

APPLICATION NUMBER: C12-5-008

APPLICANT: Capital Area CASA Association

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	\$	<u>61,670</u>	80.00%
MATCH:	\$	<u>15,418</u>	20.00%
TOTAL:	\$	<u>77,088</u>	100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2012

END DATE: 09/30/2013

Continuation of C93-5-009

PROJECT SUMMARY:

Court Appointed Special Advocates (CASAs) provide a voice in court for child abuse victims by providing an independent, objective, thoroughly researched opinion of what is in the child's best interest. CASA volunteers work with all parties--parents, foster parents, attorneys, judges, child protection agency workers, private treatment providers and most importantly, the child--to facilitate a safe, permanent home for these children as expediently as possible. CASAs are trained community volunteers.

RECOMMENDATION: FUND DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C12-5-008

CVA Purpose Area: 3

1. TITLE OF PROJECT

CASA Program

2. NEW PROJECT

CONTINUATION PROJECT OF: C09-5-007

3. PROJECT DURATION

Total Length: 12 Months (*Not to exceed 12 Months*)

Desired Start Date: 10/1/2012

Desired End Date: 9/30/2013

4. PROJECT FUNDS

Federal Funds: \$61,670

Cash Match

In-Kind Match: \$15,418

Total Project: \$77,088

5A. APPLICANT AGENCY INFORMATION

Agency Name: Capital Area CASA Association

Physical Address: 848 Louisiana Avenue

City: Baton Rouge

Zip: 70802-5927

Mailing Address: 848 Louisiana Avenue

City: Baton Rouge

Zip: 70802-5927

Phone: (225) 379-8598

FAX: (225) 379-3362

Email: lbetz@casabr.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Liz Betz

Title: Executive Director

Agency Name: Capital Area CASA Association

Address: 848 Louisiana Avenue

City: Baton Rouge

Zip: 70802-5927

Phone: (225) 379-8598

FAX: (225) 379-3362

Email: lbetz@casabr.org

11/31/2013

Fed Employer Tax Id: 72 - 1197395

DUNS: 96270 - 5950

CCR CAGE/NCAGE: 5EM93

CCR Expiration Date: 3/29/2012

6. IMPLEMENTING AGENCY

Name: Capital Area CASA Association

Title: Executive Director

Agency: Capital Area CASA Association

Address: 848 Louisiana Avenue

City: Baton Rouge

Zip: 70802-5927

Phone: (225) 379-8598

FAX: (225) 379-3362

Email: lbetz@casabr.org

7. PROJECT DIRECTOR

Name: Liz Betz

Title: Executive Director

Agency: Capital Area CASA Association

Address: 848 Louisiana Avenue

City: Baton Rouge

Zip: 70802-5927

Phone: (225) 379-8598

FAX: (225) 379-3362

Email: lbetz@casabr.org

8. FINANCIAL OFFICER

Name: Michelle Lacombe

Title: Treasurer, Board of Directors

Agency: Capital Area CASA Association

Address: 753 Bromley Drive

City: Baton Rouge

Zip: 70808-

Phone: (225) 769-5851

FAX: (703) 837-2897

Email: shellyweld@aol.com

9. BRIEF PROJECT DESCRIPTION: (*Please do not exceed space provided below.*)

Court Appointed Special Advocates (CASAs) provide a voice in court for child abuse victims by providing an independent, objective, thoroughly researched opinion of what is in the child's best interest. CASA volunteers work with all parties – parents, foster parents, attorneys, judges, child protection agency workers, private treatment providers, and most importantly, the child – to facilitate a safe, permanent home for these children as expediently as possible. CASAs are trained community volunteers.

2012 SEP 24 PM 2:04

LA COMMISSION
LAW ENFORCEMENT

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
<input type="checkbox"/>	Sexual Assault
<input type="checkbox"/>	Domestic Abuse
<input checked="" type="checkbox"/>	Child Abuse
<input type="checkbox"/>	Previously Underserved
State Type of Previously Underserved:	

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.		

Person Completing Budget Section: Liz Betz

Title: Executive Director

Phone: (225) 379-8598

Fax: (225) 379-3362

E-Mail: lbetz@casabr.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$57,102	\$0	\$15,418	\$72,520
SECTION 200. FRINGE BENEFITS	\$4,568	\$0	N/A	\$4,568
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
TOTAL:	\$61,670	\$0	\$15,418	\$77,088

Provide Source of Cash Match:

Provide Source of In-Kind Match: volunteer service

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Advocate Supervisor 1	Ricketta Cotton Monroe	FT	\$3,792.85	62.73%	12.00	\$28,551.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advocate Supervisor 2	Sharon Norwood	FT	\$3,225.23	73.77%	12.00	\$28,551.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$57,102.07	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$0.00	F = Fed Funds C = Cash Match	

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Volunteers advocate for the best interests of child victims by maintaining contact with the child on a regular basis, interviewing parties, attending court hearings and accessing services for the victim.	1,541.80	\$10.00	\$15,418.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$15,418.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$57,102
CASH MATCH	
IN-KIND MATCH	\$15,418
PERSONNEL TOTAL	\$72,520

SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN

Yes No Are job descriptions for each position attached? If not, explain:

Yes No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

Advocate Supervisors provide the training, guidance, support and direction to CASA volunteers which are necessary for effective advocacy and volunteer retention. Lay volunteers must have direct staff supervision in order to navigate the complexities of the judicial system on behalf of child abuse victims.

B) The basis for determining the salary of each position:

All salary ranges are comparable to other social service and volunteer management positions in the area.

C) Project duties of each position requested:

Duties of Advocate Supervisors:

- Work with volunteers to review case plans, identify problems and seek solutions
- Attend all court hearings with volunteers
- Review volunteers' reports before they are submitted to the judge
- Monitor submittal of volunteer reports to the CASA office
- Maintain contact with the volunteers at least monthly
- Provide pre-service and in-service training for volunteers

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee was moved must be filled. If employee is same from the previous grant, indicate if the employee was originally hired for that position.]

Both employees were originally hired for these positions.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: All Fringe Benefits Will Be Paid by Applicant Agency

Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Ricketta Cotton Monr	.062		\$28,551	\$1,770	5.	.062			\$0
2. Sharon Norwood	.062		\$28,551	\$1,770	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Ricketta Cotton Monr	.0145		\$28,551	\$413	5.	.0145			\$0
2. Sharon Norwood	.0145		\$28,551	\$413	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Ricketta Cotton Monr	450.00	12.00	1.88%	\$101	5.				\$0
2. Sharon Norwood	450.00	12.00	1.88%	\$101	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$4,568	FRINGE BENEFITS TOTAL (B):				\$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

Fringe Benefits Total (A+B): \$4,568

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$4,568
CASH MATCH	
TOTAL FRINGE BENEFITS	\$4,568

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

1. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Be sure to include current **valid local data** to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Abused and neglected children enter into complex social services and juvenile court proceedings through no fault of their own. They are innocent victims of abuse, neglect, and abandonment. They belong to no one as they wait for the courts to decide their future. Many of these children become victims a second time, lost in an overburdened child welfare system that cannot pay close attention to each child whose life is in it's hands. Sometimes a child can remain in foster care for months, even years, sometimes moving from one foster home to another with no stable home life. The most pressing need of child abuse victims living in foster care is placement in a safe, permanent home as quickly as possible. All children have a right to a safe and permanent home. In 2011, 109 cases involving 157 abused children were filed in East Baton Rouge Parish Juvenile Court.

East Baton Rouge Parish Demographic Summary (2010)

- * population 440,171
- * 24% age 18 or younger
- * 17.5% of families with minor children below poverty level

2. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

In East Baton Rouge Parish, the Children's Advocacy Program provides legal representation for abused and neglected children in juvenile court proceedings. Because of their caseloads, these attorneys rarely have out of court contact with the children they represents. The Louisiana Department of Children and Family Services (DCFS) is the state agency charged with the welfare of abused children while they are in state custody. DCFS case managers handle 25-30 cases. Because CASA volunteers are assigned to only one child abuse case they provide more thoroughly researched information than other professionals can possibly provide given their caseloads.

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

The most pressing need of child abuse victims living in foster care is placement in a safe, permanent home as quickly as possible. CASA volunteers facilitate permanence for child abuse victims by providing the judge with first hand, timely information on which to base her decision as to where to place the child. CASA volunteers make sure that needed services are provided to the children and their families to foster reunification and monitor the proceedings to ensure the case is moving forward and does not "fall through the cracks," leaving the children adrift in foster care. The mission of Capital Area Court Appointed Special Advocate Association is to advocate for timely placement of children in permanent, safe, and stable homes. Capital Area CASA Association will continue to serve 100% of children who need an advocate.

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. Use absolute numbers, not percentages and be sure to include a baseline number.

OBJECTIVES

1. Recruit 30 additional CASA volunteers to advocate for child abuse victims.
2. Train 30 additional CASA volunteers to advocate for child abuse victims.
3. Provide CASA volunteers for 200 child abuse victims.
4. Provide quality advocacy for 200 child abuse victims.

These are baseline numbers.

D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training project, omit this page and complete D-2 Training Programs.

1. Recruit 30 additional CASA volunteers to advocate for child abuse victims.
 - A. Distribute public service announcements to radio, television, and other news media each quarter.
 - B. Provide speakers for local community groups each month.
 - C. Recruit African Americans and males to create a diverse volunteer pool throughout the grant year.

2. Train 30 additional CASA volunteers to advocate for child abuse victims.
 - A. Develop training materials, manuals, agendas, and handouts for three pre-service training courses (February, June, September).
 - B. Process volunteer applications and complete the screening process for each volunteer (ongoing).
 - C. Evaluate training using pre and post test scores (February, June, September).

3. Provide CASA volunteers for 200 child abuse victims.
 - A. Program accepts appointments from all sitting juvenile court judges (ongoing).
 - B. Staff makes appropriate matches of volunteers to cases (ongoing).
 - C. Facilitate swearing in and court ordered appointments for volunteers (ongoing).

4. Provide quality advocacy for 200 child abuse victims.
 - A. Staff makes personal contact with each volunteer at least monthly.
 - B. Staff reviews all reports before submittal to court (ongoing).
 - C. Staff attends all court hearing with volunteers (ongoing).
 - D. Staff provides in-service training opportunities for volunteers each quarter.

Program will begin on 10/1/2012 and continue through 9/30/2013

H. PRIOR RESULTS (For Continuation Projects Only)

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance stated in the quarterly progress reports and other additional information.)

In 2011, 157 CASA volunteers advocated for 262 child abuse victims. Fifty-one new CASA volunteers were trained. Since the program began in 1992, 968 CASA volunteers have advocated for 1,838 abused and neglected children. According to research results compiled by the National CASA Association:

1. CASA volunteers are highly effective in getting their recommendations accepted in court. In four out of five cases, all or almost all of CASA volunteer recommendations are accepted.
2. When a CASA volunteer is assigned, a higher number of services are ordered for children and families.
3. A child with a CASA volunteer is more likely to be adopted.
4. A child with a CASA volunteer is less likely to re-enter the child welfare system. The proportion of re-entries is consistently reduced by half.

2. Did the project work as expected? Explain.

Capital Area CASA Association continues to be successful in meeting its goals. In February 2009, the program reached its long standing goal of providing a volunteer advocate for every abused child who needs one in East Baton Rouge Parish. The program continues to serve 100% of the "child in need of care" cases in its jurisdiction.

3. Have the original goals and objectives been revised? Yes No

If Yes, explain what changes will be made in the continuation of this project and why?

I. EVALUATION AND DISSEMINATION OF REPORTING

A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.

1. From who will the data be collected – what is the source?

CASA staff and volunteers provide data on the children served and CASA volunteers.

2. When will the data be collected?

Monthly

3. Who will collect and analyze the data?

The Program Manager collects and analyzes data involving children served and active volunteers. Data regarding CASA volunteer screening and training is managed by the Training Coordinator. The Recruitment Coordinator tracks data regarding volunteer recruitment activities.

4. Who will be responsible for submitting the data for the Quarterly Progress Reports: State name and contact information.

Name: Liz Betz

Phone: (225) 379-8598

Email: lbetz@casabr.org

5. Following evaluation, who and how will updating or revising of the project's strategy be accomplished?

Ongoing program evaluation and needed revisions are conducted on many levels. The board of directors revises the organization's strategic plan every three years. An annual staff retreat generates input regarding day-to-day programmatic operations. The executive director and program manager meet monthly to review progress towards annual goals and any obstacles that have arisen. The program manager conducts weekly case staffings with all staff advocate supervisors.

6. Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

- * East Baton Rouge Parish Juvenile Court Judges receive quarterly program reports.
- * The Louisiana Supreme Court receives monthly financial and program reports.
- * The Louisiana Commission on Law Enforcement receives monthly financial and quarterly program reports.
- * Capital Area United Way conducts an annual site visit which includes financial and program reports.
- * The organization's board of directors receives financial and program reports from staff bimonthly.
- * Private foundations receive reports as requested.
- * All funders receive a copy of the financial audit and annual report each year
- * All donors receive a copy of the annual report each year.

Capital Area CASA Association
VOLUNTEER MONTHLY REPORT

THIS REPORT IS DUE ON THE FIRST DAY OF THE FOLLOWING MONTH AND MUST BE SIGNED BY THE CASA VOLUNTEER. REPORTS MAY BE FAXED OR SCANNED AND EMAILED TO THE CASA OFFICE.

CASA NAME _____ REPORT FOR THE MONTH OF _____

CASE NAME _____

ADVOCATE SUPERVISOR _____ JUDGE _____

DCFS CASE MANAGER _____ *Has there been a change?* Yes No

CHILD'S ATTORNEY _____ *Has there been a change?* Yes No

HAS THERE BEEN A CHANGE IN PLACEMENT THIS MONTH? Yes No (Child's Name) _____

If yes, from _____ to _____
(placement) (placement)

HAVE THERE BEEN ANY INCIDENTS OF ABUSE/NEGLECT DURING THE MONTH? Yes No

CHILD	# OF CONTACTS WITH CHILD	HOW MANY CONTACTS WERE FACE-TO-FACE?

_____ # OF CONTACTS WITH COLLATERALS _____ TOTAL IN-SERVICE HOURS

_____ # OF CONTACTS WITH SUPERVISOR _____ TOTAL CASE HOURS

ARE SERVICES BEING PROVIDED AS SPECIFIED IN THE LAST CASE PLAN? Yes No Partially

IS VISITATION OCCURRING AS PLANNED? Yes No Partially

PERSONAL NOTES: *Describe a success you have had this month. Describe any obstacles you are encountering. Also, if you checked no or partially to the two previous questions, please summarize below.*

DATE OF NEXT FTC _____ *If no date set, next FTC is due* Date _____

DATE OF NEXT COURT HEARING _____ REMINDER: COURT REPORTS ARE DUE AT THE CASA OFFICE TEN DAYS PRIOR TO HEARING.

DO YOU HAVE A RECENT PHOTO OF THE CHILD/REN TO ATTACH TO YOUR NEXT COURT REPORT? Yes No

HAS YOUR CHILD RECEIVES CAPES FUNDING FOR EDUCATIONAL SERVICES? Yes No

If yes, you must report all activities and progress this month specific to services funded. Use additional pages for this information.

ARE THE WHEREABOUTS OF THE CHILD'S PARENTS AND/OR OTHER SIGNIFICANT ADULTS KNOWN? Yes No

If no, please submit referral for Diligent Search.

SIGNATURE OF PERSON COMPLETING THIS REPORT _____ DATE _____

FOR OFFICE USE ONLY
DATE ENTERED IN PROMIS _____ ENTERED BY: Printed name and initials _____

Advocate Supervisor: _____

Date: _____

ADVOCATE SUPERVISOR'S TRACKING FORM, BASIC STATS Long Form

ADVOCATES STATUS CHANGE: * In the event of the dismissal or resignation of a CASA vol the Adv Sup will submit an Order to Vacate the CASA :

NAME OF ADVOCATE	FIRST TIME ACTIVE/CHANGE	NEW STATUS	PREVIOUS STATUS	CHANGE DATE	CASE NAME	STATUS OF CASE
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed
	<input type="checkbox"/> First Active <input type="checkbox"/> Change					<input type="checkbox"/> Open <input type="checkbox"/> Closed

* REASON FOR DROP: Family, Burnout/stress, Moved, Employment, School, Frustration w/ System, Case Satisfactory Closed, Asked to leave, Health

ADVOCATES PERFORMANCE EVALUATIONS

NAME OF ADVOCATE	DATE OF EVALUATION

CASES CLOSED

CASE CLOSED

CASE	CHILD'S NAME	CASA	DATE CLOSED	REASON CLOSED	
					<input type="checkbox"/> Placed w/
					<input type="checkbox"/> Placed w/
					<input type="checkbox"/> Placed w/
					<input type="checkbox"/> Placed w/
					<input type="checkbox"/> Placed w/

STATUS AT CLOSURE		
siblings	<input type="checkbox"/> NOT Placed w/siblings	<input type="checkbox"/> NA
siblings	<input type="checkbox"/> NOT Placed w/siblings	<input type="checkbox"/> NA
siblings	<input type="checkbox"/> NOT Placed w/siblings	<input type="checkbox"/> NA
siblings	<input type="checkbox"/> NOT Placed w/siblings	<input type="checkbox"/> NA
siblings	<input type="checkbox"/> NOT Placed w/siblings	<input type="checkbox"/> NA

PLACEMENT CHANGES *Volunteer to complete new "Emergency Contact and Evacuation Info for Ct

DATE	CHILD'S NAME	FROM	TO

REABUSE

DATE	CHILD'S NAME	TYPE OF ABUSE	ALLEGED ABUSER

CASE FILES RETURNED

ASE/CHILD'S NAME	DATE	VOLUNTEER NAME

DISABILITIES *List only if disability has been diagnosed by qualified professional.

CHILD'S NAME	DATE	DISABILITY

COLLABORATION

Entity	DATE

Did you have a child access a PAL stipend this month? Yes _____ No _____ If yes, has the volunteer submitted the r

Are the whereabouts of the child's parents and/ or other significant adults known? Yes _____ No _____ If no, please r

RESTRICTIVENESS	REASON
Less / More / Same	

RELATIONSHIP TO THE CHILD

STATUS OF CASE
<input type="checkbox"/> Open <input type="checkbox"/> Closed
<input type="checkbox"/> Open <input type="checkbox"/> Closed

DIAGNOSED BY WHOM

except? Yes _____ No _____ but will do so by ___/___/___

refer for Diligent Search

NAME _____

DATE _____

SCORE _____

CAPITAL AREA CASA ASSOCIATION

VOLUNTEER TRAINING PRE-TEST

rev 3/06

Read the following statements and write the letter of the answer that best completes the statement in the blank provided.

- _____ 1. The role of the CASA volunteer is to
a. investigate, facilitate, advocate, and monitor. b. interview, mentor, and advocate.
c. investigate, interview, mentor, and nurture. d. interview, counsel, and advocate.
- _____ 2. The mission of Capital Area CASA Association is to
a. secure a safe and permanent home.
b. advocate for the timely placement of children in permanent, safe, and stable homes.
c. advocate for a safe and permanent home in a spiritual setting for abused and neglected children.
d. investigate child abuse and separate children from abusive parents.
- _____ 3. If the child's family meets or can be helped to meet the minimum sufficient level of care required for the safety of the child,
a. the child should remain in foster care because of the parent's history.
b. the child should be allowed occasional visits with the parents.
c. the child should not be returned home until the maximum sufficient level of care is attained.
d. the child should be with his parents.
- _____ 4. Foster care is
a. a social service that works to rehabilitate juvenile delinquents.
b. a social service that teaches stronger values and living skills to underprivileged children.
c. a social service that provides a planned period of care for children when their families cannot care for them.
d. a bureaucratic state organization that meddles in the lives of poor families.
- _____ 5. An issue that affects a family's ability to care for their children is
a. domestic violence. b. substance abuse.
c. mental illness. d. all of the above.
- _____ 6. A basic benefit that children should receive from a family membership is
a. kinship. b. attachment.
c. permanence. d. all of the above.
- _____ 7. The least "permanent" resolution for children in foster care is
a. reunification with their parent. b. adoption by a relative or non-relative.
c. long term foster care. d. custody transferred to a relative.
- _____ 8. Legal parties to child abuse and neglect court cases are
a. the parent and the child. b. the parent and the state.
c. the parent, the child, and the state. d. the parent, the child, the state, and CASA .
- _____ 9. The court hearing in which the CASA volunteer plays the most significant role and always submits a court report is the
a. continued custody hearing. b. appearance hearing.
c. trial or adjudication hearing. d. review hearing.
- _____ 10. A CASA volunteer's personal values
a. should not affect interactions with the child and the family.
b. should be considered when making recommendations to the court.
c. should be impressed upon the child and the family.
d. should only be expressed in the court report.

- _____ 11. When gathering information about a case, CASA volunteers
- must incorporate hearsay into their court report.
 - must rely on first-hand information that is timely and factual for their court report.
 - can make assumptions about families based on training and previous experience.
 - all of the above.
- _____ 12. The CASA volunteer's court report is
- bureaucratic paperwork.
 - a way to express personal values to the judge.
 - the culmination of all advocacy efforts by the CASA volunteer.
 - distributed for review by the judge only.
- _____ 13. CASA volunteers and their Advocate Supervisors prepare the initial CAP (CASA Action Plan)
- at the case presentation meeting.
 - one week after the case presentation meeting.
 - one month after the case presentation meeting.
 - three months after the case presentation meeting.
- _____ 14. The method for assigning volunteers to cases is
- the judge selects and appoints the volunteer.
 - the CASA program selects and appoints the volunteer.
 - a CASA volunteer does not need to be appointed by a judge since Article 424 of the Children's Code exists.
 - the judge appoints the CASA program who in turn selects a volunteer to be appointed by the judge.
- _____ 15. Foster children often suffer from attachment problems because
- their basic needs have not been met.
 - they are bad children.
 - they are lonesome for their parents.
 - they have a disability.
- _____ 16. CASA volunteers are allowed to give out case information to
- the child's attorney.
 - the child's teacher.
 - the child's therapist.
 - the child's neighbor.
- _____ 17. CASA volunteers
- provide legal representation for the child and are considered a party to the case.
 - provide counseling, mentoring, and tutoring for the child.
 - advocate for the best interest of the child and are not considered a party to the case.
 - make placement arrangements for the child.
- _____ 18. An excellent resource for a CASA volunteer is
- his/her Advocate Supervisor.
 - CASA library materials.
 - in-service trainings hosted by CASA.
 - all of the above.
- _____ 19. In Louisiana, a child is taken into custody for abuse or neglect
- immediately after the report has been made.
 - immediately after the report has been read and screened.
 - after the abuse or neglect has been confirmed.
 - after the abuse or neglect has been confirmed and a judge issues a hold order.
- _____ 20. OCS works to reunify families separated because of abuse or neglect
- because they feel sorry for them.
 - because federal law mandates that they make reasonable efforts to do so.
 - only when the parent(s) request this service.
 - only when the child's attorney requests this service.

NAME _____

DATE _____

SCORE _____

CAPITAL AREA CASA ASSOCIATION

VOLUNTEER TRAINING POST-TEST

rev 3/06

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Capital Area CASA Association 2012 Volunteer Survey

Thank you in advance for completing this brief survey so that we can better serve our volunteers.
Please return it by fax or mail to the CASA office by May 18, 2012.

Speak Up!

Do you find the monthly volunteer newsletter *Speak Up!* helpful in your advocacy efforts? Yes No

If no, why not _____

Which parts of *Speak Up!* do you enjoy reading or find useful? (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> A Day in the Life | <input type="checkbox"/> Training Opportunities | <input type="checkbox"/> In-service Articles |
| <input type="checkbox"/> Shout Outs | <input type="checkbox"/> Volunteer Monthly Report Form | <input type="checkbox"/> Upcoming Events |
| <input type="checkbox"/> Volunteer of the Month | <input type="checkbox"/> Freebies and Fun Events | |

Please share your comments about *Speak Up!*: _____

CASA Website

Do you use the CASA website? Yes No

If not, why? _____

If so, do you find the volunteer portion of CASA's website helpful in your advocacy efforts? Yes No

Have you utilized any of the following sections of the website? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Speak Up! | <input type="checkbox"/> Links of Interest, including available local resources | <input type="checkbox"/> CASA Calendar |
| <input type="checkbox"/> In-service Articles | <input type="checkbox"/> Volunteer Monthly Report Form | |

Please list any additional suggestions for the website that would make it more useful to you:

Volunteer Recognition

Do you feel appreciated by the CASA program as a whole? Yes No

If no, why not? _____

Have you ever attended the volunteer picnic held each April? If not, why? _____

Have you ever attended CASA's Holiday Open House held each December? If not, why? _____

How can we show you how much we appreciate your efforts as a CASA volunteer?

Would you recommend this volunteer work to others? Yes No Why or why not?

Cultural Competency

CASA staff are interested in, and supportive of, cultural diversity within the organization? Yes No

Appropriate opportunities are offered for ongoing cultural competency training/education? Yes No

Comments: _____

Volunteer Advocacy

The statements below describe reactions CASA volunteers may have about their experiences as a CASA. For each statement, place a check below the response which best describes your feelings about the statement.

	Strongly agree	Agree	Disagree	Strongly disagree	Non-Applicable
1. I understand what I am expected to do as a CASA volunteer.					
2. I feel I have received adequate training.					
3. I am comfortable making recommendations in my role as a CASA volunteer.					
4. I am prepared for the court reports and court hearings.					
5. I think my recommendations are taken seriously by the Judge.					
6. I feel comfortable talking to my supervisor about the case.					
7. I think I receive enough supervision.					
8. My Advocate Supervisor is helpful.					
9. My Advocate Supervisor helps keep me motivated.					
10. I feel my opinion is respected by the child's DCFS case manager.					
11. I feel that I am making a difference.					
12. I plan to continue being a CASA volunteer.					

Please explain any areas of concern you have. (You may attach additional info if necessary)

Please describe additional training you might find helpful.

Please describe how your Advocate Supervisor and the CASA office could be more helpful to you.

What has been most difficult for you as a CASA volunteer?

What have you found most rewarding and helpful?

Volunteer recruitment

Do you know of any community groups or organizations that might be open to having a CASA representative make a brief presentation about our agency's work and need for volunteers? _____

Would you be willing to make the initial contact with the group to gauge their interest? _____

Name (optional) _____ Month/year trained: _____

Number of cases you have worked on: _____ Are you currently active on a case? Yes No

2007 Collaborative Agency Survey

As concerned members of the community and representatives for children who have been abused or neglected, we want to know how you think we are doing. Please take a few minutes to answer the following questions about the CASA program.

Please evaluate the CASA program in general and not a specific volunteer. The results will provide feedback to us to help improve our program.

1. CASA volunteers are prepared and ask good questions.			
Strongly agree	Agree	Disagree	Strongly disagree
2. CASA volunteers explain their roles.			
Strongly agree	Agree	Disagree	Strongly disagree
3. CASA volunteers conduct themselves professionally.			
Strongly agree	Agree	Disagree	Strongly disagree
4. I believe CASA volunteers have a positive reputation in the community.			
Strongly agree	Agree	Disagree	Strongly disagree
5. I believe CASA volunteers influence decisions made for the child they serve.			
Strongly agree	Agree	Disagree	Strongly disagree
6. CASA volunteers ask good questions.			
Strongly agree	Agree	Disagree	Strongly disagree
7. CASA volunteers understand the court and child welfare system.			
Strongly agree	Agree	Disagree	Strongly disagree
8. CASA volunteers have a good understanding of the needs of children.			
Strongly agree	Agree	Disagree	Strongly disagree
9. I respect the opinions of CASA volunteers.			
Strongly agree	Agree	Disagree	Strongly disagree
10. I think CASA volunteers make a difference in the children they serve.			
Strongly agree	Agree	Disagree	Strongly disagree
11. I would like to see more children served by the CASA program.			
Strongly agree	Agree	Disagree	Strongly disagree
12. I believe CASA volunteers are working for the best interest of the child.			
Strongly agree	Agree	Disagree	Strongly disagree

Please indicate your job/role.

- Judge Mental Health Agency Therapist Group Home Staff
 OCS Worker School Personnel Other: _____

Do you think you have a clear understanding of the role of a CASA volunteer? YES NO

Have you worked with a CASA volunteer? YES NO

In what ways could CASA volunteers better serve children? (Write on back if more space is needed.)

In what ways could CASA volunteers work better with you?

Please describe a situation in which the CASA was very helpful.

J. CONTINUATION

- Yes No Do you plan to continue this project at the conclusion of federal support?
Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

Each year Capital Area CASA Association receives funding from the following sources: Capital Area United Way, private donations, fundraising events, court fines and costs, foundation grants, Louisiana Supreme Court (TANF funds). These fundraising efforts will continue in the future in order to provide revenue for the organization's operating expenses.

K. RESOURCES

Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

In 2009, Capital Area CASA Association launched a capital campaign to fund the construction of a new office to house program operations. Staff and volunteers moved into the new facility in downtown Baton Rouge in May 2010. With a successful capital campaign, the organization owns the building outright. The facility provides staff and volunteers easy access to the courts, child protection agency, and other collaborative partners. It includes a training room, conference room, secure file room for confidential case files, library, offices for twelve staff, and room for volunteer advocates to work as they prepare court reports, meet with their staff supervisor, or use CASA's library.

Capital Area CASA Association also uses student workers and interns from local universities. At no cost to CASA, these students provide a cost effective way to increase program capacity.

L. AUDIT REQUIREMENTS

All applications must check one:

- This organization/agency expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**
1. Date of last audit
 2. Dates covered by last audit:
 3. Date of next audit:
 4. Dates to be covered by next audit:
 5. Date next audit will be forwarded to LCLE:
- This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

- Yes No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.
- Yes No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

The CASA volunteer serves as a fact-finder for the judge by thoroughly researching the background of each assigned case; speaking for the child in the courtroom and acting as a "watchdog" for the child during the life of the case, ensuring the child is placed in a safe, permanent home. To prepare a recommendation for the judge, CASA volunteers talk with the child, the parents, family members, social workers, school officials, private treatment providers, and others who are knowledgeable about the child's history and current situation. They review pertinent medical, school and caseworker reports, and court documents. Based on their findings, the CASA volunteer submits his or her recommendation in a written report to the judge. The CASA volunteer's report provides the judge with pertinent information not otherwise provided to the court, to assist the judge in making sound, informed decisions about the child's future.

N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

Information on the Louisiana Crime Victims Reparations Program is included in the training manual for new CASA volunteers and is discussed during their pre-service training course.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

CASA volunteers work with all agencies and individuals involved in child abuse and neglect cases including juvenile court judges and personnel; Louisiana Department of Children and Family Services child protection investigators, case managers, supervisors and attorneys; Children's Advocacy Program attorneys (representing the child); Assistant District Attorneys; private attorneys (representing parents); and private treatment providers.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

While working on their cases, CASA volunteers discuss with the children any fears or concerns they may have. If a volunteer suspects that a child has been victimized in any way, they report this concern to the appropriate authority. CASA volunteers help the children understand what behaviors are unlawful and encourage them to talk to the police or the judge when something is happening or has happened in the past.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instances of child abuse.

All volunteers and paid staff are required to sign a release which allows the program to request criminal records checks and a Child Abuse Registry check by the Department of Children and Family Services. CASA does not accept applicants if they have been convicted of, or have charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or to the CASA program's credibility.