

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C12-9-007

APPLICANT: Family Service Of Greater New Orleans

PROJECT TITLE: Domestic Violence Counseling Program

PROJECT FUNDS :

FUND: \$ 60,000 80.00%

PROJECT DURATION: 12 months

MATCH: \$ 15,000 20.00%

START DATE: 04/01/2013

TOTAL: \$ 75,000 100.00%

END DATE: 03/31/2014

Continuation of C97-9-009

PROJECT SUMMARY:

Family Service of Greater New Orleans seeks to continue to provide services to assist primary and secondary victims of crime in order to stabilize their lives after victimization by providing psychotherapy services. Goals of the program are to facilitate resolution of trauma, provide psychoeducational interventions and to expand awareness of services available, including the Crime Victims Reparations Fund and the Louisiana Automated Victims Notification System (LAVNS). Family Service only utilizes treatment models that are evidence-based and have been thoroughly researched, such as cognitive-behavioral therapy. Through the use of the evidence-based models, clients are provided with the tools necessary to reprocess the traumatic event, change patterns of thinking, and improve overall quality of life for victims of crime.

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: C12-9-007

CVA Purpose Area: 1,2,3,4

1. TITLE OF PROJECT

Domestic Violence Counseling Program

2.  NEW PROJECT

CONTINUATION PROJECT OF: C11-9-008

3. PROJECT DURATION

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

Desired Start Date: 4/1/2013

Desired End Date: 3/31/2014

4. PROJECT FUNDS

Federal Funds: \$60,000

Cash Match: \$0

In-Kind Match: \$15,000

Total Project: \$75,000

5A. APPLICANT AGENCY INFORMATION

Agency Name: Family Service of Greater New Orleans

Physical Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Mailing Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Phone: (504) 822-0800 FAX: (504) 822-0831

Email: rmcclain@fsgno.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Ronald P. McClain, JD, LCSW

Title: President & CEO

Agency Name: Family Service of Greater New Orleans

Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Phone: (504) 822-0800 FAX: (594) 822-0831

Email: rmcclain@fsgno.org

Fed Employer Tax Id: 72 - 0408931

DUNS: 122622723 -

CCR CAGE/NCAGE: 5DPM2

CCR Expiration Date: 1/9/2013

6. IMPLEMENTING AGENCY

Name: Ronald P. McClain, JD, LCSW

Title: President & CEO

Agency: Family Service of Greater N.O.

Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Phone: (504) 822-0800 FAX: (504) 822-0831

Email: rmcclain@fsgno.org

7. PROJECT DIRECTOR

Name: David Haynik, LCSW

Title: Vice President of Programs

Agency: Family Service of Greater N.O.

Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Phone: (504) 822-0800 FAX: (504) 822-0831

Email: dhaynik@fsgno.org

8. FINANCIAL OFFICER

Name: Jim Hubbard

Title: V.P., Finance & Administrator

Agency: Family Service of Greater N.O.

Address: 2515 Canal Street, Suite 201

City: New Orleans Zip: 70119-6437

Phone: (504) 822-0800 FAX: (504) 822-0831

Email: jhubbard@fsgno.org

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

Family Service of Greater New Orleans seeks to continue to provide services to assist primary and secondary victims of crime in order to stabilize their lives after victimization by providing psychotherapy services. Goals of the program are to facilitate resolution of trauma, provide psychoeducational interventions and to expand awareness of services available, including the Crime Victims Reparations Fund and the Louisiana Automated Victims Notification System (LAVNS). Family Service only utilizes treatment models that are evidence-based and have been thoroughly research, such as cognitive-behavioral therapy. Through the use of the evidence-based models, clients are provided with the tools necessary to reprocess the traumatic event, change patterns of thinking, and improve overall quality of life for victims of Crime.

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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
Vice President of Programs	David Haynik, LCSW	FT	\$5,833.33	2.00%	12.00	\$1,399.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical Director	Rebecca Garside, LPC	FT	\$4,166.67	20.00%	12.00	\$10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinician	Melissa Harris, LMSW	FT	\$2,586.53	40.00%	12.00	\$12,415.34	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinician	Sara Gershen, LMSW	FT	\$2,500.00	40.00%	12.00	\$12,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinician	Anya Canache, LPC	FT	\$3,000.00	40.00%	12.00	\$14,400.00	<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"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$50,215.33	F = Fed Funds C = Cash Match	

**PART-TIME OR OVERTIME EMPLOYEES:**

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

**VOLUNTEERS:**

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Intake workers assess needs for victim's services and make appropriate referrals to individual or group therapy and/or offer community resources.	750.00	\$10.00	\$7,500.00
Counselors assist clinicians in the provision of individual and group therapy services. These volunteers also make clients aware of the crime victims reparation procedures and assist victims in applying for these as appropriate.	750.00	\$10.00	\$7,500.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$15,000.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$50,215
CASH MATCH	
IN-KIND MATCH	\$15,000
<b>PERSONNEL TOTAL</b>	<b>\$65,215</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 Vice President of Programs provides oversight to all aspects of the program. The Vice President of Programs completes administrative tasks, ensures appropriate services are being delivered to clients, and reviews outcomes and goals.

The Clinical Director provides direct supervision to the clinicians working within the program, including student interns. The Clinical Director also provides direct service to clients. The Clinical Director conducts marketing activities within the community.

The Clinicians provide the direct therapeutic services to the clients served.

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

Salaries are based upon position duties, experience, levels of responsibility and credentials. Family Service utilizes a system that helps promote equality among paid staff and provides a range of salaries depending upon the above criteria.

C) Project duties of each position requested:

Please see attached position descriptions for existing positions.

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.]

David Haynik: Existing, hired for position  
Rebecca Garside: Existing, hired for position  
Anya Canache: Existing, hired for position  
Sara Gershen: Existing, hired for position  
Melissa Harris: Existing, hired for position

**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. David Haynik	.062		\$1,400	\$86	5. Melissa Harris	.062		\$12,415	\$769
2. Rebecca Garside	.062		\$10,000	\$620	6.	.062			\$0
3. Sara Gershen	.062		\$12,000	\$744	7.	.062			\$0
4. Anya Canache	.062		\$14,400	\$892	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. David Haynik	.0145		\$1,400	\$20	5. Melissa Harris	.0145		\$12,415	\$180
2. Rebecca Garside	.0145		\$10,000	\$145	6.	.0145			\$0
3. Sara Gershen	.0145		\$12,000	\$174	7.	.0145			\$0
4. Anya Canache	.0145		\$14,400	\$208	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. Melissa Harris	240.35	12.00	40.00%	\$1,153	5.				\$0
2. Rebecca Garside	240.35	12.00	20.00%	\$576	6.				\$0
3. Sara Gershen	240.35	12.00	40.00%	\$1,153	7.				\$0
4. Anya Canache	240.35	12.00	40.00%	\$1,153	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. David Haynik	0.023		\$1,400	\$32	5. Melissa Harris	0.023		\$12,415	\$285
2. Rebecca Garside	0.023		\$10,000	\$230	6.				\$0
3. Sara Gershen	0.023		\$12,000	\$276	7.				\$0
4. Anya Canache	0.023		\$14,400	\$331	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		\$0	5.		CHECK		\$0
2.		TYPE:		\$0	6.		TYPE:		\$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: Group Life and LTD	RATE		SALARY	TOTAL	OTHER: Group Life and LTD	RATE		SALARY	TOTAL
1. David Hayni	0.01		\$1,400	\$14	5. Melissa Harris	0.01		\$12,415	\$124
2. Rebecca Garside	0.01		\$10,000	\$100	6.				\$0
3. Sara Gershen	0.01		\$12,000	\$120	7.				\$0
4. Anya Canache	0.01		\$14,400	\$144	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$8,171	FRINGE BENEFITS TOTAL (B):				\$1,358

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

**Fringe Benefits Total (A+B): \$9,529**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$9,529
CASH MATCH	\$0
<b>TOTAL FRINGE BENEFITS</b>	<b>\$9,529</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.

The 2010 CQ Press City Crime Rate Rankings reported that the city of New Orleans ranks 13<sup>th</sup> in highest level of crime in the United States based on reports of murder, rape, robbery, aggravated assault, burglary, theft, and car theft. According to the November 27<sup>th</sup>, 2011 Times Picayune article, "The New Orleans murder rate can't be downplayed," New Orleans murder rate "is 10 times the national rate, and it's been that way for years." While the CQ Press ranking moved in a positive direction dropping New Orleans' ranking from 6<sup>th</sup> last year to 13<sup>th</sup> this year, New Orleans continues to be a city infamous for high crime rates.

With violent crime and exposure to disasters, stress reactions can occur and sometimes lead to posttraumatic stress disorder (PTSD). Looking at poverty and violence, it is clear that additional supports are needed within the community provide mental health services, safety and community cohesion. Providing easily accessible mental health services to those that have been exposed to the high levels of violence can seek treatment for related symptoms of stress and anxiety. Family Service's Mission Statement of "...strengthens the emotional health and fosters the self-sufficiency of families and individuals," describes the work and the benefit of providing the services mentioned within this application. According to Melinda Smith, M.A., and Jeanne Segal, Ph.D., authors of "Post Traumatic Stress Disorder" on [www.helpguide.org](http://www.helpguide.org), early treatment of PTSD can help improve family life, physical health and overall functioning (2011). Family Service can provide the early treatment recommended by being accessible to the community. Family Service has offices on both banks of the Mississippi River in Jefferson Parish and utilizes trained and qualified clinicians to work with the underserved population of victims of crime.

Family Service of Greater New Orleans will continue to provide intervention for victims in the form of family, group and individual counseling; psychoeducational treatment and presentations; and information and referral services for victims of crime in New Orleans. This agency, through continued funding, seeks to provide effective intervention services that provide therapeutic treatment to victims of crime and to the community in the hope of intervening in response to vicimization, reducing the chances of re-victimization, and encouraging victims to come forward.

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

The gap in resources is due to the large number of impacted individuals in the community due to high crime rates in the city. Communication by representatives of this agency with members of the community at large, law enforcement, criminal court representatives, and Domestic Violence Advisory Counsel members allowed for an in-depth understanding of the unmet need for victims' services in the city of New Orleans and the resulting stress on the population as a result. Due to the need, affected individuals, especially those represented by underserved populations, have limited pathways for treatment of ensuing symptoms and mental illness resulting from trauma.

## **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.

Family Service of Greater New Orleans will improve the behavioral health and foster the self-sufficiency of 180 unduplicated adults, adolescents, and child victims between 4/1/2013 -3/31/14.

## **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.

1. Family Service of Greater New Orleans will provide 1200 hours of therapeutic interventions to 180 unduplicated victims of crime in order to improve behavioral health functioning.
2. Family Service of Greater New Orleans will demonstrate an overall increase in mental health functioning through the use of evidence based practices by 10% as measured by the Mental Health Inventory 5, an evidence based outcome measurement tool

## **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.

### Method for Objective 1:

By June 30, 2013, masters level clinicians will provide individual, family, and group therapy for 45 victims.

By September 30, 2013, masters level clinicians will provide individual, family, and group therapy for 45 victims.

By December 31, 2013, masters level clinicians will provide individual, family, and group therapy for 45 victims.

By March 31, 2014, masters level clinicians will provide individual, family, and group therapy for 45 victims.

Clinicians will maintain current, effective cognitive behavioral practices through attending a minimum of 10 hours of external and/or internal trainings, 2.5 hours to be completed by June 30, 2013, 2.5 hours to be completed by September 30, 2013, 2.5 hours to be completed by December 31, 2013, and 2.5 to be completed by March 31, 2014.

### Method for Objective 2:

At the intake assessment, a Mental Health Inventory 5 will be completed by the client. The completed measurement tool is provided to the Vice President of Programs for analysis. At the fourth session, a second MHI-5 is completed. For the following quarters, a new MHI-5 is administered. As with the first MHI-5, all data collected is provided to the Vice President of Programs

On a quarterly basis, the Vice President of Programs compiles a report that provides information and statistics of improvements across the organization.



### 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.)

Based on information received from Family Service's data management system, 150 unduplicated clients received services from January 1, 2012 - October 31, 2012. A total of 959 hours of counseling were provided during this 10-month period. While the contract year is not complete for the currently project, it can be projected that by March 31, 2013, 180 unduplicated clients will be served and 1,151 hours of service will have been provided. This projections indicate that Family Service is on track to achieve the goals specified for the current cycle.

On the last Performance and Quality Improvement Report, an average improvement of 18% was noted, which well exceeds the goal of 10% of improvement.

2. Did the project work as expected? Explain.

Yes, the project worked as expected. There is consistently a need for service as more clients have been victims of crime or witnessed violent crime. The evidence based therapy resulted in increased functioning as demonstrated by the improved MHI-5 results.

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 goals have been updated to reflect a focus on measurable numbers and outcomes.

## 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?

The data will be collected from the clients of this program and recorded in the agency database, "Kareworks." Client surveys and the completed Mental Health Inventory outcome measures are compiled in the quarterly Performance and Quality Improvement (PQI) reports maintained for the agency.

2. When will the data be collected?

Throughout the duration of the grant as clients register for services, complete mental health inventories, and annually complete surveys. Quarterly Performance and Quality Improvement (PQI) reports are completed by the PQI Coordinator.

3. Who will collect and analyze the data?

The PQI Coordinator for the organization and Project Director, David Haynik.

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

Name: Rebecca Garside

Phone: (504) 827-4006

Email: rgarside@fsgno.org

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

The Vice President of Programs will update/revise the project's strategy based on the number of clients presenting for services and the effectiveness of interventions used in therapy as reflected by mental health inventory outcome results.

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.

Quarterly reports will be given to the Louisiana Commission on Law Enforcement (LCLE) and the agency's board of directors. Media shall get results as requested. Also, the LCLE will receive expenditure reports monthly/quarterly as required.

## 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.

Continued funding will be secured through private donations, grants, corporate sponsorships, collaborations, and foundation funding.

## 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 physical facility provided consists of office space at Family Service of Greater New Orleans which is a crucial component of the project due to the fact that it offers a safe and private space for victims to be seen. Also, additional staff and student interns at Family Service are additional resources that the project can utilize as needed. The well-trained staff at Family Service of Greater New Orleans is essential to the process that makes the project effective due to their expertise and experience. A computer, internet, additional phone line, printing capacities, and numerous resources books serve as some of the physical resources supplied by the agency.

## 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?

Volunteer working within the VOCA program fit three essential job function categories:

1. Intake workers: Volunteers assess the need for victim services for potential clients and will make appropriate referrals to community resources.
2. Therapists: Volunteers will assist clinicians in the provision of therapeutic services.
3. Educators: Volunteers will provide information and psychoeducation for crime victims in the extent of community presentations and in treatment.

All volunteers utilized by this program are Master's level student interns.

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## 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.

All students are trained and required to inform all appropriate clients about the CVR program and to facilitate/assist in the application process. Referral logs will be reviewed to ensure compliance and follow-up with clients referred to CVR program will be recorded in the individuals' files.

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 Project coordinator attends meetings in order to maintain contact with other providers serving the community which include the Domestic Violence Advisory Counsel, the Tulane University Domestic Violence Law Clinic Lunch and Learn Series, and regular meetings with U.S. Department of Justice Victim Specialists Division. The Project Coordinator is also actively involved in a local event for the National Crime Victim's Rights Week.

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.

In order to reduce chances of re-victimization of clients and further victimization of others, clinicians and counselors encourage and empower victims to report crimes and utilize community resources through demystifying the process for clients by explaining the necessary steps in reporting, allowing the clients space to make the initial call from the agency, and through connecting clients with direct points of contact with the law enforcement and district attorney's office to smoothly facilitate the reporting 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.

The Domestic Violence Program will comply with the Louisiana Child Protection Act (LARS 15:587.1) as appropriate.