State Child Access Program Survey:

G U I D A N C E

State Reporting Requirements

The enabling legislation requires states to monitor, evaluate, and report on services funded through the Access and Visitation Grant Program. This statutory requirement is partially satisfied through the annual completion – by States – of the "State Child Access Program Survey" which includes:

1. state agency contact information;
2. services funded;
3. local provider contact information;
4. number of parents served;
5. socio-economic and demographic information on families served; and
6. outcome data (i.e., number of non-custodial parents whose parenting time with children increased as a result of services).

Reporting Period:

The State Child Access Program survey is to be used by states and local service providers to collect data on child access and visitation services provided during the applicable fiscal year as follows:

FY 2010	(October 1, 2009 – September 30, 2010)
FY 2011	(October 1, 2010 – September 30, 2011)
FY 2012	(October 1, 2011 – September 30, 2012)

Annual Submission of State Child Access Program Data to OCSE:

States are required to submit the data to OCSE by **December 30th** of each year; **States may require local sub-grantees/ contractors to submit the data to them at any time during the FYY as required by their program design.**

State Child Access Program Survey

The "State Child Access Program Survey" is comprised of two parts:

Part I: State Agency Program Survey: 6 pages plus data worksheet

Part II: Local Service Provider Program Survey: 5 pages plus data worksheet

How it Works

Step 1: **Local Service Provider** completes "Part II: Local Service Provider Survey" – including D: Local Service Provider Worksheet -- and submits to the State;

Step 2: **State Agency** must ensure that local service provider surveys have been submitted and that the data worksheet is complete and accurate. Where there are data discrepancies (e.g., missing or incorrect data), the State must obtain the corrected data from the local service provider(s);

Step 3: **State Agency** completes "Part I: State Agency Program Survey" based on the corrected data contained in the local service provider surveys; and

Step 4: **State Agency** retains all Local Service Providers Surveys – including Local Service Provider Worksheets -- and only submits to OCSE the completed "Part I: State Agency Program Survey" including E: Summary of State-Funded Local AV Programs worksheet **by December 30th each year.**

A Guide to Reporting the Data

This information is intended to provide ***guidance*** to state and local service providers in completing the "State Child Access Program Survey," specifically the data worksheets ("G: Summary of State-Funded Local AV Programs contained in Part I: State Agency Program Survey" and "D: Local Service Provider Worksheet contained in Part II: Local Service Provider Survey").

Case Reference/Identification Number (contained in "D: Local Service Provider Worksheet only) should reflect information on each parent/client or family unit served via an identification or case number that protects their privacy and confidentiality. Social Security numbers/names should not be included on these forms.

Non-Custodial Parents are and may include parents/clients who have partial or no legal rights to or physical custody of their child and/or as defined by individual state statute.

Custodial Parents are and may include the parent/client who has primary legal and/or physical custody of the child and/or as defined by individual state statute.

Referral Source: Use guidance below to report how parents were referred to access and visitation services funded through this program:

Self: parent/client seeks AV services on his or her own

Court: court referred or ordered parent/client to AV services

IV-D: child support agency (IV-D) referred parent/client to AV services

DV: domestic violence agency/DV court/other DV resource/services

CPS: child protection agency/services

Other: parent/client referred by other sources to AV services

Client Information: Use guidance below to report client information:

Father: biological father (delineated between custodial/noncustodial)

Mother: biological mother (delineated between custodial/noncustodial)

Grandparent: maternal or paternal grandparent who has primary responsibility for the child (formally or informally).

Legal Guardian: a person who has been assigned legal guardianship, by the courts, for the care of the child.

Grandparents/legal guardians should only be reported if provided a service with AV funds. A child simply in the custody of a grandparent or legal guardian is not a reason to report them on the **survey.**

Number of Children: the number of children born between the two biological parents who are receiving AV services (do not include other children, such as step-children, in the family); the number of children on whose behalf the grandparent or legal guardian is receiving services.

Marital Status: report only marital status between biological parents receiving AV services at the time they entered the program; **do not report marital status for grandparents or legal guardians.**

Race/Ethnicity: report in one of these categories according to self-identification by parent/client (i.e., American Indian or Alaska Native; Asia; Native Hawaiian or Other Pacific Islander; Black/African American; White; Hispanic or Latino; Two or More races).

Income: report in one of these categories according to self-identification by parent/client (i.e., less than $10,000; $10,000 to $19,999; $20,000 to $29,999; $30,000 to $39,999; $40,000 and above).

Services Provided:

Important: Report each parent/client served -- in numbers by type -- under the "Services Provided" category on the data worksheet. If a parent received mediation services and parenting plan services, place a "1" - not an "X" - in each

category. Also, do not count the number of times a parent received a service. For example, if a parent completed 6 supervised visits, do not place a "6" in the box.

Services such as mediation, development of parenting plans, and neutral drop-off and pick-up usually require the participation of both parents. You would report or count both parents being served on the data worksheet. Counseling or parenting education could include the participation by both or only one parent/client. Other services, like supervised visitation, usually involve the participation of one parent (i.e., non-custodial parent).

Mediation: could include, but is not limited to, court-connected or community-based services involving professionals (certified and trained as family mediators) who meet with both parents to: a) resolve parenting disputes; and b) develop a parenting plan and visitation agreement with the goal of increasing non-custodial parenting time, among others, with children (e.g. increase child support, etc.). Under the AV grant program, mediation may be voluntary or mandatory. If the parents successfully complete a parenting plan during mediation, you should count both mediation and parenting plan development as services provided. If you provide a mediation service that does not result in agreement on a parenting plan, you should still reflect in your data that you provided the mediation service. Mediation must focus on AV issues only. For example, mediation must focus on parenting-time issues rather than general divorce issues, such as property division, financial asset division, etc.

Counseling: could include, but is not limited to, professional advice or guidance provided to parents by a licensed or certified mental health professional. This provision of service is intended to help parents work through their interpersonal conflicts by focusing on the best interests of the child. Counseling must focus on the issues pertaining to AV issues. Counseling cannot focus on mental health issues, such as alcohol/drug addiction, drug testing, and/or other issues generally addressed in child welfare case plans, etc. Counseling must not focus on domestic violence/batterer's intervention/anger management issues. Job/Employment counseling and services cannot be funded by the AV grant. Psychological/mental health evaluations cannot be funded by the AV grant. If you provide counseling for children, you must be able to demonstrate how this counseling increases the access between the child and the parent. Counseling should not focus on general issues, such as the sexual abuse of children; various reasons why children might have been removed from their parents' custody, etc. It must focus on access and visitation-related issues.

Development of Parenting Plans: could include, but is not limited to, the development of formal or informal parenting plans or parenting agreements through services other than formal, court-ordered mediation which increase non-

custodial parenting time with children. These plans may or may not be filed with the court dependent upon the wishes of the parents. The plans should focus on AV issues only rather than other issues that may arise between conflicted parents (financial, property division, etc.)

Parent Education: could include, but is not limited to, an educational workshop, class, or seminar that provides non-custodial and custodial parents with information on a range of issues, such as: a) the effects of separation and divorce on children and families; b) impact of parental conflict on children; c) how to develop a parenting agreement; d) court procedures for filing a motion for visitation; and e) custody and visitation compliance issues. Parenting classes regarding discipline, child development, basic child care, such as diaper-hanging, etc., should not be included in AV parent education services.

Visitation Enforcement Services: could include, but is not limited to,

- **Monitored/Therapeutic/Supervised Visitation** services for non-custodial parents – court-ordered or voluntary – who would otherwise be denied access to their children. Visitation services might be offered through visitation centers, public settings, such as park facilities, and offices. Whatever the location, the focus should be on trained staff supervising the visitations in a safe setting appropriate to the particular issues experienced by the family.

  Note: If your program is offering "therapeutic visitation" to parents who have had their children removed by child welfare, the AV grant cannot pay for the cost of the therapist to address such issues as anger management, appropriate discipline techniques, general family therapy and/or other issues identified by social services. Only AV issues can be addressed.

- **Neutral Drop-Off/Pick-Up** services for high-conflict parents and their children in a neutral environment for the safe exchange of a child from the custodial parent to the non-custodial parent or vice versa. These services are often available through community and faith-based organizations and/or supervised visitation centers. Note: A transporter retrieving a child from a grandparent/legal guardian and taking a child to a supervised visitation with parents is not considered an AV service to the grandparent/legal guardian. It is only an AV service if the conflict between the grandparent/legal guardian and the parent(s) is so high that the visit would not occur without the "Neutral Drop-Off/Pick-Up" service.

- **Visitation Compliance Monitoring** includes, but is not limited to,

services – usually court-connected - designed to monitor parental compliance of a court order for visitation and/or custody, or parenting plan agreement, and/or to resolve disputes over non-compliance. For example, Parenting Coordinators are trained professionals often used to fulfill this role.

Outcome: "Increase in NCP Parenting Time with Children" (required): is the number of non-custodial parents who obtain an increase in parenting time (hourly, daily, weekly monthly, and/or annually) with their children compared to time spent with their children prior to receiving access and visitation services. Report the number of noncustodial fathers with increased parenting time and the number of noncustodial mothers with increased parenting time.

General Tips for Data Collection:

1) Use only the categories that are included on the spreadsheet provided by OCSE and defined above. All data must be included in one of the delineated categories.

2) Only count grandparent/legal guardian if provided an AV service.

3) Data reflects the people to whom you provided an AV service. Your total number of clients served reflects that you provided a service to those people. If you did not provide a service, do not provide data on that individual.

4) You must provide numbers for "increased parenting time for mothers/fathers."

5) The number of "unknowns" in the data must be kept to a minimum. Data collection is a Federal requirement.

6) Double-check to ensure the columns reflect proper totals before submitting the data to OCSE.

    - Data totals for "Number of Clients Served," "Race/Ethnicity," and "Income" should equal.

    - "Marital Status" totals should equal the number of biological parents.

    - Total numbers in the "Services Provided" columns should never be lower than the total number of "Clients Served." However, the total number of "Services Provided" might be higher than the number of "Clients Served" if clients received more than one service.

    - "Client Referral Source" totals should never be less than the "Number of Clients Served." However, "Client Referral Source" might be higher if a client has more than one referral source.

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If you have further questions regarding the completion of the "State Child Access Program Survey", please contact:

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