

Peer Review Guidelines for New Hampshire's Community Based Child Abuse Prevention Programs

As the state lead agency for community based child abuse prevention programs (CBCAP), the New Hampshire Children's Trust Fund (NHCTF) is able to offer technical assistance and training for peer review. Peer review is a federal reporting requirement for NHCTF. Beginning in 2007, all agencies receiving CBCAP funding from NHCTF (grantees) are required to engage in a peer review with a partner agency at least once every three years. All agencies are encouraged to begin the peer review process by reviewing the current peer review guidelines, *Peer Review in CBCAP: Current Activities and Best Practices for Building Stronger Peer Review*, and refer questions for peer review practice to Karen Ryan at klryan@nhctf.org. Completed peer review reports may be sent to info@nhctf.org.

NHCTF appreciates the dedication of our grantees to continual program improvement and their commitment to high quality programs for children and families. Our work through peer review and peer learning will be another example of how we are keeping children safe and families strong.

Items for Peer Review – Download at http://www.nhctf.org/partners/peer_review.html

- Peer Review Guidelines: *Peer Review in CBCAP: Current Activities and Best Practices for Building Stronger Peer Review*
- Agency Self Assessment
 - Section 1: *Strengthen Parenting*
 - Section 2: *Linking Families to Services and Opportunities*
- Peer Review Site Visit Report Form

Six Steps for Successful Peer Review

1. Form a Peer Review Team

Teams should be made up of four to six stakeholders from your program and should represent many aspects of your program by including parents, staff, and community stakeholders.

2. Schedule Peer Review Training with NHCTF

Many programs were able to attend the peer review training hosted by NHCTF, the Division for Children, Youth, and Families, and the FRIENDS National Resource Center in November of 2006. NHCTF provides training and technical assistance for grantees. For questions regarding the peer review process, please contact NHCTF.

3. Prepare for the Site Visit

In order to prepare for a site visit from your partner agency, host agencies should have completed and Outcomes Evaluation, the Evidence-Based Practice Checklist and both sections of the self assessment.

4. Host a Site Visit

Invite your partner agency to visit your programs on site and review necessary materials and complete the Site Visit Report Form in collaboration with the host team.

5. Visit Your Partner Agency

Visit your partner agency's site to review necessary materials and complete the Site Visit Report Form in collaboration with the partner team.

6. Report to NHCTF

Send summaries of your agency's peer review to NHCTF. You may submit your agency's review summary whether or not you review another agency. NHCTF will use aggregate information from peer review reports as part of our federal reporting.