

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C10-8-008

APPLICANT: Child Advocacy Services, Inc.

PROJECT TITLE: Child Advocacy Program

PROJECT FUNDS :

FUND:	\$ <u>35,000</u>	80.00%	PROJECT DURATION: <u>12</u> months
MATCH:	\$ <u>8,750</u>	20.00%	START DATE: <u>06/01/2011</u>
TOTAL:	\$ <u>43,750</u>	100.00%	END DATE: <u>05/31/2012</u>

Continuation of C09-8-018

PROJECT SUMMARY:

Child Advocacy Services Children's Advocacy Center (CAC) Program provides a safe environment where children who have disclosed sexual or severe physical abuse can be interviewed by a trained forensic interviewer. A multi-disciplinary team of professionals observe the interview via closed-circuit television while the child's statements are preserved by videotape for further investigation to reduce the frequency of questioning for children and families. Additionally, advocacy and clinical services are offered through the CAC Program on a referral basis to victims and non-offending family members, as well as outside community members. The CAC Program is requesting funding to continue services in our Gonzales office to serve the 23rd Judicial District and conduct forensic interviews, provide counseling, offer advocacy and coordinate assistance to investigations for child victims of abuse.

RECOMMENDATION: FUND X DENY

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 08/16/11 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: C10-8-008

CVA Purpose Area: 1, 3

1. TITLE OF PROJECT

Child Advocacy Program 23rd JDC

2. NEW PROJECT

CONTINUATION PROJECT OF: C09-8-018

3. PROJECT DURATION

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

Desired Start Date: 6/1/2011

Desired End Date: 5/31/2012

4. PROJECT FUNDS

Federal Funds: \$35,000

Cash Match: \$8,750

In-Kind Match:

Total Project: \$43,750

5A. APPLICANT AGENCY INFORMATION

Agency Name: Child Advocacy Services

Physical Address: 1504 W. Church Street

City: Hammond

Zip: 70401- 2907

Mailing Address: 1504 W. Church Street

City: Hammond

Zip: 70401-

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: rcarlisle@childadv.net

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Rob Carlisle

Title: Chief Executive Officer

Agency Name: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: rcarlisle@childadv.net

Fed Employer Tax Id: 72 - 1262466

DUNS: 179442926 -

CCR CAGE/NCAGE: 49BQ4

CCR Expiration Date: 4/17/2012

6. IMPLEMENTING AGENCY

Name: Rob Carlisle

Title: Chief Executive Officer

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: rcarlisle@childadv.net

7. PROJECT DIRECTOR

Name: Joelle Henderson

Title: Director of Clinical Services

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: jhenderson@childadv.net

8. FINANCIAL OFFICER

Name: Bonnie Kreamer

Title: Chief Financial Officer

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: bkreamer@childadv.net

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

Child Advocacy Services Children's Advocacy Center (CAC) Program provides a safe environment where children who have disclosed sexual or severe physical abuse can be interviewed by a trained forensic interviewer. A multi-disciplinary team of professionals observe the interview via closed-circuit television while the child's statements are preserved by videotape for further investigation to reduce the frequency of questioning for children and families. Additionally, advocacy, clinical services, and prevention education are offered through the CAC Program on a referral basis to victims and non-offending family members, as well as outside community members.

The CAC Program is requesting funding to continue services in our Gonzales office to serve the 23rd Judicial District and conduct forensic interviews, provide counseling, offer advocacy, coordinate assistance to investigations, and perform prevention education for child victims of abuse.

2011 AUG 10 AM 10:31
LA COMMISSION
LAW ENFORCEMENT

CVA - 1

Revised JULY 2010

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):

Sexual Assault

Domestic Abuse

Child Abuse

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:

Are all budgeted items allowable per Program Guidelines?

YES:

NO:

Were instructions followed to determine allowable personnel/contractual costs?

Are all line item computations correct?

Do line items add to category totals?

Have category totals been rounded to nearest dollar?

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Bonnie Kreamer

Title: Chief Financial Officer

Phone: (985) 902-9583

Fax: (985) 345-4689

E-Mail: bkreamer@childadv.net

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$32,000	\$0	\$8,750	\$40,750
SECTION 200. FRINGE BENEFITS	\$3,000	\$0	N/A	\$3,000
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:	\$35,000	\$0	\$8,750	\$43,750

Provide Source of Cash Match:

Provide Source of In-Kind Match: Counseling intern, advocate, and volunteer hours.

CVA - 2

Revised JULY 2010

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
Clinical Services Coordinat	Terica Tolliver	FT	\$2,833.33	66.18%	12.00	\$22,501.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advocate Coordinator	Rachel Hester	FT	\$866.67	91.35%	12.00	\$9,500.43	<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:						\$32,001.60		

F = Fed Funds
C = Cash Match

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT 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 will provide counseling services, case management/victim's advocacy; attend trainings; provide assistance/support services to victims of abuse; attend meetings/court hearings; report to the judge and recommend what is in the child's best interest.	875.00	\$10.00	\$8,750.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$8,750.00

SECTION 100. PERSONNEL SUMMARY

FEDERAL FUNDS	\$32,000
CASH MATCH	\$0
IN-KIND MATCH	\$8,750
PERSONNEL TOTAL	\$40,750

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:

Services of a Clinical Services Coordinator are needed to conduct forensic interviews, provide individual and family counseling, offer victim's advocacy, and increase prevention education to reduce child abuse in the 23rd Judicial District and Ascension Parish. The Advocate Coordinator is needed to schedule forensic interviews, greet the families when they arrive, and provide advocacy and information about additional services for the child victims and their non-offending family members as well as provide direct services and support for recruiting, training, and supervising everyday citizens to volunteer as advocates for abused and neglected children. They assist in providing volunteer training and support in carrying out services for children and families.

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

The severity and potential long term effects of child abuse (physical, sexual, and mental) demand a trained and qualified social/mental health professional with a Master's degree; consequently the salary requested herein for the Clinical Services Coordinator is comparable to similar positions in the surrounding community. The salary range for this position is \$30,000 - \$40,000. The Advocate Coordinator salary was determined based on job qualifications and comparison to other similar positions of responsibility in our area. The salary range for this position is \$15,000 - \$27,000. Child Advocacy Services maintains a Board of Directors approved salary range and a position salary schedule which is reviewed annually.

C) Project duties of each position requested:

Duties of the Clinical Services Coordinator include conducting forensic interviews to child victims of sexual and/or severe physical abuse, provide counseling to child victims and their non-offending family members, and individual therapy with clients and families experiencing divorce or other dysfunctional behaviors. The CSC will conduct community workshops on such topics as parenting and child abuse prevention. The counselor will also participate in community partnerships to strengthen services to child victims. (See Position Description entitled Clinical Services Coordinator).

In addition to the the forensic interviews, victim's advocacy is critical and offered through the part time services of an Advocate Coordinator. Duties of the Advocate Coordinator include providing direct service assistance to clients through scheduling, follow-up, and ongoing communication; prepares office correspondence, victim's assistance information, volunteer training guides, and resource education materials; and provides victim's advocacy and assistance to the families when they arrive for an interview.

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 the position.]

The Clinical Services Coordinator and Advocate Coordinator positions will be filled by existing staff who fill the same positions under the current grant (Sub-grant # C09-8-018).

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. Terica Toliver	.062		\$22,500	\$1,395	5.	.062			\$0
2. Rachel Hester	.062		\$9,500	\$589	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Terica Toliver	.0145		\$22,500	\$326	5.	.0145			\$0
2. Rachel Hester	.0145		\$9,500	\$137	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. Terica Toliver	0.010		\$20,900	\$209	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. Terica Toliver	0.025	CHECK TYPE	\$7,000	\$175	5.		CHECK TYPE		\$0
2. Rachel Hester	0.025		\$7,000	\$175	6.				\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input checked="" 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):				\$3,006	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): \$3,006

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$3,000
CASH MATCH	\$0
TOTAL FRINGE BENEFITS	\$3,000

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.

PROBLEM: The validated number of child abuse victims of sexual abuse continues to rise. Prior to a Children's Advocacy Center, there was no multi-disciplinary response to the investigation of child sexual abuse cases or case coordination and follow-up enabling children and families to be aware of and access services needed. These child victims were subjected to repeated interviews by child protection, Law Enforcement, the District Attorney's Office, doctors, mental health, and more. These multiple interviews led to difficulty for the District Attorney's office when it came time to prosecute these cases. The District Attorney's Office had also expressed concern with the quality of interviews prior to the use of the Children's Advocacy Center. The victims have identified a problem with understanding the "system" and a lack of awareness of resources. Furthermore, continuance of services were fragmented and often left victims without further resources to cope, thus perpetuating additional episodes of victimization.

NEED: CAS CAC program was able to continue offering forensic interviews, provide individual and family counseling, offer victim's advocacy, and offer prevention education to reduce child abuse in the 23rd JDC after ARRA funding expired in May of 2010. During this funding year, our forensic interviews conducted in Gonzales have increased by nearly 30%. Of the 461 interviews conducted from all four CAC sites, the 23rd conducted 81 of these interviews, provided 179 hours of advocacy and/or counseling, and reached over 2,600 adults with prevention awareness. These services continuing as a local resource have demonstrated to be the most effective use of funding and greatest programming model for victim's services.

In addition to increasing forensic interviews for sexually abused children, counseling resources to children and families referred to the CAC program and maintaining full-time services in this region is needed. This project will continue the availability to provide these desperately needed mental health services to victims from interns placed from local universities. Also, it provides for greater coordination of follow-up, victim's advocacy, resource development, and service referrals to children through our existing multi-disciplinary team. Furthermore, it will enhance the information about child abuse and neglect needed to create a greater understanding of the problem so that those children who are being abused and/or neglected can receive the services they require, as well as work toward coordinating any existing resources to support the family in an effort to prevent further abuse.

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

CAS Children's Advocacy Center provides forensic interviews for the 23rd JDC including Ascension, Assumption, and St. James Parishes. This interview site was established in 2005 utilizing full-time staff from the Livingston Parish and Tangipahoa Parish sites. In 2009, this position was filled with a full-time regional staff member based in the 23rd JDC with the ARRA Stimulus funding. During this time period, there was nearly a 54% increase in the number of forensic interviews conducted in the 23rd JDC. In 2010, the number of interviews and services provided exceeded the previous year by more than 30%. Additionally, clinical services included victim's advocacy, counseling, and prevention education in Ascension Parish is limited and clients would have to travel into Baton Rouge to receive services. Having a local presence in the parish would be more convenient and services could be utilized more frequently when needed.

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, BRIEFLY 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: To reduce the number of statements collected from children in each incident of sexual or physical abuse.
- Goal 2: Offer clinical services to victims referred to the CAC program.
- Goal 3: To provide advocacy to child victims and their families.

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:
Objective 1: Provide forensic interviews for 70 victims by May 31, 2012.
Objective 2: Provide program education and referral resources to 50 child victims and 50 non-offending family members by May 31, 2012.
Objective 3: To facilitate multi-disciplinary team response to at least 80% of child abuse cases referred for interview by May 31, 2012.
- Goal 2:
Objective 1: Provide 100 hours of individual, family, or group counseling for children or family members by May 31, 2012.
Objective 2: Assign clinical interns for victims resources and services by May 31, 2012.
- Goal 3:
Objective 1: Facilitate resource and referral offerings to 90% of CAC Program participants by May 31, 2012.
Objective 2: Conduct monthly multi-disciplinary team meeting case reviews to 90% of program referrals by May 31, 2012.
Objective 3: Provide prevention education information to local social service organizations on mandated reporting laws by May 31, 2012.

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.

The methods indicated below are the indicators to fulfilling the services projected for the project goals and objectives. These methods are ongoing throughout the entire duration of the project. These methods are monitored and executed by the Director of Clinical Services or the Clinical Services Coordinator.

- Goal 1:
Objective 1: A. Provide forensic interview within 48 hours after report is made.
B. Provide MDT members opportunity to have input during forensic interview.
C. Provide confidential access to video/audio tapes to necessary professionals.
- Objective 2: A. Assist family with access to local resources through appropriate referral system.
B. Provide access to Victim's Assistance Program through the MDT process.
- Objective 3: A. Facilitate monthly meetings with multi-disciplinary team of professionals to staff cases.
B. Enter case information into MDT Database for follow-up and review.
- Goal 2:
Objective 1: A. Utilize Licensed Clinicians and university interns to provide counseling services.
B. Director of Clinical Services will supervise counseling services through weekly staffing with full-time clinicians and interns.
- Objective 2: A. Clinicians will contact clients within one week following referrals for service from Director of Clinical Services or Clinical Services Coordinator.
- Goal 3:
Objective 1: A. Provide resource information to victims and non-offending family members.
B. Collaborate with MDT members to ensure needs of victims and families are met.
- The activities undertaken to achieve the goals and objectives are on-going throughout the grant period of 6/1/2011 to 5/31/2012.

E. DEMOGRAPHICS

1. This project serves the following Congressional District(s)

1 2 3 4 5 6 7 All (Statewide Project)

2. Type of Organizations:

Applicant Agency: Law Enforcement Prosecution Court Non-Profit Organization Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Court | <input type="checkbox"/> Sexual Assault Program |
| <input type="checkbox"/> Domestic Violence Program | <input type="checkbox"/> Sexual Assault State Coalition |
| <input type="checkbox"/> Domestic Violence State Coalition | <input type="checkbox"/> Tribal Coalition |
| <input type="checkbox"/> Dual Program (Sexual Assault and Domestic Violence) | <input type="checkbox"/> Tribal Government |
| <input type="checkbox"/> Dual State Coalition (Sexual Assault and Domestic Violence) | <input type="checkbox"/> Tribal Sexual Assault and/or Domestic Violence Program |
| <input type="checkbox"/> Government Agency (Department of Human Services, Bureau of Health) | <input type="checkbox"/> Unit of Local Government |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> University/School |
| <input type="checkbox"/> Probation, Parole, or Other Correctional Agency | <input type="checkbox"/> Other (Specify): |

Yes No Is this a faith-based organization?

Yes No Is this a culturally specific community-based organization?

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Joelle Henderson PHONE: (985) 902-9583 EMAIL: jhenderson@childadv.net

Yes No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:

NAME: PHONE: () - EMAIL:

Yes No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: <http://lcle.la.gov/programs/lavns.asp>

Yes No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: www.lcle.la.gov/lavns

G. CRIME VICTIMS REPARATIONS (CVR)

Yes No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: PHONE: () - EMAIL:

Yes No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

Yes No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: <http://lcle.la.gov/programs/cvr.asp>

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 2010, the Children's Advocacy Center (CAC) Program, this project assisted in the achievement of several positive outcomes. Forensic interviews were provided for 81 sexually assaulted children and 32 children and families received nearly 179 hours of clinical services. Additionally, adults received information regarding services to prevent child abuse and victimization.

2. Did the project work as expected? Explain.

Child Advocacy Services monitors and evaluates its services through our Client Satisfaction Survey. Surveys in these communities indicated a high favorability for the project services being offered. Additionally, referrals and requests for services have continued to be made and exceed our resource capacity. Our ongoing partner and stakeholder relationships also have continued to demonstrate great success. The services offered through this project continue to demonstrate effectiveness as a valuable services component in these communities.

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?

The objectives have been changed in order to provide more accurate and quantifiable information on the core project activities.

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?

Victims will complete a client satisfaction survey and self-report progress upon service completion. Of 70 victims anticipated to receive counseling, a random sample will be selected to report services satisfaction. It is expected that 70% will report service satisfaction.

2. When will the data be collected?

Clients and adults receiving services will be provided a survey upon their termination or at their end of service period. Additionally, surveys are randomly submitted to clients and adults at the end of the calendar year. Stakeholder and program partners are also asked to complete satisfaction surveys in each service area.

3. Who will collect and analyze the data?

Director of Clinical Services

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

Name: Joelle Henderson Phone: (985) 902-9583 Email: jhenderson@childadv.net

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

Client satisfaction and program service outcomes are reported to the organization's CEO. The CEO reports this data to the Board of Directors for further review and consideration. Modifications or revisions to programming are made subject to local trends, community need, and further assessments made from survey evaluations.

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.

The results of this project will be made to the Louisiana Commission on Law Enforcement in the form of required and requested reports and documentation. Necessary and relevant information will be made to the agency's Board of Directors and to any other appropriate funding agency.



Satisfaction Survey

Please circle or write the program/service you are evaluating:



Please indicate your opinion on the following areas by rating them on this scale:
4 = Excellent, 3 = Satisfactory 2 = Average, 1 = Poor

Setting/ Environment	Scale				
Comfortable	1	2	3	4	
Organized	1	2	3	4	
Appropriate	1	2	3	4	
Functional	1	2	3	4	
Service Provider	Scale				
Helpful	1	2	3	4	
Knowledgeable	1	2	3	4	
Professional	1	2	3	4	
Open to Questions and Feedback	1	2	3	4	
Services Rendered	Scale				
Valuable	1	2	3	4	
Informative	1	2	3	4	
Supportive to Personal Needs	1	2	3	4	
Met expectations	1	2	3	4	
Handouts/Materials/Slides	1	2	3	4	N/A

In the space below or on back, please share any additional comments you may have:

Please complete the following OPTIONAL information to help us better evaluate our services:

Age:	
Gender:	
Service:	Provider:
Program:	

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.

Prior to conclusion of federal support for this program, every effort will be made to secure funding from other sources. These include local and state governments, local and regional funding agencies, foundations, individuals and corporations as well as special fundraising events.

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.

CAS currently maintains a full-time office in Gonzales serving Ascension Parish. This local office is fully operational and its existing resources will be used through this project to enhance the services being offered in this region.

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: 2/9/2011
- 2. Dates covered by last audit: 1/1/2010 - 12/31/2010
- 3. Date of next audit: March 2012
- 4. Dates to be covered by next audit: 1/1/2011 - 12/31/2011
- 5. Date next audit will be forwarded to LCLE: April 2012

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 will provide counseling services, case management/victim's advocacy; attend trainings; provide assistance/support services to victims of abuse; attend meetings/court hearings; report to the judge and recommend what is in the child's best interest.

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.

Child Advocacy Services will facilitate communication with the Ascension Parish Sheriff's Office regarding the Louisiana Crime Victims Reparations Program. Det. Gautreaux, with the Sheriff's Office, provides valuable assistance with victims in these cases. In addition, we will assist the victim and their family in contacting the Victim's Assistance Coordinator in the District Attorney's Office. Each of these members participate on our MDT team and supports our programming efforts through our CAC Program.

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.

The CAC has established a written agreement with Law Enforcement, Department of Children and Family Services, District Attorney's Office, medical and mental health representatives. This document is reviewed and signed annually by each office. See attached.

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.

CAC operates within a multi-disciplinary team concept inclusive of Law Enforcement. Prior to their appointment for an interview at the Children's Advocacy Center, the victims have reported their allegation of abuse to law enforcement. Additional prevention education efforts are maintained through CAS with is published resource entitled Recognize, React, Report. This child friendly resource is used as a prevention method to encourage reporting at the local community level to Law Enforcement and Office of Community Services.

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 staff are required to sign a release that allows program staff to request criminal records checks from the Louisiana State Crime Lab and a Child Abuse Registry check by the Department of Children and Family Services. The CAC 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 CAC program's credibility.

Rutha Chatwood

From: Rutha Chatwood
Sent: Tuesday, August 16, 2011 11:38 AM
To: Bonnie Kreamer
Subject: C10-8-008; "Child Advocacy Program"

Importance: High

August 16, 2011

Ms. Bonnie Kreamer
Child Advocacy Services
1504 W. Church Street
Hammond, LA 70401-2907

RE: C10-8-008; "Child Advocacy Program"

Dear Ms. Kreamer:

This office has received the above referenced application. The application will be presented at the Victim Services Advisory Board and the Commission meetings scheduled for September 14, and 15, 2011, respectively. Since this application request is to continue this project and is over \$20,000, you or your chosen representative will be required to attend both meetings. Information regarding the location of the September 2011 meetings will be provided at a later date.

Based on my review of the application, the following issues must be addressed and resolved. Additional issues may arise between the review process and the Victim Services Advisory Board and LCLE Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1. Match Funds on Pages 1, 2 and 3: Matching funds in the amount of \$8,750 were depicted as "cash match" on Page 1 in Section 4, as "in-kind match" in the Project Budget Summary on Page 2, and as "in-kind match" on Page 3. Please correct Section 4 on Page 1.
2. Page 4; Section 100. Personnel: The salary range provided for the Advocate Coordinator (Rachel L. Hester) position is higher than Ms. Hester's salary on Page 3. Please correct.
3. Subgrant Award Report:
 - a. Please complete Section 4.
 - b. The total in Section 10.b (VOCA funds) should total only the federal amount of this VOCA award, which is \$35,000. The remainder, \$102,668, needs to be entered in Section 10.a (Federal, excluding VOCA).
4. "Prevention education for child victims of abuse" statements throughout application: VOCA Guidelines state that VOCA funds may not be used for activities solely to educate the community, raise the public's awareness of crime and how to prevent crime. However, when an agency is providing presentations or community education to victims, VOCA funds may be used for educational presentations **designed to identify crime victims and provide or refer them to services**. If prevention education is being used as a tool to assist child victims of abuse, please revise those sections of the application listed below so your

activities do not appear to be crime prevention activities. Otherwise, your presentations will give the impression the activities are crime prevention activities, which are not allowed.

- a. Page 1, Section 9. Brief Project Description, second paragraph, "... and perform prevention education for child victim of abuse."
- b. Page 4, first paragraph in Section C, "... parenting and child abuse prevention", and in second paragraph, "... and resource education materials". By the way, please remove revise the statement referring to "individual therapy with clients and families experiencing divorce or other dysfunctional behaviors" because VOCA funds cannot be used to pay for non-emergency activities such as assisting child victims coping with divorce – VOCA-funded services provided to the children must be directly related to the crimes committed against them or if the crimes committed against the child victims are directly related to resulting dysfunctional behaviors the families' divorce. If this type situation is the case, then please re-word the statement so the services provided are allowable.
- c. Page 14, second paragraph in Section 1, "... and offer prevention education to reduce child abuse" and "reached over 2,600 adults with prevention awareness." In Section 2, "and prevention education in Ascension Parish".
- d. Page 15, Goal 3, Objective 3, "Provide prevention education information to local social service organizations"

Please email or mail the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested to the LCLE by Friday, August 26, 2011. Please do not fax replies, as they are not always legible. All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. Please contact me if you have any questions or concerns regarding this letter or the prevention education information listed above.

Sincerely,

Rutha Chatwood

Victim Services Program Manager
LA Commission on Law Enforcement

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Baton Rouge, LA 70821-3133

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602 North Fifth Street
Baton Rouge, LA 70802

Phone: 1-225-342-1625
Fax: 1-225-342-1846
Email: rutha.chatwood@lcle.la.gov
Hours: Tuesday - Friday, 7:00 a.m. - 6:00 p.m.