

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C12-5-010

APPLICANT: Child Advocacy Services, Inc.

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	\$	<u>32,597</u>	80.00%
MATCH:	\$	<u>8,149</u>	20.00%
TOTAL:	\$	<u>40,746</u>	100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2012

END DATE: 09/30/2013

Continuation of C97-5-009

PROJECT SUMMARY:

Court Appointed Special Advocates (CASA) recruits, trains and supervises volunteers who serve as powerful voices for abused and neglected children as they navigate through the court system. CASAs are community members appointed by a judge to advocate, on a one-on-one basis for children in need of care. CASAs report to the judge as well as others in the child welfare system on the child's behalf. A CASA stands beside the child with the primary goal of helping them reach a safe and permanent home.

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: C12-5-010

CVA Purpose Area: 3

**1. TITLE OF PROJECT**

CASA Program

**2.  NEW PROJECT**

CONTINUATION PROJECT OF: C11-5-010

**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: \$32,597

Cash Match: \$0

In-Kind Match: \$8,149

Total Project: \$40,746

**5A. APPLICANT AGENCY INFORMATION**

Agency Name: Child Advocacy Services *Inc.*

Physical Address: 1504 W. Church Street

City: Hammond

Zip: 70401-2907

Mailing Address: 1504 W. Church Street

City: Hammond

Zip: 70401-2907

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: 70401-2907

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: 2/16/2013

**6. IMPLEMENTING AGENCY**

Name: Rob Carlisle

Title: Chief Executive Officer

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-2907

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: rcarlisle@childadv.net

**7. PROJECT DIRECTOR**

Name: LaKisha Penn

Title: CASA Program Director

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-2907

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: lpenn@childadv.net

**8. FINANCIAL OFFICER**

Name: Bonnie Kreamer

Title: Chief Financial Officer

Agency: Child Advocacy Services

Address: 1504 W. Church Street

City: Hammond

Zip: 70401-2907

Phone: (985) 902-9583

FAX: (985) 345-4689

Email: bkreamer@childadv.net

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

Court Appointed Special Advocates (CASA) recruits, trains, and supervises volunteers who serve as powerful voices for abused and neglected children as they navigate through the court system. CASA's are community members appointed by a judge to advocate, on a one-on-one basis, for children in need of care. CASAs report to the judge as well as others in the child welfare system on the child's behalf. A CASA stands beside the child with the primary goal of helping them reach a safe and permanent home.

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LA COMMISSION  
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
Advocate Coordinator	Lori Banks	FT	\$2,250.00	58.89%	12.00	\$15,900.30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CASA Program Director	LaKisha Penn	FT	\$4,277.58	8.43%	12.00	\$4,327.19	<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:						\$20,227.49	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
Advocate Coordinator	Katherine Dupree	PT	\$12.00	20.00	100.00%	38.00	\$9,120.00	<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:							\$9,120.00	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 dispense assistance and life-sustaining support services to victims of abuse by speaking with those parties involved in the child's life, attending staffings, meetings, and court hearings, reporting to the judge and recommending what is in the child's best interest.	814.90	\$10.00	\$8,149.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$8,149.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$29,347
CASH MATCH	\$0
IN-KIND MATCH	\$8,149
<b>PERSONNEL TOTAL</b>	<b>\$37,496</b>

**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 CASA Advocate Coordinators provide direct services and support to CASA Advocate Supervisors for recruiting, training, and supervising everyday citizens to volunteer as advocates for abused and neglected children. Advocate Coordinators conduct volunteer screenings including criminal background checks, coordinate pre-training interviews, facilitate volunteer training, obtain personal reference checks, and assist in case assignments and planning. They assist in providing volunteer training and support in carrying out services for children and families.

The CASA Program Director provides supervision to Advocate Supervisors regarding case issues; compiles and submits reports to the CEO, funding agencies, governing board of directors, and the public; monitors volunteer management to insure the acceptability of volunteer applicants and make determinations regarding same; and ensures that Child Advocacy Services meets the required standards to be a program in good standing with the National CASA Association. The Program Director is responsible for establishing and maintaining effective relationships with the stakeholders of the CASA program including judges, the Department of Children and Family Services, and other CASA programs across the state.

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

Salary is determined by qualifications and comparative analysis of similar positions in our area. Child Advocacy Services maintains a Board of Directors approved employee salary range which is compared to both outside public and private organizations and reviewed annually. The salary range for the Advocate Coordinator position is \$15,000 - \$27,000. The salary range for the CASA Program Director is \$35,000 - \$55,000.

C) Project duties of each position requested:

The CASA Advocate Coordinator provides direct service assistance to volunteer advocates and clients through service planning, volunteer follow-up, and ongoing communication; receives the volunteer application and conducts the initial screening by completing a criminal background check and personal reference verification; facilitates the transition of the volunteer to an Advocate Supervisor and insures the completion of a 40-hour training that includes information about the court system, child protection, child development, and additional topics; continues to provide ongoing coordination and services to the volunteer through their case assignment by entering monthly tracking reports and services, event communication, and additional continuing education information; works with the Advocate Supervisor in reviewing case planning and volunteer services through court reports to the presiding judge and collateral agencies; attends staffings with Advocate Supervisors and assist with locating community resources for child victims.

The CASA Program Director meets with judges and the DCFS to establish Interagency Letters of Agreement which define the program's relationship with both the court and one of our most significant collaborative agencies; ensures that the children and families served by CASA are receiving adequate and effective advocacy; attends court to observe program operations and promote community understanding of the children's needs; meets with Advocate Supervisors regarding child victims with complex cases; compiles and reports program statistics to CEO, funders, the governing board, and to the public; ensures compliance with NACASAA Standards, funding requirements, and Article 424 of the Louisiana Children's Code by promoting accountability among staff and advocates.

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 full-time Advocate Coordinator position and the part-time Advocate Coordinator position will be filled by existing staff who fill the same position under the current grant (Sub-grant # C11-5-010).

The CASA Program Director position will be filled by existing staff.

**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. Lori Banks	.062		\$15,900	\$985	5.	.062			\$0
2. LaKisha Penn	.062		\$4,327	\$268	6.	.062			\$0
3. Katherine Dupree	.062		\$9,120	\$565	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Lori Banks	.0145		\$15,900	\$230	5.	.0145			\$0
2. LaKisha Penn	.0145		\$4,327	\$62	6.	.0145			\$0
3. Katherine Perise	.0145		\$9,120	\$132	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. LaKisha Penn	531.18	12.00	8.43%	\$537	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. Lori Banks	0.016		\$15,900	\$254	5.				\$0
2. LaKisha Penn	0.017		\$4,327	\$73	6.				\$0
3. Katherine Dupree	0.016		\$9,120	\$145	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 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):				\$3,251	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): \$3,251**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$3,250
CASH MATCH	\$0
<b>TOTAL FRINGE BENEFITS</b>	<b>\$3,250</b>

## 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:** Children are entering the foster care system everyday across this state because of some act of abuse against them. The Court is required to appoint independent counsel for the child, but many of these attorneys have heavy caseloads and little time to meet with these children outside of the courtroom. Child protection workers are also overburdened with cases due to the increase in child abuse/neglect reporting. Because of this, many children fall through the cracks. Placement changes are happening at an alarming rate, giving the already victimized child a reduced sense of security. In 2011, Child Advocacy Services provided advocates for 476 children. On average there are about 150 child victims living in foster care each month, and the average time these children are spending in foster care ranges from 36 to 39 months. However, according to recent statistics, this number is cut in half when the child has been appointed a CASA. Because the maximum caseload of CASA volunteers is two, they are able to give more time and attention to ensure that children reach permanence as quickly as possible.

**NEED:** More volunteers are needed to provide individualized advocacy to all children in foster care. In 2010, there were 7,695 children served through the foster care system (DCFS, April 2011). With the increase in the number of children who are adjudicated as a Child in Need of Care and appointed a CASA volunteer, the Advocate Supervisors are quickly approaching the maximum number of volunteers in which they provide supervision. The CASA Program Director provides supervision and support to regional offices serving children in the 20th, 21st, 23rd, 29th, and 40th Judicial Districts. The Advocate Coordinator is needed to assist the Advocate Supervisors with obtaining background checks and references, maintaining volunteer files, and inputting court information into the tracking database. The CASA Program Director is needed to oversee all aspects of the CASA program at Child Advocacy Services and to ensure that the standards required by the National CASA Association are maintained.

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

Child Advocacy Services serves as the single service source in the 20th, 21st, 23rd, 29th, and 40th Judicial Districts for the Court Appointed Special Advocates (CASA) programs and Children's Advocacy Center (CAC) program. CAS maintains CASA services as an accredited member of the National CASA Association and Louisiana CASA Association in these regions. Parishes in these Judicial Districts are very unique to one another and the gaps which exist are related to the rural make-up, geographic distances, and lack of local services in each of these areas. These gaps create several challenges for any services to continue routinely. Recently, economic strains have increased these challenges even more and many services are no longer available in these local communities. Since many families cannot afford to travel further distances to metropolitan areas to receive services, they often do not pursue them. CAS has a proven record for being able to continue these services through our existing structure and local programming efforts. We offer resources, clinical services, and advocacy to children and family victims of abuse and neglect. Additionally, prevention education is offered to offer a balance to our intervention efforts and potentially reduce the need for increased intervention services.

## 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 create community awareness of the need for child advocates/CASA volunteers beginning October 1, 2012.

GOAL 2: To train community volunteers to serve as Court Appointed Special Advocates beginning October 1, 2012.

GOAL 3: To provide quality CASA volunteer supervision in court for abused/neglected children beginning October 1, 2012.

GOAL 4: To provide 250 children with volunteer advocates beginning October 1, 2012.

## 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: To recruit 50 additional community members to be trained as CASA volunteers up from 50 by September 30, 2013.

OBJECTIVE 2: To conduct 25 community presentations up from 20 to recruit CASA volunteers.

### GOAL 2:

OBJECTIVE 1: To conduct six (6) 40-hour training sessions up from four (4) by September 30, 2013.

OBJECTIVE 2: To conduct six (6) 2 hour in-service and/or continuing education offerings up from four (4).

### GOAL 3:

OBJECTIVE 1: To provide adequate and effective supervision of 120 CASA volunteers up from 100 in accordance with National CASA Association recommended management practices and procedures by September 30, 2013.

OBJECTIVE 2: To obtain monthly (12) volunteer tracking reports of 120 CASA volunteers up from 100.

### GOAL 4:

OBJECTIVE 1: To monitor all juvenile court hearings and assign advocates to 50 new cases up from 100 by September 30, 2013.

OBJECTIVE 2: To re-appoint 25 existing advocates up from 20 to new cases after the completion of their first case.

## 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.

- Objective 1: A. Target all ethnic/cultural groups to create a diverse volunteer pool.  
B. Distribute public service announcements to radio, television and other news media.  
C. Encourage volunteers/board members to recruit, speak to professionals in our field.  
D. Compile statistical data on recruitment efforts.
- Objective 2: A. Continue to develop and refine a standardized training program in accordance with National CASA standards.  
B. Process applications on all volunteers including appropriate Sheriff and background checks, fingerprint processing.  
C. Provide and review a copy of job description, professional conduct standards, and Pledge of Confidentiality.  
D. Compile statistical data on training evaluation and success.
- Objective 3: A. Make personal contact with volunteer at least monthly.  
B. Review all court reports before submitting to court.  
C. Attend all court hearings with volunteers.  
D. Provide in-service training.
- Objective 4: A. Accept appointments from all sitting juvenile court judges.  
B. Match and assign appropriate volunteers to child victims of abuse.  
C. Facilitate swearing in and court ordered appointment for volunteers.

The activities undertaken to achieve the goals and objectives are on-going throughout the grant period of 10/1/2012 to 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.)

All previous outcomes projected in prior applications have been satisfied. Upon each project completion, outcomes are compared to the original objectives to verify these benchmarks are being met. In 2011, 476 children were served with 238 volunteers; 168 of those children were placed in a safe, permanent home. Additionally, annual surveys are disseminated to volunteers, judges, and children being served by the program to receive external favorability. Compilation summaries are completed and reviewed by the program director and the feedback is shared with our staff and Board of Directors. Our 2011 Judges Survey compilation indicated a 93% favorability to the CASA role for children being served in the community.

2. Did the project work as expected? Explain.

Child Advocacy Services monitors and evaluates its services through our annual 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?

## 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?

Clients and adults as well as collaborative agencies will be provided a Satisfaction Survey in each service area.

2. When will the data be collected?

Satisfaction Surveys will be conducted/distributed annually. It is expected that 75% will report service satisfaction.

3. Who will collect and analyze the data?

CASA Program Director

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

Name: LaKisha Penn

Phone: (985) 902-9583

Email: lpenn@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.

LCKE will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time.

# **Evaluation Form**

## Collaborative Agency Survey

We want to know how you think we are doing. Please take a few minutes to answer the following questions about the CASA program. The results will provide useful feedback to us as we work to improve our program. Please evaluate the CASA program in general and not a specific volunteer.

Please indicate your role/job.

- Judge
- Attorney
- Mental Health Agency
- Child Welfare Worker
- Therapist
- Group Home Staff
- School Personnel

Other \_\_\_\_\_

1. CASA volunteers are prepared and ask good questions.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
2. CASA Staff explain their role.
  - 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 children they serve.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
6. CASA Volunteers demonstrate an understanding of the court process and child welfare system.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
7. CASA volunteers have a good understanding of the needs of the children they are advocating for.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
8. I respect the opinions of CASA Volunteers.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
9. I think CASA volunteers make a difference with the children they serve.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
10. I would like to see more children served by the CASA program.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree
11. I believe CASA Volunteers are working for the best interest of the child.
  - Strongly agree
  - Agree
  - Disagree
  - Strongly disagree

**Collaborative Agency Survey** (cont.)

What is your understanding of the role of a CASA volunteer?

Have you worked with a CASA volunteer? If you answer yes, please indicate how many.

- Yes \_\_\_\_\_
- No

In what ways could CASA Volunteers better serve children?

In what ways could CASA Volunteers work better with you?

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

Please describe a situation in which working with CASA was a challenge.

## Volunteer Survey

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

How long have you been a CASA? \_\_\_\_\_

1. I understand what I am expected to do as a CASA volunteer.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
2. I feel I have received adequate training.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
3. I am comfortable making recommendations to the Court.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
4. I am prepared for the court report and testify in court hearings.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
5. I think my recommendations are taken seriously by the judge.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
6. I feel comfortable talking to my supervisor about the case.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
7. I believe I receive adequate support and supervision from CASA staff.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
8. My supervisor appreciates my work..
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
9. My supervisor helps keep me motivated.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
10. Parents/Caregivers understand my role as a CASA.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
11. I feel my opinion is respected by OCS.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
12. I feel that I am making a difference.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree

**Volunteer Survey** *(cont.)*

Please explain any areas of concern you may have.

Please describe additional training you might find beneficial.

What has been most difficult for you as a CASA?

What have you found most rewarding/helpful?

I plan to continue being a CASA. Why or why not?

# Children's Survey

We would like for you to answer the following questions about your CASA volunteer. You do not have to put your name on this form.

What is your age? \_\_\_\_\_

	Yes	No	I don't know
1. My CASA has talked to me about my family.			
2. My CASA talks to me about once a month.			
3. My CASA has talked to me about how I feel about where I live.			
4. My CASA talks to me about who I want to live with.			
5. My CASA knows how I'm doing in school.			
6. My CASA talks to other people who are important to me.			
7. My CASA is helpful to me.			
8. My CASA explains to me what will happen in court.			
9. My CASA speaks up for me.			
10. I like my CASA.			
11. My CASA likes me.			

What I like most about my CASA is

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What I don't like about having a CASA is

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The one thing I would like for my CASA to do is

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(Please write anything else you would like to say here)

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## 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. These sources include Temporary Assistance for Needy Families (TANF), National CASA Association, Louisiana CASA Association, Capital Area United Way, Tangipahoa Area United Way, St. Charles United Way, and St. John United Way.

## 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.

The Administrative office of the CASA Program is rented by Child Advocacy Services. The CASA Program Director and Advocate Supervisors are housed in an adjacent building that is owned by CAS. Regional offices in Denham Springs, Jackson, and Gonzales are rented. The satellite office in Amite is donated by the parish. All training sites are generously provided by area hospitals, businesses, churches, schools, the sheriff's office, the court, and the City of Hammond.

## 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                         | 2/6/2012              |
| 2. Dates covered by last audit:               | 1/1/2011 - 12/31/2011 |
| 3. Date of next audit:                        | February 2013         |
| 4. Dates to be covered by next audit:         | 1/1/2012 - 12/31/2012 |
| 5. Date next audit will be forwarded to LCLE: | April 2013            |

- 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?

CASA volunteers endeavor to provide a voice in court for every child victim of abuse. They evaluate what is in the child's best interest by talking to everyone involved in the child's life, and gathering factual information from involved agencies. This fact-finding technique allows the volunteer to make objective recommendations to the judge. The responsibilities of the volunteers include: 1) to serve as a fact-finder for the judge by thoroughly researching the history of the child and the family; 2) to speak for the child in the courtroom, and provide written reports to the judge representing the child's best interests; 3) to ensure that all of the child's needs are being met to the best extent possible and that the case is brought to a swift and appropriate conclusion; 4) to attend pre-service training; and 5) to attend in-service trainings.

## 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 is aware of the Crime Victim's Reparation program administered by the Louisiana Commission on Law Enforcement and locally by the sheriff's office. Each victim will be informed of the services available for crime victims through each sheriff's office.

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 in child abuse and neglect cases including:

- Court Judges and court personnel
- Louisiana Department of Children and Family Services, Department of Children and Family Services (caseworkers, child protection investigators, and supervisors)
- Assistant District Attorneys
- Assistant Public Defenders
- Private Attorneys
- Private social service/treatment providers

Child Advocacy Services CASA program maintains a Memorandum of Agreement with each Judicial District Court.

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.

CASAs have the unique opportunity to discuss with the children any concerns they may have. If a volunteer suspects that a child has been victimized in any way, they have access to the necessary resources to provide services to that child. CASAs talk to the children about 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. If the child is not capable of communicating to these officials, the CASA has the opportunity to do so.

Child Advocacy Services will encourage all victims to report all offenses to law enforcement. Generally it is expected that law enforcement will be aware of the situation prior to agency involvement. Should this not be the case, victims will be encouraged to report the offense and the agency will comply with the Juvenile Code insofar as is mandated.

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. Child Advocacy Services 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 program's credibility.