

**BUILDING A CASE FOR A
CHILDREN'S ADVOCACY CENTER
IN YOUR COMMUNITY**



Children's Advocacy
Centers *of* Georgia

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Our Mission

The purpose of the Children’s Advocacy Centers of Georgia (CACGA) is to promote, assist, and support the development, growth, and continuation of Children’s Advocacy Centers in the state of Georgia.

Our Vision

When abuse is reported, every child in Georgia will have access to the services provided by a Children’s Advocacy Center.

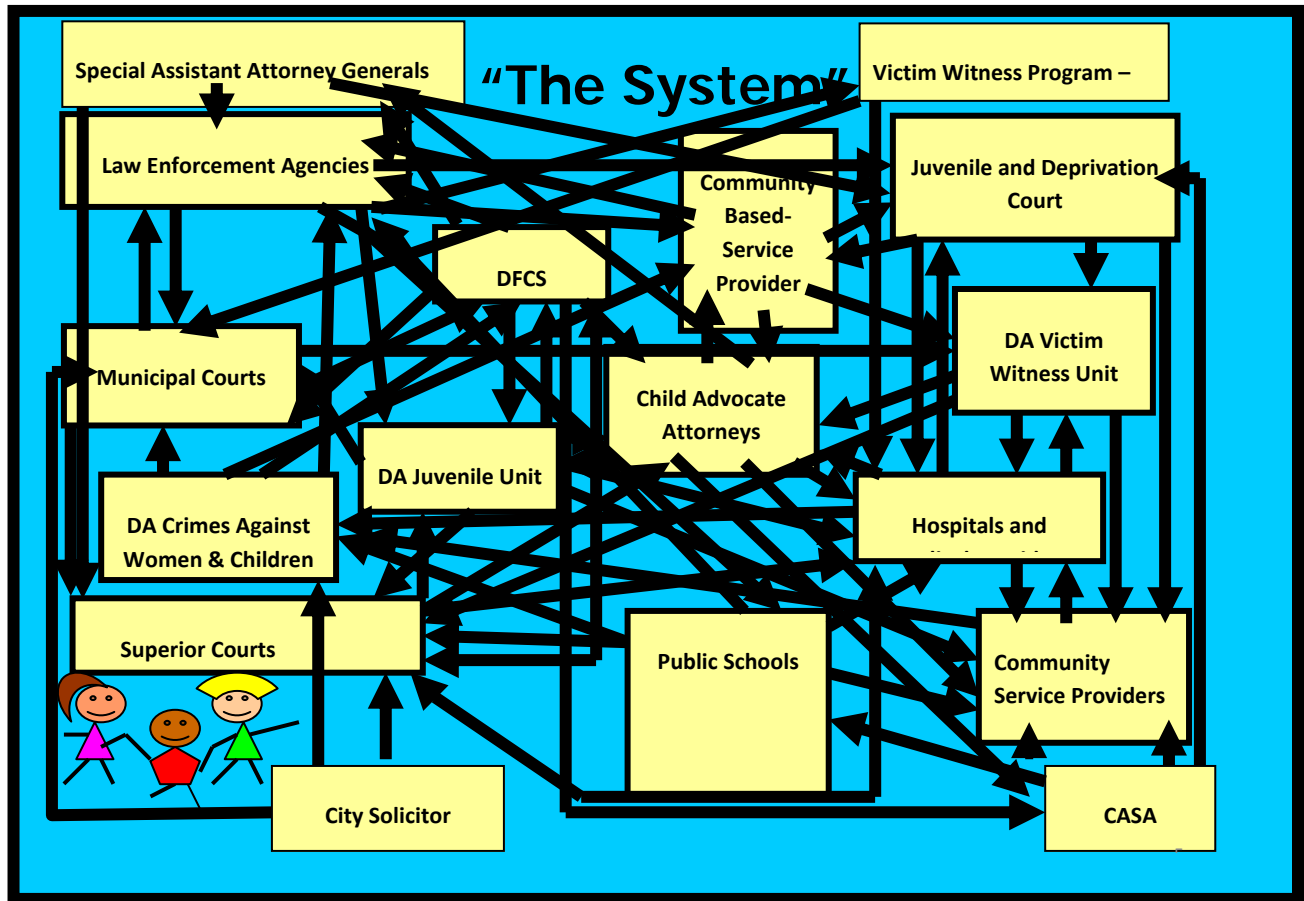
WHAT IS A CHILD ADVOCACY CENTER?

HISTORY

The first Children’s Advocacy Center (CAC) was opened in 1985, when Congressman Robert E. “Bud” Cramer, who was then a District Attorney, organized an effort to create a better system to help abused children. From the beginning, Congressman Cramer’s and the CAC’s goals have been to prosecute those who have harmed a child and to treat children in a humane manner. According the National Children’s Alliance, there are currently 760 CAC’s across America!

THE “OLD” WAY

Previously children entered the “system” by a variety of ways. Depending on how the child entered the “system” determined which agencies would be involved with the child’s case and how the case would be handled. This model led to the child interacting with multiple professionals and discussing the details of their abuse on many different occasions and a variety of settings. The repeated interviewing and unfriendly manner of the settings the child visited negatively affected court outcomes. In addition, the ambiguity of the role of each agency involved would lead to children “falling through the cracks” and not receiving proper follow up services.



The old system

WHAT IS A CHILD ADVOCACY CENTER?

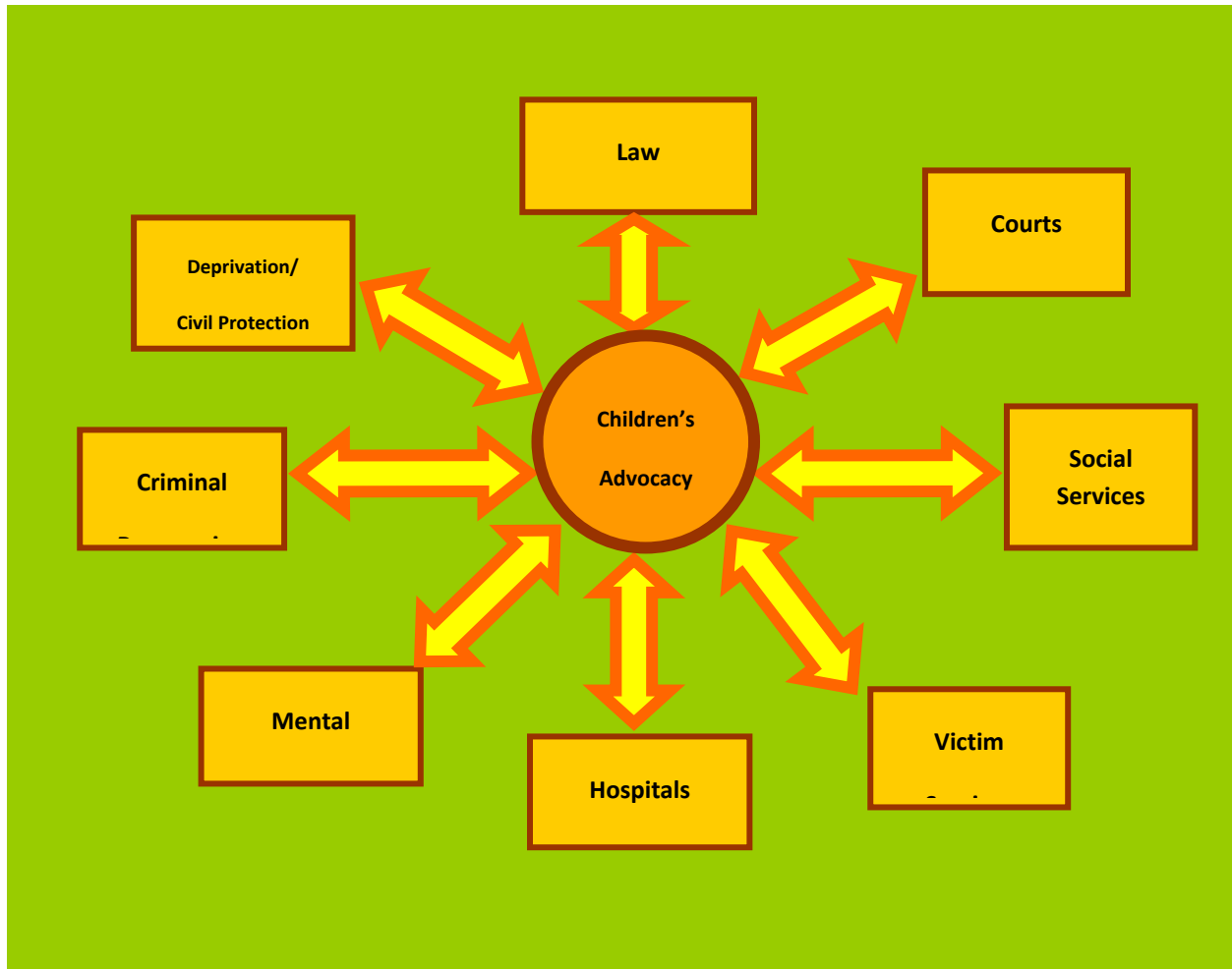
A Child Advocacy Center is a child-focused, facility based program which represents various disciplines involved in a child abuse case. These disciplines include law enforcement, child protection, prosecution, mental health, and medical and victim advocacy. These disciplines work together to conduct forensic interviews and make team decisions regarding the investigation, treatment, management, and prosecution of child abuse cases.

THE CHILD ADVOCACY MODEL

Children's Advocacy Centers are community-based programs designed to meet the unique needs of a community, so no two CAC's are exactly alike. However, all CAC's share a core philosophy that child abuse is a multifaceted community problem and no single agency, individual, or discipline has the necessary knowledge, skills, or resources to serve the needs of all children and their families. CAC's also share the belief that the combined

wisdom of professional knowledge and disciplines will result in a more complete understanding of the case issues and the most effective child and family-focused system response

HOW A CHILD VICTIM TRAVELS THROUGH A CAC MODEL TEAM SYSTEM



MULTIDISCIPLINARY TEAMS

Multidisciplinary teams (MDT's) exist within CAC's in order to respond to child abuse allegations and include representatives from the following:

- ❖ Law Enforcement
- ❖ Child Protective Services
- ❖ Prosecution

- ❖ Mental Health
- ❖ Medical
- ❖ Victim Advocacy

It has been found that CAC's which utilize MDT's have "more resources, a visible identity, facilities, and equipment for conducting child-friendly interviews, more accessible investigative team members and greater expertise among trained child interview specialists" as opposed to separate agency-based investigations.

CAC's with MDT's also allow families and abuse victims to quickly receive the services and treatment needed, which reduces re-victimization (Wolfeich & Loggins, 2007).

The usage of MDT's when investigating child sexual abuse cases increases the investigators' ability to substantiate evidence of the sexual abuse.

MDT meetings, which are held weekly, bi-weekly, or monthly, allow the entire team to receive information about ongoing cases and their progress. These meetings along with the case reviews allow an improvement upon decision-making, consistency, and quality assurance, which allow more comprehensive assessments and improved access to treatment options (Wolfeich et al, 2007).

The Do's and Don'ts of MDT's:

- Do ensure all team members understand and buy into the mission
- Do participate in team building training and activities to improve understanding and communication
- Do make all decisions regarding protocol as a team
- Do use case staffing/team meetings as an opportunity to correct/change policy
- Do treat all team members equally
- Don't allow team members to make policy decisions without considering the impact on other team members
- Don't take sides
- Don't lose sight of the human factor

See Appendix 1.1 for MDT Working Protocols. Also, visit www.cacga.org to purchase a copy of the Handbook of Multidisciplinary Review Team Facilitators.

SERVICES PROVIDED

Georgia's CAC's provide the following services:

- ❖ **Videotaped interviews** of suspected child abuse victims conducted in safe, child-friendly surroundings by professionally trained forensic interviewers and coordinated with involved investigative agencies. This reduces trauma to the child by avoiding multiple interviews and preserving statements for legal purposes.
- ❖ **Multidisciplinary review of cases** by a team of professionals, including but not limited to law enforcement, child protective services, prosecutors, medical and mental health professionals, victim's assistance staff, and child advocates.
- ❖ **Forensic medical exams** of suspected child abuse victims utilizing specialized equipment necessary for accurate diagnoses, offered on-site or through referral.
- ❖ **Crisis intervention and emotional support** for victims and non-offending family members and guidance in accessing the crime victim's compensation system.
- ❖ **Counseling and medical services** to help child victims begin the healing process, offered on-site or through referral.
- ❖ **Professional training and community education** to effectively respond to child abuse.

BENEFITS OF CHILDREN'S ADVOCACY CENTERS

ENVIRONMENT

A CAC in your community means a child victim does not have to be interviewed in a police station or other intimidating institutional environment. CAC's provide safe and child-friendly environments where specialized interviewers understand how to talk to a child and determine whether abuse actually occurred.

A child-friendly environment has been found to decrease the possibility of secondary traumatization (Newnan, Dannenfelser, & Pendleton, 2005).

In 2008, over 5,700 forensic interviews of alleged victims of child abuse were conducted by a Georgia CAC!

SUPPORT

No one agency, individual, or discipline has all the knowledge, skills, and/or resources to provide the assistance needed to the child victim and the child's family. To effectively meet our clients' needs, the CAC and our MDT members are willing and able to understand the child's world, adapt practices as needed, and offer assistance as appropriate.

Many Services, such as counseling, medical exams, and forensic interviews take place on-site. The avoidance of having victims travel to several different places decreases the trauma of the investigative procedures (Wolfteich & Loggins, 2007).

EXPERTISE

CAC's combine the wisdom and professional knowledge of law enforcement, Department of Family and Children Services, prosecution, medical and mental health to ensure an effective response system is in place that is sensitive to the needs of the child. Culturally competent and developmentally appropriate services are routinely made available to all of our clients and coordinated with the MDT members.

CAC workers have been properly trained and have the experience to make them expert interviewers. With their knowledge, they are able to use specialized techniques to assist young children in divulging difficult information (Newnan, Dannenfelser, & Pendleton, 2005).

MULTIDISCIPLINARY TEAM INFORMATION SYSTEM (MDTIS)


MDTIS is the solution to the information sharing challenges inherent among varying agencies like our Multidisciplinary Teams that are trying to work together but have different means of collecting data and communicating information.

MDTIS offers:

- ❖ Additional capability to monitor cases involving Commercial Sexual Exploitation (now an abuse type) including pornography, prostitution and trafficking.
- ❖ Ability to link victims and cases.
- ❖ Capability to record multiple forensic interviews.
- ❖ Ability to enter individual charges and counts through the LE or prosecution sections.
- ❖ Ability to track the disposition of each individual charge.

- ❖ State Conflict Search - provides a warning if the name of a victim or an alleged offender was previously entered into the system in another county or judicial circuit.

CACGA - MDTIS Client View



All
 Clients
 Contacts

Home : Client : John A. Doe, Jr - #07-0002

[NEW INTAKE](#) | [CLIENTS](#) | [CALENDAR](#) | [CONTACTS](#) | [ORGANIZATION](#) | [REPORTS](#) | [CASE REVIEW](#) | [BULLETIN BOARD](#)

John A. Doe, Jr #07-0002

Status: Pending Review Opened by: Matt Bochneak Intake: 08/15/2007	Child's Address: 4321 W. Pine St. #3 Atlanta, GA	Caregiver July L Doe Relative 4321 W. Pine St. #3 Atlanta, GA	Suspect Justin T Oldes Parent's Live-in Partner: Male GA
--	---	---	--

Client Checklist

Viewing both results

Timestamp	Recipients	Todo	Completed
08/19/2007 11:41 AM	John S Smith	Gather paperwork by the 2th	No - Complete now
08/19/2007 11:42 AM	John S Smith	Set up initial conference	No - Complete now

Page 1 of 1.

CASE STATUS

This case is Pending Review.

- [Change the status of this case.](#)

CASE REVIEW

- This Client is scheduled for a case review on 08/20/2007

ASSOCIATED PEOPLE

- [Add a Caregiver](#)
- [Add a Suspect](#)
- [Add a Family Member](#)

ASSIGNMENTS

- Ken Haynes (Caseworker)
- John S Smith (Intake worker)
- [Review Assignments](#)

ADD TO CHECKLIST

Contact

Multiple Contacts?

Todo Item

CASELOG

Select a service to record

❖

CACGA - MDTIS Reports View



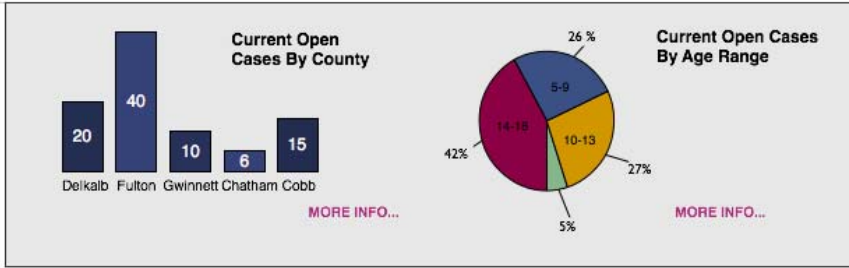
- All
- Clients
- Contacts

HELP | PRINT | PREFERENCES | SUPPORT REQUEST | ADMIN | LOGOUT

Home : Reports

NEW INTAKE | CLIENTS | CALENDAR | CONTACTS | ORGANIZATION | REPORTS | CASE REVIEW | BULLETIN BOARD

My Reports

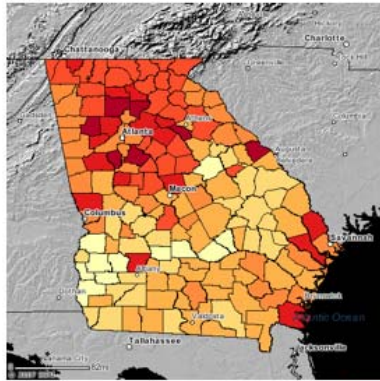


November 2007						
SUN	MON	TUE	WED	THU	FRI	SAT
		2	1	4	4	5
	2	7	3	4	1	12
6	3	1	8	23	24	25
13	14	15	22	23	24	25
20	21	3	22	23	24	25
27	5	28	29	2	30	31

Events On November 15
Staff Meeting
 9:30am - 12:30pm
 Atlanta

CASEWORKERS BY COUNTY

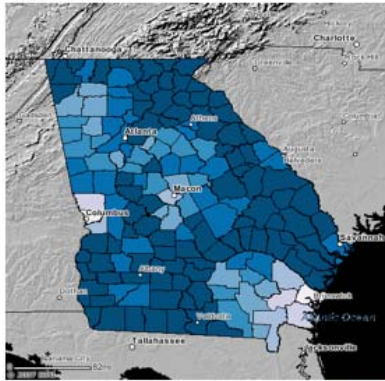
As of 11/9/07



[More Maps...](#)

CASES BY COUNTY

As of 11/9/07



[More Maps...](#)

General Reports

- Name
- NCA Report
- United Way Report
- Clients Report

Aggregate Reports

- Name
- Prosecutor Disposition
- Case Totals Report

[More Reports...](#)

WHY DOES YOUR COMMUNITY NEED A CAC?

Because Child Abuse DOES Exist in YOUR Community!!!

NATIONAL STATISTICS:

- ❖ An estimated 80,000 cases of child sexual abuse were substantiated in 2006.
- ❖ Child sexual abuse constituted about 8.8% of all child maltreatment cases substantiated.
- ❖ 1 in 4 girls is sexually abused before the age of 18.
- ❖ 1 in 6 boys is sexually abused before the age of 18.
- ❖ Nearly 70% of all reported sexual assaults (including assaults on adults) occur to children ages 17 and under.
- ❖ An estimated 39 million survivors of childhood sexual abuse exist in America today.
- ❖ 30-40% of victims are abused by a family member.
- ❖ Only 10% are abused by strangers.
- ❖ Nearly 70% of child sex offenders have between 1 and 9 victims; at least 20% have 10 to 40 victims. (Darkness to Light)
- ❖ An estimated 104,000 children are reported as victims of child sexual abuse each year.

LOCAL STATISTICS:

- ❖ In Georgia, Child sexual abuse constituted about 13% of all reported child maltreatment cases (Georgia Bureau of Investigations).
- ❖ 6,952 cases of child sexual abuse were reported in Georgia in 2002. 2,256 were substantiated.
- ❖ 586 victims are under the age of 7.
- ❖ 82% of child sexual abuse cases in Georgia involved family and extended family members.
- ❖ In 75% of child sexual abuse cases, perpetrators were part of the child's immediate family.
- ❖ 37% were the child's birth parents.
- ❖ 22% were estimated to be siblings.
- ❖ The largest numbers of victims are 13-15 years old. The next largest group of victims ranges from 10 to 12 years of age. (Stop It Now Georgia)

GETTING STARTED!

ESTABLISHING GRASSROOTS

In order to begin the process of developing a CAC, you must establish a grassroots effort. You can accomplish this by bringing various professionals and community leaders together to discuss the community's response to child abuse. You should initiate dialogue among local agencies involved with child abuse victims and jurisdictional authority over child abuse case. Include agencies such as Child Protective Services, local law enforcement, adult and juvenile prosecutors, medical and mental health professionals, crime victim advocates, etc. Lastly, assess levels of interest and commitment regarding the formation of a multidisciplinary team approach to working these cases and development of a community-based children's advocacy center.

CACs can take years to develop. To get started, get your community to begin with a vision of how to improve the services to children and their families. In time this vision takes root, grows and matures; buildings are built or renovated, collaborative procedures are developed around investigations and interviewing, information is shared, cases are reviewed and tracked, coordinated services are made available.

ESTABLISH A WORKING COMMITTEE

Your grassroots effort will evolve into a Working Committee made up of key individuals representing the agencies and individuals charged with handling reported cases of child abuse. The Working Committee should be made up of key individuals representing the agencies and individuals charged with handling reported cases of child abuse.

The call to convene this working group usually comes from someone who is respected in the community and has the "clout" to convene a meeting. This call may come from the prosecutor, the judge, the child protective services agency, the medical profession, or from other interested and concerned citizens, including other elected officials such as the Mayor.

CONDUCT A NEEDS ANALYSIS

You will need to complete a summary of each participating agency's cases, including the numbers of child interviews and places where these interviews occurred. This information will provide the necessary data to determine the areas of work your Committee will want to consider and may offer valuable insights into the severity of the child abuse problem in the community.

Next you should collect statistics from the past three years indicating the number of child abuse investigations conducted by the Department of Children and Family Services (DFCS) and local law enforcement agencies, the number of cases involving crimes against children that have been presented to grand juries, the number of

indictments issued vs. the number of cases that were no-billed, and the number of prosecutions involving crimes against children.

Lastly, you will need to identify the strengths of your current system. Also, identify the points in time where the system failed to give due care to the child and family, as well as, support the prosecution's case.

VISITING OTHER CAC'S

When you visit other CAC's, it will help you to understand the different ways a CAC may function. Consider your community's strengths and needs when assessing other CAC's to begin to develop an idea about services you may want to offer and how your CAC will function.

Refer to Appendix for a listing of established CAC's.

DEVELOP INTERAGENCY AGREEMENTS AND PROTOCOLS

Your Working Committee will be in an excellent position to draft the Interagency Agreement and Protocol. Its members have an understanding of the problem of child abuse in the community, knowledge of their individual agencies, and a clear vision of the proposed CAC program.

Be sure your committee develops the written Interagency Agreement; this is an effective means of moving the Working Committee from the conceptual stage to action.

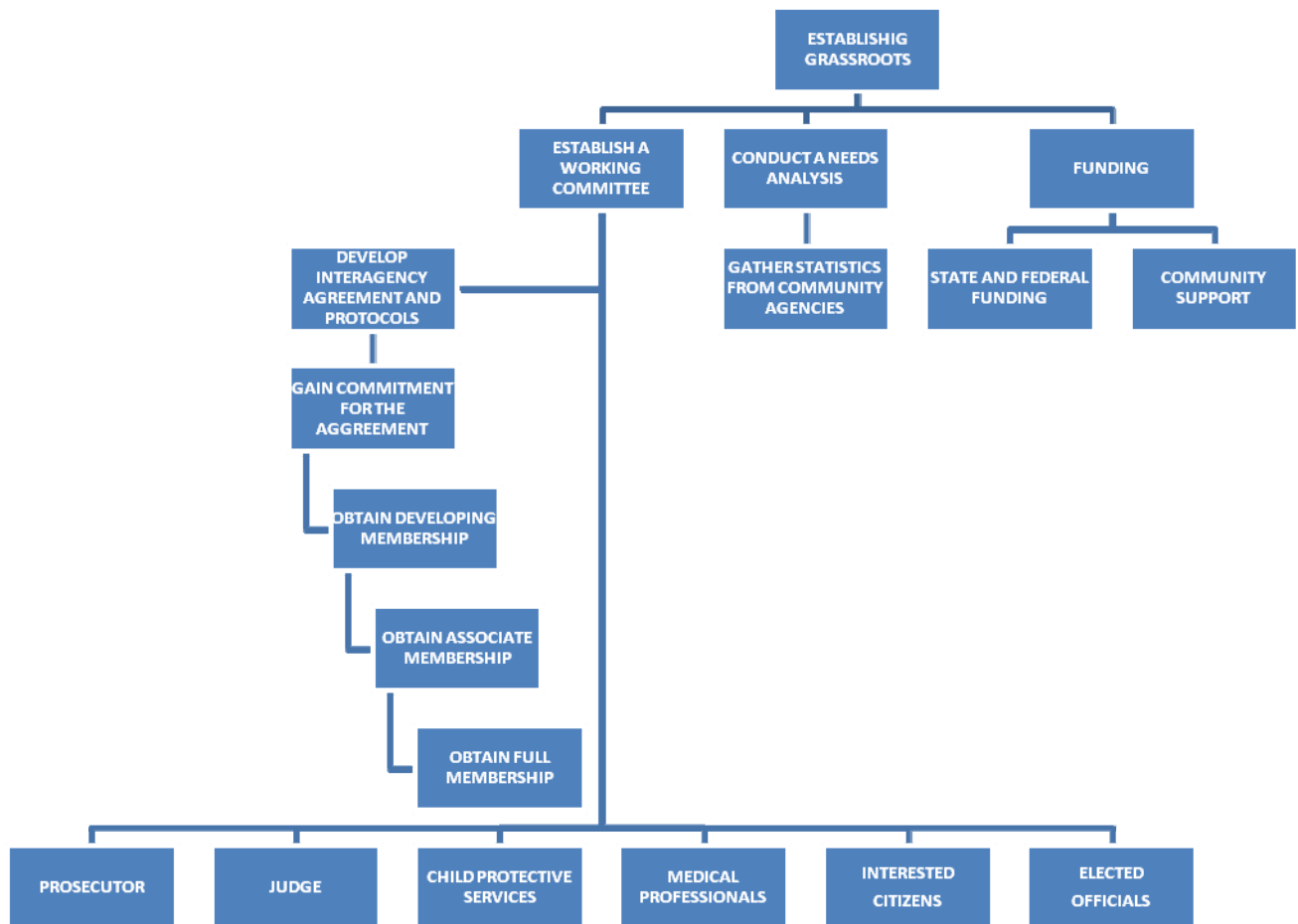
GAIN COMMITMENT FOR THE AGREEMENT

It is important for you to keep the key agency administrators who have policy or financial decision making authority over the process informed of the development of the agreement. It is also important to remember, even if a policy maker supports the program, if the program is dependent on additional or reallocated funds, it will be necessary to include the agency's fiscal agents also.

FUNDING

State and Federal funding is not guaranteed, so it is important your committee is able to garner community buy-in, including both monetary and in-kind support. Throughout the process of establishing your grassroots, be sure to gain financial support from the community by developing economic ties

FLOW CHART OF PROCESS TO DEVELOP A CAC



HOW TO BECOME A MEMBER OF CACGA

HISTORY

The Children’s Advocacy Centers of Georgia had its beginning in 1989 when five Children’s Advocacy Centers were established. Some of the early pioneers began to see the need to develop a statewide entity and began formation of the Georgia Network of Children’s Advocacy Centers. Those founding members were: Kris Rice in Savannah; Ja’net Bishop in Augusta; Vicki Prophet in Columbus; Roy Kemp in Swainsboro; Dr. Terese DeGrandi in Atlanta; Kathy Garnett O’Neal in Warner Robins; Nancy Aldridge in Decatur; Gale Kitchings in Monroe; Janey Aycock in Rome; Jeanne Alhouse in Rome, Mary Frances Wright in Atlanta; Debra Elovich in Atlanta; J. Tom Morgan in Decatur; and Greg McConnell in Savannah.

Children’s Advocacy Centers of Georgia, formally known as the Georgia Network of Children’s Advocacy Centers, was incorporated in March of 1994 and achieved 501c(3) status shortly thereafter.

During the early years of the Network, founding members also saw the need to approach legislators for funding for Georgia’s advocacy centers. Many of those members asked for, and received, assistance from prominent Georgia legislators including Lt. Governor Pierre Howard, among others. The first allocation for Georgia centers was \$225,000 and then was increased to \$525,000. Since that time, the Children’s Advocacy Centers of Georgia, our member centers, and supporters have worked with the Georgia Legislature to increase that funding to an all time high of 1.425 million in 2007.

In 1995, the Children’s Advocacy Centers of Georgia also began working with what was known as the National Network of Children’s Advocacy Centers (Now the National Children’s Alliance) and other surrounding states to ensure that Georgia remained on the cutting edge of the development of the CAC model.

In 1996, the Georgia Network became a chartered state chapter of the National Children’s Alliance and continues to network with other states. By being a Chartered state member, we are eligible for grants through the National Children’s Alliance. The Children’s Advocacy Centers of Georgia is also often contacted by other states without state chapters for information and guidance in their efforts to incorporate and become chartered with National Children’s Alliance.

The National Children’s Alliance is a professional membership organization dedicated to helping local communities respond to allegations of child abuse in ways that are effective and efficient. National Children’s Alliance provides training, support, technical assistance and leadership on a national level to local children’s advocacy centers and communities responding to reports of child abuse and neglect. (National Children’s Alliance)

For a list of current CACGA members who are accredited by the National Children’s Alliance please refer to Appendix 1.1

BENEFITS

Communities that have developed a CAC experience many benefits: more immediate follow-up to child abuse reports; more efficient medical and mental health referrals; reduction in the number of child interviews; increased successful prosecutions; and consistent support for child victims and their families.

Professionals involved in multidisciplinary work report greater appreciation and understanding of the mission of other disciplines; better access to cross-disciplinary training, and more informed decision making. This comprehensive approach, with follow-up services provided by the CAC, ensures that children receive child-focused services in a child friendly environment - one in which the needs of children and families come first.

Additional Benefits:

- ❖ Access to Free Quarterly Trainings (February, May, July, November)
- ❖ Technical Assistance
- ❖ Onsite Assistance
- ❖ Mentorship Program
- ❖ Contract Management and distribution of State Funding
- ❖ Case Tracking System License and Maintenance Funding
- ❖ Network with Peers

TYPES OF MEMBERSHIP

DEVELOPING MEMBERSHIP:

An individual, group, or organization intending to explore the development of a CAC may apply for Developing Membership. Developing Membership is renewable for one year.

An individual, group, or organization seeking Developing Membership must adhere to the following standards:

- ❖ Have a local interagency agreement to explore the feasibility of establishing a Children’s Advocacy Center signed, at a minimum, by Law Enforcement, District Attorney, and Department of Family and Children Services.
- ❖ Have a one year development plan, a 12 month timeline, which details efforts to explore the feasibility and interest in starting a CAC.
- ❖ Have an annual budget which identifies a CACGA approved fiduciary agent and includes funds to send a representative to all CACGA quarterly meetings and visit at least two Full CACGA Member Centers.
- ❖ Agree to participate in the CACGA Mentoring Program.

A copy of these standards and the application for Developing Membership can be found in Appendix 2.1 and 2.2, respectively or by visiting www.cacga.org/resources.

ASSOCIATE MEMBERSHIP:

Organizations intending to develop a fully operational Children’s Advocacy Center may apply for Associate Membership if such organization believes it has met Children’s Advocacy Centers of Georgia Associate Membership standards. Associate Membership is renewable for one year.

Organizations seeking Associate Membership status must adhere to the following standards:

- ❖ Be a private, non-profit or government-based agency
- ❖ Have a written, local interagency agreement signed by, at a minimum, representatives of Law enforcement, District Attorney, and Department of Family and Children’s Services
- ❖ Have a one year development plan which includes having designated, accessible staff assigned solely to the operation of the program for a minimum of 20 hours per week for six months.
- ❖ Have a 12 month time line which includes providing at least six months of onsite interviews and multidisciplinary team meeting
- ❖ Have an annual budget which includes funds to send a representative to all Children’s Advocacy Centers of Georgia quarterly meetings and visit at least two Children’s Advocacy Centers of Georgia Full Member Centers
- ❖ Have identified at least two potential sites for Children’s Advocacy Center and a timeline for minimum of six months occupancy
- ❖ Agrees to participate in the Children’s Advocacy Centers of Georgia Mentoring Program

A copy of these standards and the application for Associate Membership can be found in Appendix 3.1 and 3.2, respectively or by visiting www.cacga.org/resources.

FULL MEMBERSHIP:

A Child Advocacy Center may apply for Full Membership after at least 12 months as an Associate Member and believes the organization has met Children’s Advocacy Centers of Georgia Full Membership Standards.

Organizations seeking full membership status must adhere to the following standards:

- ❖ Be a private non-profit 501(c)3 organization or government-based agency and have the specifically stated purpose of providing services for children in cases of suspected child abuse

- ❖ Have a signed Interagency Agreement among Law Enforcement, Department of Family and Children Services, and District Attorney, or be included in the child abuse protocol in the county in which it is located
- ❖ Have a Multidisciplinary Team coordinated systems approach to the investigative process of child abuse cases with on-site interviews
- ❖ Provide a safe, designated, child-friendly facility where involved agencies can conduct investigative interviews and evaluations
- ❖ Have designated, accessible staff assigned solely to the operation of the program for a minimum of 20 hours per week
- ❖ Provide mental health services and medical exams either on-site or through community referrals
- ❖ Participate in Multidisciplinary Team case staffing at least monthly with consistent representation from Children's Advocacy Center, Law Enforcement, Department of Family and Children Services, and Prosecution
- ❖ Provide opportunities for specialized training for Multidisciplinary Team members
- ❖ Collect and report statistical data required by the Children's Advocacy Centers of Georgia for the Children's Trust Fund and other sources
- ❖ Maintain active involvement of Center director or representative in Children's Advocacy Centers of Georgia meetings and assigned committees.
- ❖ Assure all professionals conducting forensic interviews at a CAC Member Center, will have training in a nationally recognized forensic interview technique, (i.e., Corner House, Finding Words, NCAC, APSAC) prior to conducting forensic interviews with children.

A copy of these standards and the application for Full Membership can be found in Appendix 4.1 and 4.2, respectively or by visiting www.cacga.org/resources.

APPENDIXES

APPENDIX 1.1 - CHILDREN'S ADVOCACY CENTERS OF GEORGIA MEMBERSHIP ROSTER

For a listing of Children's Advocacy Centers in the state of Georgia, please visit our website at www.cacga.org

APPENDIX 2.1 – DEVELOPING MEMBERSHIP STANDARDS

An individual, group or organization intending to explore the development of a Children’s Advocacy Center may apply for Developing Membership. Developing Membership is renewable for one year.

An individual, group or organization seeking Developing Membership status must:

- Have a local interagency agreement to explore the feasibility of establishing a Children’s Advocacy Center signed, at a minimum, by Law Enforcement, District Attorney, and Department of Family and Children’s Services
- Have a one year development plan, a 12 month timeline, which detail efforts to explore the feasibility and interest in starting a Children's Advocacy Centers
- Have a annual budget which identifies a Children’s Advocacy Centers of Georgia approved fiduciary agent and includes funds to send a representative to all Children’s Advocacy Centers of Georgia quarterly meetings and visit at least two Full Children’s Advocacy Centers of Georgia Member Centers
- Agrees to participate in the Children’s Advocacy Centers of Georgia Mentoring Program

Effective until January 2011

APPENDIX 2.2 APPLICATION FOR DEVELOPING MEMBERSHIP

Application Date:

Name:

Organizational entity/fiscal agent (if different):

County served:

Name of Contact Person:

Address:

Address:

City:

State:

Zip Code:

Phone:

Fax:

E-mail:

In submitting the enclosed information, we believe we have met all of the standards for CACGA Developing Membership. We will be exploring the development of a Children’s Advocacy Center. We have a local interagency agreement to explore the feasibility of establishing a CAC signed by law enforcement, prosecution, and DFACS. We have a one-year development plan and an approved CACGA fiduciary agent. We will be an active partner in the CACGA Mentoring Program and CACGA quarterly Director’s meetings, Committees work, and CAC Day.

Contact Board President or Program Director Fiduciary Agent

SECTION A: QUESTIONS

Please provide concise but complete answers to the following questions based on the standards for Developing membership with CACGA. Your answers to all four of the following questions should be contained to no more than 3 typed pages in a font size of at least 10.

1. Describe your governance structure or fiduciary agent. Are you a private non-profit or government based agency?
2. When was the local interagency agreement to explore the feasibility of establishing a Children's Advocacy Center signed?
3. Detail your one year development plan and timeline.
4. Detail your annual budget which includes funds to send a representative to all CACGA quarterly meetings, visits at least two Full CACGA Member Centers, and participation in the CACGA Mentoring Program.

SECTION B: DOCUMENTATION

Please provide the following documentation along with your completed application.

- ___ Attachment 1: Articles of Incorporation, if relevant
- ___ Attachment 2: By Laws, if relevant
- ___ Attachment 3: 501(c) 3 letter from IRS, if relevant
- ___ Attachment 4: Georgia Secretary of State letter of incorporation, if relevant
- ___ Attachment 5: List of Board of Directors, with affiliations, if relevant
- ___ Attachment 6: Copy of interagency agreements
- ___ Attachment 7: The original and two copies of the Application's cover page
- ___ Attachment 8: Three copies of your response to questions in Section A

SECTION C: FEES

Please attach your application fee of \$50.00 and one year's membership dues of \$50.00. The check should be payable to Children's Advocacy Centers of Georgia, Inc. If your membership is not accepted, your membership dues of \$50.00 will be returned

APPENDIX 3.1 – ASSOCIATE MEMBERSHIP STANDARDS

Organizations intending to develop a fully operational Children’s Advocacy Center may apply for Associate Membership if such organization believes it has met Children’s Advocacy Centers of Georgia Associate Membership standards. Associate Membership is renewable for one year.

Organizations seeking Associate Membership status must:

- Be a private, non-profit or government-based agency
- Have a written, local interagency agreement signed by, at a minimum, representatives of Law enforcement, District Attorney, and Department of Family and Children’s Services
- Have a one year development plan which includes having designated, accessible staff assigned solely to the operation of the program for a minimum of 20 hours per week for six months.
- Have a 12 month time line which includes providing at least six months of onsite interviews and multidisciplinary team meeting
- Have an annual budget which includes funds to send a representative to all Children’s Advocacy Centers of Georgia quarterly meetings and visit at least two Children’s Advocacy Centers of Georgia Full Member Centers
- Have identified at least two potential sites for Children’s Advocacy Center and a timeline for minimum of six months occupancy
- Agrees to participate in the Children’s Advocacy Centers of Georgia Mentoring Program

Effective until January 2011

APPENDIX 3.2 APPLICATION FOR ASSOCIATE MEMBERSHIP (NEW)

Application Date:

Children’s Advocacy Center Name:

Organizational entity/fiscal agent (if different):

Counties served:

Judicial Circuit:

Name and Title of Director or Contact Person:

Address:

Address:

City:

State :

Zip Code:

Phone:

Fax:

E-mail:

In submitting the enclosed information, we believe we have met all of the standards for CACGA Associate Membership. We have identified at least two possible locations for safe, designated, child friendly facility where investigative interviews and evaluations could be conducted and ancillary services provided. We have a written, local interagency agreement signed by, at a minimum, representatives of law enforcement, prosecution, and DFACS.

Our one-year development plan includes a designated, accessible staff person assigned solely to the operation of the program for a minimum of 20 hours per week within six months.

We will be an active partner in the CACGA Mentoring Program and CACGA quarterly Director’s meetings, Board of Director’s Committee work, and CAC Day.

Center CEO Board President or Center Director Agency CEO

SECTION A: QUESTIONS

Please provide concise but complete answers to the following questions based on the standards for Associate Membership with CACGA. Your answers to all five of the following questions should be contained to no more than 4 typed pages in a font size of at least 10.

1. Describe your governance structure. Are you a private non-profit or government-based agency?
2. When was the interagency agreement incorporated or the child abuse protocol signed?
3. Detail your one year development plan and timeline which includes having designated, accessible staff assigned solely to the operation of the program for a minimum of 20 hours per week within six months
4. Detail your annual budget which includes funds to send a representative to all CACGA quarterly meetings, visits at least two Full CACGA Member Centers, participate in the CACGA Mentoring Program, and purchase a CACGA approved Case Tracking System.
5. Describe two potential locations for safe, designated, child-friendly facility where investigative interviews and evaluations could be conducted and ancillary services provided

SECTION B: DOCUMENTATION

Please provide the following documentation along with your completed application.

___ Attachment 1: Articles of Incorporation, if relevant

___ Attachment 2: By Laws, if relevant

___ Attachment 3: 501(c) 3 letter from IRS, if relevant

___ Attachment 4: Georgia Secretary of State letter of incorporation, if relevant

___ Attachment 5: List of Board of Directors, with affiliations, if relevant

___ Attachment 6: Copy of signed interagency agreements or signed local child abuse protocol with tab and highlights mentioning the CAC (Do not include both.)

___ Attachment 7: Mentorship Documentation, if relevant

___ Attachment 8: The original and two copies of the Application's cover page

____ Attachment 9: Three copies of your response to questions in Section A

SECTION C: FEES

Please attach your application fee of \$50.00 , one year's membership dues of \$50.00, and one year's Technology Assessment Fee of \$700.00. The check should be payable to Children's Advocacy Centers of Georgia, Inc. If your membership is not accepted, your membership dues of \$50.00 and Technology Assessment Fee of \$700.00 will be returned.

APPENDIX 4.1 – FULL MEMBERSHIP STANDARDS

A Child Advocacy Center may apply for Full Membership after at least 12 months as an Associate Member and believes the organization has met Children's Advocacy Centers of Georgia Full Membership Standards.

Organizations seeking full membership status must:

- Be a private non-profit 501(c) 3 organization or government-based agency and have the specifically stated purpose of providing services for children in cases of suspected child abuse
- Have a signed Interagency Agreement among Law Enforcement, Department of Family and Children Services, and District Attorney, or be included in the child abuse protocol in the county in which it is located
- Have a Multidisciplinary Team coordinated systems approach to the investigative process of child abuse cases with on-site interviews
- Provide a safe, designated, child-friendly facility where involved agencies can conduct investigative interviews and evaluations
- Have designated, accessible staff assigned solely to the operation of the program for a minimum of 20 hours per week
- Provide mental health services and medical exams either on-site or through community referrals
- Participate in Multidisciplinary Team case staffing at least monthly with consistent representation from Children's Advocacy Center, Law Enforcement, Department of Family and Children Services, and Prosecution
- Provide opportunities for specialized training for Multidisciplinary Team members
- Collect and report statistical data required by the Children's Advocacy Centers of Georgia for the Children's Trust Fund and other sources
- Maintain active involvement of Center director or representative in Children's Advocacy Centers of Georgia meetings and assigned committees.

- Assure all professionals conducting forensic interviews at a CAC Member Center, will have training in a nationally recognized forensic interview technique, (i.e., Corner House, Finding Words, NCAC, APSAC) prior to conducting forensic interviews with children.

January 2011

APPENDIX 4.2 APPLICATION FOR FULL MEMBERSHIP (NEW)

Application Date:

Children’s Advocacy Center Name:

Organizational entity/fiscal agent (if different):

Counties served with multidisciplinary team(s):

In what Judicial Circuit do you provide complete CAC services?

Name and Title of Director or Contact Person:

Address:

Address:

City:

State:

Zip Code:

Phone:

Fax:

E-mail:

In submitting the enclosed information, we believe we have met all of the standards for CACGA Full Membership. We have a safe, designated, child-friendly facility where investigative interviews and evaluations are conducted and ancillary services are provided. Our multidisciplinary team meets at least monthly.

We pledge our continued support of CACGA and will be actively involved in quarterly Director’s meetings, Committees work, and CAC Day.

Center CEO Board President or Center Director Agency CEO

SECTION A: QUESTIONS

Please provide concise but complete answers to the following questions based on the standards for full membership in with CACGA. Your answers to all eleven of the following questions should be contained to no more than 3 typed pages in a font size of at least 10.

1. Describe your Center's governance. Are you a private non-profit or government-based agency?
2. How has the Center documented the specifically stated purpose of providing services for children in cases of suspected child sexual abuse?
3. When was the interagency agreement incorporated or the child abuse protocol signed?
4. Describe the Center's multidisciplinary team and how the team functions. How often, when and where does the team meet? Who coordinates the team meeting? Describe your case review process.
5. Describe the Center's safe, designated, child-friendly facility where investigative interviews and evaluations are conducted and ancillary services are provided?
6. List Center staff, date employed, function, and time commitment to these activities.
7. Detail how the Center provides mental health services and medical exams.
8. Detail opportunities provided for specialized training for multidisciplinary team members?
9. When did you begin recording, in the CACGA Case Tracking System all children served?
10. When did the multidisciplinary team begin reviewing cases?
11. Briefly describe how you will utilize the funds provided by CACGA.
12. Describe your Centers involvement in CACGA activities including, quarterly Director's meetings, Board of Director's meeting and Committees meetings, and CAC Day.

SECTION B: DOCUMENTATION

Please provide the following documentation along with your completed application.

____ Attachment 1: Articles of Incorporation, if relevant

____ Attachment 2: By Laws, if relevant

- ___ Attachment 3: 501(c) 3 letter from IRS, if relevant
- ___ Attachment 4: Georgia Secretary of State letter of incorporation, if relevant
- ___ Attachment 5: List of Board of Directors, with affiliations, if relevant
- ___ Attachment 6: Copy of signed interagency agreements or signed local child abuse protocol with tab and highlights mentioning the CAC (Do not include both.)
- ___ Attachment 7: CAC floor plan and 1-page of color photographs of inside & outside of the Center
- ___ Attachment 8: Mentorship Documentation, if relevant
- ___ Attachment 9: The original and two copies of the Application's cover page
- ___ Attachment 10: Three copies of your response to questions in Section A

SECTION C: FEES

Please attach your application fee of \$150.00 ,one year's membership dues of \$100.00, and your Technology Assessment Fee of \$700.00. The check should be payable to Children's Advocacy Centers of Georgia, Inc. If your membership is not accepted, your membership dues of \$100.00 will be returned.

SECTION D: SITE VISIT

A site visit by selected members of the Standards, Membership and Mentoring Committee is a part of the Full Membership application process. Once the application and documentation have been received and reviewed by the Committee, and it appears to the Committee that basic requirements for full membership status have been met, a site visit will be scheduled with the center on a day when the when the multidisciplinary team is scheduled to meet.