



May 23, 2023

INFORMATION ACTION

SUBJECT: ANNUAL REPORT GUIDELINES

Strategic Plan Priority Area I: Child Health

Goal: All children thrive by achieving optimal health from prenatal through age 5.

Strategic Plan Priority Area II: Child Development

Goal: All children birth through age 5 have high-quality, nurturing environments that ensure their learning readiness.

Strategic Plan Priority Area III: Family Functioning

Goal: All families have the knowledge, skills, and resources to support their children's optimal development.

RECOMMENDATION

First 5 California (F5CA) is requesting approval of the revised Fiscal Year 2023–24 Annual Report Guidelines to address minor technical issues and integrate the Small Population County Funding Augmentation (SPCFA) grant Annual Performance Report (APR) into the Annual Reporting Data System, and the Fiscal Year 2024–25 Annual Report Guidelines to update demographic data collection and reporting processes to align with recent Federal recommendations.

SUMMARY OF THE ISSUE

Annual Report Guidelines codify procedures around fiscal, client services, and narrative data entered into the Annual Report Data System. Additionally, they 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 county commissions. In preparation for the upcoming fiscal year, staff have updated the Annual Report Guidelines for FY 2024–25, based on local feedback and federal data collection recommendations. Staff have also revised the FY 2023–24 Guidelines in response to SPCFA grantees and the Association.

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 support the First 5 county commissions in entering fiscal and program data into the web-based Annual Report Data System. Aggregated data are then used to write First 5 California's Annual Report shared with the Governor, Legislature, and each county commission at the beginning of each calendar 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, captures system-related efforts of the First 5 county commissions. The Act does not explicitly define details 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 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. County Highlight narratives are also collected for inclusion in F5CA's published Annual Report.

Proposed updates to the Annual Report Guidelines for FY 2024–25 include the following:

1. Removal of "Refugee Family Support Funds" as a revenue source.
2. Revisions to the data collection and reporting requirements for participant race/ethnicity to align with recent updated Federal guidance.
3. Other minor instructional and technical updates for users to clarify reporting details.

SUMMARY OF PREVIOUS COMMISSION DISCUSSION AND ACTION

The Annual Report Guidelines are approved annually and reflect ongoing collaboration between F5CA and the First 5 Association to provide useful information in support of messaging statewide contributions of First 5 county commissions.

FISCAL DETAIL

Commission funds will not be impacted by the adoption of the updates of the Annual Report Guidelines for FY 2023–24, or the proposed FY 2024-2025 Guidelines. Tasks related to annual reporting are expected to fall within typical workloads for F5CA staff.

ATTACHMENTS

A. REVISED Annual Report Guidelines, Fiscal Year 2023–24

B. Annual Report Guidelines, Fiscal Year 2024–25