

## **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: all agencies receiving CBCAP funding from NHCTF 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 Katie Brandt at [kbrandt@nhctf.org](mailto:kbrandt@nhctf.org). Completed peer review reports may be sent to Karen Carpenter at [khcarpenter@nhctf.org](mailto:khcarpenter@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. The following are steps and guidelines for peer review practice in New Hampshire CBCAP programs.

### **Six Items for Peer Review**

- Peer Review Guidelines: *Peer Review in CBCAP: Current Activities and Best Practices for Building Stronger Peer Review*
- Peer Review Timeline
- List of Potential Partner Peer Review Agencies
- Agency Self Assessment
  - Section 1: *Strengthen Parenting*
  - Section 2: *Linking Families to Services and Opportunities*
- Evidence-Based Practice Checklist
- 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. Attend a Peer Review Training**

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. 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. NHCTF will use aggregate information from peer review reports as part of our federal reporting.