This form should accompany your Excel HV-BAT submission. This form accomplishes two goals:

1. Allows LIAs to report staff training that was provided and paid for by DCYF during the 12-month reporting period so that DCYF can calculate and provide these expenses for inclusion in each LIA’s final HV-BAT cost report to support a comprehensive 12-month cost for LIA home visiting service provision, and
2. Allows LIAs to provide any contextual information necessary to understand or interpret the costs reported during the 12-month HV-BAT reporting period. Examples of contextual information include: a supervisor position was vacant for six months of the reporting period, the COVID pandemic required virtual model trainings throughout the reporting period that contributed to reduced training-travel expenses, available RESCUE funds allowed more program supplies expense compared with prior operational periods, and etc.

When completed, submit this form with your completed Excel HV-BAT via email to the DCYF Home Visiting Inbox ([dcyf.homevisiting@dcyf.wa.gov](mailto:dcyf.homevisiting@dcyf.wa.gov)) on or before December 2, 2022. The email subject should be: [LIA Name] SFY23 HV-BAT submission.

Submit questions about how to complete this form to the DCYF Home Visiting Inbox with email subject: HV-BAT Question.

A. Identifying Information

|  |  |
| --- | --- |
| Organization Name |  |
| Home Visiting Model |  |
| Person Completing Form (Last, First- Title) |  |
| Date Form Completed |  |
| 12-Month HV-BAT Reporting Period | to |

B. Trainings attended by program staff during the selected 12-month reporting period

Count all staff, no matter how they are funded (*ex: 0, 1, 2, etc*.). Count each staff as “1”, even if they only attended the training partially and even if they are a part-time employee (*ex: if a 0.5 FTE home visitor attended only 1 day of a 2-day training, count that staff as “1” for reporting purposes here).*

|  |  |
| --- | --- |
| **Training Name** | **Number of staff attended** |
| The Washington State Coalition Against Domestic Violence (WSCADV)Domestic Violence Assessment and Response |  |
| The Washington State Coalition Against Domestic Violence (WSCADV) Safety Planning with Families |  |

C. Contextual information to support understanding of the HV-BAT Excel data submission

Please provide any information necessary to interpreting/understanding HV-BAT cost/service data

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| --- |
|  |

Thank you so much for your timely submission.