



# Ohio Children's Trust Fund Application Instructions State Fiscal Year 2014

## Introduction

Ohio Revised Code (ORC) section 3109.17 states that the Ohio Children's Trust Fund (OCTF) shall allocate funds to each child abuse and child neglect prevention advisory board for the purpose of funding child abuse and child neglect prevention programs. Funds are allocated among advisory boards according to a formula based on the ratio of the number of children under age eighteen in the county or multicounty district to the number of children under age eighteen in the state, as shown in the most recent federal decennial census of population. Subject to the availability of funds and except as provided in section 3109.171 of the Revised Code, each advisory board shall receive a minimum of ten thousand dollars per fiscal year. In September of 2002, the OCTF Board voted to increase the minimum allocation to \$15,000.

The OCTF seeks to fund programs that provide a framework for child abuse and neglect prevention by promoting an understanding of how building protective factors, in addition to reducing risk factors, can reduce maltreatment for young children and their families.

## Protective Factors & Incorporation into Child Abuse and Neglect Prevention Programming

For information concerning the protective factors and incorporating them into child abuse and neglect prevention programming, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the "SFY 2014 Application-Additional Information" button on the left side of the screen.

## General Information & Program Criteria

The OCTF can fund *only* primary and secondary prevention programs as outlined in section 3109.13 of the Ohio Revised Code.

Primary prevention is defined as "*activities and services provided to the public designed to prevent or reduce the prevalence of child abuse and child neglect before signs of abuse or neglect can be observed.*"

Secondary prevention is defined as "*activities and services that are provided to a specific population identified as having risk factors for child abuse and child neglect and are designed to intervene at the earliest warning signs of child abuse or child neglect, or whenever a child can be identified as being at risk of abuse or neglect.*"

*Please note that the OCTF cannot fund tertiary prevention programs or services. Applications that include tertiary prevention risk receiving a reduced allocation and/or having the application rejected entirely by the OCTF Board per ORC 3109.171. In*

*addition, OCTF dollars cannot be used in any instance where the program participants have an open or substantiated case of abuse and/or neglect with a public children's services agency.*

- **All proposed programs and/or services must be evidence based, designed *specifically* to prevent or reduce child abuse and neglect and they must be implemented with a high degree of fidelity to the original program design.**
- Each proposed program must include strategies for preventing child abuse and neglect and each program must include at least one of the five protective factors.
- Programs must collect, maintain and report outcome and evaluation data, as well as demographic data as a part of their program delivery. Utilization of the Protective Factors Survey is required in most cases.
- Funding is for SFY 2014 (July 1, 2013 through June 30, 2014). Any unspent funds remaining at the end of the fiscal year must be returned to the OCTF per ORC 3109.18.

#### **Well Supported, Supported, Promising and Emerging/Evidence Informed Programs**

For information concerning the different levels of evidence based programming, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the "SFY 2014 Application-Additional Information" button on the left side of the screen.

#### **Allowable and Unallowable Expenditures**

All proposed expenditures must directly relate to the service of conducting primary and/or secondary prevention strategies within the community. For definitions of what are allowable and unallowable expenditures, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the "SFY 2014 Application-Additional Information" button on the left side of the screen.

#### **Protective Factors Survey**

OCTF grantees using the following types of funded programs must administer the Protective Factors Survey (PFS) and submit their survey results to their county Child Abuse and Child Neglect Prevention Advisory Board Coordinator who should then export the PFS data and send the PFS Data Transfer file to the Trust Fund with their SFY 2014 Semiannual and Annual Program Reports:

- Programs providing a direct service to parents and/or primary caregivers are required to administer the full PFS. A copy of this survey, along with additional background and implementation information is available on the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)).

- All programs, except those that are school-based, are required to collect demographic information by having participants complete the first two pages of the PFS.

For additional information on the PFS (purpose, use and description), please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the “SFY 2014 Application-Additional Information” button on the left side of the screen.

#### **SFY 2014 Grant Timeline - Reporting Requirements and Payments**

- January 16, 2013: SFY 2014 Application released
- March 1, 2013: SFY 2014 Applications due to the Ohio Children’s Trust Fund
- May 2013: OCTF Board reviews and approves SFY 2014 county allocation plans
- June 2013: SFY 2014 award letters sent to grantees
- Mid-late July 2013: First Half SFY 2014 Allocation sent to grantees
- January 31, 2014: SFY 2014 Semiannual Program Report due
- Late March 2014: Second Half SFY 2014 Allocation sent to grantees
- August 15, 2014: SFY 2014 Annual Program and Fiscal Reports due

#### **SFY 2014 Technical Assistance Menu**

When the OCTF Board approved the SFY 2013 Program Menu in October 2011, it also directed the Trust Fund staff to conduct an annual review of the Program Menu. Accordingly, the OCTF staff assembled a workgroup of key stakeholders to conduct the review in the fall of 2012.

The OCTF Program Menu Workgroup shared the Trust Fund Board’s desire that the OCTF support solid evidence based programming. They understood how expensive these evidence based programs can be and they wanted the Trust Fund to provide as much technical assistance as possible to Ohio counties that are delivering evidence based programming. Given that the SFY 2013 Program Menu has close to twenty different programs on it and the Trust Fund does not have the financial or logistical resources to provide a thorough amount of technical assistance for all of the programs on the menu, workgroup members concluded that it was necessary to reduce the number of programs that will be on the SFY 2014 Program Menu in order to better enable the Trust Fund to provide technical assistance.

The Workgroup also decided to change the name “Program Menu” to “Technical Assistance Menu” to accurately communicate that the **SFY 2014 Technical Assistance Menu represents a**

**list of evidence-based programs on which the OCTF will provide enhanced technical assistance (i.e. trainings, evaluations, etc.) to counties in SFY 2014 as opposed to a list of pre-approved programs for implementation.**

Workgroup members selected the following programs for the technical assistance menu:

1, 2, 3, 4 Parents!  
Active Parenting Now  
Active Parenting Now 3  
Adults and Children Together (ACT) Raising Safe Kids Program  
Healthy Families America  
Incredible Years Parent  
Nurturing Skills for Teen Parents  
Parent Cafés  
Parents as Teachers  
Strengthening Families Framework

#### **Application Selection and Awards Process**

- Applications will be reviewed based on their focus on strengthening families to prevent child abuse and neglect, the need for proposed services and complete and detailed budgets.
- The OCTF Board will make the final funding decision, in accordance with ORC 3109.171. The Board reserves the right to reject any or all applications and to negotiate the award amount, authorized budget items and specific programmatic goals prior to releasing a county allocation.

#### **Requirements for Funded Projects**

- Grantees are required to acknowledge OCTF as the funding source on printed material related to the funded program.
- Grantees are required to complete and submit a Semiannual Program Report no later than January 31, 2014.
- Grantees are required to complete and submit the Annual Program and Fiscal Reports to the OCTF no later than August 15, 2014. Pursuant to ORC 3109.171(C) "*If an advisory board fails to submit to the children's trust fund board an annual report not later than the fifteenth day of August following the year for which the report is written, the board, for the following fiscal year, may allocate a reduced amount of funds to the advisory board on a pro-rata daily basis.*"

## Closing Date

### \*\*\*PLEASE NOTE\*\*\*

ANY CHILD ABUSE AND CHILD NEGLECT PREVENTION ADVISORY BOARD WHOSE APPLICATION IS E-MAILED AFTER Friday, March 1, 2013, WILL NOT RECEIVE NOTIFICATION OF APPLICATION APPROVAL IN LATE MAY/EARLY JUNE 2013 AND THEY WILL NOT RECEIVE THEIR SFY 2014 FIRST HALF OCTF ALLOCATION IN MID-LATE JULY 2013. IN ADDITION, THE CHILD ABUSE AND CHILD NEGLECT PREVENTION ADVISORY BOARD MAY BE ALLOCATED A REDUCED AMOUNT OF FUNDS ON A PRO-RATA DAILY BASIS OR MAY BE DENIED FUNDING.

- Each county Child Abuse and Child Neglect Prevention Advisory Board must e-mail their completed SFY 2014 application database to the Trust Fund at:  
[OHIO\\_CHILDREN'S\\_TRUST\\_FUND@jfs.ohio.gov](mailto:OHIO_CHILDREN'S_TRUST_FUND@jfs.ohio.gov)
  - Once you submit your application database electronically, you should receive an e-mail from the OCTF confirming receipt. If you do not receive a confirmation e-mail within two business days after submitting your application database, please contact your OCTF program manager.
- **The OCTF will accept only a complete application. A complete application is defined as the following:**
  1. **Completed and signed Contact Information Page**
  2. **Completed Program Details Form for each proposed program**
  3. **Completed Logic Model**
  4. **Completed Budget Forms**

## Technical Assistance

If during the application process you have any questions or would like to request technical assistance, please contact the OCTF Program Manager for your county (Carolyn Brewer or David Monder). If you are unsure of the Program Manager responsible for your county, please call our office at (614) 387-5478.

## Application Organization and Format (County DB and Vendor DB)

The SFY 2014 application is designed to simplify and streamline the application process in order to reduce the administrative burden on counties and their vendors.

The application has been created in an Access database (County DB) that has been sent to each county Child Abuse and Child Neglect Prevention Advisory Board.

The County DB contains the following forms:

- **Contact Information Page**
- **Program Details Form**
- **Logic Model**
- **Executive Budget Summary**
- **Child Abuse and Child Neglect Prevention Advisory Board Program Budget**
- **Vendor Program Budget**

Each Advisory Board has also received a second database for their vendors (Vendor DB).

The Vendor DB contains the following two forms:

- **Program Details Form**
- **Vendor Program Budget**

Each Advisory Board should send the Vendor DB to any vendors whom they will be contracting with for the provision of child abuse and child neglect prevention programming in SFY 2014. Every vendor who is contracting with an Advisory Board is responsible for completing the Program Details Form and the Vendor Program Budget within the Vendor DB and then returning their database to the Advisory Board. Vendors should not change the name of their database. If the database is named anything other than “Vendor DB”, the Advisory Board will be unable to import the vendor database.

In completing the forms contained within the database, please note that:

- Several of the forms have drop down boxes containing different responses.
- The name, developer, curriculum(s), evaluation tool(s) and developer contact information for the 10 programs on the SFY 2014 Technical Assistance Menu have been provided in drop down boxes on several of the application forms. If you are proposing a program that is not on the technical assistance menu, you will select “other” and provide the relevant information.
- **The OCTF will not accept Access database submissions from a vendor.** Vendors must complete the forms within their vendor Access database and then send their Vendor DB to their county Child Abuse and Child Neglect Prevention Advisory Board who is responsible for importing them into their SFY 2014 Application Access database and then sending the complete County DB to the Trust Fund.

<b>County DB - Main Page</b>
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Clicking on the “County DB” icon will bring up the SFY 2014 Application Access database main page and you will see a **security warning box near the top of your screen. Please click the “Options” button, which will bring up a box where you will select the “Enable this content”**

**button and then click “ok” in order to proceed. Please note that if you do not enable the macros, the database will not function properly.**

The SFY 2014 Application Access database main page contains five headings that are described below.

Application Process – you will find the “SFY 2014 Application” button under this heading. Clicking on this button will take you through every application form (with the exception of the Vendor Program Budget) from beginning to end.

Individual Forms to Edit – you will find buttons for all of the application forms under this heading. Clicking on these buttons will allow you to view a saved form as well as complete or edit a specific form from your application.

Utilities – you will find the “Append Vendor Information” and “OHIO\_CHILDREN’S\_TRUST\_FUND@jfs.ohio.gov” buttons under this heading. Using the “Append Vendor Information” button will allow an Advisory Board to import vendor information from a Vendor DB. Clicking on the “OHIO\_CHILDREN’S\_TRUST\_FUND@jfs.ohio.gov” button will create an e-mail to the Trust Fund through which you can submit your completed SFY 2014 Application.

Update Participation Tracking – you will find the “Participation Analysis” button under this heading. You will utilize this button to update your program participation data throughout the year. You will not need to utilize this button for completing your SFY 2014 application.

Analysis Report – you will find the “Preview your 2014 Analysis Report” button under this heading. This allows an Advisory Board to review their full participation analysis spreadsheet.

You will also find the “Close Database” button on the Main Page, which you will utilize to close your Access database.

<b>County DB - completion instructions</b>
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Each Advisory Board should click on the “SFY 2014 Application” button to begin the application process.

**\*\*Please note that you should only click on this button once. If you click on this button again (either during your current session or at any other time), the application process will start over. While you will not lose the information you previously entered, you will have created another application record.**

In addition, when you first click on the “SFY 2014 Application” button to begin the application process, you should advance through each application form even if you are not completing it at this time. By advancing through each form, you will save the shell of your application. You will be able to complete or add information to any of the forms later by accessing the specific form under the “Individual Forms to Edit” heading.

When you click on the “SFY 2014 Application” button, you will be asked to enter your county.

After you have entered your county name, the Contact Information Page will open.

#### **Contact Information Page**

When this form opens, you will see the name of your county with a dash next to it on the “Name of Organization” line. Please click here and enter the name of your organization (e.g. Adams County Family and Children First Council, Adams County Child Abuse and Child Neglect Prevention Advisory Board, Adams County Department of Job and Family Services, etc.).

You will also note that the contact information for your organization has automatically populated on this form. If any of this information is inaccurate, please revise it by clicking on the inaccurate text and entering the correct information.

You should then insert the name of your Council Chair and Administrative Agent in the spaces provided.

You should then click the “Save Record” button.

You should then click the “Print for Signatures” button on this page, sign and date on the “Child Abuse and Child Neglect Prevention Advisory Board Director/Coordinator Signature” line and then have your Advisory Board Chair and Administrative Agent sign and date the form.

Once you have obtained the required signatures, you should color scan and e-mail this form back to the Trust Fund at: [OHIO\\_CHILDREN’S\\_TRUST\\_FUND@jfs.ohio.gov](mailto:OHIO_CHILDREN’S_TRUST_FUND@jfs.ohio.gov) (In the subject line of your e-mail, please type your county name along with “SFY 2014 Contact Information Page”).

If you are unable to color scan and e-mail the signed Contact Information Page, you may send it via U.S. Mail to the Trust Fund at the following address:

Ohio Children’s Trust Fund  
50 West Town Street, 6<sup>th</sup> Floor  
Columbus, Ohio 43215

**If you are sending the signed Contact Information Page by U.S. Mail, it must be received or postmarked by March 1, 2013.**

Please note that **a completed and signed Contact Information Page must be submitted in order for the application to be considered complete.**

*Please click on the “Program Details” button. If you are contracting with Vendors who will be providing ALL of your child abuse and child neglect prevention programming, you do not need to complete the Program Details Form and can click on the “Logic Model” button.*

#### **Program Details Form**

- The information requested on this form is designed to provide an understanding of each evidence-based program you are proposing as well as a thorough explanation of how



each program will be delivered in order to ensure each program is implemented with a high degree of fidelity to the original program design.

- If you are not implementing a program to fidelity then you need to obtain a letter from the program developer stating that the way in which you are implementing the program is acceptable and will deliver the desired outcomes. This letter should be submitted to the Trust Fund with your application.
- If you have any questions concerning program fidelity, please contact your OCTF Program Manager.

This form is to be completed for each proposed program.

If the Child Abuse and Child Neglect Prevention Advisory Board is proposing to provide the program directly, then they should complete this form.

If the Advisory Board is contracting with a vendor to provide the program, then the vendor should complete this form on their Access database (Vendor DB).

When this forms opens, you will see that the name of your county has populated in the “County Name” box.

Program Name – this dropdown box contains the name, developer, curriculum(s), evaluation tool(s) and developer contact information for the 10 programs on the SFY 2014 Technical Assistance Menu.

- Please select the appropriate program.
- If you are proposing a program that is not on the technical assistance menu, you will select “other” and then type in the name of your program in the Program Name box. Once you have entered the program name and click to move on, you will see a Microsoft Access box indicating that the text you entered isn’t an item in the list and asking whether you want to edit the items in the list. When you click “Yes” you will see an “Add to Programs” box. Please provide the new program name and the developer name. Please also provide the developer information as requested (developer address, phone number, e-mail address and web address). Please do this in one continuous sentence. (If you hit “enter” you will close the box). You should then click the “Close form” button and click the “tab” key once. This will populate your developer information throughout the form.

Level of Evidence – please select the appropriate level of evidence for your program.

Program Type/Setting – please check all that apply.

- If your program type/setting is not listed, please check “other” and provide the type/setting in the space provided.

Brief Program Description – please include a brief description of the activities that will take place.

Protective Factors Program Enhances – please check all the protective factors that apply.

Curriculum – please select the curriculum for your program.

- If your program was not on the SFY 2014 Technical Assistance Menu list, please select “Other” and then click “tab” to provide the curriculum information in the “If Other:” box.

Program Need – please explain why you chose to implement the program, why the program is needed and whether there are any similar programs available in your county.

Target Population – please be specific as to age, gender, ethnicity and other characteristics of the population you intend to serve.

Qualification of Staff Implementing Program – please include the implementing staff’s years of experience and/or degree(s).

Program Dosage Detail – please include the intensity (how often) and duration (i.e. how many sessions).

Timeline for Implementation – please include the program start and end date(s) and the date(s) when the evaluation of the program will take place.

Total Number of Participants – please provide the total number of adults, children and professionals that will participate in your program.

- Once you enter the total number of adults, children and professionals, press “tab” to pull up the SFY 2014 Program Participation Analysis form.
  - Your county name and program that you provided earlier should populate automatically. You should then provide the proposed numbers served for each category.
  - Once you have provided your proposed numbers you should click the “Save Record” button. You can then click the “Print this record” button in order to print a copy of the analysis form. You should then click the “Return to Program Details” button.

How will your program and/or services maximize participation – please include parents, racial, cultural and ethnic minorities, children and adults with disabilities and any other special population (i.e. Appalachian, poverty, military, etc.).

Sustainability – please describe how your program builds upon community resources for ongoing support. Please include any community collaborations, in-kind contributions and financial support.

Child Abuse and Neglect outcomes to be achieved – please list all of your outcomes.

Program Success – please describe how the success of the program will be determined and measured. Please list specific outcomes and quantify each of them.

Evaluation Tools – please check all that apply.

- If you plan to utilize tools that are not listed, please check the “Other” box and list them.

Developer Contact Information – based on the information you completed above, your program developer contact information should have populated.

Sources/References – please list the sources and references where you obtained your program information.

Information – please provide any other relevant information about your program and its implementation.

Once you have completed this form, you should click the “Save Record” button. You can then click the “Print for your Records” button in order to print a copy of the Program Details Form.

If you are proposing multiple programs, please click the “Add Program Details Form” button at the bottom of the form, which will bring up additional Program Details Forms for you to complete.

*Once you have completed all of your Program Details Forms, please click on the “Logic Model” button.*

#### **Logic Model**

- The logic model outlines your program(s), protective factors, outcomes and how success will be measured. This logic model should include all of your proposed programs.
- If you wish to review an example of a completed logic model, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the “SFY 2014 Application-Additional Information” button on the left side of the screen.

When this forms opens, you will note that your county name has populated.

Please provide:

- Your county long-term outcome (the broad statement of change or benefit at the county level that you are hoping to achieve)
- Your county intermediate outcome(s) (the condition to be changed that will provide an indication of progress toward the long-term outcome)

- Your county needs to be addressed by your program(s)
- Your county population served.

In addition, please provide the following information for each program in the logic model boxes:

- Your county name (e.g. Adams), program and the protective factors that the program enhances.
- Your short-term outcome(s) – the one or two changes you believe will occur in the lives of your program’s participants as a result of your services. Outcome statements are written by determining who will do what. Please be certain to quantify your outcomes.
- Your measurement tools – the form of measurement you will utilize to measure achievement of your outcome(s).

If you are proposing multiple programs, please tab to the next row.

When you are finished entering rows and ensuring that each row entered contains a county, program name, protective factors, short-term outcomes and measurements, you should click the “Save Record” button.

Once you have completed this form, you can click the “Print for your Records” button in order to print a copy of the Logic Model.

*Please click on the “Go to Executive Budget Summary” button.*

### **Executive Budget Summary**

- The categories on this form represent the combined explanations and total amounts requested from each of the categories on your Child Abuse and Child Neglect Prevention Advisory Board Program Budgets for program(s) that you are providing directly as well as your Vendor Program Budgets for any vendors you are contracting with to provide programming. (Executive Budget Summary = Child Abuse and Child Neglect Prevention Advisory Board Program Budget + Vendor Program Budgets)
- If you wish to review an example of a completed Executive Budget Summary, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the “SFY 2014 Application-Additional Information” button on the left side of the screen.

This form is to be completed by each county Child Abuse and Child Neglect Prevention Advisory Board.

When this forms opens, you will see that the name of your county has populated in the “County Name” box.

You will also note that the contact information for your organization as well as your total SFY 2014 allocation amount has populated on this form.

For each budget category, please provide the explanations from your Child Abuse and Child Neglect Prevention Advisory Board Program Budgets and your Vendor Program Budgets as well as the total dollar amount requested. If there are any budget categories where you are not requesting funds, please enter "0". The dollar amounts you enter for each category should populate in the Budget Summary lines and provide you with a Total Program Budget figure.

Once you have completed this form, you should click the "Save Record" button. You can then click the "Print for your Records" button in order to print a copy of the Executive Budget Summary.

*Please click on the "Program Budget" button.*

#### **Child Abuse and Child Neglect Prevention Advisory Board Program Budget**

This form must be completed by a county Child Abuse and Child Neglect Prevention Advisory Board for each program that they propose to provide directly (i.e. programming that is not provided through a vendor).

If your child abuse and child neglect prevention programming is being provided through vendors only, you do not need to complete this form and you should click the "Main Menu" button.

When this form opens, you will see that the name of your organization and county has populated along with the contact information for your organization.

Please provide the name, e-mail and phone number of your Director/President in the spaces provided. Please also provide the total amount of your SFY 2014 allocation that you will be utilizing to deliver programs directly.

Service(s) to be Provided: - please check all that apply. If you are directly providing a program that is not listed, please click the "Other" box and provide the name(s) of the program(s).

For each budget category, please provide the explanations as well as the total amount requested. If there are any budget categories where you are not requesting funds, please enter "0". The dollar amounts you enter for each category should populate in the Budget Summary lines and provide you with a Total Program Budget figure.

Once you have completed this form, you should click the "Save Record" button. You can then click the "Print for your Records" button in order to print a copy of the Child Abuse and Child Neglect Prevention Advisory Board Program Budget.

*Please click on the "Main Menu" button.*

**\*\*As a reminder, you can access the application forms you just completed for viewing and or editing purposes, by selecting the specific application form under the "Individual Forms to Edit" heading.**

## Vendor DB - Main Page

The county Child Abuse and Child Neglect Prevention Advisory Board that you are contracting with to provide child abuse and child neglect prevention programming will send you an Access database (Vendor DB) containing the Program Details Form and the Vendor Program Budget. You are responsible for completing these forms within your database and then returning your Access database to your Advisory Board.

**\*\*Please note that when you save the Vendor DB on your computer you should not change the name of the database file. If you change the name of the database file, this will create technical problems when the Advisory Board attempts to merge your database with their database.**

Clicking on the "Vendor DB" icon will bring up the Vendor Access database main page and you will **see a security warning box near the top of your screen. Please click the "Options" button, which will bring up a box where you will select the "Enable this content" button and then click "ok" in order to proceed. Please note that if you do not enable the macros, the database will not function properly.**

The Vendor Access database main page contains three headings that are described below.

Application Process – you will find the "Vendor Forms" button under this heading. Clicking on this button will take you through the Program Details Form and the Vendor Budget form.

Individual Forms to Edit – you will find buttons for the Program Details Form and the Vendor Budget form under this heading. Clicking on these buttons will allow you to view a saved form as well as complete or edit either of the forms.

Utilities – you will find the "Close Database" button under this heading.

## Vendor DB - completion instructions

Each vendor should click on the "Vendor Forms" button to begin the application process.

**\*\*Please note that you should only click on this button once. If you click on this button again (either during your current session or at any other time), the application process will start over. While you will not lose the information you previously entered, you will have created another application record.**

In addition, when you first click on the "Vendor Forms" button to begin the application process, you should advance through both application forms even if you are not completing them at this time. By advancing through each form, you will save the shell of your application. You will be able to complete or add information to either of the forms later by accessing either form under the "Individual Forms to Edit" heading.

Clicking on the "Vendor Forms" button will bring up the "Program Details Form".

### **Program Details Form**

The information requested on this form is designed to provide an understanding of each evidence-based program you are proposing as well as a thorough explanation of how each program will be delivered in order to ensure each program is implemented with a high degree of fidelity to the original program design.

This form is to be completed for each proposed program that you will be providing.

When this form opens, you will need to enter the name of your county in the “County Name” box.

Program Name – this dropdown box contains the name, developer, curriculum(s), evaluation tool(s) and developer contact information for the 10 programs on the SFY 2014 Technical Assistance Menu.

- Please select the appropriate program.
  - If you are proposing a program that is not on the technical assistance menu, you will select “other” and then type in the name of your program in the Program Name box. Once you have entered the program name and click to move on, you will see a Microsoft Access box indicating that the text you entered isn’t an item in the list and asking whether you want to edit the items in the list. When you click “Yes” you will see an “Add to Programs” box. Please provide the new program name and the developer name. Please also provide the developer information as requested (developer address, phone number, e-mail address and web address). Please do this in one continuous sentence. If you hit “enter” you will close the box. You should then click the “Close form” button and click the “tab” key once. This will populate your developer information throughout the form.

Level of Evidence – please select the appropriate level of evidence for your program.

Program Type/Setting – please check all that apply.

- If your program type/setting is not listed, please check “other” and provide the type/setting in the space provided.

Brief Program Description – please include a brief description of the activities that will take place.

Protective Factors Program Enhances – please check all the protective factors that apply.

Curriculum – please select the curriculum for your program.

- If your program was not on the SFY 2014 Technical Assistance Menu list, please select “Other” and then click “tab” to provide the curriculum information in the “If Other:” box.

Program Need – please explain why you chose to implement the program, why the program is needed and whether there are any similar programs available in your county.

Target Population – please be specific as to age, gender, ethnicity and other characteristics of the population you intend to serve.

Qualification of Staff Implementing Program – please include the implementing staff’s years of experience and/or degree(s).

Program Dosage Detail – please include the intensity (how often) and duration (i.e. how many sessions).

Timeline for Implementation – please include the program start and end date(s) and the date(s) when the evaluation of the program will take place.

Total Number of Participants – please provide the total number of adults, children and professionals that will participate in your program.

- Once you enter the total number of adults, children and professionals, press “tab” to pull up the SFY 2014 Program Participation Analysis form.
  - Your county name and program that you provided earlier should populate automatically. You should then provide the proposed numbers served for each category.
  - Once you have provided your proposed numbers you should click the “Save Record” button. You can then click the “Print this record” button in order to print a copy of the analysis form. You should then click the “Return to Program Details” button.

How will your program and/or services maximize participation – please include parents, racial, cultural and ethnic minorities, children and adults with disabilities and any other special population (i.e. Appalachian, poverty, military, etc.).

Sustainability – please describe how your program builds upon community resources for ongoing support. Please include any community collaborations, in-kind contributions and financial support.

Child Abuse and Neglect outcomes to be achieved – please list all of your outcomes.

Program Success – please describe how the success of the program will be determined and measured. Please list specific outcomes and quantify each of them.

Evaluation Tools – please check all that apply.

- If you plan to utilize tools that are not listed, please check the “Other” box and list them.



Developer Contact Information – based on the information you completed above, your program developer contact information should have populated.

Sources/References – please list the sources and references where you obtained your program information.

Information – please provide any other relevant information about your program and its implementation.

Once you have completed this form, you should click the “Save Record” button. You can then click the “Print for your Records” button in order to print a copy of the Program Details Form.

If you are proposing multiple programs, please click the “Add Program Details Form” button at the bottom of the form, which will bring up additional Program Details Forms for you to complete.

*Once you have completed all of your Program Details Forms, please click on the “Vendor Budget Form” button.*

#### **Vendor Program Budget**

This form must be completed for every proposed program that a county Child Abuse and Child Neglect Prevention Advisory Board is contracting with a vendor to provide.

If you wish to review an example of a completed Vendor Program Budget, please visit the OCTF website ([www.jfs.ohio.gov/octf](http://www.jfs.ohio.gov/octf)) and click on the “SFY 2014 Application-Additional Information” button on the left side of the screen.

When this forms opens, you will receive an “Enter Parameter Value” box in which you should provide your county name.

You will also note that the contact information for your county Child Abuse and Child Neglect Prevention Advisory Board Contact has automatically populated on this form. If any of this information is inaccurate, please revise it by clicking on the inaccurate text and entering the correct information.

Please provide the name of your organization as well as the name, e-mail and phone number of your Director/President in the spaces provided. Please also provide the total amount of your SFY 2014 allocation that you will be utilizing to deliver programming.

Service(s) to be Provided: - please check all that apply. If you are providing a program that is not listed, please click the “Other” box and provide the name(s) of the program(s).

For each budget category, please provide the explanations as well as the total amount requested. If there are any budget categories where you are not requesting funds, please enter “0”. The dollar amounts you enter for each category should populate in the Budget Summary lines and provide you with a Total Program Budget figure.

Once you have completed this form, you should click the “Save Changes” button. You can then click the “Print for your Records” button in order to print a copy of the Vendor Program Budget.

Once you have completed your Vendor Program Budget form, please click on the “Main Menu” button.

**\*\*As a reminder, you can access the application forms you just completed for viewing and or editing purposes, by selecting the specific application form under the “Individual Forms to Edit” heading.**

#### **Vendor – sending completed Vendor DB to County Child Abuse and Child Neglect Prevention Advisory Board**

Once you have completed the forms within your Vendor DB, you should then e-mail a copy of it to your Advisory Board.

Given the size of the Vendor DB, you may need to zip the file. Please zip the file and attach the zipped Vendor DB file to an e-mail and then send it to your Advisory Board. If you have any issues with zipping the Vendor DB, please contact your OCTF program manager.

#### **County Child Abuse and Child Neglect Prevention Advisory Board - importing Vendor DB and sending the complete County DB to the OCTF**

When your vendor sends you their Access database (Vendor DB) containing the completed Program Details Form and Vendor Program Budget, you should save it in the same folder that contains your SFY 2014 Application Access database (County DB).

If your vendor sent you their Vendor DB zipped, you should click on and open the zipped Vendor DB file and save it in the folder on your computer that contains your County DB. If you have any issues with unzipping the Vendor DB, please contact your OCTF program manager.

You should then click on the Vendor DB to open it and review the two forms within it. Please make sure that the information is correct. If the Vendor DB contains multiple records or in any way looks confusing, please contact your OCTF Program Manager prior to importing the database into your County DB.

Once you have reviewed the Vendor DB and confirmed it is correct and in order, you can then open your County DB to view your Main Menu. At the top of the Main Menu screen you should see an Access box with a key in it. Click the key.

If you don’t see this key, you should click the dropdown arrow (“▼”) at the very top left corner of your database toolbar to bring up the “Customize Quick Access Toolbar” box. You should then select “More Commands”. This will bring up an “Access Options” box where you will be able to highlight the “Import Access database” and click the “Add>>” button. You should then see the

“Import Access database” in the right box. You can then click “OK”. This will add the Access box with the key in it.

You can then click on the key and this will bring up a “Get External Data – Access Database” box. Please click the “Browse” button and then find your folder where your Vendor DB is saved and click on the Vendor DB icon. This will place the correct file name (i.e. the Vendor DB file) in the “File Name” box on the “Get External Data” box. Please click “OK”.

You will then see an “Import Objects” box. Please click and highlight **“Essential Requirements”**, **“ProgPartAnalysis”** and **“VendorProgBud”** and then click “OK”.

This will bring up the “Save Import Steps” box. Please check the box next to “Save import steps” and then click the “Save Import” button. This will complete your import.

On the County DB Main Menu under “Utilities” please click the “Append Vendor Information” button.

Please be certain to open the relevant application forms (the Program Details Form and Vendor Program Budget) to confirm that the import was successful. Once you confirm that the import was successful, you can (if you wish) save a copy of the vendor database by right clicking the “Vendor DB” icon, selecting “Copy” and then pasting it in a separate folder. After saving a copy of the database, you should rename it.

If you have databases from multiple vendors to import, you would follow the above procedure every time you import a vendor database (Vendor DB). Please note that every time you receive an additional Vendor DB and save it in the folder containing your “County DB”, you will be asked to overwrite the Vendor DB file currently in the folder. Accordingly, if you have multiple vendors, you should save a copy of each Vendor DB in a separate file. After saving a copy of the database, you should rename it.

Once you have completed your portions of the application and have successfully imported all vendor databases, you should then click the “Ohio\_Children’s\_Trust\_Fund@jfs.ohio.gov” button under the “Utilities” heading. This will create an e-mail to the Trust Fund. You should then click the “Close Database” button. Please attach your completed SFY 2014 application Access database (County DB) to the e-mail and send to the Trust Fund.

Given the size of the County DB, you may need to zip the file. Please zip the file and attach the zipped County DB file to an e-mail and then send it to the Trust Fund. If you have any issues with zipping the County DB, please contact your OCTF program manager.

If after zipping the file, it is still too large to send (or your e-mail bounces back), you can utilize the dropbox option. Please go to [www.dropbox.com](http://www.dropbox.com). Once you are on the website you should click the “Download Dropbox” button. This will bring up a “File Download – Security Warning” box. Please click the “Save” button and save it on your desktop. When the download is complete, you should click the “Run” button (if asked whether you want to run this software, click the “Run” button). This will bring up the “Dropbox Setup” box. Please follow the setup instructions. Once Dropbox is setup on your computer desktop, you can then right click the “County DB” icon and select “Dropbox” (you may find “Dropbox” under the “Send to” option). If

you then go into your "Dropbox" folder, you should see the "County DB" icon. Right click on this icon and choose "Dropbox" and in the menu to the right select the "share link" option. This should bring up a Dropbox "Share County DB.accdb" box where you can enter the Trust Fund e-mail address and click the "Send" button.

As a reminder, once you submit your County DB electronically, you should receive an e-mail from the OCTF confirming receipt. If you do not receive a confirmation e-mail within two business days after submitting your application database, please contact your OCTF program manager.