

SUCCESSFUL SITE VISITS

ALABAMA DEPARTMENT OF CHILD ABUSE
AND NEGLECT PREVENTION

CHILDREN'S TRUST FUND
AUGUST 2, 2016



Purpose of a Site Visit

- Observe the ADCANP funded program "in action" to ensure effectiveness.
- Ensure the program is implemented as described in the PY 2016-2017 Grant Application.
- **Provide technical support.**
- Provide feedback to funders, elected officials, Federal Government, and ADCANP Board.

ATTENDANCE AT SITE VISITS



CONTRACT NUMBER

Use contract number and program name on **all** communications, especially email (*subject line*).

Example: ETF 2014-601
CFTF 2014-501
CBCAP 2014-202

PAPERLESS OFFICE



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FORMS WE USE



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II. Recruitment/Retention/Completion/Follow-up

Recruitment:
Retention:
Completion:
Follow-up:



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STIPULATIONS

- ~ 1. Must send person(s) responsible for program implementation and financial reporting to Grantee Training.
- ~ 2. Must adhere to the current Department policy/procedure/protocol regarding background checks.
- ~ 3. All programs serving parents must provide educational material on Shaken Baby Syndrome/Abusive Head Injury, and Safe Sleep.
- ~ 4. Grantees receiving respite grants from the Department will collaborate with Lifespan Respite Resource Network (Alabama Respite) to provide information and resources to families receiving funding from their grant and share targeted information about service data using the collection tool provided by Alabama Respite.

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STIPULATIONS

- " 5. All Home Visitation programs must track and report data on domestic violence victims served by the program.
- " 6. Grantees must receive training on Protective Factors (Strengthening Families) and Domestic Violence.
- " 7. Volunteers must receive training on Mandatory Reporting and Domestic Violence.
- " 8. Promote Parent Leadership and attend any parent leadership related training (CBCAP grantees only)

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POLICY COMPLIANCE

- " Confidentiality of Records
- " Confidentiality of Participants
- " Mandatory Reporting Policy
- " Consent Forms

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- " **Confidentiality** – written policies
 - " Files/Records
 - " Participants
 - " Have staff and volunteers read **and signed**
- " **Mandatory Reporting**
 - " Statute 26-14-3 Mandatory Reporting: Any mandatory reporter or other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, **shall be required to report, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority. You are a mandated reporter!**
- " **Parental consent/minors**

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VOLUNTEERS

- " Duties
- " Log in hours
- " Professional hours
 - " (pro bono work)
- " Approved rates
 - " Regular volunteer rate in Grant Application
 - " Professionals Standard rate
 - " (Ex: Lawyer \$80 per hour)



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ADVOCACY

- “ **Child Abuse & Neglect Prevention Month - April**
- “ **Elected Officials, Legislators**
- “ **Local stories from recipients**
- “ **Media Event- Not just a check presentation**
- “ **ADCANP Board Members should be invited**
- “ **ADCANP Staff will attend**

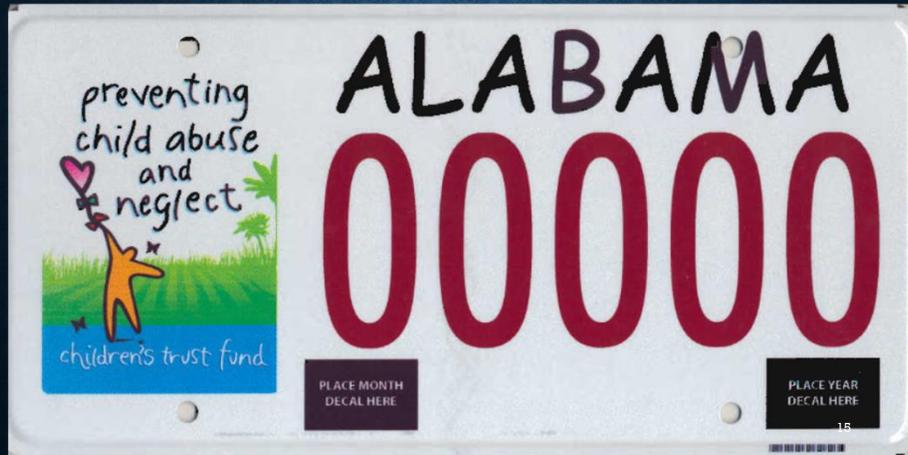


PR/MARKETING/FUNDRAISING

- “ **ADCANP logos** include on printed materials paid by ADCANP Grant.
 - “ Available on ADCANP Website (Kite Guy, PCA)
- “ **Grantee Participation in child abuse and neglect awareness programs**
 - “ Blue Ribbon Campaign
 - “ Shaken Baby Syndrome
 - “ CTF/Realtors tag
 - “ Pinwheels for Prevention
 - “ Other local ideas



PUBLIC AWARENESS AND ADVOCACY **DO YOU HAVE ONE?**



FINANCIALS

- " Have completed and signed by CFO/Business Manager/ED before Site Visit.
- " Field Director will review financials at a Site Visit.
 - " Receipts, cancelled checks, EFT statements, etc. must be available for review.
- " ADCANP Auditor may review financials on-site.
- " Auditor and Field Director are available for technical assistance with accounting forms.

REQUIRED CRIMINAL BACKGROUND CHECKS

- “ All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP) – Children’s Trust Fund policy, must have a national criminal background investigation completed prior to working directly with a child eighteen years of age or younger. Minimum requirements include:
 - “ -National Criminal Search
 - “ -National Sex Offender Report
 - “ -Alabama Statewide Search
 - “ -Social Security Verification

- “ The estimated fee for a background check is \$21 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of “Background Check”.17

BACKGROUND CHECK FORM

- “ Most current date of background check
- “ Hire date; for the date the staff member began work in the present program
- “ Please have completed and signed before visit. Have actual back ground check available to view.

- “ DHR CAN Registry Clearance

X. Background Verification

1. Is grantee conducting required Department of Child Abuse and Neglect Prevention (ADCANP) background checks in accordance with the Alabama State Law/ADCANP Board Policy prior to working directly with a child 18 years of age or younger?
 Yes No

If yes, list program staff/volunteers who have received background verification results:

Name	Current Verification Date	Program Hire Date

2. All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children 18 years of age or younger, per the Department of Child Abuse and Neglect Prevention’s policy, must have a national criminal background investigation completed prior to working directly with a child 18 years of age or younger. **Minimum requirements include:**

- National Criminal Search
- National Sex Offender Report
- Alabama Statewide Search
- Social Security Check
- DHR CAN Registry

OBSERVATION

- “ A review of the program.
 - “ Curriculum utilized.
 - “ Participation interaction.
 - “ Number of participants observed.
 - “ Number of participants trained to date and/or percent of goal.
 - “ Records reviewed.

STAFF TRAINING



- " Protective Factors
<http://learner.ctfalliance.org/login/index.php>
- " Required for all new staff
- " Seven sections, seven certificates
- " Complete as soon after hire as possible



Bringing the Protective Factors Framework to Life in Your Work

You are not logged in.

A Resource for Action: Implementing the Strengthening Families Protective Factors Framework

Home -> Log in to the site

Log in

Username

Password

Remember username

Forgotten your username or password?

Cookies must be enabled in your browser

Is this your first time here?

Welcome!

For full access to the seven courses in this training - *Bringing the Protective Factors to Life in Your Work* - you'll need to create an account.

Please read all the information below; these are the steps for creating your account:

1. Select "Create new account"
2. Fill out and submit the new account form.
3. An email will be immediately sent to the email address you entered into the new account form.

If you don't see the email, you may need to check your junk or spam folder. You may also want to "allow" emails from ctfalliance.org to be accepted by your email client.

4. Read your email and click on the web link it contains to confirm your account.
5. Confirm your account and you will be automatically taken to the Home Page where you can begin your training experience.
6. You will have an opportunity to sign up for quarterly email notifications when the Alliance releases new issues of the *Research Review* - an online review of the latest research on topics related to this training.
7. We may periodically notify you about professional development opportunities and opportunities to share your perspective on child maltreatment prevention.

Be sure to save your user name and password. That's all you will need to log in and access your courses in the future.

[Create new account](#)

STAFF TRAINING

- “ Domestic Violence
- “ All staff each Program Year
- “ Local Domestic Violence Shelter may provide



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MANDATED REPORTERS
INTERACTIVE TRAINING

You are not logged in. (Log in)

Sometimes, you're the only protection they have.



[Get Started](#) |
 [Make a Report](#) |
 [Definitions](#)

<p>NAVIGATION</p> <p>Home</p> <p>Courses</p>	<p>Welcome to this training for mandated reporters of child abuse and neglect in Alabama.</p> <p>Code of Alabama § 26-14-3 (1975) provides for the mandatory and permissive reporting of child abuse/neglect to a "duly constituted authority," primarily the Department of Human Resources (DHR) and law enforcement, when any person suspects children are being abused or neglected. This course explains:</p> <ul style="list-style-type: none"> • Why it is important to report child abuse and neglect • Who is required to report it • How to recognize it • How and when to report it • What happens after a report is made <p>Thank you for helping abused and neglected children!</p> <p>Be sure to follow the four-part Lost to Story as you go through the training. In addition, there is helpful information in the "Make a Report" and "Definitions" sections that supplement the training.</p>
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[Get Started](#) | [Make a Report](#) | [Definitions](#)

If you are experiencing problems with this site, please contact us at: moodlehelp@dhr.alabama.gov

This Mandated Reporters Interactive Training is provided by the
 Alabama Department of Human Resources
 Gordon Persons Building
 50 North Ripley Street
 Montgomery, AL 36130
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The screenshot shows the login page for the MANDATED REPORTERS INTERACTIVE TRAINING website. The header includes the Alabama Department of Human Resources logo and the text "MANDATED REPORTERS INTERACTIVE TRAINING". A navigation bar contains "Home" and "Log in to the site". The main content area is titled "MANDATED REPORTERS TRAINING" and features a "Log in" section with input fields for "Username" and "Password", a "Log in" button, and a checkbox for "Remember username". Below this is a "Log in as a guest" button. To the right, a section titled "Is this your first time here?" provides instructions for new users, including steps for account creation and confirmation. A "Create new account" button is located at the bottom of this section. The footer contains links for "Get Started", "Make a Report", and "Definitions", along with the contact email "moodlehelp@dhr.alabama.gov".

The slide is titled "TRAINING CONTINUED" in large white letters on a dark blue background. It lists the following topics:

- ~ Mandatory Reporting
- ~ <http://training.dhr.alabama.gov/>
- ~ Certificates for Protective Factors
- ~ Certificates or sign in sheets for Domestic Violence and Mandatory Reporting

The Alabama Department of Human Resources logo is positioned on the right side of the slide.

OTHER FINANCIAL INFO

- “ Cash and In-Kind Match Funds
 - “ Financial person should be present to document funding sources and amounts.
- “ Funds Spent
 - “ Funds spent to date or through previous month should be available at Site Visit.

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RECOMMENDATIONS

- “ Problems and Concerns with Corrections
- “ Items Due



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CORRECTIVE ACTION PLAN

- “ For serious infractions
 - “ Serious financial issues
 - “ Working with children without background checks
 - “ Board Members as paid members of staff
-
- “ ADCANP Division Director will determine the time the corrective action needs to be completed, if any

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AUBURN EVALUATION TEAM

- “ Staff member responsible
- “ Main Contact
Ami Landers
334.201.4543
alanders@auburn.edu



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PROGRAM CHANGES

- “ If program implemented differs from the program proposed in the Grant Application, fully explain:
 - “ Any major changes must be approved by ADCANP Field Director/Division Director
- “ Notify Field Director of location, day, and time changes

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HELPFUL HINTS

- “ Check Website periodically for updates and pertinent information
- “ Contact your Field Director for help with forms
- “ Financial Reports are due quarterly
- “ Protective Factors is 7 courses
- “ New Mandatory Reporting Law

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REMEMBER...

...include **your**
contract number and
program name on
ALL correspondence.

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“ All Programs **MUST** start within 30 days after contract execution unless a later date has been **approved in writing** by your ADCANP Division Director.

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How to Contact ADCANP:

Jessica Jackson, Division Director	jessica.jackson@ctf.alabama.gov
Harrison Black, Field Director	harrison.black@ctf.alabama.gov
Claire Stimpson, Field Director	claire.stimpson@ctf.alabama.gov
Mike Roberts, Field Director	mike.roberts@ctf.alabama.gov
Teresa Costanzo, Field Director	teresa.costanzo@ctf.alabama.gov
Dawn Miller, Program Assistant	dawn.miller@ctf.alabama.gov
Cassandra Sharp, Executive Secretary/Program Assistant	cassandra.sharp@ctf.alabama.gov

Phone: (334) 262-2951 Fax: (334) 265-1026

www.ctf.alabama.gov

