

CHILDREN'S ADVOCACY CENTER ORGANIZATIONAL DEVELOPMENT CHECK LIST

This checklist summarizes the developmental tasks which need to be completed in establishing a Children's Advocacy Center. Key organizational issues are included, followed by questions which will need to be addressed at that particular step of the process. Activities are listed in approximately the order in which they will need to occur, recognizing that some will need to take place concurrently, and that there will be variations in process and sequence within each community.

_____ **Convene a working committee or task force of key individuals**

Who needs to be involved?

_____ **Select leadership**

Who will convene the group and guide the process?

_____ **Conduct a needs assessment of the extent of the problem in the community**

What is the extent of the problem and how can CAC help improve community response to child abuse?

_____ **Develop statements of vision and mission**

What is our vision of the future?

What is our mission in working to actualize this vision?

Does our mission statement address:

- Who we are?
- What we do?
- For whom?
- To what end or purpose?

_____ **Determine CAC service population**

What geographical area will be covered?

Will only sexual abuse victims be served? Physical abuse? Severe neglect?

Other forms of child victimization?

_____ **Gather information on various CAC models**

What are possible options?

_____ **Select the CAC approach that best fits the community**

Which approach will best fit our community?

_____ **Develop interagency agreement and obtain agency commitment**

What approach do participating agencies agree on?

_____ **Determine organizational structure**

How will your CAC be structured?

Will it be an independent nonprofit? If so, who will seek 501(c)3 tax exempt status and file for corporation? Or will it be affiliated or sponsored by a participating agency (prosecution, child protection, law enforcement, hospital-based, etc.?)

_____ **Determine which services will be offered on-site or through referrals**

What program will be offered at the CAC?

Will medical exams and mental health therapy be offered on-site or through referrals?

_____ **Select site and design or acquire space for child-appropriate facility**

Where can agency be located for maximum accessibility?

What space (size and design) needs to be available for program?

Will facility be purchase or leased, new or renovated?

_____ **Staffing and agency roles**

What staff roles and qualifications are needed?

Which staff will be hired by CAC?

Who else will be assigned to the program by participating agencies?

Will assigned staff be located at the CAC facility?

Will a "master interviewer" be hired by the CAC or will agency Investigators conduct all interviews?

_____ **Multi-disciplinary team protocol development**

How will the participating agencies, MDT and CAC, all work together?

Who will comprise the MDT?

Same team for all cases or possibly different team for each case?

How will joint investigative interviews occur?

Will interviews be audio or videotaped?

How will cases be tracked and reviewed by the team?

_____ **Research potential sources of support**

Who can/will help and in which ways?

_____ **Plan and carry out resource development**

What resources will be needed, how will they be obtained, by whom?

_____ **Plan and implement community outreach and awareness campaign**

How will the community be informed about the new program?

_____ **Development of governance board or advisory structure**

Who will make policy decisions or provide guidance to CAC?

How will the board of directors or advisory board be structured?

How will members be recruited, oriented and retained?

_____ **Develop policies and procedures for security and safe-guards (internal financial controls, liability insurance, conflict of interest polices, etc.**

How will children, program, board and staff be safeguarded?

Do written policies and procedures include: staffing, screening, confidentiality, safety, client records, intake, investigation, therapy and child abuse reporting, no perpetrators on-site?

_____ **Volunteer recruitment, screening and training program development**

How will volunteers be recruited, screened, trained and supervised?

_____ **Provide training for program staff and the community**

How will training be provided, by whom and for which groups?

_____ **Consider providing child abuse prevention programming**

What role will the CAC take regarding prevention? Primary? Secondary?

_____ **Develop program evaluation and accountability plan**

How will program be evaluated and demonstrate accountability?

_____ **Cultivate leadership on ongoing basis**

How will leadership be developed to ensure the long-term viability of the organization?