



April 23, 2020

ACTION ITEM

SUBJECT: ANNUAL REPORT GUIDELINES FOR FISCAL YEAR 2020–21

Strategic Plan Priority Areas: Child Health, Child Development, Family Functioning

Goals: All children thrive by achieving optimal health prenatal through age 5. All children birth through age 5 have high-quality, nurturing environments that ensure their learning readiness. All families have the knowledge, skills, and resources to support their children’s optimal development.

SUMMARY OF THE ISSUE

Annual Report Guidelines provide data collection categories and definitions for fiscal and program reporting required by statute. Data collected via annual reporting support messaging about the statewide contributions of First 5 commissions. Staff have updated the Annual Report Guidelines for fiscal year (FY) 2020–21 in preparation for the upcoming fiscal year.

RECOMMENDATION

First 5 California (F5CA) staff recommends the Commission approve the proposed Annual Report Guidelines for FY 2020–21.

BACKGROUND OF KEY ISSUES

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

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in

consultation with the county commissions (Health and Safety Code, Section 13050[a]).

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

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

SUMMARY OF PREVIOUS COMMISSION DISCUSSION AND ACTION

The proposed Annual Report Guidelines reflect multiple rounds of collaboration between F5CA and the First 5 Association to provide more useful and detailed information to support messaging of the statewide contributions of First 5 county commissions:

- **Round 1:** In 2013, F5CA and the First 5 Association drafted guidelines piloted by the First 5 Association with the 58 First 5 county commissions. In April 2014, the Commission approved Annual Report Guidelines for FY 2013–14 and FY 2014–15 based on revised service definitions within each Result Area. The Annual Report Guidelines for FY 2015–16 and FY 2016–17 continued use of the service definitions first approved in April 2014.
- **Round 2:** First 5 Association and F5CA staff proposed additional revisions for annual reporting data beginning FY 2017–18. Commissioners approved these revisions in April 2017. The FY 2018–19 reporting categories were the same as reporting categories for FY 2017–18. The 2017 revisions include the addition of Grantee Type and Program Model for each Result Area in the AR-1 form, and the corresponding counts of population served (children, parents, and providers). In the AR-2 form, demographic information (age group, race/ethnicity, language) were collected at the county level instead of service category level. Reported revenue sources include First 5 IMPACT Funds, Dual Language Learner Pilot Funds, and expenditure details for Small Population County Funding Augmentation.
- **Round 3:** In February and March 2019, F5CA and the First 5 Association reviewed the FY 2017–18 annual reporting experience, based on Round 2 revisions, including

frequent questions received from county commissions about Annual Report Guideline definitions and user interfaces in the web-based Annual Report Data System. Accordingly, staff proposed technical amendments to the Annual Report Guidelines for FY 2018–19 by updating revenue streams, clarifying service category definitions, and providing an updated list of Program Models. (These technical amendments did not change the overall structure and process for annual reporting by county commissions.) Annual Report Guidelines for FY 2019–20 followed these same technical amendments.

- **Round 4:** For this agenda item related to FY 2020–21 reporting, during March 2020, F5CA and the First 5 Association reviewed prior guidelines and proposed addition of two new service categories: Family Literacy and Book Programs (under Result Area 1, Improved Family Functioning), and Emergency and Disaster Relief (under Result Area 4, Improved Systems Support). These two categories reflect current interest by the Newsom Administration in literacy and book programs as well as the role of First 5 commissions in community emergencies such as the coronavirus pandemic.

ATTACHMENTS

- A. Annual Report Guidelines, Fiscal Year 2020–21