

## **STANDARD 1: ORGANIZATIONAL CAPACITY – Government Agency Based Model**

1A

### **Component 1A:**

1. Does the Chapter operate as a program of a government agency which assumes legal and fiscal responsibility for the Chapter? Yes/No
2. Does the Chapter have a member center Advisory Board? Yes/No
3. Is there a Memorandum of Understanding (MOU) between the governing agency and the Chapter Advisory Board that has been executed and contains, at a minimum, the following:
  - a. Detailed description of relationship between the governing agency and the Chapter membership and its Advisory Board; Yes/No
  - b. Process and authority for Chapter decision-making, communication with membership, conflict resolution; Yes/No
  - c. Explanation of staff/contract personnel supervision (task and overall management); Yes/No
  - d. Provision for payroll/personnel contract, benefits, office space, rent, liability coverage; Yes/No
  - e. Provision for detailed separate budgets, financial reporting, auditing and grant reporting mechanisms as well as an accounting system that allows for transparent tracking of Chapter revenues and expenditures separate and apart from those of the fiscal agency. Yes/No

Explain any no answers to #1-3

### **Required Attachments:**

MOU between Chapter Advisory Board and governing agency (*please save file as "1A MOU" in pdf format*)

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1B

### **Component 1B:**

1. Has the Chapter adopted and maintained guidelines that have been affirmed by its governing agency and that address, at a minimum?
  - a. Chapter mission, purpose and primary activities (consistent with NCA mission, purpose and definition of NCA Chapters); Yes/No
  - b. Status as a membership association/organization/network; Yes/No
  - c. Membership categories, eligibility criteria, application process, voting authority and process, meeting frequency, manner of acting and quorum for official membership action; Yes/No
  - d. Authority to assess membership dues. Yes/No

Explain any no answers to #1

### **Required Attachments:**

Chapter Guidelines (save file as "1B Chapter Guidelines" in pdf format)

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1C

**Component 1C:**

1. Does the Chapter have one or more dedicated staff and/or contract personnel with appropriate knowledge and skills for overseeing all day-to-day programmatic and administrative operations and activities of the Chapter? Yes/No

Explain any no answers to #1

**Required Attachments:**

Chapter Staff or Contract Position Job Descriptions (save file as "1C Chapter Staff or Contract Position Job Descriptions" in pdf format)

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1D

**Component 1D:**

1. The Chapter and its governing state agency maintain compliance with written personnel policies and procedures relevant to its structure, capacity and activities? Yes/No
2. In the event Chapter staff operates on a contract basis, is there a current, executed contract in place that defines, at a minimum, terms, expectations and compensation? Yes/No/N/A

Explain any no answers to #1-2

**Required Attachments:**

Agency Personnel Policies (if staff is employee of Agency) (save file as "1D Agency Personnel Policies" in pdf format)

Executed Contract(s) (if personnel are independent contractors) (please save file as "1D Executed Contracts" in pdf format)

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1E

**Component 1E:**

1. Has the Chapter adopted and maintained a records storage, retention and destruction policy appropriate to its structure, assets and activities? Yes/No

Explain any no answers to #1

**Required Attachments:**

Records Retention Policy (*please save as "1E Records Retention Policy" in pdf format*)

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1F

**Component 1F:**

1. Does the Chapter have insurance appropriate to its organizational structure, assets and activities? Yes/No

If yes, then explain what type of insurance and how it relates to the organizational structure, assets and activities.

Explain any no answers to #1

**Required Attachments:**

Documentation reflective of appropriate insurance coverage by governing entity. (Agency may be self-insured) (*please save file as "Appropriate Insurance Coverage" in pdf file*)

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1G

**Component 1G:**

1. Has the Chapter's governing entity adopted and maintained compliance with written financial management policies and procedures that reflect all Generally Accepted Accounting Principles (GAAP), including accrual-based accounting? Yes/No
2. Does the Chapter's governing entity have a documented review of financial reports conducted on a regularly scheduled basis? Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Financial Management Policies (*please save file as "1G Financial Management Policies" in pdf format*)

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1H

**Component 1H:**

1. Does the Chapter have implemented grant management procedures consistent with NCA grant requirements? Yes/No

Explain any no answers to #1

**Required Attachments:**

Grant Management Procedures (*please save file as "1H Grant Management Procedures" in pdf format*)

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1I

**Component 1I:**

1. Does the Chapter engage in an annual financial audit process that includes delivery of an official audit report to the Chapter's governing agency as well as review of and documented response to any auditor-issued management letter produced by the Chapter's governing agency? Yes/No
2. Does the Chapter have confirmation from NCA that it has submitted its most recent financial audit report to NCA electronically, as per NCA requirements and timelines? Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Financial Audit Report from most recent audit year (*please save file as "1I Financial Audit Report" in pdf format*)

NCA Receipt indicating Audit submitted as per schedule (*please save file as "1I NCA Receipt Indicating Audit" in pdf format*)

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1J

**Component 1J:**

1. Is the Chapter actively engaged and in good standing with NCA as demonstrated through its active participation in Chapter-related activities and timely fulfillment of activities outlined in Chapter grant guidelines? Describe the activities.

\*Narrative\*

**Required Attachments: N/A**

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1K

**Component 1K:**

1. Does the Chapter have a current Strategic Plan? Yes/No
2. Was the Strategic Plan developed during a process that included input from member centers/teams related to organizational priorities and activities? Describe the process.

\*Narrative\*

Explain any no answers to #1

**Required Attachments:**

Current Strategic Plan (*please save file as "1K Current Strategic Plan" in pdf format*)

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1L

**Component 1L:**

1. Does the Chapter have a written Critical Incident Communications Plan(s)? Yes/No
2. Does the plan clearly define a critical incident and outlines expectations of membership for notification to Chapter? Yes/No
3. Does the plan clearly define expectations of the Chapter for notification of NCA (consistent with NCA's critical incident reporting policy), and Chapter membership? Yes/No
4. Does the plan address, at a minimum?
  - a. Chapter role and communications procedures in the event of a critical incident or natural disaster involving one of its member centers/teams. Yes/No
  - b. Chapter communications procedures in the event of a critical incident or natural disaster involving the Chapter (*must align with requirements of Chapters as per NCA critical incidence reporting policy*). Yes/No
  - c. Chapter communications procedures in the event of a temporary or permanent transition of leadership at the Chapter. Yes/No

Explain any no answers to #1-4

**Required Attachments:**

Crisis Response and Communications Plan/Policy *(please save file as "1L Crisis Response and Communication Plan/Policy" in pdf format)*

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1M

**Component 1M:**

1. Does the Chapter's current organizational budget reflect a diversity of revenue sources?

Explain any no answers to #1

**Required Attachments:**

Organizational Budget specific to Chapter for Current Year – including confirmed revenue sources *(please save file as "1M Organizational Budget" in pdf format)*

## STANDARD 1: ORGANIZATIONAL CAPACITY – Umbrella /Parent 501c3 Model

1A

### Component A

1. Does the Chapter operate as a program or component of a separate 501c3 non-profit organization whose mission is compatible with that of an NCA Chapter, that assumes legal and fiscal responsibility for the Chapter? Yes/No
2. Does the Chapter have a member center Advisory Board/Council? Yes/No
3. Does the Chapter have a Memorandum of Understanding (MOU) between the governing umbrella/parent entity and the Chapter Advisory Board/Council that has been executed and addresses, at a minimum, the following:
  - a. Detailed description of relationship between the governing entity and the Chapter; Yes/No
  - b. Process and authority for Chapter decision-making, communication with membership, conflict resolution; Yes/No
  - c. Explanation of staff/contract personnel supervision (task and overall management); Yes/No
  - d. Provision for payroll, benefits, office space, rent, liability coverage; Yes/No
  - e. Provision for detailed separate budgets, financial reporting, auditing and grant reporting mechanisms as well as an accounting system that allows for transparent tracking of Chapter revenues and expenditures separate and apart from those of the fiscal agency. Yes/No

Explain any no answers to #1-3

#### **Required attachments:**

Non-Profit Corporate Certificate from State *(please save file as "1A Non-Profit Corporate Certificate from State" in pdf format)*

IRS Letter *(please save file as "1A IRS Letter" in pdf format)*

MOU between governing umbrella/parent entity and Chapter advisory board *(please save file as "1A MOU" in pdf format)*

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1B

### Component B:

Has the Chapter's governing umbrella/parent organization adopted and maintains compliance with bylaws that address, at a minimum:

1. Umbrella/parent organization's mission and purpose (compatible with mission, purpose and activities of NCA and the Chapter) Yes/No

2. Umbrella/parent organization Board of Directors: Size and composition, eligibility criteria, terms of service, election process, officers, committee and advisory board/council structures, general powers and voting authority and process, meeting frequency, manner of acting and quorum for official action. Yes/No
3. Board authority to hire staff/engage contract personnel, responsibility for supervision, staff/contractor areas of authority Yes/No
4. Staff and Board conflict of interest and confidentiality requirements Yes/No
5. Non-Discrimination practices Yes/No
6. Indemnity and Insurance Yes/No
7. Process for Amendments Yes/No
8. Dissolution Requirements Yes/No

In addition, the following Chapter-specific items are included in the umbrella/parent organization's bylaws OR in separate guidelines adopted by the Chapter and affirmed by the governing Board of the umbrella/parent organization:

9. Chapter's mission and purpose (consistent with NCA mission and purpose and with NCA definition of Chapters) Yes/No
10. Status as a membership association/organization (*consistent with relevant state law pertaining to non-profit membership organizations*). Yes/No
11. Membership: Categories, eligibility criteria, application process, voting authority and process, meeting frequency, manner of acting and quorum for official action Yes/No
12. Authority to assess Chapter membership dues Yes/No

Explain any No answers to # 1-12

**Required Attachments:**

Umbrella/Organization Bylaws (*please save file as "1B Adopted Chapter Bylaws" in pdf format*)

*If, in addition, your Chapter has an adopted guidelines document, attach them here (please save file as "1B Chapter Adopted Guidelines" in pdf format)*



1. Does the chapter have one or more dedicated staff and/or contract personnel with appropriate knowledge and skills for overseeing all day-to-day programmatic and administrative operations and activities of the Chapter? Yes/No

Explain any no answers to #1

**Required Attachments:**

Chapter Staff or Contract Position Job Descriptions *(please save file as "1C Chapter Staff or Contract Position Job Descriptions" in pdf format)*

Chapter Staff or Contract Position Resumes *(please save file as "1C Chapter Staff or Contract Position Resumes" in pdf format)*

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1D

**Component D:**

1. Has the Chapter adopted and maintained compliance with written personnel policies and procedures relevant to its staff structure, capacity and activities? Yes/No
2. In the event Chapter staff operates on a contract basis, is there a current, executed contract in place that, at a minimum, defines terms, expectations and compensation? Yes/No/N/A

Explain any no answers to #1-2

**Required Attachments:**

Chapter Personnel Policies (if staff is employee of Chapter) *(please save file as "1D Chapter Personnel Policies" in pdf format)*

Executed Contract(s) (if personnel are independent contractors) *(please save file as "1D Executed Contract" in pdf format)*

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1E

**Component E:**

1. Has the Chapter adopted and maintained a records storage, retention and destruction policy appropriate to its structure, assets and activities? Yes/No

Explain any no answers to #1

**Required Attachments:**

Records Retention Policy *(please save file as "1E Records Retention Policy" in pdf format)*

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1F

**Component F:**

1. Does the Chapter have insurance appropriate to its organizational structure, assets and activities? Yes/No

If yes, then explain what type of insurance and how it relates to the organizational structure, assets and activities.

Explain any no answers to #1

**Required Attachments:**

Certificate of Insurance (*please save file as "1F Certificate of Insurance" in pdf format*)

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1G

**Component G:**

1. Has the Chapter's governing umbrella organization adopted and maintained compliance with written financial management policies and procedures that reflect all Generally Accepted Accounting Principles (GAAP), including accrual-based accounting? Yes/No
2. Does the Chapter have documented review of the governing umbrella organizations financial reports, which are conducted on a regularly scheduled basis? Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Financial Management Policies (*please save file as "1G Financial Management Policies" in pdf format*)

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1H

**Component H:**

1. Has the Chapter implemented grant management procedures consistent with NCA grant requirements? Yes/No

Explain any no answers to #1

**Required Attachments:**

Grant Management Procedures (file in pdf format and please name file "1H Grant Management") Attach file here

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1I

**Component I:**

1. Does the Chapter's governing umbrella organization engage in an annual independent financial audit process that includes delivery of an official audit report to the Chapter's governing entity? Yes/No
2. Does the audit process include the review of and documented response to any auditor-issued management letter produced by the umbrella organization and delivered to the Chapter's governing entity? Yes/No
3. Does the Chapter have confirmation from NCA that it has submitted its most recent independent financial audit to NCA electronically, as per NCA requirements and timelines? Yes/No

Explain any no answers to #1-3

**Required Attachments:**

Financial Audit Report from most recent audit year *(please save file as "11 Financial Audit" in pdf format)*

NCA Receipt indicating Audit submitted as per schedule *(please save file as "11 NCA Audit Receipt" in pdf format)*

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1J

**Component J:**

1. Is the Chapter actively engaged and in good standing with NCA as demonstrated through its active participation in Chapter-related activities and timely fulfillment of activities outlined in Chapter grant guidelines? Describe the Chapter Activities.

\* Narrative

**Required Attachments:**

N/A

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1K

**Component K:**

1. Does the Chapter have a current Strategic Plan? Yes/No
2. Was the plan developed during a process that included input from member centers/teams related to organizational priorities and activities? Explain the process.

\*Narrative\*

Explain any no answers to #1

**Required Attachments:**

Current Strategic Plan (*please save file as "1K Strategic Plan" in pdf format*)

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1L

**Component L:**

1. Does the Chapter have a written Critical Incident Communications Plan(s)? Yes/No
2. Does the plan clearly define a critical incident and outlines expectations of membership for notification to Chapter? Yes/No
3. Does the plan clearly define expectations of the Chapter for notification of NCA (consistent with NCA's critical incident reporting policy), and Chapter membership? Yes/No
4. Does the plan address, at a minimum?
  - a. Chapter role and communications procedures in the event of a critical incident or natural disaster involving one of its member centers/teams. Yes/No
  - b. Chapter communications procedures in the event of a critical incident or natural disaster involving the Chapter (*must align with requirements of Chapters as per NCA critical incidence reporting policy*). Yes/No
  - c. Chapter communications procedures in the event of a temporary or permanent transition of leadership at the Chapter. Yes/No

Explain any no answers to #1-4

**Required Attachments:**

Crisis Response and Communications Plan/Policy (*please save file as "1L Critical Incident Plan" in pdf format*)

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1M

**Component M:**

1. Does the Chapter's current organizational budget reflect a diversity of revenue sources? Yes/No

Explain any no answers to #1

**Required Attachments:**

Organizational Budget – Current Year – including confirmed revenue sources (*please save file as “1M Organizational Budget” in pdf format*)

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Sample

## STANDARD 1: ORGANIZATIONAL CAPACITY – Independent 501c3 Non-Profit Model

1A

### Component A

1. Does the chapter operate as a membership organization and currently hold non-profit corporation status within its state? Yes/No
2. Does the chapter currently hold 501(c)3 tax exempt status with the Internal Revenue Service? Yes/No
3. Does the chapter have a governing Board of Directors that assumes legal and fiscal responsibility for the Chapter? Yes/No

Explain any no answers to #1-3

### **Required attachments:**

Non-Profit Corporate Certificate from State (*please save file as "1A Non-Profit Corporate Certificate from State" in pdf format*)

IRS Letter (*please save file as "1A IRS Letter" in pdf format*)

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1B

### Component B:

Has the chapter adopted and maintained compliance with bylaws that address, at a minimum?

1. Mission and purpose (consistent with NCA mission and purpose and with NCA definition of Chapters) Yes/No
2. Status as a membership association/organization (*consistent with relevant state law pertaining to non-profit membership organizations*). Yes/No
3. Membership: Categories, eligibility criteria, application process, voting authority and process, meeting frequency, manner of acting and quorum for official membership action. Yes/No
4. Authority to assess membership dues. Yes/No
5. Board of Directors: Size and composition, eligibility criteria, terms of service, election process, officers, committee and advisory board/council structures, general powers and voting authority and process, meeting frequency, manner of acting and quorum for official action. Yes/No
6. Board authority to hire staff/engage contract personnel, responsibility for supervision, staff/contractor areas of authority. Yes/No
7. Conflict of interest and confidentiality requirements. Yes/No
8. Non-Discrimination practices. Yes/No
9. Indemnity and Insurance. Yes/No
10. Process for Amendments. Yes/No
11. Dissolution Requirements. Yes/No

Explain any no answers to #1-11

**Required Attachments:**

Adopted Chapter Bylaws *(please save file as "1B Adopted Chapter Bylaws" in pdf format)*

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1C

**Component C:**

1. Does the chapter have one or more dedicated staff and/or contract personnel with appropriate knowledge and skills for overseeing all day-to-day programmatic and administrative operations and activities of the Chapter? Yes/No

Explain any no answers to #1

**Required Attachments:**

Chapter Staff or Contract Position Job Descriptions *(please save file as "1C Chapter Staff or Contract Position Job Descriptions" in pdf format)*

Chapter Staff or Contract Position Resumes *(please save file as "1C Chapter Staff or Contract Position Resumes" in pdf format)*

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1D

**Component D:**

1. Has the Chapter adopted and maintained compliance with written personnel policies and procedures relevant to its staff structure, capacity and activities? Yes/No
2. In the event Chapter staff operates on a contract basis, is there a current, executed contract in place that, at a minimum, defines terms, expectations and compensation? Yes/No/N/A

Explain any no answers to #1-2

**Required Attachments:**

Chapter Personnel Policies (if staff is employee of Chapter) *(please save file as "1D Chapter Personnel Policies" in pdf format)*

Executed Contract(s) (if personnel are independent contractors) *(please save file as "1D Executed Contract" in pdf format)*

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1E

**Component E:**

1. Has the Chapter adopted and maintained a records storage, retention and destruction policy appropriate to its structure, assets and activities? Yes/No

Explain any no answers to #1

**Required Attachments:**

Records Retention Policy *(please save file as "1E Records Retention Policy" in pdf format)*

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1F

**Component F:**

1. Does the Chapter have insurance appropriate to its organizational structure, assets and activities? Yes/No

If yes, then explain what type of insurance and how it relates to the organizational structure, assets and activities.

Explain any no answers to #1

**Required Attachments:**

Certificate of Insurance *(please save file as "1F Certificate of Insurance" in pdf format)*

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1G

**Component G:**

1. Has the Chapter adopted and maintained compliance with written financial management policies and procedures that reflect all Generally Accepted Accounting Principles (GAAP), including accrual-based accounting? Yes/No
2. Does the Chapter have documented review of financial reports, which are conducted on a regularly scheduled basis? Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Financial Management Policies *(please save file as "1G Financial Management Policies" in pdf format)*

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1H



**Component H:**

1. Has the Chapter implemented grant management procedures consistent with NCA grant requirements? Yes/No

Explain any no answers to #1

**Required Attachments:**

Grant Management Procedures (*please save file as "1H Grant Management Procedures" in pdf format*)

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1I

**Component I:**

1. Does the Chapter engage in an annual independent financial audit process that includes delivery of an official audit report to the Chapter's governing entity? Yes/No
2. Does the audit process include the review of and documented response to any auditor-issued management letter produced by the Chapter's governing Board of Directors? Yes/No
3. Does the Chapter have confirmation from NCA that it has submitted its most recent independent financial audit to NCA electronically, as per NCA requirements and timelines? Yes/No

Explain any no answers to #1-3

**Required Attachments:**

Financial Audit Report from most recent audit year (*Inclusive of applicable Chapter board response letter*) (*please save file as "1I Financial Audit Report" in pdf format*)

NCA Receipt indicating Audit submitted as per schedule (*please save file as "1I NCA Receipt Indicating Audit Submitted" in pdf format*)

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1J

**Component J:**

1. Is the Chapter actively engaged and in good standing with NCA as demonstrated through its active participation in Chapter-related activities and timely fulfillment of activities outlined in Chapter grant guidelines? Describe the activities.

\* Narrative \*

**Required Attachments:**

N/A

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1K

**Component K:**

1. Does the Chapter have a current Strategic Plan? Yes/No
2. Was the plan developed during a process that included input from member centers/teams related to organizational priorities and activities? Describe the process.

\*Narrative\*

Explain any no answers to #1

**Required Attachments:**

Current Strategic Plan (*please save file as "1K Current Strategic Plan" in pdf format*)

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1L

**Component L:**

1. Does the Chapter have a written Critical Incident Communications Plan(s)? Yes/No
2. Does the plan clearly define a critical incident and outlines expectations of membership for notification to Chapter? Yes/No
3. Does the plan clearly define expectations of the Chapter for notification of NCA (consistent with NCA's critical incident reporting policy), and Chapter membership? Yes/No
4. Does the plan address, at a minimum?

- a. Chapter role and communications procedures in the event of a critical incident or natural disaster involving one of its member centers/teams. Yes/No
- b. Chapter communications procedures in the event of a critical incident or natural disaster involving the Chapter (*must align with requirements of Chapters as per NCA critical incidence reporting policy*). Yes/No
- c. Chapter communications procedures in the event of a temporary or permanent transition of leadership at the Chapter. Yes/No

Explain any no answers to #1-4

**Required Attachments:**

Crisis Response and Communications Plan/Policy (*please save file as "1L Crisis Response and Communications Plan/Policy" in pdf format*)

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1M

**Component M:**

1. Does the Chapter's current organizational budget reflect a diversity of revenue sources?  
Yes/No

Explain any no answers to #1

**Required Attachments:**

Organizational Budget – Current Year – including confirmed revenue sources (*please save file as "1M Organizational Budget" in pdf format*)

## STANDARD 2: MEMBERSHIP

2A

### **Component A:**

1. Does the Chapter have defined membership categories that are congruent with and inclusive of NCA's membership categories? Yes/No
  - a. If yes, please include information about membership categories

\*Narrative\*

2. Do the Chapter's membership categories reflect the evolving levels of center and/or team development? Yes/No

Explain any no answers to #1-2

### **Required Attachments:**

Excerpt Membership Categories (*please save file as "2A Excerpt Membership Categories" in pdf format*)

*Upload excerpt from bylaws and/or guidelines where membership categories are outlined in detail*

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2B

### **Component B:**

1. Does the Chapter have an adopted procedure for eligible entities wishing to apply for membership with the Chapter? Yes/No
2. Does the Chapter engage in an annual process with its membership whereby it collects basic information allowing for:
  - a. Effective communication; Yes/No
  - b. Compilation of a current, comprehensive profile of CACs in that State. Yes/No
  - c. Please describe the process.

\*Narrative\*

Explain any no answers to #1-2

### **Required Attachments:**

Membership Application and Renewal Application (*file in pdf format and please name file "2B Membership Application and Renewal Application"*)

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2C

**Component C:**

1. Does the Chapter have a minimum of two (2) members – at least one (1) of which is an accredited member of NCA? Yes/No
  - a. How many members does the Chapter have?
  - b. How many members are accredited with NCA?
2. Are the majority of Chapter members with voting authority\* (on matters over which membership has voting authority, as per the organization's bylaws and guidelines) accredited or associate members of NCA? Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Current Membership Roster including NCA membership status for each CAC/MDT (*please save file as "2C Current Membership Roster" in pdf format*)

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2D

**Component D:**

1. Does the Chapter provide ongoing communication with membership regarding available membership services, opportunities and activities provided by the Chapter? Describe the process.

\*Narrative\*

2. Does the Chapter provide ongoing communication with membership regarding available services and opportunities provided by NCA and RCAC? Describe the process.

\*Narrative\*

**Required Attachments:**

N/A

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2E

**Component E:**

1. Does the Chapter facilitate networking opportunities for member centers/teams to connect with one another for purposes of information sharing, exchange of ideas,

collaboration of efforts and/or enhancement of service delivery? Describe the process.

\*Narrative\*

**Required Attachments:**

N/A

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2F

**Component F:**

1. Does the Chapter routinely provide opportunities for membership to evaluate Chapter services and activities and provide input related to evolving needs of member centers and/or teams? Describe the process.

\*Narrative\*

**Required Attachments:**

N/A

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Sample

### STANDARD 3: GROWTH AND DEVELOPMENT

3A

#### **Component A:**

1. Does the Chapter conduct the annual NCA Gap Analysis to identify served, under-served and un-served areas of the state as well as other requisite data included in the Gap Analysis instructions? Yes/No

Explain any no answers to #1

#### **Required Attachments:**

Gap map for the current year (*please save file as "3A Gap Map for the Current Year" in pdf format*)

If the Chapter is using any additional mapping files (*please save file as "3A Additional Mapping Files" in pdf format*)

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3B

#### **Component B:**

1. Does the Chapter routinely collect service delivery data from its member centers and/or teams, which includes, at a minimum:
  - a. Number provided? Yes/No
  - b. Type of services provided? Yes/No
  - c. Basic demographics? Yes/No
  - d. Other: Please Specify.

Explain any no answers to #1

#### **Required Attachments:**

Service delivery survey tool(s) collected by Chapter (*please save file as "3B Service Delivery Survey Tool" in pdf format*)

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3C

#### **Component C:**

1. Does the Chapter have the capacity and an adopted process for responding to requests for information and referrals from communities exploring establishment of a children's advocacy center and/or multidisciplinary team? Explain the adopted process.

\*Narrative\*

2. Is the adopted process consistent with any Chapter-adopted growth and development plan?

Yes/No

3. Is the process consistent with NCA's policies related to service coverage areas?

Yes/No

Explain any no answers to #2-3

**Required Attachments:**

Chapter growth plan *(please save file as "3C Chapter Growth Plan" in pdf format)*

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3D

**Component D:**

1. Does the Chapter have the capacity and an adopted process for responding to requests for information and referrals from existing children's advocacy centers and/or multidisciplinary teams exploring expansion of services areas, establishment of satellite facilities and/or enhancement of core CAC services? Explain the adopted process.

\*Narrative\*

2. Is the process consistent with NCA policies and procedures related to service coverage areas and satellite facility guidelines? Please explain how.

\*Narrative\*

**Required Attachments:**

N/A

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## STANDARD 4: TRAINING AND TECHNICAL ASSISTANCE

4A

### **Component A:**

1. Does the Chapter conduct an annual assessment of the training and technical assistance needs of its membership? Describe the assessment process.

\*Narrative\*

### **Required Attachments:**

N/A

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4B

### **Component B:**

1. Does the Chapter have the capacity and an adopted process for facilitating and/or providing training and technical assistance related to the CAC model and the multidisciplinary team approach? Describe the process.

\*Narrative\*

### **Required Attachments:**

N/A

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4C

### **Component C:**

1. Does the Chapter have the capacity and an adopted process for facilitating and/or providing training and technical assistance related to the NCA accreditation standards? Describe the process.

\*Narrative\*

2. Does the chapter have the capacity and an adopted process for facilitating and/or providing training and technical assistance related to the accreditation and membership application process? Describe the process.

\*Narrative\*

### **Required Attachments:**

N/A

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4D

**Component D:**

1. Does the Chapter communicate and coordinate its training activities with its RCAC and, if applicable, relevant statewide agencies or organizations charged with and/or funded to provide training and technical assistance to CACs/MDTs within the state? Describe the activities.

\*Narrative\*

**Required Attachments:**

Current, executed MOU with RCAC (*please save file as "4D Current and Executed MOU with RCAC" in pdf format*)

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## STANDARD 5: AWARENESS AND EDUCATION

5A

### **Component A:**

1. Does the Chapter facilitate development of and/or access to education and awareness materials, including those provided by NCA, for use by its member centers and teams in enhancing public knowledge and understanding of the incidence of child abuse and the existence and benefits of the children's advocacy center and multidisciplinary team model? Explain the Chapter activities.

\*Narrative\*

#### **Attachments:**

Please upload any relevant materials (i.e. brochures, press releases, newsletters) (*please save file as "5A Materials"*)

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5B

### **Component B:**

1. Does the Chapter have the capacity and an adopted process for responding to public and private source requests for information and statewide data related to child abuse maltreatment? Explain the adopted process.

\*Narrative\*

2. Does the Chapter have the capacity and an adopted process for responding to public and private source requests for information and statewide data related to the existence, activities and benefits of children's advocacy centers throughout the state? Explain the adopted process.

\*Narrative\*

#### **Required Attachments:**

N/A

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5C

### **Component C:**

1. Does the Chapter conduct or participate in one or more media-related events or opportunities annually that focus attention on the issue of child abuse, the process for reporting and/or the work of children's advocacy centers throughout the state? Describe the Chapter activities.

\*Narrative\*

#### **Attachments:**

Please upload any relevant materials (i.e. letters, press releases) (please save file as "5C Materials")

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5D

**Component D:**

1. Does the Chapter coordinate one or more education events or opportunities annually that provide information for state policymakers on the issue of child abuse and/or the work of children's advocacy centers throughout the state? Describe the Chapter activities.

\*Narrative\*

**Required Attachments:**

N/A

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5E

**Component E:**

1. Does the Chapter have adopted public policy communication guidelines that outline the role and expectations of the Chapter and of the member centers/teams in regard to state-level legislative and public policy activities and communications?

Yes/No

2. Do the guidelines address the Chapter's role, consistent with NCA guidelines, related to federal legislative and public policy activities and communications?

Yes/No

Explain any no answers to #1-2

**Required Attachments:**

Public Policy Protocols (*Please save file as "5E Public Policy Protocols" in pdf format*)

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