SEXUAL AND DOMESTIC VIOLENCE PROGRAM
PROFESSIONAL STANDARDS
COMMITTEE

Sexual and Domestic Violence Program
Professional Standards Committee Meeting
September 10, 2026 ● 9:00 a.m. – 12:00 p.m.
Virtual Meeting Pursuant to *Code of Virginia* § 2.2-3708.3

- **Welcome and Introductions** (5 minutes)
  - *Faith Power, Committee Chairperson*
- **Approval of Meeting Minutes** (5 minutes)
- **Brief Instruction Regarding Travel Reimbursements** (5 minutes)
  - *Amber Stanwix, Professional Operations Coordinator*
- **Professional Standards Update** (10 minutes)
  - *Kori Harris, Sexual and Domestic Violence Standards & Response Coordinator*
- **Background on Language of Standard #4** (10 minutes)
  - *Professional Standards Operations Coordinator*
- **Report on Research from Other States** (60 minutes)
  - *Professional Standards Operations Coordinator*
- **Discussion Regarding Potential Modifications to the Structure of the Professional Standards** (45 minutes)
  - Tiered Accreditation
  - Children's Services
  - Prevention
- **Other** (5 minutes)
- **Public Comment** (5 minutes)
- **Selection of Next Meeting Date(s)** (5 minutes)
- **Closing Remarks** (5 minutes)
  - *Committee Chairperson*

Background Checks

Alaska

Providers or applicants found to have been convicted of sexual abuse of a minor, sexual assault, or related crimes (excluding prostitution and victims of human sex trafficking) shall not be approved as an employee. Conviction for other crimes do not necessarily bar a provider or applicant from being hired by a grantee; however, critical decision-making skills must be used to carefully consider the nature of the crimes (i.e., type, severity, length of time since conviction) for which an individual was convicted prior to extending an offer of employment.

Colorado

The Company will determine the applicant or employee's suitability for the position or license at issue. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

1. Relevance of the crime to the position sought;
2. The nature of the work to be performed;
3. Time since the conviction;
4. Age of the candidate at the time of the offense;
5. Seriousness and specific circumstances of the offense;
6. The number of offenses;
7. Whether the applicant has pending charges;
8. Any relevant evidence of rehabilitation or lack thereof; and,
9. Any other relevant information, including information submitted by the candidate or requested by the hiring authority

The ORGANIZATION will notify the applicant of the decision and the basis of the decision in a timely manner.

Illinois

If a background check reveals an arrest or conviction in the candidate's background, programs should take into account the context and details of the information and seek counsel with their legal advisor to determine if the information will exclude the candidate from employment or volunteer work at the program.

Ohio

The Program has a policy identifying the type(s) of background check(s) utilized, as well as acceptable and unacceptable criminal histories for staff members

Records Maintenance

Alaska

If your data is managed through a cloud computing company, your agreement with the company should allow you to retain ownership of your data and must prohibit them from using, sharing, or selling it. It must also allow you to permanently delete files from their server. Find out the company's protocol for responding to legal requests, and ensure that they will consult you before disclosing data. If the company's servers are remote, know that their jurisdiction's legal requirements regarding disclosures of data may differ from yours.

Arizona

A program must maintain all records, paper and/or electronic, which contain personally identifying information in a secure manner, i.e. locked storage and data encryption

While traveling, mobile programs must keep a locked box or tote in the vehicle. Electronic files must be encrypted to be transported by flash drive, tablet or laptop. Records must not be left in vehicles overnight.

Florida

Certified domestic violence centers must have a policy to maintain and retain records in such a way as to prevent inappropriate destruction of, or unauthorized access to, documents including financial, personnel, and program participants' records. This policy shall address both paper and computer-generated records.

Each center shall maintain a written policy and accompanying procedures that reflect security measures. These must contain, but not necessarily be limited to:

(1) A generalized policy stating the responsibility of all staff and volunteers to ensure victim confidentiality.

(2) A protocol for creating victim data by computer shall:

(a) State which data entries are allowable and those that are not.

(b) Outline the use and storage of any data storage device.

(c) Outline the use and protection of hard-drive storage (including protocols for use of passwords and encryption).

(d) Outline the use and methods of network systems backup and storage, including who is responsible.

(e) Require the use of passwords when computer network systems are used.

(f) Outline protocols for the creation, routing and storage of any materials generated from computer-based records.

(g) Ensure that access to computerized confidential records will be protected using appropriate software and passwords.

(h) Ensure the establishment of protocols for timely download or amendment/deletion of client-related information.

(3) A protocol for the security of stored information shall address:

(a) The disposal of hard drives and other memory devices.

(b) Use of other memory devices (disks, USB/flash/jump, external hard drives).

(c) How the data leaves the office (funders/reports).

(d) Retention of records in an electronic format.

(4) In the event a protocol includes use of a computer's recycle bin, staff will be required to delete the information from the recycle bin (or other appropriate mechanism) as a final step in the process of deleting confidential files.

(5) A protocol for ensuring all participants' personally identifying information or information identifying the location of the shelter is redacted from fiscal or other administrative records prior to release. The protocol shall address who is responsible, when, and how records are redacted of any personally identifying information prior to release, including when released in response to an open records request, or when submitted with invoices to funders.

Idaho

Programs must keep all records which contain PII in a secure, locked storage area, and electronic records must be password-protected. Organizations should have policies and safeguards in place to prevent unauthorized access to PII. Policies should ensure that only staff, volunteers, and funders have access to client records as necessary for providing or supervising services, performing grant or audit reporting duties, or responding to court orders. Policies must identify a safe method of destruction for records that are no longer needed.

Missouri

When used, electronic records of services provided must be maintained in consultation with information technology professionals to ensure that records are accessible only to those listed above, that the records cannot be accessed remotely by anyone outside of the agency, and to ensure that the records are properly destroyed or purged when needed.

Pennsylvania

All devices or technology shall be agency-approved. If a Center cannot provide devices to staff, clear direction for use of personal devices shall be provided and documented (e.g., passwords, logging out of accounts and applications, etc.).

The use of technology shall meet all individual or group victim confidentiality standards, including, if appropriate, HIPAA or VAWA compliance.

Centers that choose to provide services via technology shall have written policies to address the following: Record retention and deletion concerning electronic client records, databases that

store and analyze data, and digital communications.

Virginia Department of Criminal Justice Services Data Protection Procedure

The storage of sensitive data on any non-network storage device or data storage media is prohibited unless the data is encrypted and there is a written exception approved by the Agency Director accepting all residual risks.

Training

Alabama

The domestic violence center shall develop, implement, and review annually a staff training and development plan to ensure that all new employees, current employees, and volunteers meet training requirements as required by this rule. The plan shall include policies and procedures for implementing training activities, course titles, descriptions, objectives, number of hours, names of instructors with title or position or source, dates or timeframes, and training requirements for each staff position.

Missouri

Individuals who only provide indirect services must be provided enough information and training to complete their assigned tasks.

Oklahoma

Staff and volunteers providing indirect services and children's activities are required to complete orientation as prescribed by the Executive Director which shall include training on confidentiality, facility safety and disaster plans.

Texas

Training content must be documented using an organization Training Agenda with sufficient detail to show that all topics have been covered and must reflect:

- i. The order the topics are covered
- ii. Type of Instruction
    1. Classroom
    2. Outside traditional classroom
    3. On the job training
- iii. Time allotted for each major topic area

Training Requirements Chart

Position Type	Training Required	Trainer	Location
ACASA Funded Staff	ACASA SA Basic Advocacy (18 hours) AND ACASA HT 101 (1.5 hours)	ACASA	In-Person OR Online or Hybrid (Online/Hybrid - Currently under development)
Human Trafficking Specialists	ACASA SA Basic Advocacy (18 hours) AND OVC TTAC HT (Five modules) AND ACASA HT 101 (1.5 hours)	ACASA AND OVC TTAC	In-Person OR Online or Hybrid (Online/Hybrid - Currently under development) OVC TTAC (Online)
Staff that is not ACASA funded but has direct contact with SA/HT victims or provides SA/HT services (Includes Hotline Operators)	ACASA SA Basic Advocacy (18 hours) AND ACASA HT 101 (1.5 hours)	ACASA OR Crisis Center Agency	In-Person OR Online or Hybrid (Online/Hybrid - Currently under development)
Volunteers who have direct contact with SA/HT victims or provide SA/HT services (Includes Hotline Operators)	ACASA SA Basic Advocacy (18 hours) AND ACASA HT 101 (1.5 hours)	ACASA OR Crisis Center Agency	In-Person OR Online or Hybrid (Online/Hybrid - Currently under development)

Training Requirements: Ethics and Continuing Education

Position Type	Training Required	Trainer	Location
All ACASA Funded Staff and Staff and volunteers that are not ACASA funded but have direct contact with SA/HT victims or provides SA/HT services (Includes Hotline Operators)	Ethics every 2 years (1 Hour) Continuing Education Every year (8 Hours)	The program's executive director shall approve ethics and continuing education not provided by ACASA	In-Person OR Online

ACASA Basic Sexual Assault Advocacy Training

Topic	Minimum Training Time
Overview of Agency and Agency Information	30 Minutes
Dynamics of Sexual Assault and Rape Culture	1 Hour 30 Minutes
Dynamics of Domestic Violence	1 Hour
Police Response and Investigation of Rape Case	1 Hour
Criminal Justice Process	1 Hour
Role of an Advocate	1 Hour 30 Minutes
Medical Procedures • Medical facility protocol for treating rape victims • Explanation of rape kit and exam • Medical treatment for sexually transmitted diseases, emergency contraceptives, pregnancy	1 Hour
Child Abuse/ Mandated Reporting	1 Hour
Neurobiology of Trauma	1 Hour 30 Minutes
Ethics	1 Hour
Cultural Competency (i.e., Under the influence of drugs, alcohol, date rape drugs, elderly, adolescents, non- offending parents, males, lesbians, adult survivors of childhood sexual abuse, religious and cultural issues, marital, non-stranger, disabled.)	1 Hour 30 Minutes
Crisis Intervention • Appropriate responses vs. inappropriate responses • Crime Victims Reparation • Active listening • Problems interacting with clients • Role play • Hotline Calls	2 Hours
Self-Care	1 Hour
Processing, networking, and kinesthetic learning	2. 5 hours (5 x 30 min)

OVC TTAC Understanding Human Trafficking

Topic	Minimum Training Time
Module 1: Defining Human Trafficking in the United States	Self-Paced
Module 2: Identifying Laws Related to Human Trafficking	Self-Paced
Module 3: Using Victim-Centered Approaches	Self-Paced
Module 4: Recognizing and Responding to Human Trafficking	Self-Paced
Module 5: Understanding the Scope of the Issue	Self-Paced

ACASA Human Trafficking 101

Topic	Minimum Training Time
Human Trafficking Defined TVPA of 2000 (Trafficking Victim Protection Act) Fed Law Smuggling vs. Trafficking-Sex/Labor AMP (action means purpose) model Force Fraud Coercion Pimp Tactics and how control is exerted on victims Branding/tattoos Online Exploitation and the Dark Web Technology Connection for HT and the Dark Web Activities facilitated by the Dark Web Intersection of Violence-DV, SA, Child Abuse, and CSEC Branding-tattoos Red Flags and identifiers What to do- how to report nationally and locally	1.5-2 Hours

TRAINING	AUDIENCE	QAS SECTION REFERENCE	TIMELINE
☐ Foundations of Advocacy Advocate Training that follows statewide guidance documents and the Help in Healing Manual	All staff, volunteers and interns providing direct services	See Survivor-Driven section	Before providing services and/or within 3 months from hire For staff away from direct services for 1 year required before providing services
☐ New or changed modules of Foundations of Advocacy Training	All existing staff and volunteers and interns providing direct services	See Survivor-Driven section	Within 1 year of the release of the new or updated section
☐ Language Access Training	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 6 months from hire and annually thereafter
☐ Closing Question and SASC Program Survey Distribution	All staff, volunteers and interns providing direct services *Can be taken during Advocate Training*	See Evidence and Evaluation Informed section	Within 6 months from hire
☐ Evaluation Methods, Tracking, and	All staff providing direct services	See Evidence and Evaluation	Within 6 months from hire

	Integration Overview		Informed section	
☐	EmpowerDB Data Entry	All staff responsible for entering or pulling data *Can take MECASA training or learn by shadowing someone who has taken recent MECASA training*	See Evidence and Evaluation Informed section	Within 3 months from hire
☐	Human Trafficking & Exploitation for Sexual Assault Advocates	All staff, volunteers and interns providing direct services	See Survivor-Driven section	Within 1 year from hire
☐	Support Group Facilitator Training	All staff facilitating support groups	See Core Required Client Services section	Within 1 year from hire
☐	Introduction to Neurodiversity	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire
☐	An overview of Tribal Nations and Tribal courts	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire
☐	Introduction to ableism, disability, & self-advocacy	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire
☐	Introduction to racial equity & anti-oppression as tools for advocates	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire

☐ Immigration and cultural awareness	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire
☐ MaineTransNet's 90-minute Transgender Introductory Primer for Advocates	All staff, volunteers and interns providing direct services	See Accessible and Equity-Driven section	Within 1 year from hire
SYSTEMS			
☐ Child Protective Services and Adult Protective Services Mandated Reporter Training	All staff, volunteers and interns providing direct services *Can be taken during Advocate Training*	See Confidentiality section	Before providing services and/or every 4 years thereafter
☐ Beyond Foundations of Advocacy Training	All staff providing advocacy in addition to the helpline	N/A	Within 6 months from hire
☐ Victims' Compensation Program Overview Training	All staff providing direct services	N/A	Within 6 months from hire
☐ Pine Tree Legal Services Overview	All staff providing systems/SART services	N/A	Within 3 months from hire
☐ Training on working with people who are incarcerated	All staff providing services to incarcerated individuals	N/A	Within 1 year from hire
☐ Protection from Abuse Training	All staff providing systems/SART services	N/A	Within 3 months from hire

☐ Address Confidentiality Program Application Assistant Training	At least 2 agency staff	N/A	3 months from departure of past application assistant(s)
CULTURE CHANGE			
☐ Prevention Orientation	Prevention Educators	See Rooted in Culture Change section	Within 6 months from hire
☐ Training Facilitation Training	Staff, volunteers, or interns who train adults	See Rooted in Culture Change section	Within 2 years from hire
☐ Meeting Facilitation Training	Staff, volunteers, or interns who facilitate meetings/groups	See Rooted in Culture Change section	Within 2 years from hire
AGENCY OPERATIONS			
☐ Managing to Change the World with The Management Center	Managers and Supervisors	See Sustainability section	Within 1 year from hire
☐ Cost Allocation and Funding Sources	Finance Staff, Supervisors, and Executive Directors	See Sustainability section	Within 6 months from hire
☐ Department of Justice Financial Management Online Training	Finance Staff	See Sustainability section	Within 3 months from hire

The following additional trainings and practices are recommended based on roles:

- Training on supporting survivors with intellectual and developmental disabilities (all staff, volunteers and interns providing direct services)
- MECASA's Mental Health Training Series (all staff, volunteers and interns providing direct services)

Advocate Training

The modules required from the OVC TTAC are:

Basics

TITLE	LENGTH	HRS
The Civil Justice System	60	1
The Criminal Justice System	60	1
Ethics	45	0.75
The Military Justice System	60	1
Tribal Justice Systems	45	0.75
Types of Victim Services	60	1
Victim Compensation	30	0.5
Victims' Rights	45	0.75
		6.75

Core Competencies and Skills

TITLE	LENGTH	HRS
Advocacy	30	0.5
Assessing Victims' Needs	45	0.75
Basic Communication Skills	30	0.5
Collaboration	45	0.75
Confidentiality	60	1
Conflict Management and Negotiation	45	0.75
Crisis Intervention	30	0.5
Culture, Diversity, and Inclusivity	45	0.75
Documentation	45	0.75
Problem Solving	30	0.5
Referrals	30	0.5
Self-Care	60	1
Trauma-Informed Care	30	0.5
		8.75

Crimes

TITLE	LENGTH	HRS
Intimate Partner Violence	45	0.75

Total = 16.25 hrs

APPENDIX 2 – OAG SATP CURRICULUM REQUIREMENTS

To be eligible for OAG SATP Certification, the training course must cover all topics listed below.

Dynamics Of Sexual Assault
Forms of Sexual Assault/Abuse
1. Rape within marriage or dating relationships 2. Rape by stranger 3. Systematic rape during armed conflict 4. Unwanted sexual advances or sexual harassment, including demanding sex in return for favors 5. Forced marriage or cohabitation, including the marriage of children 6. Denial of the right to use contraception or to adopt other measures to protect against sexually transmitted diseases 7. Forced abortion 8. Violent acts against the sexual integrity of women, including female genital mutilation and obligatory inspections for virginity 9. Forced prostitution and trafficking of persons for the purpose of sexual exploitation 10. Sexual abuse of children 11. Sexual abuse of persons with disabilities
Prevalence-Sexual Assault Statistics
1. National 2. Texas 3. Gender 4. Age
Sexual Assault Realities
Gender Socialization
Substance Facilitated Sexual Assault
Effects of Sexual Assault on Survivors
1. Immediate psychological 2. Chronic psychological 3. Immediate physical 4. Chronic physical 5. Post-traumatic Stress Disorder 6. Substance abuse 7. Self-harm/self-injury 8. Depression 9. Sexually transmitted infections 10. Pregnancy 11. Flashbacks 12. Sleep disorders 13. Eating disorders 14. Body memories 15. Suicide
Survivor Profile
Sex Offenders
1. Relationship between victim and offender (unknown and known) 2. Characteristics of sex offenders 3. Sex offender subtypes

System Response
Texas Legal Definition of Sexual Assault
Overview of the Criminal Justice System
Defining Advocacy
Legal Resources/Remedies
1. Victim's Bill of Rights 2. Crime Victims' Compensation 3. Address Confidentiality Program 4. Pseudonym 5. Civil Legal Remedies 6. Victim Impact Statements 7. Statewide Automated Victim Notification Service (SAVNS) 8. Title IX

Primary Prevention
Definition of Primary Prevention
Risk Factors for Sexual Violence Perpetration across the Ecological Model
1. Individual 2. Relationship 3. Community 4. Societal
Introduction to *Preventing Sexual Violence in Texas, A Primary Prevention Approach* (Plan) and *Plan Amendment February, 2015*.
Rape Culture

Working with Survivors
Confidentiality
Ethics
Communication/Active Listening Skills
Trauma Informed Care
Culturally Competent Care
Crisis Intervention
Suicide Assessment Skills
Safety Plan
Barriers to Reporting
Working with Secondary Victims
Special Populations
1. Cultural groups 2. Persons with disabilities 3. Adolescents 4. College students 5. Elderly 6. LGBT (Lesbian, gay, bisexual, transgendered) 7. Human trafficking victims 8. Military members
Vicarious Trauma and Self-care
Self-protection
Values, Beliefs, and Biases that May Impact Service Delivery
1. Unintentional revictimization 2. Unintentional victim-blaming 3. Values, beliefs, and biases a. Prejudices b. Stereotypes c. Discrimination d. Judgments e. Isms – indicating prejudice on the basis specified i. Ageism ii. Sexism iii. Racism iv. Classism v. Heterosexism 4. Values Clarification 5. Action Steps

Local Program Information

Sexual Assault Response Team

1. Team approach
2. Coordinated response
3. Activities
4. Benefits
5. Core Members
    a. Community-based advocates
        i. Overview of community-based advocates
            1. Accompaniment under Code of Criminal Procedure, Article 56.045
            2. Confidential communications (Texas Government Code Section, 420.071)
        ii. Overview of services provided by sexual assault programs
            1. Minimum services
                a. 24-hour crisis hotline
                b. Crisis Intervention
                c. Public Education
                d. Advocacy
                e. Accompaniment to hospitals, law enforcement offices, prosecutors' offices, and courts
            2. Other
        iii. Importance of advocate presence during examination
    b. Law enforcement
    c. Health care
        i. SANE
        ii. Collaborating physicians and medical oversight
        iii. Health care agencies
            1. Hospital
            2. Community
    d. Forensic scientist
        i. Texas Department of Public Safety
        ii. Private Lab
    e. Prosecutors
6. Additional team members
    a. System advocates
    b. System-based advocates
        i. Crime Victim Liaisons
        ii. Victim Assistance Coordinators
    c. Pre-hospital providers
    d. Correctional staff
    e. Culturally specific organization representative
    f. Sex offender management professionals
    g. Policy makers
    h. Child Advocacy Centers
    i. State public health services
        i. Department of Family and Protective Services (DFPS)
        ii. Department of Aging and Disabilities Services (DADS)
    j. Schools and universities

Sexual Assault Program Policies/Protocols for Providing Minimum Services

Community Resources

Medical Forensic Examinations for the Collection of Evidence
Sexual Assault Medical Forensic Examination
1. Report 2. Non report
Emergency Room Protocol
Role of a SANE or sexual assault examiner
Pregnancy Prevention
Sexually Transmitted Infections
HIV/AIDS

Role of an Advocate during the Sexual Assault Medical Forensic Examination
Review of Code of Criminal Procedure, Article 56.045
Confidential Communications (Texas Government Code, Section 420.071)

APPENDIX 3 – EXAMPLE TRAINING AGENDA

Texas County Rape Crisis Services

Sexual Assault Training Program Agenda

Day One

Introduction

Dynamics of Sexual Assault **(Classroom/7 hour)**
Self-study/1 hour)

Forms of Sexual Assault/Abuse

- Rape within marriage or dating relationships
- Rape by stranger
- Systematic rape during armed conflict
- Unwanted sexual advances or sexual harassment, including demanding sex in return for favors
- Forced marriage or cohabitation, including the marriage of children
- Denial of the right to use contraception or to adopt other measures to protect against sexually transmitted diseases
- Forced abortion
- Violent acts against the sexual integrity of women, including female genital mutilation and obligatory inspections for virginity
- Forced prostitution and trafficking of persons for the purpose of sexual exploitation
- Sexual abuse of children
- Sexual abuse of persons with disabilities

Prevalence-Sexual Assault Statistics

- National, Texas, Gender, and Age

Sexual Assault Realities

Gender Socialization

Substance Facilitated Sexual Assault

Effects of Sexual Assault on Survivors

- Immediate and chronic psychological
- Immediate and chronic physical
- Post-traumatic Stress Disorder
- Substance abuse
- Self-harm/self-injury
- Depression
- Sexually transmitted diseases
- Pregnancy
- Flashbacks
- Sleeping and eating disorders
- Body memories
- Suicide

Survivor Profile

Sex Offenders

- Relationship between victim and offender
- Characteristics of sex offenders
- Sex offender subtypes

Day Two

System Response (Classroom/3 hours) (Self-study/1 hour)

Texas Legal Definition of Sexual Assault

Overview of the Criminal Justice System

Defining Advocacy

Legal Resources/Remedies

- Victim's Bill of Rights
- Crime Victims' Compensation
- Address Confidentiality Program
- Pseudonym
- Civil Legal Remedies
- Victim Impact Statements
- Statewide Automated Victim Notification Service (SAVNS)
- Title IX

Primary Prevention (classroom/2 hours)

Definition of Primary Prevention

Risk Factors for Sexual Violence Perpetration across the Ecological Model

- Individual
- Relationship
- Community
- Societal

Introduction to *Preventing Sexual Violence in Texas, A Primary Prevention Approach* (Plan) and *Plan Amendment February, 2015*.

Rape Culture

Working with Survivors (classroom/2 hours)

Confidentiality

Ethics

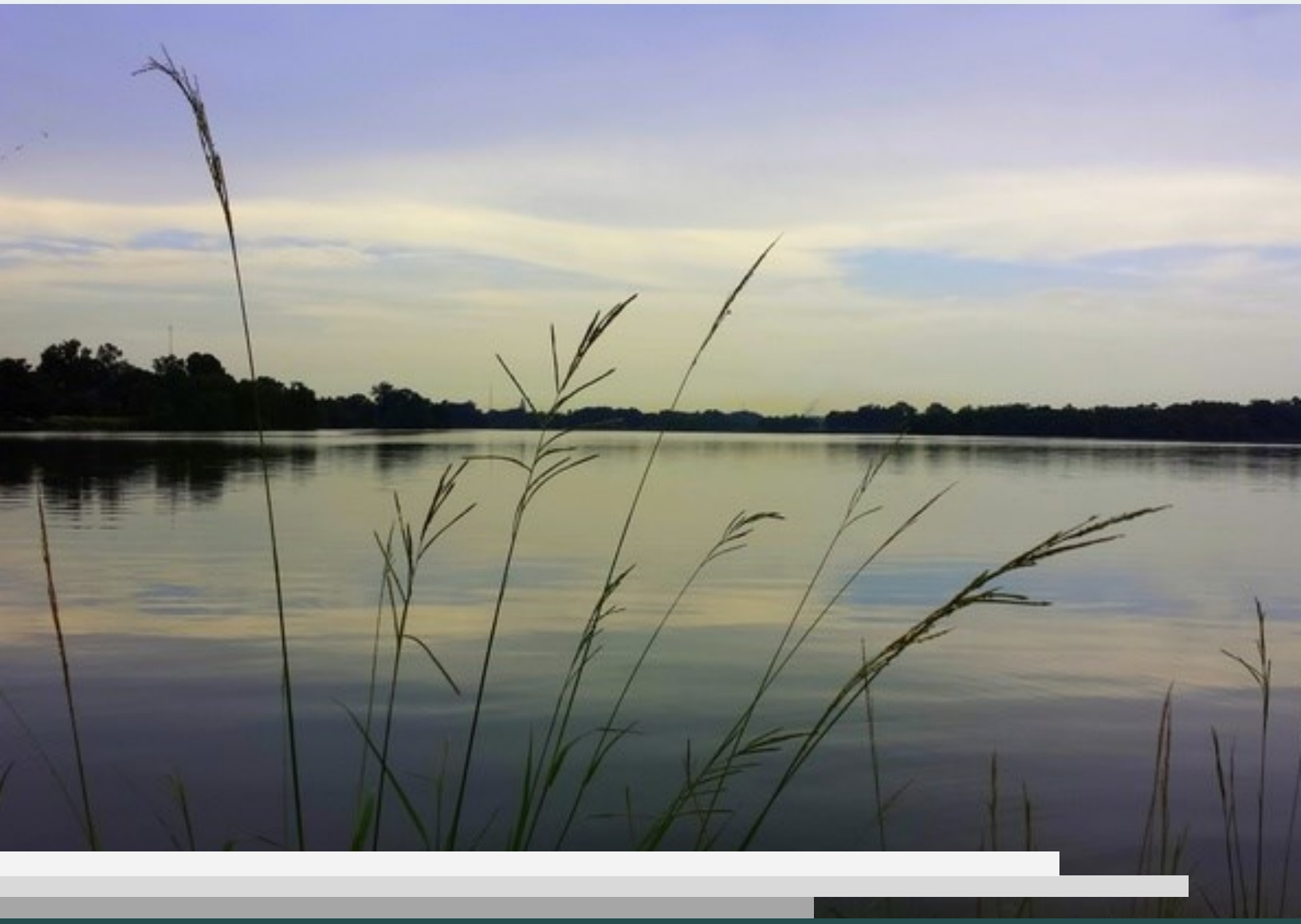
Communication/Active Listening Skills

Trauma Informed Care

Culturally Competent Care

Crisis Intervention

Suicide Assessment Skills



Sexual Assault Center Accreditation Standards

Louisiana Foundation Against Sexual Assault

January 2016. Most recent update September 2025

LaFASA

LaFASA

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LaFASA

Justification for Accreditation

Sexual assault agencies provide essential services to victims/survivors, their loved ones, and the communities around them, in the form of prevention education, community engagement, immediate crisis response, advocacy on behalf of survivors, mental health services, and creating change in institutions and social norms to stop violence before it happens and support survivors. A sexual assault agency effectively and holistically provides these services to a community that knows and trusts its expertise.

Research indicates that advocates – trained personnel who respond to sexual violence and help victims navigate complex systems – have a tremendous impact on secondary victimization and the responsiveness of legal and medical professionals. In her 2006 meta-analysis on the impact of systems on sexual assault survivors, Rebecca Campbell found that:

> Rape survivors who had the assistance of an advocate were significantly more likely to have police actually take a report and were less likely to be treated negatively by law enforcement (e.g., less likely to be discouraged from reporting, less likely to be questioned about their sexual histories). These victims also had significantly less emotional distress after their contact with the legal system. Rape victim advocates continue to provide support and advocacy through the later stages of trials or plea bargains (Martin, 2005), and the victims in Konradi's (2007) qualitative study noted that advocates provided useful information about their rights, helped them prepare for making their victim impact statements at the offenders' sentencing hearings, and supported them by attending the hearings.

Likewise, according to Campbell, "victims who had the assistance of an advocate were significantly more likely to receive comprehensive medical care and were less likely to experience secondary victimization." The National Alliance to End Sexual Violence states "supportive, non-victim-blaming interventions provided immediately following rape may help to prevent complex, long-term health and mental health struggles among victims and survivors."

LaFASA's Accreditation process is designed to guide sexual assault agencies in effective service provision, and ensure clients and communities that the services provided are cohesive and consistent statewide. Accreditation assesses the agencies' governance, management, policies, procedures, and services to determine that they meet or exceed minimum standards. In a field where so much is at stake – the recovery process following a sexual assault, the pursuit of justice, efforts to prevent sexual violence, and more – a system for quality assurance is essential.

In addition to establishing baseline and best practices in service provision, Accreditation is a factor in funding formulas. In determining funding allocations for sexual assault agencies, LaFASA takes into account contract compliance in the previous year, the square mileage and populations of the agencies' service areas, and the Accreditation Level from the previous Accreditation cycle.

Funding Formula

The funding formula incorporates 1) Accreditation level, 2) a base percentage allocated to all centers equally, 3) the percent of Louisiana's population and square mileage that each parish represents, 4) the population and square mileage for un-served parishes, allocated to all accredited centers equally.

LaFASA

Simplified example: There is $200,000 available for Louisiana's three sexual assault centers, which serve the state's nine parishes.

- Center A is accredited at Level 3, and serves two parishes. One parish is 13% of LA's population and 15% of its square mileage, and the other parish is 10% of LA's population and 10% of its square mileage.
- Center B is accredited at Level 2, and serves three parishes. One parish is 15% of LA's population and 13% of its square mileage, the second parish is 12% of LA's population and 10% of its square mileage, and the third parish is 9% of LA's population and 13% of its square mileage.
- Center C is accredited at Level 1, and serves one parish. This parish is 15% of LA's population and 11% of its square mileage.
- There are three parishes without an accredited service provider. These three parishes combined represent 26% of the state's population and 28% of its square mileage.

Step 1: Determine the percent given due to accreditation. 2% of all available funds are allocated to Level 1 centers, 4% for 2, 6% for 3.

- Center A receives $12,000, as it's Level 3.
- Center B receives $8,000, as it's Level 2
- Center C receives $4,000, as it's Level 1

Step 2: Incorporate the base. Base is 4% of remaining funds.
Subtract $24,000 from the original $200,000, as this was the amount from Step 1. Each center gets 4% of the remaining funds. ($200,000-$24,000) x .04 = $7,040 per center.

Step 3: Calculate the percent of Louisiana's population and square mileage that each parish represents. Take the average of the percent of population and square mileage. That average is the amount used in the funding formula. Called P&S from now on.

- Center A: Parish one = (13+15)/2 = 14; Parish two = (10+10)/2 = 10
- Center B: Parish one = (15+13)/2 = 14; Parish two = (12+10)/2 = 11; Parish three = (9+13)/2 = 11
- Center C: Parish one = (15+11)/2 = 13
- Unserved parishes: (26+28)/2 = 27

Step 4: Allocate the parishes to the centers. Unserved parishes are pooled together. The P&S for each parish served are added up, and become the percentage of remaining funds for this column. For example, imagine there is $100,000 remaining after Step 1 and 2. If a center serves two parishes, one whose P&S is 4% of Louisiana and the other whose P&S is 1%, that center gets $5,000.
After Accreditation ($24,000) and base ($21,120 total,) there is $154,880 to be divided.

- Center A: Parish one = 14% of $154,880 = $21,683.20. Parish two = 10% of $154,880 = $15,488.
    - Center P&S total = $37,171.20
- Center B: Parish one = 14% of $154,880 = $21,683.20. Parish two = 11% of $154,880 = $17,036.80. Parish three = 11% of $154,880 = $17,036.80.
    - Center P&S total = $55,756.80
- Center C: Parish 1 = 13% of $154,880 = $20,134.40

    - Center P&S total = $20,134.40
- Unserved parishes = 27% of $154,880 = $41,817.60

Step 5: Allocate the P&S for unserved parishes. Divide by the number of centers and add to each center. $41,817.60 is divided by three centers = $13,939.20 each.

Final Funding:

	Step	Amount
CENTER A	Accreditation Level	$12,000
	Base Amount	$7,040
	P&S for Accredited Parishes	$37,171.20
	P&S for Unserved Parishes	$13,939.20
	CENTER A TOTAL	**$70,150.40**
CENTER B	Accreditation Level	$8,000
	Base Amount	$7,040
	P&S for Accredited Parishes	$55,756.80
	P&S for Unserved Parishes	$13,939.20
	CENTER B TOTAL	**$84,736**
CENTER C	Accreditation Level	$4,000
	Base Amount	$7,040
	P&S for Accredited Parishes	$20,134.40
	P&S for Unserved Parishes	$13,939.20
	CENTER C TOTAL	**$45,113.60**

LaFASA

Definitions and Services by Level

All personnel, paid and un-paid, providing the prevention and intervention services below must meet the following minimum requirements.

- Completion of LaFASA-approved 40-hour Sexual Assault Advocate Training
- Completion of required continuing education, supervision, and training (six hours per year, unless otherwise specified.)
- Familiarity with the dynamics of sexual assault and relevant community resources, as well as an understanding of how medical, legal, and social services respond to victims of sexual violence.

Definitions:

Client: A person generally becomes a client when the person seeks advocacy and/or support from the agency, subsequent to initial hotline contact. Agencies shall serve adult and adolescent survivors of any form of sexual assault including sexual harassment, sexual threats and intimidation, rape, attempted rape, incest, sexual assault by intimate partners, child sexual abuse, sexual exploitation, sexual trafficking, stalking, and other forms of unwelcome or coerced sexual activity (primary victims). Agencies may also provide services to non-offending family, friends, significant others, and others affected by sexual violence (secondary victims), and to children. Clients shall not be required to report the crime to the police to receive services. Client files must document that the client received relevant policies, including grievance policy, confidentiality, and mandated reporting.

Victim advocacy: Supporting and assisting a victim/survivor in defining needs, exploring options, and ensuring rights are respected within any systems with which the victim/survivor interacts.

Systems advocacy: Improving the institutions that respond to survivors, such as legal and medical systems, by implementing victim-centered and trauma-informed practices.

Primary prevention: Stopping sexual assault before it happens, through community change, risk reduction, bystander intervention and preventing perpetration. Activities should follow the 9 Principles of Primary Prevention (listed under the Primary Prevention Training Standard). Outreach and awareness-raising is not primary prevention.

Service area: The parish(es) in which an agency is contracted and accredited to provide victim services, outreach, and prevention activities. Only one agency can be accredited in a parish.

Primary parish: The parish in which an agency's main office is located.

Agency Operations

All Agency Operations standards are required for Level 1 accreditation.

STANDARD 1: Status as Non-Profit or Governmental Entity

Description of Requirements:
The agency has legal authority to operate in the State of Louisiana, but not as a for-profit business. If the agency is operating as a not-for-profit entity, the agency should have a Board of Directors and Executive Director already in place. If the entity is a governmental entity, the appropriate structure of leadership for Louisiana state agencies and policies as required by Louisiana law for state agencies must be previously established.

STANDARD 2: Mission

Description of Requirements:
The agency must have a mission statement that coincides with LaFASA's mission ("LaFASA is committed to empowering survivors, engaging advocates, and changing harmful social patterns to end sexual violence in Louisiana.") The mission statement, policies, and procedures of the agency must reflect a commitment to serving all survivors. Governmental agencies with restrictions on who may be eligible to receive direct services are not exempt from this standard.

STANDARD 3: Policies

Description of Requirements:
The agency must keep appropriate personnel and service provision policies and procedures. These policies include non-discrimination provisions, grievance procedures, and confidentiality policies and information for clients and personnel, as well as discipline and termination policies for personnel. The agency must have a policy for background checks on employees and volunteers who work with the public and/or survivors, and complete a background check on required personnel before hire or within one week of hire. The agency must also disseminate these policies and have employees sign a copy of the policies upon hire to verify receipt. Client files must document receipt of policies.

LaFASA

STANDARD 4: Personnel

Personnel Records

Description of Requirements
Agency must keep appropriate and up-to-date personnel files for all sexual assault program personnel, paid and unpaid, who have contact with victims, work with the public, or conduct prevention activities.

Personnel Training

Description of Requirements:
Service providers and trainers – volunteer and paid – must have completed 40 hours of sexual assault training plus a minimum of six hours of sexual assault-specific training/supervision annually and are supervised by or in consultation with someone who has completed the 40 hours of initial sexual assault training and has one year of relevant experience. Those providing counseling or therapy must have a minimum of 12 hours of ongoing training and/or supervision annually. The initial 40-hour training should happen prior to the employee or volunteer conducting direct services. If required by an evidence-based program (such as Coaching Boys Into Men) and with prior permission from LaFASA, trainings may be conducted by an individual who has not received the 40 hours of advocacy training. The individual must be properly trained in the curriculum, have regular contact with a center staff member, and understand how to respond to disclosures.

STANDARD 5: Fiscal Management

Description of Requirements:
The agency adheres to Generally Accepted Accounting Principles (GAAP) and has appropriate internal financial controls. The agency should be receive an annual financial audit and have an annual budget approved by its Board of Directors or another governing entity. Staff timesheets should be kept in manner where each employee's time is appropriately allocated to the corresponding funding source. The agency should have adequate funding to pay staff at wages consistent with the professional requirements of each position.

LaFASA

Services by Level

LaFASA

LEVEL 1

These services are required for all centers.

Hotline

Description of requirements:

The center provides a 24-hour-a-day, 7-day-a-week crisis telephone line to assist the caller/client in identifying what is needed, provide personal support and information about the effects of primary and secondary victimization, and provide basic information about medical and legal processes. Hotline calls must be answered by an advocate who has received 40 hours of sexual assault advocacy training and continuing education/supervision/support. The center must have a back-up plan – such as a transfer to a staff person – if call roll-over is required. If a voicemail message is left (for example, if the advocate is already on the phone with another caller,) messages are returned within 15 minutes. If the center is unable to provide a voicemail or rollover plan because of policies for domestic violence service provision, the center must establish and publicize a sexual assault-specific hotline. The hotline is available for clients seeking medical and legal advocacy/accompaniment, information and referrals, and crisis response.

In-Person Crisis Response

Description of requirements:

During center hours of operation, a trained advocate provides an immediately-available, in-person response to an individual presenting at the center with a crisis related to sexual assault. Advocate works to alleviate acute distress of sexual assault, to begin to stabilize the individual, and to assist her/him in determining the next steps.

Short-Term Individual Support

Description of requirements:

The Center provides a supportive relationship that involves a specified helper assisting an individual presenting a sexual assault issue and using techniques to address the effect of sexual assault. The sessions are designed to identify, understand, and ameliorate the effects of sexual assault, and to promote healing. These sessions may be short-term and/or episodic, not indefinite. Short-term individual support is not intended to be a substitute for an individual seeking therapy or other formal counseling services.

Practitioners have, at minimum, the qualifications described on page 6; and receive at least 12 hours of sexual assault-related training, peer support, guidance, supervision, and/or case review per year.

Medical Advocacy: Information Provision

Description of requirements:

The Center assists clients in:

- Making informed decisions about medical care and forensic exams
- Information about medical care/concerns, including sexually-transmitted diseases, pregnancy, and accessing prophylaxis.
- Information about follow-up and other medical appointments
- Information about Crime Victims Reparations.

The center acts on behalf of and in support of victims of sexual assault to ensure their interests are represented and their rights upheld. The center assists the victim in regaining personal power and control as s/he receives medical care. Advocates understand available resources in the service area, including hospitals that provide forensic medical exams and low-cost services. The center promotes the responsiveness of individual health care providers in its service area regarding the needs and rights of survivors. This includes regular communication with service providers to ensure the providers understand policy, procedure, and protocol.

Phone/hotline-based information is available 24-hour-a-day, 7-day-a-week. In-person advocacy is available at the agency during business hours.

Medical Advocacy: Primary Parish Accompaniment

Description of requirements:

An advocate accompanies the victim at the hospital for a forensic examination 24-hours-a-day, 7-days-a-week, at all hospitals offering forensic examinations within the primary parish. The advocate provides non-judgmental information and support at the hospital, regardless of the victim's decisions regarding obtaining medical care, whether the victim reports the crime to law enforcement, and whether or not the victim ultimately decides to have an examination. With permission from the victim, the advocate is present before, during, and after the examination and interview.

Legal Advocacy: Information Provision

Description of requirements:
The Center assists clients in:

- Gaining knowledge of the criminal and civil legal systems
- Making informed decisions about police reporting and the preparations needed, including assistance with filing police report if requested
- Navigating the court system, including understanding the process and their legal rights
- Crime Victims Reparations Benefits information and application
- Assistance with legal remedies, including protective/no-contact orders

The Center acts on behalf of and in support of victims to ensure their interests are represented and their rights upheld. The center promotes the responsiveness of individual legal system participants.

Phone/hotline-based information is available 24-hour-a-day, 7-day-a-week. In-person advocacy is available at the agency during business hours.

Legal Advocacy: Primary Parish Accompaniment

Description of requirements:

At the request of the victim, an advocate provides in-person support to the victim during investigations and criminal and civil legal proceedings, during business hours, in the primary parish. This includes:

- Accompaniment and support during interviews, trial, sentencing, and assistance in preparing for court
- Active monitoring of case through legal system

The Center may work with victim advocates based in the criminal justice system, but it must clearly explain to clients and community members the distinction between a community-based sexual assault centers' advocates and an advocate based in the DA's or law enforcement offices. The Center acts on behalf of and in support of victims to ensure their interests are represented and their rights upheld. The center promotes the responsiveness of individual legal system participants. This includes regular communication with service providers to ensure the providers understand policy, procedure, and protocol.

Other Systems Advocacy: Information Provision

Description of requirements:

The center provides information about resources and remedies for survivors at K-12 schools, colleges and universities, workplaces, and other settings. This advocacy is provided during business hours. This includes:

- Information about Title IX and other campus protections
- Training and technical assistance for campus disciplinary systems
- Information about EEOC complaints and other workplace harassment and discrimination procedures

Community Referrals

Description of requirements:

The center makes meaningful referrals to clients and hotline callers. The center connects the client/caller with other community-based, statewide, and national resources as needed. The center maintains and annually updates a resource list, including but not limited to: public and private assistance programs, housing, domestic violence resources, legal aid, low-cost medical clinics, and substance abuse treatment. The referral list may be digital or paper. If an agency on the referral list does not follow best practices for survivor autonomy or does not have appropriate non-discrimination policies in place this must be noted within the referral list and explained to survivors. Centers are encouraged to work with partner agencies to promote best practices for serving all members of the community in an appropriate and empowering way.

Community Outreach and Engagement

Description of requirements:

The center takes an active approach to sexual assault-specific outreach, engaging with multiple venues throughout its service area. The center distributes the hotline number in at least two public venues per year, and participates in at least three public events in the community, at a college/university, or in another forum for the general public.

In-Person Community Outreach and Engagement activities include:

- Presentations that raise awareness about sexual assault and/or the center's services
- Tabling at another organization's event
- Participating in or hosting an event related to sexual assault

Other Community Outreach and Engagement activities include:

- Media interviews or other free media coverage
- Paid media campaign

Primary Prevention Activities

The center conducts at least one primary prevention activity in each parish of its service area every year. Prevention activities focus on primary prevention of sexual assault - stopping sexual violence before it happens through social norms change, teaching skills to prevent violence (such as bystander intervention skills,) providing economic or educational opportunities for women and girls, and/or creating healthy environments.

Trainings utilize LaFASA/RPE-approved curricula. When no curriculum is available for the audience, appropriate substitutes may be developed or adapted. Copies of other curricula must be approved by LaFASA and submitted with monthly reports. In keeping with best practices for primary prevention trainings, these should not be one-off awareness-raising presentations, but rather teach specific skills. For example, trainings equip attendees with skills for bystander intervention or healthy communication, rather than explaining the statistics around sexual violence. The STOP SV Technical Package is a helpful resource.

Primary prevention activities may be conducted with students, youth-serving organizations, parents, faith and community groups, in workplaces or to other allied professionals and community members. Social norms or social marketing campaigns fulfill this standard, provided that there is a clear focus audience, objectives related to primary prevention, and engagement with the community.

LEVEL 2

All services in Level 1, in addition to all services in Level 2

Medical Advocacy: Accompaniment

Description of requirements:

An advocate accompanies the victim at the hospital for a forensic examination 24-hours-a-day, 7-days-a-week. The advocate provides non-judgmental information and support at the hospital, regardless of the victim's decisions regarding obtaining medical care, whether the victim reports the crime to law enforcement, and whether or not the victim ultimately decides to have an examination. With permission from the victim, the advocate is present before, during, and after the examination and interview. Hospital accompaniment is provided in at least half of the parishes offering forensic examinations in the center's service area.

Legal Advocacy: Accompaniment

Description of requirements:

At the request of the victim, an advocate provides in-person support to the victim during investigations and criminal and civil legal proceedings. This includes:

- Accompaniment and support during interviews, trial, sentencing, and assistance in preparing for court
- Active monitoring of case through legal system

The Center may work with victim advocates based in the criminal justice system, but it must clearly explain to clients and community members the distinction between a community-based sexual assault centers' advocates and an advocate based in the DA's or law enforcement offices. The Center acts on behalf of and in support of victims to ensure their interests are represented and their rights upheld. The center promotes the responsiveness of individual legal system participants. Legal accompaniment is provided in every parish of the center's service area.

Creation of Informational Materials:

Description of requirements:

The center creates and distributes sexual assault-specific informational materials. This may include printed brochures, website pages, or other materials. Materials may detail the services that the center provides and/or information for survivors, secondary victims, and allied professionals. Informational materials developed and/or distributed are evidence- informed or evidence-based, evaluated, and continuously improved. Materials must be inclusive. If an agency creates materials about a marginalized group, the agency must document engagement with that group in designing the material.

Community Outreach and Engagement

Description of requirements:

The center takes an active approach to sexual assault-specific outreach, engaging with multiple venues throughout the year. In addition to the Level 1 requirements, the center participates in at least one public event in each parish in its service area. The center also maintains a website for the sexual violence program.

In-Person Community Outreach and Engagement activities include:

- Presentations that raise awareness about sexual assault and/or the center's services
- Tabling at another organization's event
- Participating in or hosting an event related to sexual assault

Community Development Campaigns

Description of requirements:
The center leads campaigns to challenge misconceptions around sexual assault. These campaigns go beyond outreach about the center's services, and have clear objectives, which align with best practices in sexual violence primary prevention and/or supporting survivors. Campaign topic examples include: Upholding healthy masculinity, addressing cultural barriers to seeking assistance after an assault, and promoting bystander intervention. Campaigns are evidence-informed or evidence-based and designed with input from the intended, specific audience. The focus audience may include boys and men, students at a specific college or university, families in a specific neighborhood, workers in a specific industry, etc.

Campaigns are evaluated and improved with input from the intended audience. Evaluation may include surveys conducted after the campaign, interviews with stakeholders from the community, and other assessments.

Individual Therapy

Description of requirements:
The Center provides a professional relationship within a theoretical framework that involves a specified helper gathering, systematizing, and evaluating information from the client. The therapist uses professional techniques to address the effects of sexual assault; to identify, understand and ameliorate the effects of sexual assault; and to promote healing.

Practitioners have, at minimum, the qualifications described on page 6; are registered or certified professionals in the state of Louisiana, and have a minimum of a master's degree in one or more of the following areas: mental health counseling, marriage and family therapy, social work, or a related field; and receive at least 12 hours of sexual assault-related training, peer support, guidance, supervision, and/or case review per year. If the center contracts with external organizations to provide this service, all requirements still apply. Training must be documented and available at the monitoring visit.

Allied Professionals Engagement: Intervention Coalition-Building

The agency advocates for institutional change by addressing community conditions which adversely affect sexual violence victims/survivors, and with other organizations working toward

the elimination of sexual violence. The agency takes an active role in ensuring that allied professional organizations effectively serve victims of sexual assault, through a SART or other coalition. This coalition is a permanent, survivor-centered system which assures access to a comprehensive continuum of agencies, public and private, that respond to sexual assault. If the Center has multiple parishes in its service area, there must be multiple coalitions, or an adequate and victim-centered approach to serving survivors throughout the service area.

The coalition works to ensure that survivors have access to forensic examinations and other medical care, that law enforcement respond to reports appropriately, that investigations are trauma-informed, that prosecutors and judges have the information they need, that service providers are accessible for all survivors , and more. The coalition may also include local schools, colleges and universities, interested community members, and other stakeholders, and address survivor services from these perspectives. VAWA confidentiality provisions must be followed, especially if the coalition conducts case review. Coalition activities include:

- Promoting effective relationships between agencies
- Assessing gaps in services
- Developing an accountability process, and improving existing systems of response to sexual violence
- Working to increase or maintain funding for sexual violence response services

LEVEL 3

All services in Levels 1 and 2, in addition to all services in Level 3

Group Support

Description of requirements:
The Center facilitates regularly scheduled meeting of victims of sexual assault in a supportive environment in order to identify, understand, and ameliorate the effectives of sexual assault and promote healing. The primary focus must be sexual assault issues.

Groups may include primary or secondary victims of sexual assault, and may be designed for and open to a specific population of victims or type of victimization. Groups may be open-ended or closed; this must be clearly articulated in promotional materials and to group members.

Groups must be led by qualified and trained facilitators (based on the qualifications described on page 6), who may be counselors, therapists, or peers. In addition, all facilitators must receive 12 hours of ongoing training and/or supervision annually. Groups promoted as a "therapy" or "therapeutic" group must be facilitated by a master's level practitioner who is a registered or certified professional in the state of Louisiana, and has a minimum of a master's degree in one or more of the following areas: mental health counseling, marriage and family therapy, social work, or a related field.

Allied Professionals Engagement: Primary Prevention Coalition-Building

Description of requirements:
The center coordinates or takes a leadership role in the development and maintenance of a coalition that meets regularly to coordinate its efforts related to the primary prevention of sexual violence. The coalition is reflective of the community it serves, and includes primary prevention stakeholders. These can include schools, colleges and universities, workplaces, youth-serving organizations, other violence prevention specialists, culturally-specific organizations, and other stakeholders.

The coalition is not limited to periodic updates and activities. Instead, the coalition develops, implements, and evaluates a comprehensive and clearly-defined action plan based on primary prevention principles. The plan is designed to create policy change, increase public knowledge on sexual violence prevention, and create social change to address issues that support sexual violence. Potential topics include making changes to the built environment to increase community support and connectedness, implementing changes to sexual harassment prevention policies, promoting comprehensive sex education within the school district, and other tangible changes to the community.

Allied Professionals Training: Intervention and Victim Services

The center conducts skills-building trainings for allied professionals on topics related to sexual assault. Trainings and seminars take into account work environment, (e.g., professional requirements, relevant organizational policies and procedures, organizational norms of practice). Centers provide follow-up technical assistance upon request. Trainers are appropriately trained, and curricula follow sexual assault education best practices.

Institutional and Systems-Based Advocacy

Description of requirements:
The center takes a leadership role to create policy, procedures, and practices that influence the circumstances or environments in which sexual violence occurs. This may include lobbying, but it can also be about organizational policies and procedures. The center organizes for: 1) proactive advancement to promote new policy initiatives; 2) reactive response to refine and improve current policy; 3) defensive response to block institution of problematic policy.

Institutional and systems-based advocacy goes beyond advocacy for individual survivors or providing training to staff/personnel, and includes working with local school boards, elected officials, hospital systems, and other institutions/systems to create more survivor-friendly environments.