultural and bilingual staff, reducing communication barriers. This collaboration works well in that these agencies are able to provide more comprehensive services and avoid duplication of services. Rather than competing against each other for funding, they work in harmony to share the money, plan activities, and coordinate the services delivered county-wide. They use a variety of funding streams to support this endeavor, including Child Abuse Prevention, Intervention, and Treatment (CAPIT), Community-Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF).

The following are multi-disciplinary teams in El Dorado County and their purpose:

- Wraparound Family Teams

These teams are made up of family members, close friends, neighbors, spiritual leaders, teachers, service providers, volunteers, social workers, probation officers, and mental health providers. They determine the strengths and weaknesses of children/families and develop strategy of services necessary to keep families together.

- Placement Team

Membership includes representatives from Child Protective Services, Mental Health, Probation, and the County Office of Education. This team reviews children's needs to determine the most appropriate placement environments.

- CPS Field Service Project

This project places a Public Health nurse in CPS. The nurse works with CPS social workers to provide a collaborative approach to visiting children who are in, or referred to, the foster care system. The nurse works with community resources and health-care providers to furnish a skilled professional assessment, case finding, care coordination, intensive informing, support and referral that increases access to care for at-risk target populations.

- School Attendance Review Board (SARB)

This Board is composed of representatives from various youth-serving agencies, to help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources. The goal of SARB is to keep students in school and provide them with a meaningful educational experience.

- The Divide Wellness Center in Georgetown

This is a collaborative between the Black Oak Mine School District, Marshall Hospital, Public Health and the Divide Community Services Network. It is a medical clinic which also provides social services.

- Transitional Reporting and Education Center II (TREC II)

This collaborative program brings together the services of the County Office of Education Charter Community School and the El Dorado County Probation Department to provide education and supervision services for juvenile offenders at one site.

- Young Parents Program

This program provides counseling and parenting skills training for young parents. It is made up of representatives from Tahoe Youth & Family Services, Public Health and schools.

- Concerned About Perinatal Related Issues (CAPRI)

Advocates work with clients on perinatal issues. Members include Public Health, Sierra Recovery Center, Progress House, Women's Center, Marshall Hospital, Barton Hospital and Family Connections.

- Sexual Assault Response Team (SART)

This group staffs cases to determine client needs and appropriate services. The collaborative includes the Women's Center, District Attorney, law enforcement, Child Protective Services, Barton Hospital, and CASA.

- Community Alliance Reducing Truancy (CART)

Collaborative partnership between Probation and the high school districts which stations juvenile probation officers at various high school campuses to create a safe school environment by deterring problem behaviors, delinquent activity and violence.

- Teen Court

This program involves Probation, high schools, the community, and the Juvenile Court, who work together to establish a court setting where delinquent juveniles receive a disposition from a jury of their peers.

- Juvenile Drug Court Program

This team addresses the needs of non-violent juveniles for whom the primary basis of delinquent behavior is drug/alcohol abuse and develops treatment strategies. The team includes Juvenile Court, Probation, attorneys, and treatment professionals.

- Dependency Drug Court

This program provides extensive drug treatment to the parents of our dependent minors and operates through our Juvenile Court. Teams include members from Public Health, drug and alcohol assessment specialists, Commissioners, CPS social workers, attorneys and drug treatment professionals.

Approximately ten (10) percent of the children age 0-5 in El Dorado County qualify for special needs services. The most severe needs of this population are being identified and served and are therefore not targeted in this plan.<sup>1</sup>

There are no PSSF services being provided in El Dorado County to insure children receive appropriate services to meet their educational needs (Outcome 6), as this concern was not identified as a need in our community during the planning process. El Dorado County has other community resources to insure that children receive services to meet their educational needs, including a SARB, a foster care/school advocate, an Individual Education Plan (IEP) process and a placement committee, which includes education representation. These processes help to assure that the educational needs of all our youth, including foster youth, are met within the community.

The coordination of Multi-Disciplinary Teams (MDTs) has been identified as a critical need in the community. The El Dorado County Department of Human Services will use CBCAP funds to coordinate MDTs.

The El Dorado County Department of Human Services is a full scope licensed Adoption agency. PSSF Adoption funds will be used by the Department to provide services to promote and support Adoption including, but not limited to:

- Early Home Visits
- Concurrency Planning
- Recruitment of Adoptive Parents

All services identified under PSSF funding in Table 2 below are targeted to at-risk children and their families. Services should include, but are not limited to<sup>2</sup>:

---

<sup>1</sup> *First Five El Dorado 2003-2006 Strategic Plan*

<sup>2</sup> Outcome 6 has no applicable PSSF services (addressed under Description of Services above)

<b>Description of Service</b>	<b>CAPIT</b>	<b>CBCAP</b>	<b>PSSF Family Preservation</b>	<b>PSSF Family Support</b>	<b>PSSF Time Limited Family Reunification</b>	<b>PSSF Adoptions</b>	<b>Outcome Number</b>	<b>Location (page #) in Needs Assessment or Included in SIP</b>	<b>Service Site</b>
CAPC to provide: a. education in schools, both Western Slope and SLT b. mandated reporter training (child abuse/disabled adults/elders), on the Western Slope and SLT (include medical personnel) c. public awareness campaigns (target CBOs/Community) d. Safe From the Start Coordinating activities related to reducing children's exposure to family violence	X	X					1,5	46, 71, 84	All sites
Family Support/Home Visitation requiring use of a Best Practice Model (e.g. CalSAHF-Plus)	X	X	X	X			2,5	60	Home
Nurse Family Partnership	X	X			X		1,5	60	Home
Increase support to DHS to achieve SIP goals to decrease foster care re-entry, stabilize foster care placement, decrease rate of re-entry into foster care, improve sibling's placed together in foster care					X		3	SIP	All sites
Adult mentoring support for youth aging out of foster care					X		8	SIP	Schools, Offices, Home
Increase financial support for multi-disciplinary case management, particularly for those in Voluntary Family Maintenance			X	X			3	SIP	Offices

<b>Description of Service</b>	<b>CAPIT</b>	<b>CBCAP</b>	<b>PSSF Family Preservation</b>	<b>PSSF Family Support</b>	<b>PSSF Time Limited Family Reunification</b>	<b>PSSF Adoptions</b>	<b>Outcome Number</b>	<b>Location (page #) in Needs Assessment or Included in SIP</b>	<b>Service Site</b>
Family Parenting Education using an evidence based practice with specific outcomes	X	X	X	X			1,5	4	Offices, Schools, Home
Family therapy (as opposed to individual therapy)	X	X	X	X			1,2,3,4,5,7	60, 69	Offices, Home
Substance Abuse Counseling/Treatment (with comprehensive family counseling and including home visits)	X	X	X	X			3,5	23, 30, 31, 34, 44, 52, 62	Offices, Schools, Hospitals
Therapy for children ages 0-5	X	X	X	X			1,2,3,7	60, 69	Offices, Home
Parenting Classes (including home visits)	X	X	X	X			1,2,5	4	Offices, Home
Anger Management (comprehensive family/home visits)	X	X	X	X			1,2,5	49	Offices, Home
Aftercare, non-reoccurrence	X	X	X	X			2,3,5	69, SIP	All sites
Comprehensive Sexual Abuse Treatment (individual and family, including ages 0-5)	X	X					3,5,7	60	Offices
Domestic Violence/ Family Violence services (no direct services)	X						1,2,5	31, 52	All sites
Multi-Disciplinary Teams coordinated by the Department of Human Services		X					1,3	SIP	Offices
Shelter for at-risk children					X		1,7	52	Shelter
Children's Resource Team (separate for SLT)					X		1	SIP	Offices
Services for Pregnant and Parenting Teens	X		X	X			1,5	60	Schools, Offices, Home

<b>Description of Service</b>	<b>CAPIT</b>	<b>CBCAP</b>	<b>PSSF Family Preservation</b>	<b>PSSF Family Support</b>	<b>PSSF Time Limited Family Reunification</b>	<b>PSSF Adoptions</b>	<b>Outcome Number</b>	<b>Location (page #) in Needs Assessment or Included in SIP</b>	<b>Service Site</b>
Services for Families with drug-exposed babies	X	X			X		1,2	23, 30, 62	Hospitals, Offices, Home
Foster Care Retention activities			X	X			3	SIP	Offices, Home
Supervised therapeutic visitation services	X	X	X	X			1,2	SIP	Offices, Home
Substance Abuse Treatment for teens whose parent(s) are receiving Substance Abuse Treatment	X	X					1,2,3	23, 30, 31, 34, 44, 52, 62, 69	Offices, Schools, Hospitals
Best practices trainings (e.g. PCIT training, Celebrating Families)	X	X	X	X			1,5	SIP	Offices
Parenting education services provided during substance abuse treatment	X	X	X	X			1,5	4	Offices, Schools, Hospitals
Teen pregnancy prevention programs (Best Practices programs-group model for high-risk teens in schools)	X	X		X			1	69	Schools
Life skills training for parents (e.g. nutrition, money management, employment, cooking classes, "how to run a household")	X		X	X			1,2,5	46, 71, 84	Offices, Home
Parent Education	X	X	X	X			1,2,5	4, 44, 45, 46, 53, 64, 69, 87	Offices, Home
El Dorado County Department of Human Services to provide: services to promote and support Adoption						X	3	SIP	Offices, Home



Description of Service	CAPIT	CBCAP	PSSF Family Preservation	PSSF Family Support	PSSF Time Limited Family Reunification	PSSF Adoptions	Outcome Number	Location (page #) in Needs Assessment or Included in SIP	Service Site
CAPC to provide: a. education in schools, both Western Slope and SLT b. mandated reporter training (child abuse/disabled adults/elders), on the Western Slope and SLT (include medical personnel) c. public awareness campaigns (target CBOs/Community) d. Safe From the Start Coordinating activities related to reducing children's exposure to family violence	X	X					1,5	46, 71, 84	All sites
Family Support/Home Visitation requiring use of a Best Practice Model (e.g. CalSAHF-Plus)	X	X	X	X			2,5	60	Home
Nurse Family Partnership	X	X			X		1,5	60	Home
<u>Increase support to DHS to achieve SIP goals</u> of decreasing foster care re-entry, stabilize foster care placement, decrease rate of re-entry into Foster care, improve sibling's placed together in foster care					X		3	SIP	All sites
Adult mentoring support for youth aging out of foster care							8	SIP	Schools, Offices, Home
Increase financial support for multi-disciplinary case management, particularly for those in Voluntary Family Maintenance			X	X			3	SIP	Offices

Family Parenting Education using an evidence based practice with specific outcomes	X	X	X	X			1,5	4	Offices, Schools, Home
Family therapy (as opposed to individual therapy)	X	X	X	X			1,2,3,4,5,7	60, 69	Offices, Home
Substance Abuse Counseling/Treatment (with comprehensive family counseling and including home visits)	X	X	X	X			3,5	23, 30, 31, 34, 44, 52, 62	Offices, Schools, Hospitals
Counseling for children ages 0-5	X	X	X	X			1,2,3,7	60, 69	Offices, Home
Parenting Classes (including home visits)	X	X	X	X			1,2,5	4	Offices, Home
Anger Management (comprehensive family/home visits)	X	X	X	X			1,2,5	49	Offices, Home
Aftercare—non-reoccurrence	X	X	X	X			2,3,5	69	All sites
Comprehensive Sexual Abuse Treatment (individual and family—include 0-5)	X	X					3,5,7	60	Offices
Domestic Violence/Family Violence services (no direct services)	X						1,2,5	31, 52	All sites
Multi-Disciplinary Teams		X			X		1,3		Offices
Shelter for at-risk children					X		1,7	52	Shelter
Children's Resource Team (separate for SLT)							1	SIP	Offices
Services for Pregnant and Parenting Teens	X		X	X			1,5	60	Schools, Offices, Home
Services for Families with drug-exposed babies	X	X			X		1,2	23, 30, 62	Hospitals, Offices, Home
Foster Care Retention activities			X	X			3	SIP	Offices, Home
Supervised therapeutic visitation services	X	X	X	X			1,2	SIP	Offices, Home

Substance Abuse Treatment for teens whose parent(s) are receiving Substance Abuse Treatment	X	X					1,2,3	23, 30, 31, 34, 44, 52, 62, 69	Offices, Schools, Hospitals
Best practices trainings (e.g. PCIT training, Celebrating Families)	X	X	X	X			1,5	SIP	Offices
Parenting education services provided during substance abuse treatment	X	X	X	X			1,5	4	Offices, Schools, Hospitals
Teen pregnancy prevention programs (Best Practices programs-group model for high-risk teens in schools)	X	X		X			1	69	Schools
Life skills training for parents (e.g. nutrition, money management, employment, cooking classes, "how to run a household")	X		X	X			1,2,5	46, 71, 84	Offices, Home
Parent Education	X	X				X	1,2,5	4, 44, 45, 46, 53, 64, 69, 87	Offices, Home
El Dorado County Department of Human Services to provide: services to promote and support Adoption							3	SIP	Offices, Home

**Table 2**

The County expects to allocate PSSF funds as follows:

Service Type	Percentage of Allocation
Family Preservation	25%
Family Support	25%

Adoption Promotion and Support	25%
Time-Limited Family Reunification	25%

**Table 3**

## **Planning Process**

The County conducted a new local planning process for the SFY 2005-2008 program funding cycle. The County Self-Assessment and Self Improvement Plans of 2004 were taken into consideration by the committee. The planning process was multidisciplinary and included parent/consumers, members of the El Dorado County Child Abuse Prevention Council (which also serves as the PSSF collaborative,) local government agencies and officials, practitioners and representatives from local organizations. A list of representatives is attached.

## **Competitive Bid Process for Service Delivery/ Allocation of Revenue**

The County has extended existing CAPIT/CBCAP/PSSF contracts in effect as of June 30, 2005, for a maximum of one year as allowed in CDSS ACIN I-25-05.

Upon approval of funding, the CAPIT/CBCAP/PSSF County liaison submits a written request to Purchasing identifying the project in general terms, identifying the funding, and the projected timeframe for the project. The CAPIT/CBCAP/PSSF County liaison works with the County Procurement Office to develop the request for proposal (RFP) for the three-year CAPIT/CBCAP/PSSF cycle. The RFP is published in the local newspaper and on the County web site. RFP's are also sent out to a list of known bidders. On the date established in the RFP, the proposals are opened in public in the Procurement Office. This information is also available to the public who may inquire during the evaluation process. Submitted proposals are reviewed by a team composed of representatives from a variety of service-oriented agencies and the El Dorado County Office of Procurement and Contracts. The lowest responsible bidder(s) whose proposals most closely match the service needs as identified in this document are recommended to the Board of Supervisors to receive CAPIT/CBCAP/PSSF contracts. Priority will be given to non-profit agencies with demonstrated effectiveness in child abuse and neglect prevention and those who submit evidence of broad-based community support. The Board of Supervisors has final authority to award contracts.

The County follows all pertinent requirements with respect to procurement and purchase of services, including Management and Operations Procedures, Chapter 23-600.

The usual service period for the contracts begins July 1.

El Dorado County Department of Human Services will continue to provide technical assistance, training and any other support to the contractor(s) and subcontractor(s) as needed. Information from CDSS regarding training and meetings will be passed on to the contractor(s) and subcontractor(s).

The County liaison has internet capability. All contractors/subcontractors will be required to have the same capability or submit in their proposals/budgets to the County how they will meet this requirement.

### ***Competitive Bid Process for Service Delivery/ Allocation of Revenue - 2008/2012 Update***

The County used the above RFP process and resulting contract for CAPIT and PSSF services from 7/1/06 through 6/30/08 with a selected vendor and its subcontractors. For FY 2008/2012 the County will provide CAPIT and PSSF services to the Community through all appropriate existing contracted service vendors in the County, via the Differential Response (DR) Program and Community Partner referral. This change was due in part to the administrative concerns of the vendors and of DHS. The County will fund DR Coordination staff and act as a “broker” for disbursement of CAPIT and PSSF funded services. This will allow the County to obtain a wider array of services on behalf of the community and to more closely align services with the needs of the clients and goals of the County’s Self-Assessment and System Improvement Plan.

## **Goals/Outcomes/Evaluation**

### **Goals**

El Dorado County’s child abuse prevention goals are to:

- Reduce the recurrence of child abuse and/or neglect
- Reduce the incidence of child abuse and/or neglect in foster care
- Increase permanency for children in foster care
- Reduce time in foster care to reunification without increasing reentry
- Reduce time in foster care to adoption
- Increase placement stability

- Reduce placements of young children in group homes or institutions

These goals tie into the El Dorado County Self Improvement Plan (SIP) Goals:

- Children are, first and foremost, protected from abuse and neglect
- Children are maintained safely in their homes whenever possible and appropriate
- Children have permanency and stability in their living situations without increasing reentry to foster care
- The family relationships and connections of the children served by the CWS will be preserved, as appropriate.
- Youth emancipating from foster care are prepared to transition to adulthood.

## **Outcomes**

The contractor(s) and any subcontractor(s) will be required to conduct or participate in engagement, short-term, intermediate and long-term outcomes activities as follows:

### **Engagement Outcomes**

In an effort to promote public awareness of the availability of child abuse prevention services, recruitment efforts will be made in various ways, including but not limited to:

- Local newspapers
- Presentations to business, service clients and schools
- Movie theaters

The success of recruitment efforts will be measured by the number of times that awareness efforts are made. This information will be provided monthly by the contractor(s).

Information regarding client satisfaction will be collected by contractor(s) and subcontractor(s). Client satisfaction outcomes gathered will include but not be limited to:

- The percentage of clients who developed trust in the staff
- The percentage of clients who felt welcome at the program
- The percentage of clients voluntarily attending programs

Data will be compiled/reviewed by the contractor(s) and submitted to the County liaison at least quarterly. This information will be analyzed and included in the annual report to OCAP.

## **Short-Term Outcomes**

Consumers will be assessed by the contractor(s) at intake and again at discharge to determine changes in knowledge, attitude, skills and aspirations. Short-term outcomes gathered should include, but not be limited to:

- Increased knowledge of positive discipline techniques
- Increased motivation to succeed in school
- Increased job readiness skills

Assessments will be completed at intake and again at discharge. Data will be compiled/reviewed by the contractor(s) and submitted to the County liaison at least quarterly. This information will be analyzed and included in the annual report to OCAP.

## **Intermediate Outcomes**

Every quarter, the contractor(s) will report changes in applied skills and behavior to the County. Where appropriate, intermediate outcomes should include, but not be limited to:

- Increased use of effective discipline skills
- Improvement in school grades and behavior
- Completion of job-related course

Data will be compiled/reviewed by the contractor(s) and submitted to the County liaison at least quarterly. This information will be analyzed and included in the annual report to OCAP.

## **Long-Term Outcomes**

Long-term outcomes will be tracked by the El Dorado County Department of Human Services and will be reflected in various County reports. These reports will identify demographics, risk factors, trends, program services and service effectiveness. This information will help:

- Determine the effectiveness of individual programs
- Identify agency/program strengths and weaknesses
- Provide the basis for input/recommendations for public policy development
- Provide accountability to the funding source
- Create a needs assessment for future plans

Long-term outcomes tracked will include:

- Substantiated child abuse rates
- Substance abuse rates
- Teenage Pregnancy rates
- Family Poverty rates

### ***Evaluation***

The process of CAPIT, CBCAP, and PSSF service and outcome evaluation may be provided through several methods:

- Team review
- Evaluation of data
- Client satisfaction surveys
- Clients assessments (e.g. pre- and post-tests)
- Various assessment tools including:
  - Child Behavior Checklist (CBC)
  - Substance Abuse Subtle Screening Inventory (SASSI)
  - Material Social Support Index (MSSI)
  - Adult-Adolescent Parenting Inventory (AAPI-2)
  - General Health Assessment
  - Centers for Epidemiological Studies – Depression (CES-D)
  - Client Satisfaction Questionnaire (CSQ-8)

### ***Evaluation - 2008/2012 Update***

The County will conduct pre-and post-tests and client surveys in order to determine and report outcomes to OCAP.

## **County CAPIT/CBCAP/PSSF Program Accountability and Oversight**

Quality assurance will be monitored in several ways:

- Subcontractor(s) will provide monthly and/or quarterly written reports to the contractor(s). The contractor(s), in turn, will provide monthly and/or quarterly written reports to the Child Abuse Prevention Council and the El Dorado County Department of Human Services.



- The El Dorado County Department of Human Services will complete site visits to contractor(s) and subcontractor(s) no less than once a year and will write reports of these site visits.
- The El Dorado County Department of Human Services will collect aggregate data from contractors, compile and analyze data to ensure program compliance, and prepare required reports.
- The CAPIT/CBCAP/PSSF County liaison will meet all established report due dates.
- Contractor(s) and subcontractor(s) will be expected to attend any relevant training offered in El Dorado County or Sacramento County.

### ***County CAPIT/CBCAP/PSSF Program Accountability and Oversight - 2008/2012 Update***

The County will track and report all services to OCAP.

### **County Reporting**

The County gathers reports from contractor(s) and subcontractor(s) monthly and/or quarterly. Additional information requested by the State is requested from contractor(s) and subcontractor(s) on an as needed basis.

Reports are stored in hard copy or electronically at the El Dorado County Department of Human Services.  
Information required by OCAP will be disseminated upon request.

### ***County Reporting - 2008/2012 Update***

The County will track and report all services to OCAP.

### **Fiscal**

The County liaison receives monthly expenditure reports from the contractors and, after review and approval, including review of all required reports, authorizes the County Auditor to pay the contractors within the limit of their contract budget, from the CAPIT/CBCAP/PSSF grants. The County then requests reimbursement from the State on the quarterly County Expense Claim for CAPIT and PSSF funds, with

CBCAP funds claimed as Extraneous. CBCAP funds are deposited and disbursed from a trust account and expenditures are reviewed for payment.

The County will retain ten (10) percent of CAPIT and CBCAP funds for administrative functions. In the event that PSSF administrative funds are made available to counties at a future date, the County will keep allowable funds for the PSSF program as well. The County will ensure that the CAPIT ten (10) percent cash or in-kind match requirement will be met by all contractors.

The current contractor and subcontractors draw on a variety of funding sources to pay for services. Clients are screened to determine their ability to pay for services and to determine eligibility for Medi-Cal, Healthy Families, CalWORKs, or Victim Witness compensation. If no third-party funding source was available, services are subsidized with CAPIT/CBCAP/PSSF funds. CAPIT/CBCAP/PSSF funds are used to leverage funds from other sources, including private foundations and the State/Federal government.

### ***Fiscal - 2008/2012 Update***

As of July 1, 2008, County Differential Response (DR) staff will authorize services and payment from the most appropriate source. For example, if County DR staff, in consultation with the family and possibly the service provider(s), decide on a course of action for a DR Path II family that includes therapy for a child under age five, DR staff will authorize that service with the most appropriate contracted vendor and authorize payment from CAPIT funds, as CAPIT is the most appropriate fund for therapy for the under age five population.

The County will provide more than a 10% match to CAPIT funds as the County is providing DR coordination staff.

# Attachment A—Notice of Intent

State of California – Health and Human Services Agency California Department of Social Services

## NOTICE OF INTENT FOR EL DORADO COUNTY (SFY 2005 – 2008)

The undersigned agrees that the county intends to contract or not contract with public or private nonprofit agencies to provide service, in accordance with Welfare and Institutions Code (W&I C) Article 4 (Section 18960, et. seq.) and family support services, in accordance with W&I C, Section 16600, et.seq.

In addition, the undersigned assures that allocations made by the County under the Child Abuse Prevention, Intervention and Treatment, Community Based Child Abuse Prevention, and Promoting Safe and Stable Families (supportive services) Programs will be used in the development, implementation, expansion or enhancement of a local network of child abuse prevention programs.

### Please check the appropriate box.

- The County intends to contract with public or private nonprofit agencies to provide primary prevention services.
- The County does not intend to contract with public or private nonprofit agencies to provide primary prevention services.

The County Board of Supervisors designates El Dorado County Department of Human Services as the public agency to administer the combined Child Abuse Prevention, Intervention and Treatment, Community Based Child Abuse Prevention, and Promoting Safe and Stable Families (supportive services) Programs. Co-Agencies may be designated, if deemed beneficial by the Board. **Note: W&I C, Section 16602 (b) requires that the local Welfare Department shall administer the PSSF program.**

In order to receive funding effective July 1, 2005, please sign and return the Notice of Intent within sixty (60) days of the date CDSS County Fiscal Letters (CFL) provide CAPIT and/or PSSF county planning or final allocations. (County CBCAP allocations will be released by OCAP under separate cover, as a lump sum, for deposit to the County Children's Trust Fund). Notices of Intent must be forwarded to:

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814

\_\_\_\_\_  
County Board of Supervisors Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Attachment A – 2008/2012 Update

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**NOTICE OF INTENT REGARDING CAPIT/CBCAP/PSSF PLAN CONTRACTS  
FOR EL DORADO COUNTY  
STATE FISCAL YEARS: July 1, 2008 THROUGH June 30 2012**

The undersigned confirms that the county intends to contract, or not contract with public or private nonprofit agencies to provide services in accordance with Welfare and Institutions Code. **(W&I Code Section 18962 (a) (2)).**

In addition, the undersigned assures that funds associated with Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) will be used as outline in statute.

The County Board of Supervisors designates The El Dorado County Department of Human Services as the public agency to administer the combined CAPITCBCAP and PSSF Plan. **Note: W&I Code, Section 16602 (b) requires that the local Welfare Department shall administer the PSSF program.**

**Please check the appropriate box.**

- The County intends to contract with public or private nonprofit agencies to provide services.
- The County does not intend to contract with public or private nonprofit agencies to provide services and will subcontract with \_\_\_\_\_ County to provide administrative oversight of the projects.

California Department of Social Services  
Office of Child Abuse Prevention  
744 P Street, MS 11-82  
Sacramento, California 95814

\_\_\_\_\_  
County Board of Supervisors Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Attachment B—Board of Supervisors Resolution Designating CAPC/ Board of Supervisors Resolution Establishing Commission to Administer Children’s Trust Fund

**EL DORADO COUNTY  
BOARD OF SUPERVISORS  
AGENDA TRANSMITTAL  
MEETING OF APRIL 9, 2002**

<b>AGENDA TITLE:</b> Establishment of Child Abuse Prevention Council (CAPC)		
<b>DEPARTMENT:</b> Social Services	<b>DATE:</b> March 28, 2002	<b>CAO USE ONLY</b> 4.2.02
<b>CONTACT:</b> LOIS L. PATRICK <i>Lois Patrick</i>	<b>PHONE:</b> 7272	<i>C. Brunelut</i>
<b>DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:</b> The Department of Social Services requesting your Board: 1) Disband the Children’s Trust Fund Commission; and 2) Authorize the establishment of a Child Abuse Prevention Council (CAPC) comprised of up to 15 members pursuant to Welfare and Institutions Code Section 18950 Chapter 12.5 which mandates that each county establish a CAPC to coordinate the community’s efforts to prevent and respond to child abuse. The previous Children’s Trust Fund Commission’s role will be incorporated into the CAPC.		
<b>CAO RECOMMENDATION:</b>  <div style="text-align: center; font-size: 2em; font-weight: bold;">CAO CONCURS</div> <div style="text-align: right; font-size: 0.8em; margin-top: 10px;">         RECEIVED          APR 24 04 PM '02          EL DORADO COUNTY       </div>		
<b>Financial impact?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Funding Source:</b> <input type="checkbox"/> Gen Fund <input type="checkbox"/> Other	
<b>BUDGET SUMMARY:</b> Total Est. Cost      \$ 0.00 Funding Budgeted              \$ 0.00 New Funding         \$ Savings*             \$ Other                   \$ Total Funding Available      \$ 0.00 Change in Net County Cost    \$ 0.00 * Explain	<b>CAO Office Use Only:</b> 4/5's Vote Req. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Change in Policy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No New Personnel <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>CONCURRENCES:</b> Risk Management County Counsel Other	
<b>BOARD ACTIONS:</b> APR - 9 2002 - Approved.		
<b>Vote:</b> Unanimous _____ Or  <b>Ayes:</b> Baumann, Humphreys, Dupray, Solaro  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Borelli <small>Rev. 7/96 j:\agendatag9660rev</small>	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors.  <b>Date:</b>  <b>Attest:</b> DIXIE L. FOOTE, Board of Supervisors Clerk  <b>By:</b>	

## **Attachment C—CAPC Bylaws**

*El Dorado County*  
**CHILD ABUSE PREVENTION COUNCIL  
BY-LAWS**

### ***ARTICLE I***

#### ***PURPOSE***

Pursuant to Chapter 12.5 Section 18980 of the Welfare and Institutions Code, the purpose of the Child Abuse Prevention Council (Council) is to coordinate the community's efforts to prevent and respond to child abuse.

### ***ARTICLE II***

#### **FUNCTIONS**

The functions of the Council shall include the following:

- Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases
- Promote the public awareness of abuse and neglect and the resources available
- Encourage and facilitate training of professionals in detection, treatment, and prevention of child abuse and neglect
- Recommend improvements in services to families and victims
- Encourage and facilitate community support for child abuse and neglect programs
- Serve as County Children's Trust Fund Commission
- Provide input for the County's CBFERS, CAPIT AND FSSP Plans.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1. Composition of the Council**

Membership is appointed by the Board of Supervisors (BOS) and exercise decision making responsibility for Council functions as described in Chapter 12.5 Section 18980 of the Welfare and Institutions Code, as well as hold voting rights on all Council business and policy recommendations. Representation from a number of categories of professional, agency, community and parent representation is encouraged. The membership is composed of up to 15 voting members; a minimum of one representative from each category listed below must be appointed:

- Parent/primary caregivers
- Community-based organizations, public/private school; prevention/intervention/treatment providers
- Medical and mental health providers
- Public Child Welfare Services, probation, licensing, criminal justice/law enforcement, district attorney, courts, coroner
- Community representation; community volunteers, civic organizations, religious communities

Every effort should be made by the appointing agencies to assure that the ethnic racial, geographic, and categorical composition of the Council is reflective of the population of the county.

#### **Section 2. Terms of Appointments**

Term period is from July 1 through June 30. Terms for the Membership are two years. No term limit will be set.

#### **Section 3. Vacancies**

The Council shall comply with the system for new appointments, resignations, and replacements specified by the El Dorado County Board of Supervisors. The

Membership shall then vote on nominees to forward to the BOS for appointment to the Council.

#### **Section 4. Resignation**

Any member may resign by giving written notice to the Chair. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### **Section 5. Attendance**

A Membership seat will be considered vacant when any Member misses 3 meetings in a row, or 4 meetings in one year. A leave of absence will be considered upon the request of a Member and will be reviewed by the Executive Committee with a recommendation to the full membership for appropriate action.

#### **Section 6. Removal**

Any Member may be removed or suspended from his or her appointment for the good of the Council on the recommendation of a majority of the Membership and approval by a majority vote of the members in attendance at a regular or special meeting of the members.

### ***ARTICLE IV***

#### ***VOTING***

#### **Section 1. Voting Requirements and Procedures**

Each member of the Council shall have one vote. Each member must be present in person to vote and no proxies are to be recognized. However, correspondence germane to the agenda from absent members is to be read and considered as part of the discussion.



## **Section 2. Quorum**

A quorum for the transaction of official business shall consist of a majority of the Membership.

# ***ARTICLE V***

## ***MEETINGS***

### **Section 1. Regular Meetings of the Council**

All meetings of the Council shall be open to the public. A minimum of four meetings per year shall be held while in compliance with the California State Open Meetings/Ralph Brown Act.

### **Section 2. Attendance at Meetings**

All members of the Council shall be present at the hour appointed for each regular, special, or recessed meeting of the Council. A membership seat will be considered vacant when any member misses 3 meetings in a row or 4 meetings in one year unless a leave of absence has been granted. The Council shall be advised of such absences so that member may be replaced.

### **Section 3. Order of Business**

Time will be allotted at each Membership meeting for public comment. Council members wishing to present speakers at meetings should consult with the Chair at least seven (7) days prior to the next scheduled meeting.

# ***ARTICLE VI***

## ***COUNCIL COMPOSITION AND DUTIES***

### **Section 1. Liaisons**

The Liaisons to the Board of Supervisors and the Department of Social Services shall be ex-officio members of the Council without voting powers.

## **Section 2. Officers**

The officers of the Council shall consist of:

- Chair
- Vice-chair
- Secretary
- Treasurer

These officers shall be selected by majority vote from the Membership present at the June meeting of the Council and shall serve for one calendar year. Officers may be re-elected. It shall be the duty of the chair and/or vice-chair to call meetings, set the agenda, oversees committee assignments, and preside over meetings of the Council. The vice-chair will assume these duties of the chair in his/her absence.

## **ARTICLE VII**

### **COMMITTEES**

#### **Section 1. Committees**

The Council shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address issues and concerns. The Council shall review the scope and purpose of these committees at least annually. Standing committees shall meet in accordance with the Brown Act.

#### **Section 2. Executive Committee**

The Executive Committee shall consist of the Officers of the Council and is considered a standing committee. Every effort should be made to assure that a parent/primary caregiver is a member of the executive committee. It shall be the duty of the Executive Committee to review applications for membership and recommend appointments to the Council for consideration.

## ***ARTICLE VIII***

### **FINANCIAL SUPPORT**

#### **Section 1. Financial Support**

Council members shall serve without compensation, except for the reimbursement of approved actual and necessary travel costs. Council members representing the parent/primary caregiver category may seek reimbursements for travel to and from regular meetings and for costs incurred to care for children while attending these meetings. Receipts for actual childcare costs must be provided and mileage will be reimbursed at the current federal reimbursement rate, using official reimbursement forms.

## ***ARTICLE IX***

### **CONFLICTS OF INTEREST**

#### **Section 1. Conflicts of Interest Code**

The Council shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code Section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations, which contain the terms of the Conflict of Interest Code (California Code of Regulations (CCR), Title 2, Sec. 18730)

The standard regulations, enumerated in CCR, Title 2, Section 18730, are hereby incorporated by reference. The Membership, as appointed by the County Board of Supervisors and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed with the County Board of Supervisors, pursuant to Section 4 of the standard regulations.

## ***ARTICLE X***

## **AMENDMENT TO BY-LAWS**

### **Section 1. Amendment to By-Laws**

Changes/suspension to the By-Laws shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the Council. When adopted, such changes/suspensions shall be recommended to the El Dorado County Board of Supervisors for their review and approval.

# Attachment C1— CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary

**INSTRUCTIONS:** Please provide the following requested information.

**COUNTY** El Dorado

Check box designating a report for CAPIT, CBCAP, or PSSF.

**A combined report must state a percentile by program, equal to the county's allocation.**

Liaison Jan Walker-Conroy  
 Phone No. 530-642-7272  
 Co-Liaison  
 Phone No.  
 Date 7/18/05

**CAPIT**   
 33%

**CBCAP**   
 6%

**PSSF**   
 61%

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<b>Judy Knapp Consulting CAPC Coordinator</b>	<u>CAPIT</u> \$25,000.00/ 37%	El Dorado County CAPC voted to keep \$25,000 per year in CAPIT funds for the 2005-2008 cycle to strengthen itself by contracting with a qualified vendor to serve as coordinator for the council.  CAPC members are reimbursed for CAPC approved actual and necessary travel costs from the Children's Trust Fund. Council members representing the parent/primary caregiver category may seek reimbursements for travel to and from regular meetings and for costs incurred to care for children while attending these meetings. These are also paid from the Children's Trust Fund.									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
El Dorado County Department of Human Services <i>Adoptions Services</i>	<u>PSSF/ Adoptions</u> \$29,265.50/ 25%	15	5	6 of 0-5 1 of 6-18	35	20					
El Dorado County Department of Human Services <i>MDT Coordination</i>	<u>CBCAP</u> \$8495.00/ 74%	The El Dorado County Department of Human Services will use CBCAP funds to coordinate Multi-Disciplinary Teams.									
Pursuant to the required RFP for El Dorado County, the county's allocation less administrative costs, funds to strengthen CAPC, adoption promotion services to be provided by the County and Multi-Disciplinary Team Coordination to be provided by the county, \$133,296.00 (CAPIT @ \$42,500; CBCAP @ \$3,000; and PSSF @ \$87,796.00) was awarded as follows:											
NEW MORNING YOUTH & FAMILY SERVICES:  Ongoing therapy for families who are participating in the	<u>CAPIT</u>  \$3,400.00/ 5%	1	1		2	2					

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
Differential Response Program												
Family Assessment provided for families referred by El Dorado County CPS to the Differential Response Program	\$5,525.00/ 8%	4	18			28	22					
Case management of families who are participating in the Differential Response Program	\$850.00/ 1%	2	1			4	3					

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
NEW MORNING YOUTH & FAMILY SERVICES:  Ongoing therapy for families who are participating in the Differential Response Program	<u>CBCAP</u>  \$3000.00/ 26%	0	1			1	1					
NEW MORNING YOUTH & FAMILY SERVICES:  Emergency shelter for children court-ordered into custody and referred with a placement agreement by El Dorado County CPS	<u>PSSF/ Time-Limited Family Reunification</u>  \$22,827.00/ 19%  <u>PSSF/ Family Preservation</u>  \$6145.00/ 5%	0	19			N/A	N/A					



		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
TAHOE YOUTH & FAMILY SERVICES:  Ongoing therapy for families referred by El Dorado County CPS who are participating in the Differential Response Program	<u>PSSF/ Family Support</u>  \$7023.00/ 6%	3	3		7	6					
TAHOE YOUTH & FAMILY SERVICES:  Ongoing therapy for families referred by El Dorado County CPS who are participating in the Differential Response Program	<u>CAPIT</u>  \$2550.00/ 4%	1	1		4	3					

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
TAHOE YOUTH & FAMILY SERVICES:  Family Assessment provided for families referred by El Dorado County CPS to the Differential Response Program	<u>CAPIT</u>  \$1,700.00/ 3%	4	5			13	9					
TAHOE YOUTH & FAMILY SERVICES:  Case management of families who are participating in the Differential Response Program	<u>CAPIT</u>  \$850.00 / 1%	3	3			8	6					

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
TAHOE YOUTH & FAMILY SERVICES:  Ongoing therapy for families whose children are at risk of being abused	<u>CAPIT</u>  \$5,100.00/ 8%	3	3			8	6						
TAHOE YOUTH & FAMILY SERVICES:  Ongoing therapy for families referred by El Dorado County CPS who are either (a) participating in CPS's Voluntary Family Maintenance Program, or (b) have children in foster care with a case plan goal of reunification with	<u>PSSF/ Family Preservation</u>  \$5,268.00/ 5%	3	3			7	6						

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
their family of origin												
SOUTH LAKE TAHOE WOMEN'S CENTER:  Ongoing bilingual/ bicultural Home Visiting for Spanish-speaking Latino families referred by El Dorado County CPS who are participating in the Differential Response Program, in CPS's Voluntary Family Maintenance Program, and for families whose children are at risk of being abused	<u>PSSF/ Family Support</u>  \$18,437.00/16%	10	10			26	20					

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
SOUTH LAKE TAHOE WOMEN'S CENTER  Ongoing Home Visiting for families of origin whose children have been court-ordered into custody	<u>PSSF/ Time-Limited Family Reunification</u>  \$3,512.00/ 3%	2	1			5	4						
SOUTH LAKE TAHOE WOMEN'S CENTER:  Ongoing bilingual/bicultural therapy for Spanish-speaking Latino families who are participating in the Differential Response Program	<u>CAPIT</u>  \$1,700.00/ 3%	1	1			2	1						

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
SOUTH LAKE TAHOE WOMEN'S CENTER:  Ongoing therapy for families who are participating in the Differential Response Program	<u>CAPIT</u>  \$2,550.00/4%	1	1			3	2						
SOUTH LAKE TAHOE WOMEN'S CENTER:  Ongoing therapy for families whose children are at risk of abuse	<u>CAPIT</u>  \$11,050.00/16%	4	4			11	8						

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
EARLY CHILDHOOD COUNSELING CENTER:  Ongoing therapy for families referred by El Dorado County CPS who are participating in CPS's Voluntary Family Maintenance Program, or whose children are in foster care with a case plan goal of reunification with their family of origin	<u>PSSF/ Family Preservation</u>  \$14,047.00/12%	16	0			21	16						

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
EARLY CHILDHOOD COUNSELING CENTER:  Ongoing therapy for families whose children are at risk of being abused	<u>PSSF/ Family Support</u>  \$6,146.00/ 5%	5	0			6	5						
EARLY CHILDHOOD COUNSELING CENTER:  Ongoing therapy for families who are participating in the Differential Response Program	<u>CAPIT</u>  \$2,975.00/ 4%	4	0			6	4						



		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
EARLY CHILDHOOD COUNSELING CENTER:  A bilingual/bicultural parenting education and support group for Latina mothers of children ages 0-5	<u>CAPIT</u>  \$1,275.00/ 2%	0	0			16	16					
SOUTH LAKE TAHOE FAMILY RESOURCE CENTER:  Ongoing bilingual/bicultural therapy for Spanish-speaking Latino families whose children are at risk of being abused	<u>PSSF/ Family Support</u>  \$4,390.00/ 4%	7	0			10	7					

		PROJECTED GOALS					ACTUAL OUTCOMES						
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services						
		Children			Adults	Families	Children			Adults	Families		
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities				
SOUTH LAKE TAHOE FAMILY RESOURCE CENTER:  Ongoing bilingual/bicultural therapy for Spanish-speaking Latino families who are participating in the Differential Response Program	<u>CAPIT</u>  \$850.00/ 1%	2	0			3	2						
SOUTH LAKE TAHOE FAMILY RESOURCE CENTER:  Ongoing bilingual/bicultural therapy for Spanish-speaking Latino	<u>CAPIT</u>  \$2,125.00/ 3%	4	0			6	4						

		PROJECTED GOALS					ACTUAL OUTCOMES					
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services					
		Children			Adults	Families	Children			Adults	Families	
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities			
families whose children are at risk of being abused												
<b>TOTALS</b>	\$196,057.00	95	80	7	232	173						

Equal to County's 05/06 CAPIT/CBCAP/PSSF allocation less CAPIT/CBCAP administrative costs (10%).

# Attachment C1— CAPIT/CBCAP/PSSF Service Goals/Outcomes and Expenditure Plan Summary 2008/2012

**INSTRUCTIONS:** Please provide the following requested information.  
 Check box designating a report for CAPIT, CBCAP, or PSSF.  
**A combined report must state a percentile by program, equal to the county's allocation.**

**COUNTY** El Dorado

Liaison Jan Walker-Conroy  
 Phone No. 530-642-7272  
 Co-Liaison  
 Phone No.  
 Date 8/19/08

CAPIT       CBCAP   
 43%                                      8%  
 PSSF   
 50%

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<b>CAPC Coordinator</b>	<u>CAPIT</u> \$25,000.00/ 33.3% of CAPIT	El Dorado County CAPC voted, and it was agreed by all parties participating in the 2005/2008 Three Year Plan, to allocate \$25,000 per year in CAPIT funds for the 2005-2008 cycle to strengthen itself by contracting with a qualified vendor to serve as coordinator for the council. It is agreed at this time by CAPC and DHS that this will continue through the 2012 funding cycle.  CAPC members are reimbursed for CAPC approved actual and necessary travel costs from the Children's Trust Fund. Council members representing the parent/primary caregiver category may seek reimbursements									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
		for travel to and from regular meetings and for costs incurred to care for children while attending these meetings. These are also paid from the Children's Trust Fund.									
<u>All Contracted Service Providers in El Dorado County</u>  Services to families/individuals who are participating in the Differential Response (DR) Program as well as community referred families/individuals <ul style="list-style-type: none"> <li>o Family Therapy</li> <li>o Individual Therapy</li> <li>o Specialized Therapy for children ages 0-5</li> <li>o Family/Individual Assessment</li> <li>o Day Care</li> </ul>	<u>CAPIT</u>  \$42,500.00/ 56.7% of CAPIT	*Unknown									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<ul style="list-style-type: none"> <li>○ Respite Care</li> <li>○ In home family workers to assist with any specialized needs</li> <li>○ Psychiatric Evaluations</li> <li>○ Transportation</li> <li>○ Respite Care</li> </ul>											
El Dorado County Department of Human Services	\$7,500.00/ 10% CAPIT	N/A									
El Dorado County Department of Human Services <i>MDT Coordination</i>	<u>CBCAP</u> \$14,917.00/ 100% of CBCAP	As decided in the 2005/2008 3 Year Plan, the El Dorado County Department of Human Services will continue to use CBCAP funds to coordinate Multi-Disciplinary Teams.									
El Dorado County Department of Human Services	<u>PSSF/ Adoptions</u> \$22,116.50/	*Unknown									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<i>Adoptions Services</i>  Pre and Post Adoptive Services; Activities designed to expedite the adoption process and support adoptive families. Services can include but are not limited to: <ul style="list-style-type: none"> <li>o Crisis Intervention</li> <li>o Service Referral</li> <li>o Group Home Referral</li> <li>o Fos/Adopt Home Recruitment</li> </ul>	25% of PSSF										
<u>All Contracted Service Providers in El Dorado County</u>  Services to families/individuals who	<u>PSSF/Family Preservation</u> \$22,116.50/ 25% PSSF	*Unknown									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<p>are participating in the Differential Response (DR) Program as well as community referred families/individuals, to: help children return to family or other permanent arrangement; intense family preservation, follow up care after foster placement; respite care for parents and other caretakers; services designed to improve parenting skills. Services can include but are not limited to:</p> <ul style="list-style-type: none"> <li>o Family Therapy</li> <li>o Individual Therapy</li> <li>o Family/Individual Assessment</li> </ul>											



		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<ul style="list-style-type: none"> <li>o Day Care</li> <li>o Respite Care</li> <li>o In home family workers to assist with any specialized needs, including individual parenting</li> <li>o Psychiatric Evaluations</li> </ul>											
<u>El Dorado County Department of Human Services</u>  Services to children and their families during the 15 month period that begins on the date the child is considered to have entered foster care. Services to be paid with PSSF funding will be services that are	<u>PSSF/Family Reunification</u> \$22,116.50/ 25% PSSF	*Unknown									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
not covered by Medi-Cal. Services can include but are not limited to:											
<ul style="list-style-type: none"> <li>o Parenting classes</li> <li>o Inpatient and outpatient drug treatment</li> <li>o Anger management classes</li> <li>o Family and individual therapy</li> <li>o Domestic Violence services</li> <li>o Mental Health services</li> <li>o Temporary child care</li> <li>o Therapeutic services for families</li> </ul>											

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
<u>All Contracted Service Providers in El Dorado County</u>  Services to families/individuals who are participating in the Differential Response (DR) Program as well as community referred families/individuals. Services to strengthen and stabilize families can include but are not limited to: <ul style="list-style-type: none"> <li>o Family Therapy</li> <li>o Individual Therapy</li> <li>o Family/Individual Assessment</li> <li>o Day Care</li> <li>o Respite Care</li> <li>o In home family workers to assist</li> </ul>	<u>PSSF/Family Support</u> \$22,116.50/ 25% PSSF	*Unknown									

		PROJECTED GOALS					ACTUAL OUTCOMES				
SERVICES and SERVICE PROVIDER(S):	*Funding(\$)/ Percent of funding	Total Number of Clients to be served					Total number of clients completing services				
		Children			Adults	Families	Children			Adults	Families
		0-5	6-18	w/disabilities			0-5	6-18	w/disabilities		
with any specialized needs, including individual parenting											
<ul style="list-style-type: none"> <li>o Parenting classes</li> <li>o Any services which will enhance child development</li> </ul>											
<b>TOTALS</b>											

\* As the County has not previously spent funds in this manner, the County is unable to predict what the numbers of clients served will be. Numbers and other required data will be tracked and reported at the end of each fiscal year.

**Attachment D—CALIFORNIA DEPARTMENT OF SOCIAL SERVICES OFFICE OF CHILD ABUSE PREVENTION  
CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION CHECKLIST (SFY 2005 – 2008)**

- A Notice of Intent form was completed and submitted to Office of Child Abuse Prevention (OCAP).
- The county Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) Programs three-year plan has been: developed by a team of stakeholders including the Child Abuse Prevention Council; developed using OCAP instructions (ACIN I-13-05) and includes the names, program titles, and mailing addresses of all stakeholders.
- The three-year plan contains all of the required elements as described in Attachment E of these instructions.
- The three-year plan is based on the county's recent needs assessment (within the last three years), which is attached as a complete or summarized document.
- The three-year plan describes the competitive process (Request for Proposals [RFP]) that will be used to select direct service providers.
- The three-year plan documents a review and approval by the Director of the public agency designated by the County Board of Supervisors to administer the CAPIT, CBCAP, and PSSF programs; the designated child abuse prevention council; and the designated PSSF collaborative. Authorized signatures are included.
- The three-year plan has been reviewed and approved by the County Board of Supervisors and a Board Resolution is attached to the plan.
- The County Board of Supervisors has prepared a Board Resolution or submitted an existing resolution establishing a commission, board or council to administer the County Children's Trust Fund (W&I C, 18965 et seq.) and the current Board Resolution is attached to the plan.
- The County Board of Supervisors has prepared a Board Resolution or submitted an existing resolution identifying the required independent Child Abuse Prevention Council (W&I C, 18980 et seq.) and the current Board Resolution is attached to the plan.

## Attachment E— CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION REVIEW TOOL

### CAPIT/CBCAP/PSSF COUNTY PLAN/APPLICATION REVIEW TOOL (SFY 2005 – 2008)

Demonstrates applicant's ability to develop an effective multi-year plan as identified in the County Plan Instructions

<b>A. County Plan - Applicant:</b>		Element Present	Element Not Present
1.	Submits copy of Board of Supervisors (BOS) resolution approving three-year plan.	X	
2.	Submits evidence that plan was reviewed by the Director of designated Local Government Agency (LGA).	X	
3.	Submits copy of BOS resolution establishing a Child Abuse Prevention Council (CAPC).	X	
4.	Submits copy of BOS resolution establishing a County Children's Trust Fund (CTF) Commission, Board or Council.	X	
5.	Submits copy of CAPC roster and a separate PSSF Collaborative roster, if appropriate.	X	
6.	Describes how funds will be leveraged	X	
7.	Submits "Notice of Intent" letter identifying the lead LGA.	X	
8.	Describes the existence of an effective or expansion of network of community based family resource and support programs.	X	
9.	Submits planning team roster that includes name, agency and position and is inclusive of parent/consumers of services and the CAPC.	X	

10.	Submits evidence of plan review/approval sign-off by the following key prevention partners: LGA, CAPC, parent consumers/former consumers, and a separate PSSF Collaborative, if appropriate.	X	
<b>B. Needs Assessment:</b>		Element Present	Element Not Present
1.	Is based on data collected within the last three years.	X	
2.	Clearly identifies unmet prevention needs within the county.	X	
3.	Identifies services that do not supplant current services provided with public funds.	X	
4.	Clearly identifies needs for minority populations.	X	
5.	Was used to provide recommendations regarding funding to the Board of Supervisors by the Child Abuse Prevention Council.	X	
6.	Includes the demographic indicators as outlined in the County Plan Instructions.	X	
<b>C. Description of Services – Applicant:</b>		Element Present	Element Not Present
1.	Clearly describes the relationship between proposed prevention service strategies and identified child abuse prevention and other family support needs.	X	
2.	Demonstrates priority for funding will be to prevention services.	X	
3.	Clearly identifies how services will be delivered for special needs children and their families.	X	
4.	Describes how services will not supplant existing publicly funded programs and services.	X	
5.	Describes how services are prioritized to children at high risk of abuse and neglect.	X	
6.	Describes how services are related to the needs of children under the age of 14.	X	

7.	Describes how the services are based on unmet need.	X	
<b>D. Request for Proposals (RFP) Process – Applicant:</b>		Element Present	Element Not Present
1.	Describes how agencies funded will be supported by an LGA.	X	
2.	Describes how services will address unmet needs.	X	
3.	Indicates how agencies funded will submit evidence of broad-based community support.	X	
4.	Describes how priority is given to non-profit agencies with demonstrated effectiveness in child abuse and neglect prevention.	X	
5.	Describes the competitive process for selecting sub-contractors.	X	
6.	Indicates that the non-profit subcontract agencies have the capacity to transmit data electronically.	X	
7.	Describes how training and technical assistance is provided to sub-contractors as needed.	X	
<b>E. Goals and Outcomes – Applicant:</b>		Element Present	Element Not Present
1.	Indicates how programs and services will be evaluated.	X	
2.	Indicates engagement outcomes to be employed.	X	
3.	Indicates short-term outcomes to be employed.	X	
4.	Indicates intermediate outcomes to be employed.	X	



5.	Indicates long-term outcomes to be employed.	X	
6.	Indicates how outcomes are directly related to the needs assessment.	X	
<b>F. Quality Assurance – Applicant:</b>		Element Present	Element Not Present
1.	Describes the process for program oversight.	X	
2.	Describes a process to assess client satisfaction.	X	
3.	Indicates assigned liaison and indicates their responsibilities in this capacity, including collecting and analyzing data, preparing required reports, dissemination of prevention/family support information.	X	
<b>G. Fiscal/Administrative/Budgets - Applicant:</b>		Element Present	Element Not Present
1.	Ensures the electronic capacity of sub-contractors.	X	
2.	Submits an expenditure plan that is comprehensive for CAPIT, CBCAP, and PSSF Funding.	X	
3.	Identified funds for liaisons and consumers to attend meeting, conference and training events.	X	

# Attachment F—Roster of Three Year Plan Stakeholders

## EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES CAPIT/CBCAP/PSSF THREE YEAR PLAN 2005 – 2008

### Planning Body

<b>Member</b>	<b>Program Title</b>	<b>Mailing Address</b>
Elizabeth Blakemore	<i>Child Abuse Prevention Council (CAPC) Member - Early Care and Ed Planning</i>	<i>6767 Green Valley Road Placerville, CA 95667</i>
David Ashby	<i>CAPC Member - New Morning Youth and Family Services</i>	<i>6765 Green Valley Road Placerville, CA 95667</i>
Nichole Loftis	<i>CAPC Member South Lake Tahoe Women's Center</i>	<i>2941 Lake Tahoe Blvd South Lake Tahoe, CA 96150</i>
Judy Knapp	<i>CAPC Coordinator</i>	<i>3200 Wilderness Court Placerville, CA 95667</i>
Alissa Nourse	<i>CAPC Member Tahoe Youth and Family Services</i>	<i>1021 Fremont Avenue South Lake Tahoe, CA 96150</i>
Cynthia Wallington	<i>El Dorado County Dept of Human Services (DHS) Staff Services Analyst</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Christine Amey	<i>CAPC Member - DHS Program Manager, CPS</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Cathy Kinzel	<i>CAPC Liaison DHS – Staff Services Analyst</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Susanna James	<i>CAPC Member Community Member – Parent</i>	<i>4767 Wilderness Way Placerville, CA 95667</i>
Wendy Wood	<i>Family Connections</i>	<i>344 Placerville Drive Placerville, CA 95667</i>
Bob Ankeney	<i>EDC Juvenile Probation Officer</i>	<i>471 Pierroz Road Placerville, CA 95667</i>
Patty Moley	<i>DHS – Program Manager, CPS, SLT</i>	<i>971 Silver Dollar South Lake Tahoe, CA 96150</i>
Karla Kowalski	<i>EDC Probation</i>	<i>471 Pierroz Road Placerville, CA 95667</i>
Sheila Silan	<i>Foster Youth Liaison</i>	<i>6767 Green Valley Road Placerville, CA 95667</i>
Kathie Green	<i>DHS – Social Service Supervisor, Employment Services</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Lorrie Evers	<i>CAPC Member Community Member – Parent</i>	<i>10665 Coloma Road, Suite 300 Rancho Cordova, CA 95670</i>

<b>Member</b>	<b>Program Title</b>	<b>Mailing Address</b>
Darryl Keck	<i>EDC Mental Health, Program Manager, Children's Services</i>	<i>344 Placerville Drive, Suite 20 Placerville, CA 95667</i>
Cathy Bean	<i>CAPC Member - El Dorado County Office of Education</i>	<i>6767 Green Valley Road Placerville, CA 95667</i>
Debra McCarthy	<i>New Morning Youth and Family Services</i>	<i>6765 Green Valley Road Placerville, CA 95667</i>
Mark Contois	<i>DHS – Program Manager, CPS</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Betsy Fedor	<i>Sierra Recovery Center – SLT</i>	<i>972-B Tahoe Blvd South Lake Tahoe, CA 96150</i>
Valerie Rudd	<i>EDC Public Health, SLT</i>	<i>1360 Johnson Blvd, Suite 103 South Lake Tahoe, CA 96150</i>
Delicia Spees	<i>Family Resource Center, SLT</i>	<i>3501 Spruce Avenue South Lake Tahoe, CA 96150</i>
Jan Walker-Conroy	<i>DHS – Assistant Director</i>	<i>3057 Briw Road Placerville, CA 95667</i>
Cathy Watson	<i>Court Appointed Special Advocate (CASA)</i>	<i>459 Main Street Placerville, CA 95667</i>
Nancy Housel	<i>RN - Marshall Hospital</i>	<i>Marshall Way Placerville, CA 95667</i>
Moirhian Martin	<i>DHS – Supervisor, CPS</i>	<i>981 Silver Dollar South Lake Tahoe, CA 96150</i>

## Attachment G—Roster of CAPC Members

### EL DORADO COUNTY CHILD ABUSE PREVENTION COUNCIL MEMBERSHIP (15 TOTAL per By Laws) AND COMPOSITION DRAFT PROPOSAL FOR MARCH 2005

Name of Representative/ Email Address	Address/ Telephone/ Fax	First Appointed/ Current Term Ends
20% Parents/primary caregivers		
Lorrie Evers <a href="mailto:tevers@jps.net">tevers@jps.net</a> Birth & Beyond (Sacramento)	10665 Coloma Rd., Suite 300 Rancho Cordova, CA 95670 916.851.1666 phone 916.851.1671 fax	April 2005
Susanna James <a href="mailto:jameswrite@jps.net">jameswrite@jps.net</a> Trusted Remedies	4767 Wilderness Way Placerville, CA 95667 530.621.2945 phone 530.621.2948 fax	March 2005
Allison Jilbert <a href="mailto:arjilbert@internet49.com">arjilbert@internet49.com</a> Homemaker	944 Cottage St. Placerville, CA 95667 530.622.5265 phone	March 2005
20 % Community-Based Org; Schools; Prevention/Treatment service providers		
Cathy Bean <a href="mailto:cbean@edcoe.k12.ca.us">cbean@edcoe.k12.ca.us</a> El Dorado County Office of Education	6767 Green Valley Rd. Placerville, CA 95667 530.295.2271 phone 530.621.1395 fax	2003
Nichole Loftis <a href="mailto:nicholeloftis@sbcglobal.net">nicholeloftis@sbcglobal.net</a> South Lake Tahoe Women's Center	2941 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 530.542.7620 phone 530.542.7624 fax	
Dee Cutter <a href="mailto:dcutter@pusd.k12.ca.us">dcutter@pusd.k12.ca.us</a> Placerville Union School District	1032 Thompson Way Placerville, CA 95667 530.622.6678 phone 530.622.6805 fax	March 2005
20% Health and Mental Health providers		
David Ashby <a href="mailto:david@newmorningyfs.org">david@newmorningyfs.org</a> New Morning Youth & Family Services	6765 Green Valley Rd. Placerville, CA 95667 530.622.5551 phone 530.622.5800 fax	April 2002

Michael Ungeheuer <a href="mailto:munger@co.el-dorado.ca.us">munger@co.el-dorado.ca.us</a> Public Health Dept. of El Dorado County	931 Spring St. Placerville, CA 95667 530.621.6108 phone 530.642.0892 fax	2002
Alissa Nourse <a href="mailto:alissa@tahoeyouth.org">alissa@tahoeyouth.org</a> Tahoe Youth and Family Services	1021 Fremont Ave South Lake Tahoe, CA 96150 530.541.2445 phone 530.541.0517 fax	April 2005
20% Public CWS; CWD; Criminal Justice; law enforcement, district attorney, courts, coroner		
Wendy David <a href="mailto:casalt@d-web.com">casalt@d-web.com</a> CASA South Lake Tahoe	P.O. Box 13070 South Lake Tahoe, CA 96151 530.573.3072 phone 530.541.5932 fax	May 2003/ May 2005
Kim Nida <a href="mailto:knida@ci.placerville.ca.us">knida@ci.placerville.ca.us</a> Placerville Police Department	730 Main Street Placerville, CA 95667 530.642.5210 phone 530.642.5258 fax	October 2004
Christine Amey <a href="mailto:Christine.amey@co.el-dorado.ca.us">Christine.amey@co.el-dorado.ca.us</a> Children's Protective Services	3057 Briw Road Placerville, CA 95667 530.642.7277 phone 530.626.9060 fax	April 2005
20% Community representation; community volunteers, civic organizations, religious communities		
Ginger Swigart <a href="mailto:gswigart@pacbell.net">gswigart@pacbell.net</a> First 5 El Dorado	4111 Creekside, Suite B Shingle Springs, CA 95682 530.672.8298 phone 530.672.8576 fax	2002
Elizabeth Blakemore <a href="mailto:eblakemo@edcoe.k12.ca.us">eblakemo@edcoe.k12.ca.us</a> Early Care and Education Planning Council	6767 Green Valley Rd. Placerville, CA 95667 530.295.2312 phone 530.295.1273 fax	May 2003
Melvin Outlaw <a href="mailto:mwo@internet49.com">mwo@internet49.com</a>	P.O. Box 1044 El Dorado, CA 95623 530.621.2428 phone	May 2003
Liaisons to the Council (2)		
Judi Harkins <a href="mailto:bosfive@co.el-dorado.ca.us">bosfive@co.el-dorado.ca.us</a> Board of Supervisors	330 Fair Lane Placerville, CA 95667 530.621.6577 phone 530.622.3645 fax	
Cathy Kinzel <a href="mailto:ckinzel@co.el-dorado.ca.us">ckinzel@co.el-dorado.ca.us</a> El Dorado County Dept. of Social Services	3057 Briw Rd. Placerville, CA 95667 530.642.7248 phone 530.626.9060 fax	

# Attachment G – Roster of CAPC Members – 2008 Update

*EL DORADO COUNTY  
CHILD ABUSE PREVENTION COUNCIL*

P. O. Box 3477, Diamond Springs, CA 95619  
Phone 800.642.1039 / FAX: 530.295.2724 / Email:  
Elizabeth.velasco@edcgov.us

## 2007/2008 COUNCIL MEMBERSHIP

Members/Liaisons	Address/Telephone/Fax
20% Community Based Org.: Schools, Prevention & Treatment Service Providers	
<b>Cathy Bean</b> El Dorado County Office of Education <a href="mailto:cbean@edcoe.org">cbean@edcoe.org</a>	6767 Green Valley Road Placerville, CA 95667 530.295.2271 phone 530.621.1395 fax
<b>Dee Cutter</b> El Dorado Union High School District <a href="mailto:dcutter@eduhisd.k12.ca.us">dcutter@eduhisd.k12.ca.us</a> Champions for Children	1032 Thompson Way Placerville, CA 95667 530.957.1032 cell 530.622.6805 fax
<b>Leanne Wagoner</b> South Lake Tahoe Women's Center <a href="mailto:lwagoner@sbcglobal.net">lwagoner@sbcglobal.net</a> Executive Committee, Vice Chair	2941 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 530.544.2118 ext 7621 phone 530.542.7624 fax
20% Community Representation: Community Volunteers, Civic Org., Religious Communities	
<b>Elizabeth Blakemore</b> Early Care and Education Planning Council <a href="mailto:eblakemore@edcoe.org">eblakemore@edcoe.org</a> Needs Assessment, Chair Policy & Procedures, Chair	6767 Green Valley Road Placerville, CA 95667 530.295.2312 phone 530.295.1273 fax
<b>Rene Evans</b> <a href="mailto:anotherene@sbcglobal.net">anotherene@sbcglobal.net</a> Executive Committee, Treasurer Program & Planning, Co-Chair	530-391-4112 cell
<b>Michelle Witt, MFT</b> <a href="mailto:witt_michelle@hotmail.com">witt_michelle@hotmail.com</a> Executive Committee, Chair Champions for Children Policy & Procedures Program & Planning	3116 Washington Street Placerville, Ca 95667 530.344.0899 phone 530.391.5789 cell
20% Health & Mental Health Providers	
<b>David Ashby</b> New Morning Youth & Family Services <a href="mailto:david@newmorningyfs.org">david@newmorningyfs.org</a>	6765 Green Valley Road Placerville, CA 95667 530.622.5551 phone 530.622.5800 fax

<b>Members/Liaisons</b>	<b>Address/Telephone/Fax</b>
<b>Alissa Nourse</b> Tahoe Youth and Family Services <a href="mailto:alissa@tahoeyouth.org">alissa@tahoeyouth.org</a> Champions for Children	1021 Fremont Avenue South Lake Tahoe, CA 96150 530.541.2445 phone 530.541.0517 fax
<b>Michael Ungeheuer</b> Public Health Department of El Dorado County <a href="mailto:munger@co.el-dorado.ca.us">munger@co.el-dorado.ca.us</a>	931 Spring Street Placerville, CA 95667 530.621.6108 phone 530.642.0892 fax
<b>20% Parents &amp; Primary Caregivers</b>	
<b>Lorrie Evers</b> Family Connections <a href="mailto:levers@familyconnected.com">levers@familyconnected.com</a>	846 Holly Way Placerville, CA 95667 530.295.1612 phone
<b>Susanna James</b> Trusted Remedies <a href="mailto:jameswrite@jps.net">jameswrite@jps.net</a> Policy & Procedures	4767 Wilderness Way Placerville, CA 95667 530.621.2945 phone 530.621.2948 fax
<b>20% Public CWS; CWD; Criminal Justice; Law Enforcement, DA, Courts, Coroner</b>	
<b>Christine Amey</b> Children's Protective Services <a href="mailto:christine.amey@co.el-dorado.ca.us">christine.amey@co.el-dorado.ca.us</a> Executive Committee, Secretary Policy & Procedures Program & Planning	3057 Briw Road Placerville, CA 95667 530.642.7277 phone 530.626.9060 fax
<b>Wendy David</b> CASA South Lake Tahoe <a href="mailto:wendy@casaldorado.org">wendy@casaldorado.org</a> Champions for Children Program & Planning, Co-Chair	P.O. Box 13070 South Lake Tahoe, CA 96151 530.573.3072 phone 530.541.5932 fax
<b>Kim Nida</b> Placerville Police Department <a href="mailto:knida@cityofplacerville.org">knida@cityofplacerville.org</a> Champions for Children	730 Main Street Placerville, CA 95667 530.642.5210 phone 530.642.5258 fax
<b>Liaisons to the Council (2)</b>	
<b>Judi Harkins</b> Board of Supervisors <a href="mailto:bosfive@co.el-dorado.ca.us">bosfive@co.el-dorado.ca.us</a> Program & Planning	330 Fair Lane Placerville, CA 95667 530.621.6577 phone 530.622.3645 fax
<b>Cathy Kinzel</b> El Dorado County Dept. of Human Services <a href="mailto:ckinzel@co.el-dorado.ca.us">ckinzel@co.el-dorado.ca.us</a> Fiscal Committee Policy & Procedures	3057 Briw Road Placerville, CA 95667 530.642.7215 phone 530.295.2724 fax

Members/Liaisons	Address/Telephone/Fax
Program Coordinator	
<b>Elizabeth Velasco</b> <a href="mailto:elizabeth.velasco@edcgov.us">elizabeth.velasco@edcgov.us</a>	PO Box 3477 Diamond Springs, CA 95619 530.642.7225 phone 530.391.7472 cell 530.295.2724 fax



## Attachment H—Needs Assessment



*Click on icon to open Needs Assessment*

## Attachment I—PSSF Report



*Click on icon to open PSSF 2003-2004 Report*