



Children's Trust Fund

Protecting Michigan's Children

NEWS BRIEFS

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Special Edition! This News Briefs highlights questions and concerns raised at the fall training related to local council support, EGrAMS, 2008 CAP Month, and more. CTF has also consulted with our federal grant administrator to determine the best ways for local councils to compile and submit data. [Local councils: Important information regarding changes to your quarterly data reporting is included in this issue. Please be sure to review the data collection questions starting on page 3.](#) Please contact CTF with any questions!

EGrAMS Training – Response Required

CTF will offer four EGrAMS training sessions in Lansing and Gaylord to assist direct service and local council grantees with quarterly reports, including Financial Status Reports, Program Registers, and Activity Reports/Work Plans. PART, which was addressed at the CTF annual training in October, will also be briefly covered.

Training dates are as follows:
Jan 10, 2008 at Lansing OPD:
8:00am-12:00pm or 1:00pm-5:00pm

Jan 14, 2008 at Gaylord OPD:
8:00am-12:00pm or 1:00pm-5:00pm

It is highly recommended that the person responsible for submitting your EGrAMS reports attends this training. CTF understands the challenges that many direct services and local councils continue to face with quarterly reporting, due in part to the learning curve associated with EGrAMS. The goal of this training is to improve your EGrAMS experience and to ensure that data is entered accurately and on time.

Please inform Alan Stokes whether you will or will not attend this training (see contact information below) by December 12. When you respond, also identify the person(s) in your organization responsible for EGrAMS.

If you choose not to attend this training, it is assumed you have a solid understanding of EGrAMS. It is also assumed that your quarterly reports will be submitted accurately and on time. Please note: Starting in 2008, payments will be held until quarterly reports are submitted completely and on time.

Participation in the EGrAMS training is on a first come, first serve basis. To participate in this training, please follow these steps:

1. Register with Alan Stokes by email (stokesa@michigan.gov) or telephone (517.241.7793) by December 12, 2007.
2. Bring your 1st Quarter Report data to the training to receive assistance entering the data.
3. Identify any EGrAMS problems or questions (please keep a list) and bring

Frequently Asked Questions

1. Question: Will CTF be filling the local council coordinator position at the CTF office? Who should local councils and direct service grantees contact with their questions and concerns?

Answer: CTF is working to add a full-time Local Council Grant Monitor for the first time in several years. A position description is currently being reviewed by DHS Human Resources. In addition, both for interim coverage and as general resources, CTF staff members have specialized skills and collectively bring a wide variety of expertise to CTF. Local councils should contact the appropriate staff person based on their respective needs.

Rich Bearup – Supervises Program Director and 0-3 Program, Fund Development, Marketing, Communications, Legislative, Advocacy, Media

Sylvia Brown Jones – Direct Services Grant Monitoring, Circle of Parents, Parent Leadership

Sarah Davis – Federal Grant Application and Reports, Federal Requirements, Citizen Review Panel, News Briefs

Stephanie Dorey – Fund Development, Special Events

Patricia Headley – Fund Development, Special Events, CAP Month, Statewide Campaign

Addie Roof – 0-3 Secondary Prevention

Jeff Sadler – 0-3 Secondary Prevention

Alan Stokes – Kids Store, CTF Resource Materials, Website, Invoices, Master Calendar, Local Council Change Requests

Janell Thelen – CTF Programs, Operations, Budget, Staff Supervision

2. Question: With Dawn Arwood leaving the CTF staff, who will handle her grant administration responsibilities until the Local Council Grant Monitor position is filled?

Answer: With the continued existence of the Governor's Executive Directives (which impact CTF purchasing, hiring, contracting and more) Dawn's departure does not immediately translate into a rapid replacement of her position. CTF is evaluating a re-distribution of that position's duties within other positions on staff. Again, CTF is also currently seeking approvals to establish a Local Council Grant Monitor which, like the Direct Service Grant Monitor, will be responsible for grant administration and EGrAMS technical assistance. Until those approvals are obtained, the following responsibilities will be handled by the staff identified below.

- Grant Payments – Janell Thelen
- EGrAMS – Sylvia Brown Jones
- Designation Agreements – Janell Thelen & Rich Bearup
- RFP Process – Janell Thelen

Frequently Asked Questions, continued

3. Question: Why was regional coordination discontinued?

Answer: Regional coordination is being phased out because of the impact of Executive Directives and other state budget-driven restrictions on contracting by agencies created in law. CTF was created by Public Act 250 of 1982 and must comply with these restrictions. Regional coordination has been a contracted service since its inception in 2000 and can no longer be continued. It is being replaced with (1) an all-volunteer Local Council Work Group composed of diverse and different-sized local councils, direct services, and CTF staff; and (2) peer-led, tier-based support groups (which met for the first time at the CTF annual training). Any council interested in volunteering to serve on the Local Council Work Group should contact Rich Bearup at bearupr2@michigan.gov. The Local Council Work Group will begin its work in January 2008.

4. Question: With the elimination of the regional coordinator positions how will local councils be represented at CTF Board meetings?

Answer: Although some regional coordinators attended CTF Board meetings, coordinators did not formally represent councils at Board meetings. CTF's governing statute (PA 250 of 1982) provides for the Governor to appoint a Board member who represents local councils. The Executive Director also serves as a voice for local councils at Board meetings. In addition, the CTF Board is hoping to add local council representation on its program and public awareness committees.

5. Question: Should local councils enter data into the "Participant Data" section of the Program Register in EGrAMS?

Answer: At the annual training, local councils were instructed to collect and report on participant data. Many councils expressed difficulty in reporting this information. As most grantees are aware, it is a federal requirement that CTF report on individuals served by local councils and direct service grantees. CTF recently spoke with our federal CBCAP grant administrator about ways to make this process easier for local councils (while still capturing required data). Starting with FY2008 quarterly reporting (due January 20), local councils should report as follows:

- **Capture participant and race data only for events that fall under Section B, "Education Services & Activities," in the Activities/Services Data section of the Program Register. This will include face-to-face activities such as school presentations, Never Shake a Baby presentations, parent education events, etc.**
- This change will eliminate the need to capture specific participant data (adults, children, and race information) for large, one-time events such as information booths or roof sits. You should, however, continue to record the estimated total number of people that attend such events.

Frequently Asked Questions, continued

Please note: CTF will be modifying Section A of the Activities/Services Data section of the Program Register to capture the estimated total number of people reached by information booths, PSAs, etc. This estimate will not need to be broken down by child, adult, or race data. Therefore, the local council Program Register will look slightly different in 2008. More information on these changes will be communicated in early January and at the January EGrAMS trainings.

CTF understands that it has been difficult for local councils to capture participant data, especially for large, one time events. We hope this change in data collection policy will enable councils to capture relevant, accurate data in a more manageable way.

Direct service grantees should continue to capture participant data, including race data, for all CTF funded services and activities.

6. Question: Local councils may find it challenging to report race data in the EGrAMS program register. How should local councils report race data if it cannot be obtained directly from individuals?

Answer: Please be sure to review the previous question to determine which local council activities require participant and race data. Compiling participant data can help grantees evaluate if they are best meeting their communities' prevention needs and whether they need to adjust or expand services. Direct service grantees often work one-on-one with clients on an ongoing basis (and often use assessment or intake forms), so obtaining race data is usually less challenging.

Ideally, race data can be obtained directly from a client or participant (in a voluntary manner). You may consider using a form that is separate from a sign-in sheet that allows participants to anonymously report their race. CTF will work to develop a form for collecting participant data that could be used at various events.

If you are unable to directly obtain race data, it is a generally accepted practice to use formal statistical reports as a resource to approximate data. This practice should be used as an exception to the rule instead of a normal practice. Formal statistical information includes school demographic data and U.S. Census Bureau data (generally available by county at your local chamber of commerce; also see the "County Population Datasets" at www.census.gov/popest/datasets.html).

Frequently Asked Questions, continued

7. Question: A new requirement for FY2008 will be to report on parents/caregivers with disabilities. What is defined as a disability?

Answer: According to our federal CBCAP Reporting Guidelines, the definition of a person with a disability has the same meaning for a child or adult with a disability under the Individuals with Disabilities Education Act (IDEA). The following information is an excerpt from <http://www.ericdigests.org/1999-4/ideas.htm>:

The Education for All Handicapped Children Act (P.L. 94-142) of 1975 and the Individuals with Disabilities Education Act (IDEA) (P. L. 101-476) identified specific categories of disabilities under which children may be eligible for special education and related services. As defined by IDEA, the term “child with a disability” means a child: “with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and who, by reason thereof, needs special education and related services.”

The most recent legislation, the IDEA Amendments of 1997 (P.L. 105-17), allows states and local education agencies to apply the term “developmental delay” for children ages 3-9.

Visit the CTF website for the full definition as excerpted from IDEA legislation.

8. Question: Which activities should be reported in EGrAMS by direct service grantees and local councils?

Answer: Only activities and services that are funded by CTF (plus the grantee’s cash and in-kind matches) should be reported in EGrAMS. Ultimately, CTF needs to be able to illustrate what CTF and CBCAP dollars are funding. If your council blends funding, calculate the percentage of activities that are CTF funded and report accordingly. If your council would like to submit a separate report on total activities (independently from what is reported in EGrAMS) or is having trouble reporting only CTF-funded activities, please contact Program Director Janell Thelen.

Frequently Asked Questions, continued

9. Question: What is the definition of a “direct service”? Can local councils provide direct services?

Answer: The CBCAP Reporting Guidelines define direct services as follows: “Direct services means that the services must be provided to an individual or family and the *planned* duration of the services should be more than a one-time event. Some examples of preventative direct services include: voluntary home visiting, parenting programs, parent mutual support, respite care, family resource centers, or other family support programs.” The guidelines also note, “Such activities do not include information and referral, one-time public education events, or public awareness campaigns.”

The guidelines also provide instructions on reporting information on “Individuals Who Received Public Awareness or Public Information Activities.” *This is the category local councils fall under.* The guidelines indicate, “These services may be directed to the general population or at specific populations identified as being at increased risk of abuse or neglect. These activities may be a one-time event or a series of public education and information sessions. These activities may also include providing information and referral to the community through the telephone, in-person, or through a mail out or website. Some examples of public awareness, public education or information and referral activities include: Blue Ribbon or other Child Abuse Prevention Month campaigns, conducting a public information fair at a local festival, presenting information about child abuse prevention to various agencies or the general public, television or radio ads, newsletter mailing, parent support hotlines, information and referral websites, etc.”

By statute, local councils are not meant to supply direct services. CTF statute (PA 250 of 1982) reads that a local council “Does not provide direct services except on a demonstration project basis, or as a facilitator of interagency projects.” Therefore, local councils should not use CTF funds to provide ongoing services to the same planned participants.

10. Question: Will CTF facilitate CAP month activities in 2008?

Answer: Yes. The Local Council Work Group has met six times since June and will continue to meet to develop toolkits, marketing materials, and a CAP Month calendar. CTF plans to distribute toolkits to all grantees by January 31, 2008. We encourage councils to start their own community activities and to forward information to CTF for the statewide calendar and website. We also encourage councils to consult the website for additional materials and updates beginning in January.

In addition, CTF will distribute the *Promoting Healthy Families in Your Community: 2008 Resource Packet* as soon as it becomes available (likely late January or early February). CTF is also collaborating with our national partner, Prevent Child Abuse America (PCA). This year PCA plans to unfold a National Signature Campaign, “Pinwheels for Prevention.” CTF will share more information about this campaign as it becomes available.

Frequently Asked Questions, continued

11. Question: Will CTF facilitate the promotion of the income tax check-off for 2008?

Answer: Yes. Materials for distribution in your respective communities are available by contacting Alan Stokes at 1-800-CHILDREN or can be ordered directly from the CTF website at www.michigan.gov/ctf. CTF's ability and flexibility to market the check-off in 2008 is subject to the approvals process and restrictions under the Governor's Executive Directives. As approaches are finalized, CTF will share developments with its community-based partners by way of these CTF News Briefs.

12. Question: Why was the format changed in 2007 from an annual conference to a training? Will there be a 2008 annual conference?

Answer: Budget restrictions significantly impacted CTF's decision to move to a training-based format. CTF was unable to hold a traditional conference because it did not meet the exemption criteria identified in the 2007 Executive Directives. However, CTF was able to hold a "scaled back" annual training to meet training requirements of the federal grant. The 2007 training content focused on emerging best practices in the child abuse prevention field, namely evidence-based practice and the utilization of logic models.

Based on the continuation of the Governor's Executive Directives, CTF does not plan to hold a traditional "annual conference" but instead plans to hold another annual training, with emphasis on the valuable feedback from 2007 training evaluations.

13. Question: Will there be ongoing EGrAMS training and point-in-time technical assistance?

Answer: CTF will provide as much EGrAMS training as possible under the continuing budget and training restrictions. Please see the EGrAMS training announcement at the beginning of this News Briefs for detailed information on the January trainings. Technical assistance is also available by calling the DIT help desk number identified on the EGrAMS homepage. In addition, direct service grantees and local councils (until a local council grant monitor is hired) can contact direct service grant monitor Sylvia Brown Jones with EGrAMS questions.

Upcoming Events

November 30: Child's Hope is hosting the "Save Our Children Summit 2007: Addressing the Crisis in Michigan Foster Care." The all-day event will be held at the Fairlane Center–North at the University of Michigan–Dearborn. Session topics are "Experiences of Living in Foster Care," "Issues in Foster Care in Michigan Today," and "Reform—Creating a Plan for Change." The \$15 per person fee includes all sessions, a continental breakfast, and lunch. If you are not able to attend the summit in person, you can watch a webcast of the plenary sessions starting at 8:30 a.m. Information on how to access the webcast (available only on November 30) can be accessed through the following URLs: <http://www.its.umd.umich.edu/soewebcast/> or <http://www.its.umd.umich.edu/>. For more information call 313.583.6401 or visit www.childshope.org.

December 3: "Christmas for the Kids" will benefit the Macomb County Bar Foundation and Care House to help child victims of sexual and physical assault. The event will feature fine foods and specialty beers and wines, raffle items, and a fantasy tree auction. Mac & Ray's will host the event at 30675 North River Road in Harrison Township. Contact Care House at 586.463.0123 for more information or to purchase tickets.

December 4 & 5: The Volinia Outcomes School will host a free seminar on Domestic and Dating Violence presented by Cathy Brown, Program Manager of Domestic & Sexual Abuse Services. Day 1 will cover definitions, signs, consequences, statistics, laws, and where to find help. Day 2 will discuss signs that your child is in an abusive dating relationship, date rape drugs, rape laws, and healthy relationships. Light refreshments and free child care will be provided. The seminars will be held from 3:30 p.m. to 5:30 p.m. at the Volinia Outcomes School, 54080 Gards Prairie Road, Decatur. Contact Mary Karabetsos at 269.782.9716 with questions.

Children are the world's most valuable resource and its best hope for the future.

John F. Kennedy



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