

Fairfax County



Capacity Building Grant Program

Grantee Handbook

August 2021

www.fairfaxcounty.gov/neighborhood-community-services/prevention/partners-in-prevention

Note: This handbook is not intended to replace the contract between vendors (grantees) and Fairfax County. In case of contradictory information, the contract and Request for Proposals take precedence. Please bring any noticed conflicts to the attention of Neighborhood and Community Services immediately by emailing ncs-prevention@fairfaxcounty.gov.

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Acronyms

CBGP: Partners in Prevention Fund Capacity Building Grant Program
NCS: Fairfax County Department of Neighborhood and Community Services
PIPF: Partners in Prevention Fund
PO: Purchase Order
RBA: Results Based Accountability
RFP: Request for Proposals

The Partners in Prevention Fund

Fairfax County Government's health and human services agencies¹ established the Partners in Prevention Fund (PIPF) in 2006 as a collaborative prevention initiative. The PIPF is managed by the Department of Neighborhood and Community Services (NCS) Prevention Unit, under the guidance of the deputy county executive and an advisory team comprised of representatives from the various community services agencies. PIPF funds are established within the County's General Fund each year.

The County has undertaken a multi-disciplinary effort to improve the lives of children, youth, and their families through a comprehensive system of prevention – a collaborative and integrated approach to achieve common goals. Research has shown that a prevention-oriented approach can have a positive impact on the quality of life of citizens by reducing criminal activity, drug/alcohol abuse, teen pregnancy, childhood obesity, school dropout rates, bullying, suicides, and other poor outcomes.

The following have been identified as shared outcomes for children and youth in Fairfax County. We aim to achieve these outcomes for all children and youth in Fairfax County. We also aim to ensure that disparities – whether based on race, ethnicity, socio-economic status, geography, disability, or any other circumstance – are identified and eliminated.

- Children get a healthy start in life.
- Children enter kindergarten ready to succeed.
- Children and youth succeed academically.
- Children and youth are healthy.
 - Children and youth are physically healthy.
 - Children and youth are socially, emotionally, and behaviorally healthy and resilient.
- Children and youth are safe and free from violence and injury.
- Youth earn a post-secondary degree or career credential.
- Youth enter the workforce ready to succeed.
- Youth contribute to the betterment of the community.

See <https://www.fairfaxcounty.gov/neighborhood-community-services/prevention/collective-impact-approach> for more information.

Thus, the PIPF was designed to leverage existing county and community resources in order to help achieve these outcomes. The PIPF funds a variety of initiatives within Fairfax County government, including pilot programs, staff trainings, and community-wide professional networks.

The cornerstone of PIPF, though, is the Capacity Building Grant Program (CBGP). The purpose of the CBGP is to increase the capacity of community-based organizations to implement prevention programs that align with countywide prevention priorities and strategies. While a side benefit of the CBGP is that more youth and families are served, the program's primary goal is capacity-building. At the end of your grant period, you should have the capacity to implement prevention programs in an effective and efficient manner.

¹ Community services agencies include the Fairfax-Falls Church Community Services Board; the Fairfax County Departments of Family Services, Health, Housing and Community Development, and Neighborhood and Community Services; the Fairfax County Public Library; and the Fairfax County Park Authority.

Your Contract

Contract Structure

Your grant is formally a contract between your organization and Fairfax County. Unlike many typical contracts and almost all grants, however, your contract is not for a specific amount in exchange for a specified work product or output. You will be paid a set amount for each program, each time you fully implement it. For example, if your contract specifies you will be paid \$1000 for Families Reunite, you will be paid \$1000 each time you implement Families Reunite, whether you implement it once or five times.

Your contract is the formal agreement between your organization and the County. Please refer to it when you have questions.

Funding Availability

The amount of funding available is determined by annual appropriations to the Partners in Prevention Fund by the Board of Supervisors. This appropriation is made through the annual County budget process and is included in the County's General Fund. The budget is generally adopted for the upcoming fiscal year (July through June) each April. Prevention Unit staff will work with you each summer to plan out an appropriate number of implementations for the year to ensure that adequate funding exists. Please note that your contract does not guarantee you a minimum number of implementations, and requests to implement programs can be denied based on funding availability.

Contract Period and Renewals

The contract is valid for four years; it expires on June 30, 2025. There are no renewal options after that time. NCS will plan to offer a new Request for Proposals in early 2025, resulting in new contracts that would begin in July 2025.

The fees in the contract are set for the first year. After the first year (and annually after that), you can request a change in prices. Such changes can be based on the Consumer Price Index (CPI-U), Table 10, U.S. City Averages, or other relevant indices. Requests must include, at a minimum: 1) the cause for the adjustment; 2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.). Requests must be submitted in writing no later than 120 days prior to the proposed effective date.

Contract Amendments

Contracts can be amended, usually to add programs to the list of those implemented by your organization. Prevention Unit staff may offer you the opportunity to add new programs, if such programs are identified. If you would like to add new programs (that are already a part of the Capacity Building Grant Program), please contact Prevention Unit staff to begin the process. The amendment process is usually fairly simple, requiring the development of a scope of work and a budget, to be signed

by both your organization's representative and the County Purchasing Agent. But it can take up to several months to be finalized.

Subcontracting

You must provide, in writing, the names and addresses of each subcontractor you use for this program, as well as the subcontractor's status as defined by Fairfax County as a small, minority-owned, and/or woman-owned business; and the type and dollar value of the subcontracted goods/services provided.

Insurance Requirements

Please note that, as a requirement of your contract with the County, your organization is required to maintain minimum levels of insurance. The requirements listed below were listed in Section 16 of the Request for Proposals (RFP), but are not inclusive of all requirements in the RFP/contract.

The Contractor shall, during the continuance of all work under the Contract provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
- b. The contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work.
- c. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Commercial Automobile Liability policy, or a Comprehensive General Liability policy.
- d. The Contractor agrees to maintain Professional Liability insurance in the amount of \$1,000,000 per claim to cover each individual professional staff.
- e. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- f. Rating Requirements:
 1. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
 2. European markets including those based in London, and the domestic surplus lines markets that operate on a non admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.

Indemnification: Article 63 of the General Conditions and Instructions to Bidders (Appendix A) shall apply.

- g. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent and/or Risk Manager before any work is started.
- h. The Contractor will secure and maintain all insurance certificates of its subcontractors, if any, which shall be made available to the County on demand.
- i. If the Contractor delivers services from a County-leased facility, the Contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the contractor while in their care, custody and control for use under this contract. The Contractor will provide on demand certified copies of all insurance policies related to the contract within ten (10) business days of demand by the County. These certified copies will be sent to the County from the contractor's insurance agent or representative.

No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty day written notice to the County Purchasing Agent and/or Risk Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

Precaution shall be exercised at all times for the protection of persons (including employees) and property.

The County, its officers and employees shall be named as an "additional insured" in the General Liability policies and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess."

County Responsibilities

The Capacity Building Grant Program (CBGP) is more than a simple grant to implement programs. The purpose of the CBGP is to develop your capacity to implement prevention programs effectively, even beyond the duration of the grant period. Staff from the Neighborhood and Community Services Prevention Unit will work with you throughout the grant period to ensure you have adequate resources and support.

In general, the County will provide you *funding, training, and technical assistance* to help build your capacity. Per your contract agreement, the County is responsible for the following:

1. Provide required training for your staff at no cost. This includes training in prevention program facilitation basics, the specifics of implementing the programs you have selected, and occasional relevant prevention-related topics. Please see the [personnel section](#) of this handbook for more detail.
2. Provide program materials (curricula, master copies, required program-specific equipment and supplies) to you at no cost. This generally includes the original elements that are necessary to implement each program; it does not include the day-to-day supplies. See the [program information](#) section of this handbook for more detail.
3. Work with you to provide technical assistance in any or all of the following areas:
 - Delivering the program with fidelity and county approval of adaptations;
 - Identification of population to be served to ensure program matches the targeted audience;
 - Identifying settings and locations for delivery;
 - Completing required evaluation measures; and
 - Planning and coordinating in specific communities or for specific populations to receive programming, as needed and mutually agreed upon.

Your organization will be assigned an NCS liaison, a member of the NCS Prevention Unit staff who will serve as your primary contact.

Personnel Requirements

To ensure the safety of all program participants and their families, and to ensure the CBGP meets its goals for capacity building, it is necessary that all staff, including volunteers and subcontractors, complete required trainings and pass a background check. Your organization is responsible for ensuring all staff, including any new staff brought on board during the grant period, meet these requirements.

1. Submit resumes of all staff (including volunteers and subcontractors). Resumes should include education, background, recent relevant experience, and relevant licenses and certificates. Current telephone numbers, addresses, and email addresses are required. Resumes can be emailed to ncs-prevention@fairfaxcounty.gov.
2. All staff, including those who are not directly facilitating programs (e.g., child care providers) but who are directly contacting participants through the grant program, are required to complete the following background checks:
 - a. Criminal history check through the Virginia Criminal Information Network and the National Criminal Information Center;
 - b. Fingerprint checks by the State Police and the Federal Bureau of Investigation;
 - c. Child Protective Services checks; and
 - d. Sex Offender and Crimes Against Minors registry checks.

Background checks are the responsibility of the vendor. While the results may be subject to audit, NCS will not ask for the results or copies of the reports. Vendors are responsible for developing and implementing their own policies with regards to how results are interpreted, and for confirming that all staff have completed a background check to the vendor's satisfaction.

3. All staff involved with the facilitation of programs must complete the following trainings:
 - a. Prevention facilitation basics; and
 - b. Training in the specific programs your organization will be offering.

These trainings will be offered, free of charge, by Fairfax County. Scheduled trainings will be offered at least annually. If new staff come on board, please contact your Prevention Unit liaison to schedule a training session. While many trainings are now available online and on demand, it may not be feasible to schedule individual trainings for some programs.

4. The primary contact is required to complete an training on the CBGP and its administration. We strongly encourage multiple staff, including finance staff, from each organization to attend this training.
5. An organizational contact is required to attend quarterly meetings to discuss the CBGP and recent and relevant issues. We strongly encourage multiple staff from each organization to attend these meetings.
6. NCS may determine that additional trainings are necessary and required.

Additional trainings and professional development opportunities will be offered on a regular basis, but are not required.

The Invoicing and Payment Process

To ensure you are paid in a timely and efficient manner, it is extremely important that you complete the following process **for each program you implement**.

1. At least 3 weeks prior to your program beginning, complete and submit the [Planning Worksheet](#). This notifies relevant staff that you are planning to implement a program. It allows our evaluator an opportunity to set up the evaluation process with you. And it serves as the request to create a Purchase Order (PO), the formal document authorizing you to implement the program and us to pay you. Because of the time needed to create a PO, we may deny requests that are made with less than 3 weeks' notice.

The Planning Worksheet includes the following information:

- Your organization's name and your name and contact information;
- The program you will be implementing;
- The location the program will be held at, and whether it is in an Opportunity Neighborhood;
- The program schedule (i.e., the dates on which each session of the program will be held);
- The number of participants expected and a description (if available) of the participants;
- The names of all staff (including volunteers and subcontractors) who will be working with participants, and whether or not they have completed required trainings and background checks; and
- Any other information you believe necessary.

The Planning Worksheet should be emailed to three people:

- Jesse Ellis, Prevention Manager, ncs-prevention@fairfaxcounty.gov. (Jesse requests the PO.)
- Your [Prevention Unit liaison](#). (Your liaison monitors your contract and provides you with technical assistance.)
- Lisa Lunghofer, Making Good Work, llunghofer@makinggoodwork.org. (Lisa conducts the evaluations.)

You will receive a preliminary approval to implement the program, by email, from either Jesse Ellis or your Prevention Unit liaison.

2. Approximately three weeks after you submit the Planning Worksheet, you will receive, by mail, a Purchase Order (PO). The PO is the formal document authorizing you to implement the program and us to pay you. (A [sample PO](#) is included in this manual.) Be sure to note the PO number, as you will need it for invoicing. If any information on the PO is incorrect, or if you do not receive the PO prior to implementing the program, please contact your Prevention Unit liaison immediately. Please note that the PO is sent to the attention of the financial contact listed for your organization with the County Department of Finance. It might not come to you directly.
3. After the program is completed, you must submit an invoice in order to receive payment. Invoices are due the 10th of the month following completion of each program implemented.

You must submit the [invoice template form](#). You can use this as your invoice. Or, if your organization has its own preferred or required invoice template, you can use it and include the invoice template form as an attachment.

The invoice template form includes the following information:

- Program implementation start and end date(s);
- Program title;
- Program code (assigned by Jesse when your planning sheet is submitted);
- Number of program participants who completed the program;
- The base cost for the program implementation;
- The purchase order number;
- Vendor's name and address;
- Remit to address;
- Unique invoice number and date; and
- County Contract number.

A separate section of the form will be completed by NCS staff to determine the amount of Outcomes Rate Card payment bonuses that you have earned and the per-participant costs of the implementation.

Invoices should be submitted to Jesse Ellis at ncs-prevention@fairfaxcounty.gov. Once bonus payments are calculated, NCS will submit the invoice to for processing and payment. Be sure to complete your invoices fully, as they eliminate the need for developing lengthy year-end reports, as the majority of information needed for such reports is included in the invoice template form.

4. You should receive payment within approximately 30 days of submitting the invoice.
5. As noted in your Notice of Award, there are three pieces that determine the final cost of a program:
 - a. The program's base cost. This amount is the same each time you run a program.
 - b. The program's per-participant cost. This amount varies based on the number of participants in your program. It is intended to recognize that food and incentives costs are higher when you have more participants.
 - c. The Outcomes Rate Card bonuses. See the [Outcomes Rate Card](#) section for more details on how to earn these bonuses.

Implementing Programs

Program Initiation

Programs can be implemented in a variety of ways. They may have open enrollment, where participation is open to anyone, and the opportunity is usually advertised in one way or another. Or programs may have closed enrollment. Closed enrollment programs might be offered to participants in an after-school program, for example.

One of your primary responsibilities is to identify opportunities to implement the programs. Your Prevention Unit liaison can help you with some technical assistance, but it is chiefly your role. Each time you plan to implement a program, you must submit a planning worksheet at least three weeks prior to the beginning of the program. See [the invoicing and payment process](#) section for details.

Occasionally, Prevention Unit staff may ask you to implement a program at a certain location or with a specific population. Your Prevention Unit liaison will help you coordinate the logistics, but you will still need to complete a planning worksheet. You are not required to implement programs at the Prevention Unit's request; you will have the option to agree to the requests.

Program Locations

You are also responsible for securing the location for your program. Again, your Prevention Unit liaison can provide technical assistance. If you do not have ready access to a facility, check with local community centers, schools, senior centers, and houses of worship. Also, many apartment complexes and homeowners associations have community rooms that may be available. Free space should be readily available if you plan ahead.

Marketing

Marketing your programs to generate interest and recruit participants is an important responsibility. NCS can provide support and guidance in developing marketing materials and strategies. You can also use the PIPF logo, as long as you identify your organization (on the same publication) as a recipient of a Fairfax County Partners in Prevention grant.

In your marketing activities, clearly identify the following:

- Who the target audience is;
- What the program is about/how participants will benefit;
- The dates and times of the program (include days and dates; "Tuesday, July 5" is much better than "July 5");
- Where the program is located;
- That there is no cost;
- How to register or participate; and
- Who to contact for more information.

If you publish your flyers and other materials in languages other than English, be sure to note which language the program will be delivered in.

When recruiting participants, keep in mind that some attrition is normal. Always try to recruit for more than the minimum number of people you aim to serve.

Incentives

To prevent attrition and help attract potential participants, we recommend you offer incentives for participation. T-shirts, water bottles, and small gift cards are all popular incentives. Incentives should not be too expensive; about \$15 per person is adequate and effective.

For programs longer than three or four sessions, do not tie incentives to perfect attendance. When they are, participants who have to miss a session are less likely to return. A better participation-based incentive would be base eligibility on whether or not participants complete both the pre-test and post-test questionnaires (if applicable). Your Prevention Unit liaison can provide technical assistance in developing an incentive protocol.

Participation

It is important to follow the age guidelines for programs (e.g., Making Proud Choices! is for middle and high school students). The programs were developed specifically for individuals based on their developmental level. Things such as maturity, reasoning capacity, vocabulary, and other elements of human development are incorporated into the curricula. Programs are “evidence-based” as a result of evaluations done with participants who are at the intended age or grade level. In some cases, delivering a program to an audience other than the one intended could be *iatrogenic*; that is, it could actually cause negative outcomes.

Participants should not participate in a specific program more than once, as no further benefit is likely to occur.

Program Adaptations and Fidelity

The programs that are included in the Capacity Building Grant Program were selected because there is research-based evidence that they are effective in achieving their intended outcomes. There are, however, limitations to that evidence, as the programs were generally evaluated under very specific conditions. Therefore, to ensure that we are well-positioned to also attain those outcomes, it is important that the programs are implemented in a manner that is as close to possible to the program developers’ directions. This is referred to as implementing with “fidelity.”

You are responsible for implementing your programs with fidelity. For example, lessons must be delivered in the proper order, and you cannot skip components of the lessons.

Sometimes, a modification or adaptation of a program might be considered to better serve our participants. Programs were not always developed with consideration of the diverse clientele you serve.

Or they may have been designed for settings (e.g., school classrooms) that differ from where you will be implementing them. Slight changes in how a program component is implemented, or how a lesson is presented, may be acceptable and not likely to have an impact on program outcomes. Others may be deemed absolutely necessary to implement the program, and they can offer us an opportunity to evaluate their impact on program outcomes. **Either way, any program modifications or adaptations must be requested in writing and approved by your NCS liaison before you implement them.**

Planning

The key to strong program implementation is adequate planning. The staff and volunteers running your programs should devote adequate time for planning and coordination. A good rule of thumb is that, for every hour of direct programming, you should spend one hour planning. In the beginning, it may take a little more time. But as you gain more experience implementing the programs, you may be able to devote less time to planning.

Use your planning time to review the curriculum and make sure you fully understand what you are expected to implement and how it will go. Think about questions your participants are likely to ask. Make sure you have resources available to respond to questions or refer participants for services or additional help.

Prepare materials so that they can be easily accessed. Will there be an activity where you divide the participants into three groups and give each group a red, blue, and green marker? Prepare three baggies with the markers, so you don't need to spend program time dividing them up. Make sure you have extras, in case one of the markers doesn't work. Will you be writing responses on a flip chart? Pre-label the flip charts with the appropriate headers.

Resources

As you implement programs, you will discover that your participants and their families have need that extend beyond your programming. They may be in need of mental health services, financial supports, education help, child care, or any number of other kinds of services. NCS staff can help you identify appropriate resources to refer individuals and families to. Also, be sure to be aware of available emergency and crisis resources. A list of such resources can be found on the PIPF website, and via the Human Services Resource Guide (www.fairfaxcounty.gov/hsrg).

Evaluation

Fairfax County government promotes a Results Based Accountability (RBA) approach to conducting decision making, strategic planning, and program management with a focus on customer end results. Fairfax County human services agencies and contracted partner organizations adopt the RBA approach to measure impact across the system, determine whether people are “better off” as a result of receiving services, improve accountability to taxpayer dollars, and collectively strengthen the outcomes of programs and services. You are required to participate in an evaluation of the programs you implement, and of the Capacity Building Grant Program in general.

We have organized the evaluation process to be as minimal a burden on your workload as possible. A third party contractor handles most of the program evaluation piece, and almost all of the required reporting is included in the planning worksheet and invoice forms you will be submitting for each program implementation.

The evaluation consists of four components: performance, program implementation fidelity, program outcomes, and organizational capacity building.

Performance

Basic metrics of performance (how much work is completed) will be captured through the planning worksheet and invoice forms you submit. Through the information included on these forms, NCS will measure the number of implementations and the number of participants served. NCS will also measure the number of staff trained via training sign-in forms and completion records.

Fidelity

Implementing a program with fidelity requires that you adhere to certain elements of the program design, such as the order of lessons and including key components. For each program, we will use a simple checklist. After you deliver each session of the program, you will complete the short questionnaire, which should take no longer than five minutes. Once all sessions are completed, you will return the questionnaires to the evaluator. You can access the questionnaires on the [CBGP providers website](#).

We will be assessing the extent to which programs are implemented with full fidelity. When you implement an approved program adaptation or modification, we will examine the extent to which the change had an impact on the expected program outcomes. This will help us identify the changes that can be made to programs in the future, so we can all better serve children, youth, and families.

Program Outcomes

In the end, the purpose of implementing these programs is to affect outcomes for children, youth, and families. The long-term outcomes vary based on the aim of the program. Healthy Relationships Plus, for example, is designed to reduce the incidence of teen dating violence, while CATCH My Breath aims to reduce vaping behaviors. The short-term, and therefore more easily observable, outcomes of the

programs are the conditions the program changes within individuals that lead to the long-term outcomes. These conditions are generally changes in participants' knowledge, skills, attitudes, and/or behaviors. For example, as a result of participating in Healthy Relationships Plus, teens may be able to identify warning signs of dating abuse.

Program outcome evaluations are most often conducted by surveying the program participants, generally through pre- and post-test questionnaires that participants complete during the first and last sessions of a program. The questionnaires will be collected and analyzed by our third-party evaluator, and results will be shared with you.

Capacity Building

Each year, you will work with your NCS liaison to develop annual strategic goals related to developing the capacity of your organization or your staff to effectively implement prevention programs. (See the [capacity building section](#) of the handbook for more detail.) At the end of each year, we will work with you to assess your progress towards meeting those goals. We will also ask you to complete a short questionnaire about your organization's capacity to implement prevention programs effectively.

Annual Reporting

By July 30 of each year, you are required to submit an annual report to NCS. The components of the annual report include a summary of any challenges or lessons learned by your organization over the previous year (July 1 through June 30) and the following data for the previous year:

- Number of program implementations completed;
- Number of program participants served;
- Percent of participants demonstrating improved outcomes as a result of the program implementation;
- Percent of implementations with positive outcome measures, as assessed through program evaluation;
- Percent of implementations with excellent fidelity, as assessed through program evaluation;
- Percent of strategic goals (set at beginning of contract in collaboration with NCS staff) met;
- Organizational capacity to implement evidenced-based programs, as assessed through end-of-year evaluation; and
- Number of staff trained in providing prevention programs.

Because NCS staff will have been collecting this data throughout the year, your NCS liaison will provide you with a pre-completed report. All you will have to add is a statement (likely 3-5 sentences) summarizing the challenges or lessons learned over the past year.

Capacity Building and Technical Assistance

Capacity Building Plan

Each year, you will work with your NCS liaison to complete a basic organizational assessment, a plan for implementing programs through the CBGP, and strategic goals for the upcoming year. Goals may focus on strategies such as increasing reach, establishing linkages with other community and county services, developing partnerships, and increasing program implementation capacity. Your NCS liaison will work with you throughout the year to ensure progress toward the goals.

Technical Assistance

Your NCS liaison, and the NCS Prevention Unit and its partners, are able to provide you with technical assistance on a variety of topics, examples of which include the following:

Capacity Building

- Organizational assessments
- Program expansion planning
- Resource development

Coordination and Linkages

- Access to county resources and services
- Connection/linkage to ongoing community initiatives
- Partnership development

Communications

- Online master PIPF activity calendar
- Vendor information-sharing: Provide electronic platform for vendor cross communication through email group, online forum, and blogs
- Convene quarterly meetings of vendors

Program Implementation

- Specialized training opportunities
- Resource education and awareness
- Curriculum and facilitation expertise
- Program planning
- Contract requirements and invoice process
- Participant recruitment
- Program location identification

Data and Evaluation

- Access to community data: Provide assistance with identifying national, county or other local data sources across multiple topics that can be used to identify the status, strengths, or needs of your community
- Data interpretation: Provide assistance in understanding the data that may be available at a county level or in your community, and its relevance to your work
- Outcome evaluation coordination: Provide assistance in measuring the impact of the implementation of evidence-based programs

Please contact your NCS liaison with any questions or to request technical assistance.

Program Information

Families Reunite: Immigrant Family Reunification	
Program Information	
Outcome	Children and youth are safe and free from violence and injury.
Additional Information	https://www.fcps.edu/resources/family-engagement/immigrant-family-reunification-program
Target Population	Parents who will soon reunite, or recently have reunited, with their children in the United States
Description	<p>Parents who have come to the United States in pursuit of a better life for their families may have had to leave their children in their native countries under the care of aunts, uncles, grandparents, and others. Legal and economic barriers often keep the families apart much longer than anticipated. Upon reunifying in the United States, both the parents and the children can have completely different expectations. The children experience much stress and often find themselves with feelings of loss. They miss their home country and the loved ones who raised them.</p> <p>As they deal with that loss and other difficult adjustments, they may become disrespectful, hostile, or indifferent to their parents. Additional stressors include:</p> <ul style="list-style-type: none"> • acclimating to their new environment where English is the main language, • spending more years in high school than their peers who are the same age, and • not being able to attend college if they are here without documentation. <p>The parents experience loss as well. Many years may have passed since they were together. They may not know their child as well as they once did. Parents may also struggle with issues regarding their involvement in their child's education. The degree to which the parents received formal education in their native country may impact their comfort in a school setting, which may inhibit their involvement in their child's education or their ability to assist the child with academics. Families Reunite addresses these issues via a Spanish-language curriculum.</p>
Sessions	Three two-hour sessions. Must be offered at least weekly.
Number of Participants	6 – 12 families
What the County Pays For	Curriculum/facilitator manual, parent workbooks, facilitator training
Training Requirements	A 4-hour training session, provided by Fairfax County Public Schools, is required for all program facilitators.
Facilitators Needed	One facilitator is required. Child care is recommended.
Fidelity Notes	<p>Training materials and other documents can be found on the FR Dropbox site at http://bit.ly/FRdropbox.</p> <p>The program may be modified to be delivered in 4 90-minute sessions.</p>
Evaluation Information	Pre-test/post-test using the Families Reunite questionnaire
Languages Available	Program is available in Spanish and English.

Strengthening Families Program: For Parents and Youth Ages 10-14	
Program Information	
Outcome	Children and youth are safe and free from violence and injury.
Additional Information	https://www.extension.iastate.edu/sfp10-14/ https://www.blueprintsprograms.org/programs/189999999/strengthening-families-10-14/
Target Population	Youth ages 10-14 and their parents
Description	The Strengthening Families Program: For Parents and Youth 10-14 (SFP 10-14) is delivered in parent, youth, and family sessions using narrated videos portraying typical youth and parent situations with diverse families. This scientifically tested curriculum: <ul style="list-style-type: none"> • helps parents/caregivers learn nurturing skills that support their children; • teaches parents/caregivers how to effectively discipline and guide their youth; • gives youth a healthy future orientation and an increased appreciation of their parents/caregivers; and • teaches youth skills for dealing with stress and peer pressure.
Sessions	Seven 60-minute sessions. Should be offered at least weekly. Youth and parents participate separately in concurrent sessions.
Number of Participants	6 – 12 families
What the County Pays For	Strengthening Families facilitator manual (includes a CD with handouts and posters)
Training Requirements	A 3-day training session, provided by Iowa State University master trainers, is required for all program facilitators. Fairfax County does not provide this training; vendors are responsible for getting trained. NCS may be able to provide access to free training through the Virginia Foundation for Healthy Youth. See https://www.extension.iastate.edu/sfp10-14/training for details.
Facilitators Needed	Three facilitators are required: one to lead the parent sessions, one to lead the youth sessions, and one to assist the lead facilitators. Child care is recommended for younger siblings.
Fidelity Notes	
Evaluation Information	Pre-test/post-test using an adapted Strengthening Families questionnaire for parents. Completing an evaluation with youth participants is not required.
Languages Available	Familias Fuertas, a Spanish version of the program, is available.

Healthy Relationships Plus	
Program Information	
Outcome	Children and youth are safe and free from violence and injury.
Additional Information	https://youthrelationships.org/hrpp
Target Population	Youth ages 12-18
Description	<p>The Healthy Relationships Plus Program uses open dialogue and role playing to engage students in enthusiastic discussions about peer pressure, help-seeking, media literacy, healthy and unhealthy peer and dating relationships, and healthy communication. The Healthy Relationships Plus Program is a universal, competency enhancement program rather than a treatment. This means that the program is appropriate for all youth (aged 12-18 years), including those who have never been involved in violent or unhealthy relationships. In fact, involving all adolescents in education about safety and risk, rather than just those who show problems, builds resilience for future difficulties.</p> <p>We expect that the Healthy Relationships Plus Program will improve students' communication and problem solving skills, better enabling them to reduce peer and societal pressures.</p>
Sessions	<p>Fourteen 1-hour sessions.</p> <p>The justice system version is sixteen 1-hour sessions.</p> <p>The LGBT2Q+ version is eighteen 45-minute sessions.</p>
Number of Participants	6 – 20 youth
What the County Pays For	Healthy Relationships Plus program curriculum and access to videos
Training Requirements	A two-hour online training, provided by Healthy Relationships Plus, is required for all program facilitators.
Facilitators Needed	One facilitator is required.
Fidelity Notes	
Evaluation Information	Pre-test/post-test using an adapted Parenting Wisely questionnaire
Languages Available	English, Spanish, French. Versions for LGBT2Q+ (English), literacy-supported (English) and justice system involved (English, French) youth are also available.

Making Proud Choices!	
Program Information	
Outcome	Children and youth are physically healthy.
Additional Information	https://www.etr.org/ebi/programs/making-proud-choices/ https://www.hhs.gov/ash/oah/grant-programs/teen-pregnancy-prevention-program-tpp/evidence-based-programs/making-proud-choices/index.html
Target Population	Youth ages 12-18
Description	Making Proud Choices! An Evidence-Based, Safer-Sex Approach to Teen Pregnancy and HIV/STD Prevention is an 8-module curriculum that provides adolescents with the knowledge, confidence and skills necessary to reduce their risk of sexually transmitted diseases (STDs), HIV and pregnancy by abstaining from sex or using condoms if they choose to have sex. The intervention is based on cognitive-behavioral theories, focus groups and the authors' extensive experience working with youth. The curriculum includes a variety of activities and six DVDs used as part of the lessons.
Sessions	Eight 1-hour sessions. Should be offered at least weekly.
Number of Participants	6 – 20 youth
What the County Pays For	Making Proud Choices implementation set (curriculum, activity set, 6 DVDs, student workbooks), additional student workbooks, LGBTQ supplement
Training Requirements	A 90-minute training session, provided by NCS, is required for all program facilitators.
Facilitators Needed	One facilitator is required.
Fidelity Notes	Can also be implemented in four 2-hour sessions or two 4-hour sessions. An LGBTQ Supplement is available and recommended to be included.
Evaluation Information	Pre-test/post-test using an adapted Parenting Wisely questionnaire
Languages Available	English and Spanish

CATCH My Breath	
Program Information	
Outcome	Children and youth are physically healthy. Children and youth are socially, emotionally, and behaviorally healthy.
Additional Information	https://www.catch.org/bundles/23725
Target Population	Youth ages 10-18. There are specific curricula for grade 5, grade 6, grades 7-8, and high school.
Description	<p>The overall goal of CATCH My Breath is to prevent the initiation of e-cigarette use among preteen and teen adolescents. The program is designed to help students:</p> <ul style="list-style-type: none"> • Discover that non-use of e-cigarettes is the norm for adolescents; • Identify reasons why young people might start using e-cigarettes; • Recognize the subtle, and not so subtle, messages in e-cigarette advertising; • Practice skills for resisting peer pressure and advertising pressure to use e-cigarettes; and • Decide on their personal reasons not to use e-cigarettes and set goals for future non-use. <p>The intended outcomes are to ensure that students will:</p> <ul style="list-style-type: none"> • Resist their own curiosity, peer and advertising pressure to experiment with e-cigarettes; • Understand that e-cigarettes are addictive, unhealthy, and not as popular as they think; and • Influence friends and peers not to use e-cigarettes. <p>The curriculum uses the following educational strategies:</p> <ul style="list-style-type: none"> • Social emotional learning (SEL); • Peer-facilitated cooperative learning groups; • Large-group discussions; • Analysis of mass media; and • Goal setting. <p>The use of peer group facilitators ensures cultural appropriateness for students across socioeconomic groups, cultures, ethnicities, and regions in the United States. In addition, same-age peers are more likely than teachers or outsiders to speak the same “peer language” and have the same perspective as the students.</p>
Sessions	Four 40-minute sessions. Should be offered at least weekly.
Number of Participants	6 – 20 youth
What the County Pays For	CATCH My Breath curriculum
Training Requirements	An online training, about 30 minutes in total, is provided by CATCH and is required for all program facilitators.
Facilitators Needed	One facilitator is required.
Fidelity Notes	<p>For mixed-age groups, we recommend using the 6th grade curriculum for 5th and 6th grade students, and the 7th/8th grade curriculum for middle school students. You should avoid mixing middle and high school students.</p> <p>The Adult Interview is optional, as we try to avoid assigning homework.</p>
Evaluation Information	Pre-test/post-test using an adapted CATCH My Breath questionnaire
Languages Available	English

Healthy Youth Prevention Education (HYPE)	
Program Information	
Outcome	Youth and young adults are safe and free from violence and injury.
Additional Information	<i>This program is in the final stages of development and will not be ready for implementation until 2022. If you are interested in implementing it at that time, please include it in your proposal.</i>
Target Population	Middle school and high school students
Description	<p>The Healthy Youth Prevention Education (HYPE) is an 8-session curriculum that teaches students, teens, and other youth about dating violence and sexual violence prevention. Through hands-on activities, multimedia, role play exercises, and facilitated discussions, teens will have opportunities to examine different aspects of relationships and to develop skills to identify and replicate healthy behaviors.</p> <p>HYPE was developed by Fairfax County Department of Family Services and piloted with Fairfax County teens.</p>
Sessions	Eight 90-minute sessions. Must be offered at least weekly.
Number of Participants	6 – 20 youth
What the County Pays For	Facilitator manual, student workbooks
Training Requirements	A 1.5-day training, provided by the Fairfax County Department of Family Services, is required for all program facilitators.
Facilitators Needed	1 facilitator is required. A second adult, who does not need to be a trained facilitator, is recommended to help with logistics, behavior management, and participant support.
Fidelity Notes	
Evaluation Information	Pre-test/post-test using the HYPE questionnaire
Languages Available	English

PLANNING SHEET

Partners in Prevention Fund – Capacity Building Program

Provider: _____ Today's Date: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Program Name: _____ Location: _____

Location Zip Code: _____ Location in an Opportunity Neighborhood? Y N

Program Schedule (list dates of all program sessions):

of Participants Expected: _____ # of Families Expected (family programs only): _____

Target Audience (e.g., after-school program participants, general community members):

Staff*:	Role:	Trained?	Background Check?
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

*All staff (including volunteers and subcontractors) who will have contact with participants must be listed and must have cleared a background check. All staff directly implementing/facilitating the program must have completed the training provided by the County.

Provide any other details if necessary:

SUBMIT PLANNING SHEET AT LEAST 3 WEEKS PRIOR TO PROGRAM IMPLEMENTATION TO:

LIAISON (Email your Prevention Unit liaison)	AND	EVALUATOR Llunghofer@makinggoodwork.org	AND	NCS PREVENTION UNIT ncs-prevention@fairfaxcounty.gov
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**PURCHASE ORDER
PREVIEW**

PURCHASE ORDER NUMBER: [REDACTED]	Buyer: [REDACTED]
Purchase Order Date: 04/07/2014	Phone: [REDACTED]
Vendor Number: [REDACTED]	Email: [REDACTED]
	Payment terms: Net 30 days
	Incoterms: FOB Destination

VENDOR NAME
VENDOR ADDRESS

INVOICE TO:
 FCG - Accounts Payable
 PO Box 1147
 Fairfax, VA 22038-1147

SHIP TO:
 [REDACTED]
 Human Svc Admin Procurement DFS
 12011 Government Center Plkwy Ste 730
 Fairfax, VA 22035

////ATTENTION VENDOR!!!!
 PLEASE NOTE INSTRUCTIONS PRINTED FOLLOWING LAST LINE ITEM.

LINE NO	MATERIAL ID/DESCRIPTION OF ITEM(S) SERVICE(S) ORDERED OTHER ITEM DETAILS	QTY/UOM	PRICE/PRICE UNIT	TOTAL PRICE
1	Program Name Detailed Description: Start Date 04/01/2014 through 05/20/2014. Shopping Cart Number: [REDACTED] Contract Number: [REDACTED] Contract Item Description: [REDACTED]	1 /EA	[REDACTED] USD/1 EA	[REDACTED] USD

TOTAL COST OF THIS ORDER Total Amount USD

PURCHASE ORDER NUMBER MUST APPEAR ON ALL DELIVERIES, PACKAGES, INVOICES, PACKING SLIPS AND RELATED CORRESPONDENCE.

CERTIFIED AS TO AVAILABILITY OF FUNDS	APPROVED
Director of Finance/Date	County Purchasing Agent/Date
By: Date: 04/08/2014	By: Date: 04/08/2014

Terms and Conditions for Fairfax County Purchase Orders are available at
<http://Fairfaxcounty.gov/purchasing/po/termsandcondition.html>

VENDOR INVOICE

Partners in Prevention Fund – Capacity Building Program

Provider: _____ Today's Date: _____

Vendor #: _____ Contract #: _____

Remittance Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Invoice #: _____ Purchase Order #: _____

Invoice Period Begin Date: _____ Invoice Period End Date: _____

Program Name:	Dates Provided:	Program Code:	# of Families:	# of Participants:	Cost:
_____	_____	_____	_____	_____	_____

Have All Evaluations and Fidelity Forms Been Submitted to Lisa?
(attach explanation if no) Yes No

Outcomes Rate Card Bonuses – TO BE COMPLETED BY NCS STAFF ONLY		
Fidelity (100% of critical elements)	<input type="checkbox"/> Y <input type="checkbox"/> N	Bonus: _____
Located in Opportunity Neighborhood	<input type="checkbox"/> Y <input type="checkbox"/> N	Bonus: _____
Retention (# of families missing ≤ 1 session)	#: _____	Bonus: _____
Knowledge (# of families with improvement)	#: _____	Bonus: _____
Connectivity (# of families w/ assessment and referral)	#: _____	Bonus: _____
		ORC Subtotal: _____
Incentives & Snack Costs (youth program)	# participants x (\$15 + (\$5 x # sessions)):	_____
Incentives & Snack Costs (family program)	# families x (\$25 + (\$20 x # sessions)):	_____
		TOTAL DUE: _____

SUBMIT INVOICE BY THE 10TH OF THE MONTH FOLLOWING PROGRAM COMPLETION TO:

NCS Prevention Unit: ncs-prevention@fairfaxcounty.gov

Invoice Preparation Guidance:

- ✓ Be sure that the dates of service do not overlap dates of any services previously submitted.
- ✓ For the invoice number, you may use any combination of letters and numbers. For example, if the invoice is for services provided in December, you could use DEC2021.

Key Contacts

NCS Prevention Unit

<https://www.fairfaxcounty.gov/neighborhood-community-services/prevention-ncs-prevention@fairfaxcounty.gov>
[@ffxyouththrive](https://www.fairfaxcounty.gov/neighborhood-community-services/prevention-ncs-prevention@fairfaxcounty.gov)

Jesse Ellis, Prevention Manager

703-324-5626, jesse.ellis@fairfaxcounty.gov

Contact for: contract and billing issues, general program oversight

Kristen Brennan, Prevention Coordination Specialist

703-324-5640, kristen.brennan@fairfaxcounty.gov

Liaison to: Destiny Temple of Faith, FACETS, Mount Calvary Baptist Church, Second Story, United Community

Program Focus: Healthy Relationships Plus, Making Proud Choices

Chrissy Cunningham, Prevention Coordination Specialist

703-324-5509, christina.cunningham@fairfaxcounty.gov

Liaison to: Capital Youth Empowerment Program, Formed Families Forward, Recovering by Numbers, Wesley Housing

Program Focus: HYPE

Jonathan Melendez, Prevention Coordination Specialist

703-324-5556, jonathan.melendez@fairfaxcounty.gov

Liaison to: Centreville Immigration Forum, Edu-Futuro, First Baptist Church of Springfield, Family Services Network, HACAN, SCAN

Program Focus: Strengthening Families, Families Reunite

Lauren Hitz, Prevention Program Specialist

703-324-5213, lauren.hitz@fairfaxcounty.gov

Program Focus: CATCH My Breath

Evaluator:

Lisa Lunghofer, Making Good Work

llunghofer@makinggoodwork.net

Outcomes Rate Card Implementation Guide

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Outcomes Rate Card Overview

An Outcomes Rate Card (ORC) is an innovative procurement tool that identifies a set of outcomes and prices to be paid based on achievement. The ORC was developed by the Fairfax County team has been working alongside Social Finance, Inc. with input from Partners in Prevention Fund (PIPF) providers, in order to reflect positive impacts on provider capacity and the families they serve. The ORC was piloted with PIPF parenting programs in Fiscal Years 2020 and 2021 and is now applicable to all PIPF programs.

Payment Structure

The PIPF ORC structure does not impact base provider payments, but allows for potential bonus payments to be made based on the achievement of specified outcomes (detailed below).

The available bonus amounts are different for each program, based on current program cost and scope of services. The maximum bonus payment per implementation of each program reflects about a 30% increase over the average contract cost for each program. For each implementation, Fairfax County will validate which of the five metrics have been achieved, and make bonus payments accordingly.

Outcomes Rate Card Metrics and Prices

The ORC includes five metrics across three categories, with varying prices based on the importance of the metric and its relative difficulty to achieve.

Metric Category	Metric	Families Reunite	Strengthening Families	Healthy Relationships +	Making Proud Choices	CATCH My Breath	HYPE	New Program TBD
Fidelity	1 Session Delivery	\$35 per implementation	\$60 per implementation	\$35 per implementation	\$25 per implementation	\$15 per implementation	\$50 per implementation	TBD
Participant Enrollment & Retention	2 Opportunity Neighborhood Implementation	\$100 per implementation	\$185 per implementation	\$115 per implementation	\$75 per implementation	\$40 per implementation	\$160 per implementation	TBD
	3 Program Engagement <i>(Up to 12 participants or families)</i>	\$10 per family; up to \$120	\$20 per family; up to \$240	\$15 per participant; up to \$180	\$10 per participant; up to \$120	\$5 per participant; up to \$60	\$20 per participant; up to \$240	TBD
Participant Impact	4 Improvement in Knowledge <i>(Up to 12 participants or families)</i>	\$20 per family; up to \$240	\$35 per family; up to \$420	\$20 per participant; up to \$240	\$15 per participant; up to \$180	\$10 per participant; up to \$120	\$30 per participant; up to \$360	TBD
	5 Service Connectivity <i>(Up to 12 participants or families)</i>	\$15 per family; up to \$180	\$30 per family; up to \$360	\$20 per participant; up to \$240	\$10 per participant; up to \$120	\$5 per participant; up to \$60	\$25 per participant; up to \$300	TBD
Maximum Payment Per Implementation		Up to \$675	Up to \$1265	Up to \$810	Up to \$520	Up to \$295	Up to \$1110	TBD

Metric Definitions and Measurement

Definitions and requirements for achievement of each of the five metrics are below. Please note that the first two metrics are binary metrics, measured per implementation, while the last three metrics are measured on a per family basis.

1. **Fidelity.** Providers will receive a bonus payment for **each implementation** in which 100% of sessions include completion of all “essential fidelity components.” Fidelity forms for each program will clearly identify which components are essential for each session. You will document whether or not you have completed each component by checking them off on the fidelity form.
2. **Opportunity Neighborhoods.** Providers will receive a bonus payment for **each implementation** in which the program is delivered in an Opportunity Neighborhood. Achievement will be determined based on the location and zip code provided in the Program Planning Sheet. As of July 2021, Opportunity Neighborhoods will be located in the Mount Vernon, Reston, Herndon, Annandale, and Baileys/Culmore sections of the county.
3. **Program Engagement.** Providers will receive a bonus payment for **each participant (youth programs) or each family (parent programs)** that attends the program regularly. “Regularly” is defined as missing no more than one session, regardless of program type. For parent programs, there must be one adult caregiver who attends regularly for each family; it is that person’s attendance that will be tracked for the purpose of this metric. Each participant or family that attends regularly, up to 12 families, will earn you a bonus. However, **at least six participants or families** must attend at least one session for you to qualify for this bonus.

You will need to complete an attendance tracking sheet that you will submit with your fidelity and evaluation forms. Participants’ names will not need to be on the sheet.

4. **Knowledge.** Providers will receive a bonus payment for **each participant (youth programs) or family (family programs;** defined as the same caregiver who attends most regularly for each family), up to 12 participants or families, that improves their score by **10%** based on completion of a pre and post-test.

We recognize that questionnaires can be difficult to administer for many of the populations you are serving, for many reasons. Therefore, you have the option to propose an alternative measure for this metric, to be approved by NCS in writing before the program begins. You will work with your program liaison to develop a proposal, if interested. Proposals will be approved based on whether they: a) address problems you identify regarding the existing pre/post-tests; b) are valid and reliable methods of measuring increased knowledge, and c) include objective assessments of knowledge.

5. **Service Connectivity.** Providers will receive a bonus payment for **each participant or family** for whom you conduct a needs assessment and refer to services or resources. (In this case, can include any member of a participating family.) Needs assessments can be formal (we’ll provide tools you can use) or informal, and referrals can be made at any point during the program. The attendance sheet will capture very basic information on the referrals you make.

Using the ID Key and Attendance Forms

In addition to the fidelity and pre/post test questionnaires, you will be complete an ID key and an attendance form. The attendance form is critical, and needs to be submitted with your pre- and post-tests and fidelity forms in order for you to be eligible for bonus payments.

We strongly recommend using the ID key as a way to keep track of who is assigned to which survey number. Because some of the bonus payments are now tied to families as a whole, we must have a way to track pre- and post-tests by family. However, we also want the surveys to remain anonymous. The ID key allows you to connect a name with a survey without having to put names on the surveys.

For each family, enter the names of the participants in the “Participant Names” category. In the example below, Jesse and Anna are the parents, and Paige and Harper are the kids, for “Family 1.”

Survey Number	Participants	Participant Names
Family 1:		
1A	Parent/Caregiver	JESSE
1B	Parent/Caregiver	ANNA
1C	Youth 1	PAIGE
1D	Youth 2	HARPER
1E	Youth 3	
1F	Other Adult Attendee	
Family 2:		

You will use the “Family 1” and individual designations in a couple of other places.

First, you will use the individual identifiers on the pre- and post-test questionnaires. In the past, we used initials and birthdays. But now, we’ll use 1A, 1B, etc.

Second, you will use the identifiers on the attendance forms.

Survey Number	Participants	Check Each Session Attended	Check If 6 or More Sessions Are Attended	Check the Surveys Administered	Needs Assessment Conducted and Referrals Made
Family 1					
1A	Parent/Caregiver	1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/> Attended 6 + sessions	<input checked="" type="checkbox"/> Pre-test <input type="checkbox"/> Post-test	Needs Assessment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Type(s) of Referral Made: <input checked="" type="checkbox"/> Basic Needs <input checked="" type="checkbox"/> Clinical Care <input type="checkbox"/> Protection <input type="checkbox"/> Vulnerable Populations <input type="checkbox"/> Trainings <input type="checkbox"/> Educational Supports <input type="checkbox"/> Case Management <input type="checkbox"/> Legal <input type="checkbox"/> Other: _____
1B	Parent/Caregiver	1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Attended 6 + sessions	<input type="checkbox"/> Pre-test <input checked="" type="checkbox"/> Post-test	
1C	Youth 1	1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/> Attended 6 + sessions	<input checked="" type="checkbox"/> Pre-test <input type="checkbox"/> Post-test	
1D	Youth 2	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Attended 6 + sessions	<input type="checkbox"/> Pre-test <input checked="" type="checkbox"/> Post-test	
1E	Youth 3	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/> Attended 6 + sessions	<input type="checkbox"/> Pre-test <input type="checkbox"/> Post-test	
1F	Other Adult Attendee	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>	<input type="checkbox"/> Attended 6 + sessions	<input type="checkbox"/> Pre-test <input type="checkbox"/> Post-test	

In the example above, you can see that Anna and Harper each attended 6 sessions, and that you have completed pre- and post-tests from Anna only. (This is enough to earn you a Program Engagement bonus and, if Anna demonstrates a 10% improvement, a Parenting Knowledge bonus.)

You also can see that a needs assessment was done for the family, and they were referred for basic needs and clinical care services. (This will earn you a Service Connectivity bonus.)

Service Connectivity: Conducting Needs Assessments and Making Referrals

There is no one way you have to conduct a needs assessment and make referrals. Unless your agency already has one in place, we do not recommend using a formal, structured needs assessment. We recommend identifying needs by talking with families about what they feel they need.

NCS is in the process of developing an assessment tool that can be used in community-based, non-clinical settings. We will share that with you once it is ready.

If you are unsure of where to refer families for services, please consult the Fairfax County Human Services Resource Guide (<https://www.fairfaxcounty.gov/hsrc/>) or contact your NCS liaison.

For the type of referral, the checklist includes very broad categories. Here are the types of programs and services that generally come under each:

Basic Needs/Financial Supports & Benefits

- Emergency Financial Assistance
- Emergency Shelter
- Emergency Food Assistance
- Public Benefit Program (SNAP, TANF, General Relief, Refugee Assistance, etc.)
- Non-Emergency Food (WIC, School Lunch & Breakfast Programs, After School and Summer Food Programs, etc.)
- Health Care Coverage (Medicaid, FAMIS, CHCN, M CCP, State and Local Hospitalization)
- Housing Assistance (Emergency Rental Assistance, Housing Choice Voucher, Rental Deposit Assistance, etc.)
- Child Care (Child Care Assistance and Referral, etc.)
- Transportation (Public Transportation Information, Vouchers/Subsidies/Discounts, etc.)
- Utilities Assistance
- Other Benefits or Supports (e.g., Clothing, Furniture, Household Items)

Clinical Care and Substance Abuse

- Primary Health Care Services
- Maternal Health Care Services
- Prenatal Care
- Nurse Home Visiting Services
- Food and Nutrition Services
- Other Speciality Care Services (Dental, Eye, Speech and Hearing, etc.)
- Mental Health Services
- Substance Use Services
- Counseling Services to Survivors of Domestic Violence

Protection and Care for Individuals and Families at Risk

- Alternative Living Arrangements
- Case Management
- Counseling
- Family Preservation
- Home Based Care for Disabled Children

- Respite Child Care
- Placement Services
- Supervision for children who have been separated from parents due to abuse or neglect
- Adoption Counseling
- Foster and Adoptive Family Recruitment
- Adult Protective Services
- Virginia Insurance Counseling and Assistance Program (VICAP)
- Caregiver Support and Respite Program
- Insurance Counseling
- Domestic Violence Victims Assistance Network (DV Hotline)
- DSV Advocacy Services Program

Targeted Supports for Vulnerable Populations

- Developmental Disability Services
- Behavioral Health Employment Services
- Adult Day Health Services
- Home-based Services
- Therapeutic Recreation Services

Trainings and Interventions

- Job Training and Supports
- Offender Rehabilitation and Supports
- Lifestyle Trainings and Supports
- Linguistic and Cultural Competency Trainings

Educational Supports

- Early Childhood Programs
- School Age Children and Youth
- Adult Education Programs

Case Management, Coordination and Navigation Services

- Developmental Disability Support Coordination
- Wraparound Fairfax
- Child Health Case Management Program
- Nurse Family Partnership Program

Criminal Justice and Legal Services

- Juvenile and Domestic Court Services
- Legal Services