

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C12-4-005

APPLICANT: Hearts of Hope - A Children Advocacy Center

PROJECT TITLE: Child Advocacy Program

PROJECT FUNDS :

FUND:	\$ <u>45,197</u>	80.00%	PROJECT DURATION: <u>12</u> months
MATCH:	\$ <u>11,299</u>	20.00%	START DATE: <u>10/01/2012</u>
TOTAL:	\$ <u>56,496</u>	100.00%	END DATE: <u>09/30/2013</u>

Continuation of C95-4-006

PROJECT SUMMARY:

Hearts of Hope - Children's Advocacy Center (CAC) provides a child-friendly environment where a forensic interview and mental health services for children ages 2-17 can be conducted when abuse allegations are investigated. Support services are also provided to the non-offending parent or family member. All services are confidential and are completed without expense for the clients. The CAC provides services in the 15th JDC, as well as St. Landry, St. Mary, St. Martin, Iberia, and Evangeline Parishes. CAC staff also coordinates service delivery with other victim advocates and provides assistance with accessing needed services with community resources. The CAC provides court accompaniment to victims as needed and provides monthly contact with victims and family. CAC staff participates in monthly Multidisciplinary Team Reviews and regularly attends case review meetings to increase prosecution rates. The CAC staff includes a Child Forensic Interviewer, licensed Therapists, and a Family Advocate/Case Tracker. Hearts of Hope is requesting pre-award costs for this application. We are requesting a start date of 10/01/2012.

RECOMMENDATION : FUND X 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: *C12-4-005*

CVA Purpose Area: *1,3*

1. TITLE OF PROJECT

Children's Advocacy Program

2. NEW PROJECT

CONTINUATION PROJECT OF: C11-4-006

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: \$45,197

Cash Match

In-Kind Match: \$11,503

Total Project: \$56,496

5A. APPLICANT AGENCY INFORMATION

Agency Name: Hearts of Hope - *Advocacy Center*

Physical Address: 911 General Mouton

City: Lafayette

Zip: 70505-3967

Mailing Address: P.O. Box 53967

City: Lafayette

Zip: 70505-3967

Phone: (337) 269-1557

FAX: (337) 269-1143

Email: jill.dugas@theheartsofhope.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Jill Dugas

Title: Executive Director

Agency Name: Hearts of Hope

Address: P.O. Box 53967

City: Lafayette

Zip: 70505-3967

Phone: (337) 269-1557

FAX: (337) 269-1143

Email: jill.dugas@theheartsofhope.org

Fed Employer Tax Id: 72 - 1321800

DUNS: 968476 - 986

CCR CAGE/NCAGE: 97645339

CCR Expiration Date: 5/15/2012

6. IMPLEMENTING AGENCY

Name: Tony Soileau

Title: President

Agency: Hearts of Hope

Address: P.O. Box 53967

City: Lafayette

Zip: 70505-3967

Phone: (337) 269-1557 FAX: (337) 269-1143

Email: tony@tonysoileau.com

7. PROJECT DIRECTOR

Name: Jill Dugas

Title: Executive Director

Agency: Hearts of Hope

Address: P.O. Box 53967

City: Lafayette

Zip: 70505-3967

Phone: (337) 269-1557 FAX: (337) 269-1143

Email: jill.dugas@theheartsofhope.org

8. FINANCIAL OFFICER

Name: Jo Breaux

Title: Treasurer

Agency: HeartsofHope

Address: P.O.Box 53967

City: Lafayette

Zip: 70505-3967

Phone: (447) 269-1557 FAX: (337) 269-1143

Email: jo.breaux@b1bank.com

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

Hearts of Hope – Children's Advocacy Center (CAC) provides a child-friendly environment where a forensic interview and mental health services for children ages 2-17 can be conducted when abuse allegations are investigated. Support services are also provided to the non-offending parent or family member. All services are confidential and are completed without expense for the clients. The CAC provides services in the 15th JDC, as well as St. Landry, St. Mary, St. Martin, Iberia and Evangeline Parishes. CAC staff also coordinates service delivery with other victim advocates and provides assistance with accessing needed services with community resources. The CAC provides court accompaniment to victims as needed and provides monthly contact with victims and family. Hearts of Hope – CAC staff participates in monthly Multidisciplinary Team Reviews and regularly attends case review meetings to increase prosecution rates. The CAC staff includes a Child Forensic Interviewer, licensed therapists, Office Manager and a Family Advocate/Case Tracker.

Hearts of Hope is requesting pre-award costs for this application. We are requesting a start date of 10/01/2012.

2012 SEP 12 PM 5:56

LA COMMISSION
ON LAW ENFORCEMENT

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
Family Advocate/CaseTracker	Anne Cunningham	FT	\$2,700.00	100.00%	12.00	\$32,400.00	<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"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$32,400.00	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
Therapist	Claudia Abell	PT	\$26.00	10.00	100.00%	50.00	\$13,000.00	<input checked="" 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:							\$13,000.00	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
Answer crisis hotline - receive calls from the hospital ER, law enforcement and victims between the hours of 4 pm and 7 am weekdays and 24 hours a day on weekends (only partial number of hours for entire year used for match)	565.00	\$10.00	\$5,650.00
Act as a liason between the victim and hospital personnel and SANE program during the forensic collection of evidence in the ER between the hours of 4 pm and 7 am weekdays and 24 hours a day on weekends (only partial number of hours for entire year used for match)	565.00	\$10.00	\$5,650.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$11,300.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$45,197
CASH MATCH	\$0
IN-KIND MATCH	\$11,503
PERSONNEL TOTAL	\$56,496

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:

The Family Advocate / Case Tracker is the key link between the children and their family with the judicial system and other social service agencies. The advocate is responsible for providing education and awareness to the parents accompanying the child and helping the family to become acquainted with the judicial system. The Advocate ensures that statistical information is obtained and records are properly updated. There is no need for overtime.

The Master level Therapist provides therapeutic intervention for the child and his/her family on an individual basis. The therapist also provides feedback to the MDT after the interview has been accomplished and prior to court appearance.

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

The Family Advocate / Case Tracker salary is comparable to like positions employed with other non-profit agencies.

The Therapist salary is based on like positions within the non-profit sector, hospital settings, and other state positions of the same description.

C) Project duties of each position requested:

Family Advocate/Case Tracker:

- To advocate for child victims of sexual and severe physical abuse within the legal system
- To track individual cases until the child is no longer in danger and/or is released by the multidisciplinary team
- To be an active member of the Multidisciplinary Team (MDT), and assist in coordinating meetings
- Follow up on services identified as needed for cases brought up at each MDT meeting
- Keep families informed about status of criminal proceedings and provide the family with information on referrals
- Provide court preparation and accompaniment services for children having to testify in court
- Contact investigative agencies to get updates on cases, including the District Attorney's Office

Therapist:

- Provide crisis intervention treatment plans and counseling to survivors of sexual and severe physical abuse
- Individual and family therapy
- Conduct intake/assessment screening and psychosocial evaluations
- Court preparation, support, and testimony
- On-going documentation in client's chart
- To be an active member of the Multidisciplinary Team (MDT)

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.]

The Family Advocate/Case Tracker is an existing position. Anne Cunningham has held this position since May 2009.

The Therapist is an existing position. Claudia Abell has held this position since January 2009.

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.	.062			\$0	5.	.062			\$0
2.	.062			\$0	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1.	.0145			\$0	5.	.0145			\$0
2.	.0145			\$0	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				\$0	5.				\$0
2.				\$0	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 Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	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):				\$0	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): \$0

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$0
CASH MATCH	
TOTAL FRINGE BENEFITS	\$0

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.

Every year in Lafayette Parish, approximately 100 victims of sexual assault report to local emergency rooms. This translates to one victim every 3.65 days. Hearts of Hope conducts over 400 interviews each year with children who report sexual abuse or assault, providing victims with over 1,500 therapy/advocacy sessions to both child and adult survivors of sexual violence.

It is our belief that sexual violence is a community issue and not just a problem for the individual victims. By providing victims with compassionate care through the entire process of reporting the assault, collecting evidence, providing medical treatment, and support services through advocacy and therapy we can assist with healing and recovery. All of these services are provided to victims of sexual violence at no expense.

Hearts of Hope services an 8-parish region to include Acadia, Iberia, Lafayette, St. Martin, St. Landry, St. Mary, Evangeline and Vermilion parishes. Rape continues to be a community problem in the Acadiana area. Referrals for counseling are received from community programs such as the Department of Child and Family Services (DCFS), Law Enforcement, DA Office, Big Brothers Big Sisters, Faith House and Family Tree to name a few.

Training for law enforcement agencies, medical professionals and school board employees continue to show an increase from year to year. As awareness increases throughout the community, so too does the number of victims reporting their personal experiences. During the past year, all forms of sexual abuse and rape have received unprecedented societal acknowledgement. Greater numbers of victims and families are receiving assistance in dealing with the repercussions of sexual crimes.

The Therapist provides therapeutic intervention for the children and family on an individual basis. The children have the opportunity to become acquainted with one setting. At Hearts of Hope, the children learn about the court system, increase their level of trust and decrease their level of fear, thereby producing better witnesses. It is imperative that the children learn coping skills and increase self-esteem to prevent future trauma. The CAC provides unique assistance to child victims of sexual and severe physical abuse in the region that Hearts of Hope serves, including Lafayette, Acadia, Iberia, St. Landry, St. Martin and Vermilion. These parishes are defined as rural per the state regulations (with the exception of Lafayette and St. Martin which are served by Hearts of Hope) and do not have access to any other Children's Advocacy Center.

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

Prior to the CAC, victims were often made to recount the event to numerous disciplines. There was no central location for all involved agencies to serve the victim. Law Enforcement, Child Protective Services, medical personnel, and other necessary entities were all required to interview the victim. Often times there would be discrepancies making it virtually impossible to prosecute many cases. Hearts of Hope - CAC offers a safe, collaborative environment for children who have been sexually abused/assaulted or suffer severe physical abuse. At the CAC, the victims are interviewed by a trained Child Interviewer. All interviews conducted by the CAC have been reported to law enforcement and/or the Office(s) of Community Services. Law enforcement agents are present during the interview and have an opportunity to provide immediate feedback to the Child Interviewer via ear-microphone. The multidisciplinary team (MDT) meets at CAC on a regular basis to ensure collaboration and to promote prosecution of substantiated abuse allegations.

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.

Goal 1: Conduct 400 videotaped interviews on child victims reporting sexual and/or severe physical abuse.

Goal 2: Conduct 250 individual therapeutic sessions with child victims and family advocacy sessions.

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.

Goal 1: Conduct 400 videotaped interviews on child victims reporting sexual and/or severe physical abuse.

Objective 1: The Child Interviewer will receive reports of child abuse from law enforcement and Department of Child and Family Services and conduct videotaped interviews for 400 children

Objective 2: The Child Interviewer is to conduct multidisciplinary team (MDT) review on the 400 child sexual abuse cases interviewed to determine the status and progress of the case.

Goal 2: Conduct 250 individual and family therapeutic sessions with child victims.

Objective 1: The Therapist will begin treatment with 250 children referred by the Child Interviewer. The Therapist will provide therapeutic sessions to alleviate anxiety resulting from the abuse. Each victim is allotted up to eight sessions, averaging four sessions per client, for an estimated total of 2,000 sessions.

Objective 2: The Therapist will participate in the MDT process of the 250 child victims to monitor the progress of the case and to provide feedback on the emotional stability and needs of the child victim.

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.

Goal 1: Conduct 450 Interviews

Objective 1: The Child Interviewer will continue to receive training annually from an established training center to perfect their interviewing skills. The grant funding for training is provided by the National Children's Alliance. The Child Interviewer will interface with referring agencies to schedule child interview to be conducted at the CAC.

Objective 2: The Child Interviewer will coordinate the bi-weekly multidisciplinary team (MDT) reviews, with DA, Law Enforcement, Department of Child and Family Services and CAC Mental Health Clinician in collaboration. The MDT reviews are conducted at the CAC and the cases to be reviewed will be provided by the Child Interviewer to the participants prior to the meeting.

Goal 2: Conduct 250 therapeutic sessions.

Objective 1: The Therapist will receive referrals from the Child Interviewer on 250 child victims deemed emotionally appropriate for counseling. The therapist will provide individual and family sessions to the children. The sessions range from thirty to fifty minutes in duration. While sessions are limited to eight, many of the children successfully achieve the goal of emotional stability within five sessions. If additional intervention is necessary, the therapist will make outside referrals to a private clinician or in-patient psychiatric facility. The child's progress and statistical information will be documented by the therapist throughout therapy. Reading literature will be provided to the child and family members to support the learning in therapy.

Objective 2: The Therapist will be informed by the Child Interviewer of the cases up for review prior to the multidisciplinary team (MDT) review. The status of the case as it pertains to law enforcement, legal and child protection, will be supplied by the Therapist. The Therapist will relate emotional status of the child. In the child's best interest as the primary focus, the course of action to be taken will be determined and planned by the entire MDT review team.

The project will begin operation on October 1, 2012 and continue thru the end date of September 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, Hearts of Hope - CAC conducted over 400 Child Interviews. CAC Therapists conducted over 500 individual counseling sessions. The Family Advocate met with over 100 families to offer education and advocacy services. For 2012, CAC has conducted 230 Child Interviews and 262 individual counseling sessions. The Family Advocate has met with 80 families.

In Lafayette parish alone, approximately 100 victims of sexual assault report to one of the five hospitals in Lafayette. This translates to one victim every 3.65 days in Lafayette. In 2011 Hearts of Hope responded to approximately 100 victims of sexual assault who reported to local emergency rooms and conducted 400 interviews with children, providing over 1,500 therapy/advocacy sessions to both child and adult survivors of sexual violence. Hearts of Hope provided education on the topics of sexual violence and child sexual abuse and the services our agency provides to over 10,000 students and professionals in the Acadiana area. The agency also implemented a billboard/outdoor advertising campaign in Iberia and Lafayette Parish reaching the entire community.

2. Did the project work as expected? Explain.

The project has worked as expected. Hearts of Hope's Children's Advocacy Center continues to offer compassionate care to families in crisis. The Family Advocate has been a great benefit to parents of victims by offering support and providing information on the process when an allegation of sexual abuse is made. We continue to promote healing and foster stable families by providing therapy sessions free of charge to victims.

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?

Data is collected from the victims and/or the parent or legal guardian.

2. When will the data be collected?

Data is collected at the time of the interview and/or therapy sessions.

3. Who will collect and analyze the data?

Data is collected and analyzed by the CAC staff. All data collected is reviewed by the Executive Director of Hearts of Hope.

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

Name: Jill Dugas

Phone: (337) 269-1557

Email: jill.dugas@theheartsofhope.org

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

Kimberly Brooks, Grant Administrator for Hearts of Hope, under the direction of Jill Dugas, Executive Director, will be responsible for updating or revising the project's strategy, if necessary.

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.

Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports either quarterly or monthly as specified.

Financial and statistical reports are provided to Hearts of Hope Board of Directors on a monthly basis and outcome measurements on a quarterly basis. Reports are also disseminated to United Way of Acadiana and Iberia, and to the Louisiana Foundation Against Sexual Assault (LAFASA). A financial audit is conducted on the agency annually, with a fiscal year of January through December.



Termination Summary

Client: _____

Date: _____

A. Main reason for termination

- Planned treatment was completed Client refused services
 Little or no progress in treatment Planned pause in treatment
 Other _____
 Client needs services not available here, referred to: _____

B. Source of termination decision

- Client initiated Therapist initiated A mutual decision
 Other (specify) _____

C. Treatment sessions

Referral date _____ First Contact _____ Last Session _____
 Canceled _____ Did not show _____ Total received _____ Sessions offered _____

D. Services rendered

Individual therapy, for _____ sessions; Family therapy, for _____ sessions
 Other _____

E. Treatment goals and outcomes

GOALS

GOAL ACHIEVEMENT

- 1= no change (25% or lower)
 2= some/slight change (25-49%)
 3= moderate change (50-74%)
 4= very good change noted (75-100%)

Goal achievement: _____

Other notable aspects of treatment outcome, change or progress: _____

F. Referral for continuation of services: _____

G. Notice of Client Termination for Outcome Measures

Client number _____ Attended a session: Yes/No Completed MTF: Yes/No

If incomplete, circle one: Incomplete Support Education Referral Self-termination Other

Date of termination: _____ Initial: _____

CIRCLE THE ONE THAT FITS YOU FOR EACH SENTENCE

1. I have bad dreams or nightmares about what happened to me.
Never Sometimes A lot Always
2. I think that people I did not tell know what happened to me.
Never Sometimes A lot Always
3. I feel like what happened was my fault.
Never Sometimes A lot Always
4. I feel mixed up or confused about the person who abused me.
Never Sometimes A lot Always
5. I am afraid to talk about what happened to me.
Never Sometimes A lot Always
6. I am afraid of the person who abused me.
Never Sometimes A lot Always
7. People say I eat too much or I don't eat enough.
Never Sometimes A lot Always
8. I think about what happened to me.
Never Sometimes A lot Always
9. I have trouble getting along with other kids.
Never Sometimes A lot Always
10. I have trouble in school because of what happened to me.
Never Sometimes A lot Always
11. At home, I have trouble talking about what happened to me.
Never Sometimes A lot Always

Client Number: _____

Date of First Session: _____ Date of Termination: _____

1=Never	3=Seldom	5=Sometimes	8=Very Often	10=Always
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1. I have trouble falling or staying asleep or I find myself always tired and sleeping too much.
1 2 3 4 5 6 7 8 9 10
2. I am nervous or anxious.
1 2 3 4 5 6 7 8 9 10
3. I have nightmares and/or flashbacks.
1 2 3 4 5 6 7 8 9 10
4. I am fearful and/or scared.
1 2 3 4 5 6 7 8 9 10
5. I feel guilty or ashamed.
1 2 3 4 5 6 7 8 9 10
6. I find it difficult to complete or to concentrate on simple tasks.
1 2 3 4 5 6 7 8 9 10
7. I avoid doing the things I used to do (work, contact with others, errands).
1 2 3 4 5 6 7 8 9 10
8. I feel mad or angry.
1 2 3 4 5 6 7 8 9 10
9. I feel hopeless or discouraged.
1 2 3 4 5 6 7 8 9 10
10. I have been eating much more or much less than I normally do.
1 2 3 4 5 6 7 8 9 10

INTAKE FORM

Name: _____

Date: _____

Informant: _____

Referral: _____

(Parish/Agency)

1. CAC Case #: _____

Interview Date: _____

Resides with: _____

Location of Interview: _____

Type of charge/court date: _____ Medicaid/Pvt. Insurance _____ Medical Exam: yes ___ no ___

Prosecutor: _____ Court Prep: yes ___ no ___ Family Tx: yes: _____ no: _____

Law Enforcement: _____ DCFSW _____

Disposition of Case: _____

2. School/Grade: _____ Birthday: _____ Age: _____ R/S: _____

3. Mother's name: _____ Address: _____

Home #: _____ Work #: _____ Occupation: _____

4. Father's name: _____ Address: _____

Home #: _____ Work #: _____ Occupation: _____

5. Parents are currently: Married ___ Divorced ___ Separated ___ Never Married ___ Other: _____

Religion: _____ *Child's custodian/guardian: _____

6. Step-parent(s): _____ Address: _____

Home#: _____ Work#: _____ Occupation: _____

7. Perpetrator's name: _____ Age: _____ R/S: _____

Relation to client/victim: _____ Client/Victim's age when occurred: _____

8. Disability? Yes / No Emotional/Mental ___ Medical ___ Physical ___

details _____

9. Please circle appropriate number of family members in household and annual income level below:

Number In Family or Household	Income of Family or Household	Family is within 250% of Poverty or Below
1	0 – 26,000	Yes or No
2	26,001 – 35,000	
3	35,001 – 44,000	
4	44,001 – 53,000	
5	53,001 – 62,000	
6	62,001 – 71,000	
7	71,001 – 80,000	
8	80,001 – 89,000	
For each additional person add:	\$9,000	



¹Date: _____
 Client No. _____
 Priority: _____
 Interviewer: _____

PSYCHOSOCIAL ASSESSMENT

I. Identifying Information

Name _____
 Age _____ Race/Sex _____ Parish of Residence _____
 Guardian _____ Informant for Intake _____
 Referral Source _____

II. Description of Incident

Type of incident _____ Age at the time of incident _____
 Name(s) of perpetrator(s) _____
 Relationship to victim _____
 Perpetrator's race/sex _____ Perp's age at incident _____ Perp's current age _____
 Place & Parish where incident occurred _____
 Was the incident reported? Yes / No To Whom? (City, Parish) _____
 Is the case currently active or in the court process? Yes / No
 Where did the interview take place? _____
 Outcome: _____

Prior incidents of sexual abuse/assault

Type of Incident/Place	Victim Age	Victim's Relationship To Perp	Perpetrator's Name	Perpetrator Age/Race/Sex	Perp's Current Age	Reported? (Y / N)	Outcome of The report

III. Presenting Problem

A. What problems are you currently experiencing with your child that caused you to seek counseling?

B. Is your child currently experiencing any other significant life stressors? Please explain.

C. Parental Concerns

IV. Medical History

A. Is your child currently under the care of another counselor or doctor?

Reason/Diagnosis	Medication/Treatment	Counselor/Physician

B. Has your child ever received inpatient psychiatric care? If yes, please name the reason and the facility:

V. Personal Information

A. Is there any current suicidal/homicidal ideation with the client?

B. Is there a history of violent death in the family?

C. Is there a history of physical abuse in the family?

VIII. Developmental History

- A. Were there any problems with any prenatal medical illnesses and/or health care?
- B. Were there any birth complications or problems?
- C. Were there any problems with sleep patterns as a toddler?
- D. Describe your child's personality as a toddler:
- E. At what age did your child: walk/talk _____ become potty trained: _____
- F. Were there any speech, hearing or language difficulties? _____

IX. Sexuality

- A. At what age did your child first consent to sex (if applicable)? _____
- B. Is your child experiencing or have experienced problems related to sexual identity? If so, please describe:

X. Current Functioning

- A. What are your child's hobbies and interests:
- B. Do you presently have family and/or friends that provide support? Y / N
- C. What are your child's strengths?
- D. What are your child's weaknesses?

Additional comments/impressions (office use only):

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.

At the conclusion of the 2011-12 grant project, Hearts of Hope will again apply for CVA funding (2012-2013). Child victims of sexual crimes are a very vulnerable group and this grant provides an invaluable resource. If for some reason, Hearts of Hope is denied funding for this project, the Board of Directors and the Executive Director will be responsible for seeking out community support in the forms of fund raising and donations, and/or replacement grants. The Children's Advocacy Centers of Louisiana and the National Children's Alliance continue to seek out sources of income for all CAC(s).

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.

Hearts of Hope is a 4,000 square-foot building that is used by three programs. The Children's Advocacy Center (CAC) occupies 3,000 square feet of the building and has created an atmosphere that is child-oriented and professionally directed to the needs of children. The Sexual Abuse Response Center (SARC) and Sexual Assault Nurse Examiner (SANE) programs occupy the remaining area. The merger of the CAC and SARC has enabled the two programs to provide continuity of care for victims of sexual crimes, shared resources for volunteer training, and shared costs for operational and administration expenses. An alarm system ensures that clients, staff and assets are secured 24 hours a day.

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?

Volunteers are in compliance with the Louisiana Child Protection Act (LRS 15:587.1).
Volunteers are utilized in two capacities: 1) Volunteers answer the 24-hour crisis line to provide immediate information of services and crisis intervention counseling for the victims and their families. In addition, volunteers answering the telephone receive calls from the hospital emergency rooms when families report sexual abuse of a child. The volunteer in turn contacts the Hearts of Hope escort and/or law enforcement agency and the SANE nurse. 2) Volunteers accompany victims and their family in the hospital emergency room setting, acting as a liaison between the SANE nurse, hospital personnel, law enforcement, child protection services and the victim. Volunteers are available between the hours of 4:00pm and 6:30am during weekdays and full weekend coverage. Volunteers must complete 40 hours of training prior to being placed on the volunteer call schedule.

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.

The CAC Child Interviewer, Family Advocate/Case Tracker, and/or Therapist will assist the victimized families in completing the Crime Victim's Reparation Report when deemed necessary and appropriate. Notification of the victim compensation is provided by the CAC to all of its clientele, be it in the office or during the forensic examination at the hospital. Referrals to the District Attorney's Victims Assistant and local Sheriff's Department are also made.

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.

Hearts of Hope- CAC was awarded full membership to the National Children's Alliance in 1999 and re-certification was accomplished in 2007. The core element of a CAC is the Multidisciplinary Team (MDT). A MDT is a group of professionals who represent various disciplines and work collaboratively to promote a thorough understanding of case issues and assure the most effective system response possible. Disciplines--Law Enforcement, Child Protective Services, Prosecution, mental health, medical, in collaboration with CAC staff members, comprise the core MDT. The CAC must meet the demands of the monthly MDT review process. Representatives from the CAC, Department of Child and Family Services Supervisor, Lafayette Police Department, Lafayette Parish Sheriff's Department, and District Attorney's office are present during applicable cases. Also possible attendees of the reviews are medical personnel and private mental health clinicians. Clients in need of services outside the scope of the CAC are referred to private clinicians and/or psychiatric hospitals. The representatives mentioned above of the multidisciplinary team, prior to the inception of the CAC, signed an interoffice agreement stating their participation.

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.

All interviews conducted by the CAC have been reported to law enforcement and/or the Department of Child and Family Services (DCFS) prior to the interview. In situations where DCFS makes the first contact, the DCFS caseworker will report the incident to law enforcement if deemed a valid case. Law enforcement agents are present during the interview and have an opportunity to provide immediate feedback to the Child Interviewer via ear-microphone. Law enforcement agencies are contacted and detectives must be present at the hospital when a forensic rape kit is accomplished on a child victim. The Lafayette Police Department and Lafayette Parish Sheriff's Department were co-signers of the interagency agreement when the CAC was developed and participate in the multidisciplinary team review process.

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.

Hearts of Hope Children's Advocacy Center will comply as appropriate to the circumstances with the Louisiana Child Protection Act (LRS 15:587.1)