




2017 CAC Accreditation - Scoring

 Standard 1: Multidisciplinary Team- A MULTIDISCIPLINARY TEAM FOR RESPONSE TO CHILD ABUSE ALLEGATIONS INCLUDES REPRESENTATION FROM THE FOLLOWING: • LAW ENFORCEMENT • CHILD PROTECTIVE SERVICES • PROSECUTION • MEDICAL • MENTAL HEALTH • VICTIM ADVOCACY • CHILDREN'S ADVOCACY CENTER

 Essential Component A: The CAC/MDT has a written interagency agreement signed by authorized representatives of all MDT components that clearly commits the signed parties to the CAC model for its multidisciplinary child abuse intervention response. The interagency agreements include: a. Law Enforcement b. Child Protective Services c. Prosecution d. Mental Health e. Medical f. Victim Advocacy g. Child Advocacy Center

- Yes the CAC meets the minimal requirements A.
- No the CAC does not meet the minimal requirements A.

 Instructions to Reviewers: Review current written interagency agreement for current signatures by authorized representatives of all MDT components that clearly commits the signed parties to the CAC model for its multidisciplinary child abuse intervention response.

If yes, cite the evidence minimum standard is met:

The CAC has written agreements, protocols and/or guidelines signed by all current partner agency representatives.

If no, cite the evidence minimum standard is not met: (Check all that apply)

CAC does not have signed written interagency agreements.

CAC does not have signed written interagency agreements from all MDT partner agencies.

CAC has written interagency agreements, but they have not been updated to reflect policy and/or agency leadership changes.

If no, please identify the MDT partners that are missing from the agreements: (Check all that apply)

Law Enforcement

Child Protective Services

Prosecution


Mental Health

Medical


Victim Advocacy

Child Advocacy Center

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 Essential Component B. Written protocols and/or guidelines that address the functioning of the MDT, the roles and responsibilities of each discipline, and their interaction in the CAC are developed with input from the MDT, reviewed minimally every 3 years, and updated as needed to reflect current practice.

- Yes the CAC meets the minimal requirements for essential component B.
- No the CAC does not meet the minimal requirements for essential component B.

 Instructions to Reviewers: Review written protocols and/or guidelines for evidence of review and updates at minimum every 3 years. Interview MDT members and CAC staff to assure review process involves input for MDT members.

If yes, cite the evidence minimum standard is met: (check all that apply).


CAC has written protocols and/or guidelines addressing the roles and responsibilities of each discipline; AND

CAC Protocols and/or guidelines have been updated with input from MDT members within 3 years.


If no, cite the evidence minimum standard is not met: (Check all that apply)

CAC does not have written protocols and/or guidelines addressing the roles and responsibilities of each discipline.

Protocols and/or guidelines have not been updated with input from MDT members within 3 years.

 C. All members of the MDT including appropriate CAC staff, as defined by the needs of the case are routinely involved in investigations and/or MDT interventions.

- Yes the CAC meets the minimal requirements for essential component C.
- No the CAC does not meet the minimal requirements for essential component C.


 Instructions to Reviewers: Discuss with MDT members and CAC staff how multidisciplinary decision-making occurs at all stages of the case. Review CAC case statistical data to determine percentages of cases referred to the CAC by MDT partner agencies.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates that CAC staff and MDT members are routinely involved in investigations and/or MDT interventions.


If no, please identify the MDT partners that are not routinely involved in investigations and/or MDT interventions: (Check all that apply)

- Law Enforcement
- Child Protective Services
- Prosecution
- Mental Health
- Medical
- Victim Advocacy
- Child Advocacy Center

 D. The CAC/MDT's members participate in effective information sharing that ensures the timely exchange of case information within the MDT, including CAC personnel and is consistent with legal, ethical and professional standards of practice.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

 Instructions to Reviewers: Discuss with CAC staff and MDT members how case information is shared.


If yes, cite the evidence minimum standard is met:

CAC demonstrates that case information is shared among CAC/MDT members and is consistent with legal, ethical and professional standards of practice.

If no, cite the evidence minimum standard is not met: (Check all that apply)


CAC members do not participate in timely sharing of CAC/MDT case information.

CAC/MDT information sharing and is not consistent with legal, ethical and professional standards of practice.

 E. The CAC has written documentation describing how information sharing is communicated among MDT members and how confidential information is protected.

Yes the CAC meets the minimal requirements for essential component E.

No the CAC does not meet the minimal requirements for essential component E.

 Instructions to Reviewers: Review CAC written protocol and/or guidelines for inclusion of information sharing and confidentiality protection procedures.


If yes, cite the evidence minimum standard is met:

The CAC written protocol and/or guidelines include information sharing and confidentiality policies and procedures.

If no, cite the evidence minimum standard is not met: (Check all that apply)


CAC written protocol and or guidelines do not include information sharing procedures for CAC and MDT members.

CAC written protocol and/or guidelines do not include procedures which address the protection of confidentiality.

 F. The CAC provides routine opportunities for MDT members to provide feedback and suggestions regarding procedures/operations of the CAC/MDT. The CAC has a formal process for reviewing and assessing the information provided. If the CAC participates in OMS, the MDT survey will satisfy this requirement.

Yes the CAC meets the minimal requirements for essential component F.

No the CAC does not meet the minimal requirements for essential component F.

 Instructions to Reviewers: Discuss with MDT members and CAC staff what opportunities are in place for providing feedback and suggestions. Review CAC's formal process and discuss with CAC staff how information is processed when received.

If yes, cite the evidence minimum standard is met: (Check all that apply)

The CAC demonstrates routine opportunities for MDT members to provide feedback and suggestions regarding procedures/operations of the CAC/MDT

The CAC demonstrates a formal process for reviewing and assessing feedback and suggestions received from CAC and MDT members.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC does not provide routine opportunities for MDT members to provide feedback and suggestions regarding procedures/operations of the CAC/MDT.

The CAC does not have a formal process for reviewing and assessing feedback and suggestions received from CAC and MDT members.

G. The CAC/MDT annually provides or facilitates, and demonstrates MDT member participation in, relevant training or other educational opportunity focused on issues relevant to investigation, prosecution, and service provision for children and their non-offending caregivers.

Yes the CAC meets the minimal requirements for essential component G.

No the CAC does not meet the minimal requirements for essential component G.

Instructions to Reviewers: Discuss training opportunities with CAC staff and MDT members. Review documentation of training events provided to or facilitated by the CAC for MDT members.

If yes, cite the evidence minimum standard is met: (Check all that apply)


The CAC annually provides or facilitates relevant training or other educational opportunity focused on issues relevant to investigation, prosecution, and service provision for children and their non-offending caregivers.


The CAC demonstrates MDT member participation in relevant training or other educational opportunity focused on issues relevant to investigation, prosecution, and service provision for children and their non-offending caregivers.

If no, cite the evidence minimum standard is not met: (Check all that apply)


The CAC does not provides or facilitate annual relevant training or other educational opportunity focused on issues relevant to investigation, prosecution, and service provision for children and their non-offending caregivers.

The CAC cannot demonstrate MDT member participation in relevant training or other educational opportunity focused on issues relevant to investigation, prosecution, and service provision for children and their non-offending caregivers.

 STANDARD: THE CHILDREN'S ADVOCACY CENTER PROVIDES CULTURALLY COMPETENT SERVICES FOR ALL CAC CLIENTS THROUGH OUT THE LIFE OF CASE

 ESSENTIAL COMPONENTS A. The CAC conducts a community assessment at a minimum of every 3 years, which includes: a. Community demographics, b. CAC client demographics, c. Analysis of disparities between these populations, d. Methods the CAC utilizes to identify and address gaps in services, e. Strategies for outreach to un- or underserved communities, f. A method to monitor the effectiveness of outreach and intervention strategies.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.


 Instructions to Reviewers: Review current written interagency agreement for current signatures by authorized representatives of all MDT components that clearly commits the signed parties to the CAC model for its multidisciplinary child abuse intervention response.

If yes, cite the evidence minimum standard is met: (Check all that apply)


- The CAC has conducted a community Assessment within 3 years.
- The assessment includes community demographics.
- The assessment includes client demographics.
- The assessment analyzes disparities between community and CAC client populations.
- The assessment includes methods used by the CAC to identify and address gaps in services
- The assessment includes strategies for outreach to un- and/or underserved communities.
- The CAC demonstrates a method to monitor effectiveness of their outreach and intervention strategies.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC has not conducted a community Assessment within 3 years.
- The assessment does not include community demographics.
- The assessment does not include client demographics.
- The assessment does not analyze disparities between community and CAC client populations.
- The assessment does not include methods used by the CAC to identify and address gaps in services.
- The assessment does not include strategies for outreach to un- and/or underserved communities.
- The CAC does not demonstrate a method to monitor effectiveness of their outreach and intervention strategies.

 Essential Component B: The CAC must ensure that provisions are made for non-English speaking and deaf or hard of hearing children and their family members throughout the investigation, intervention, and case management process.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.

 Reviewers: Review CAC protocols for inclusion of procedures for providing non-English speaking or deaf/hard of hearing interpretation for children and family members needing these resources. Discuss with team members the availability of resources and the success in obtaining them when needed.

If yes, cite the evidence minimum standard is met: (check all that apply).

- The CAC has established provisions for non-English speaking children and family members receiving services throughout the investigation, intervention and case management process.
- The CAC has provisions for deaf or hard of hearing children and family members receiving services throughout the investigation, intervention and case management process

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC does not have established provisions for non-English speaking children and family members receiving services throughout the investigation, intervention and case management process.
- The CAC does not have provisions for deaf or hard of hearing children and family members receiving services throughout the investigation, intervention and case management process.

C. CAC services are accessible and tailored to meet the individualized and unique needs of children and families regarding culture, development and special needs throughout the investigation, intervention, and case management process.

Yes the CAC meets the minimal requirements for essential component C.

No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Review CAC protocols and discuss with staff and MDT members to determine how and when individualized needs are identified/addressed by the team. Observe discussion of these needs during case review meeting.

If yes, cite the evidence minimum standard is met:

CAC services are accessible and tailored to meet the individualized and unique needs of children and families regarding culture, development and special needs throughout the investigation, intervention, and case management process.

If no, cite the evidence minimum standard is not met: (Check all that apply)

CAC services are not accessible and tailored to meet the individualized and unique needs of children and families throughout the investigation, intervention, and case management process.

CAC services do not address cultural aspects involved in their cases.

CAC services do not address development and special needs involved in their cases.

D. The CAC demonstrates ongoing efforts to recruit, hire, and retain staff, volunteers, and board members that reflect the demographics of the community.

No the CAC does not meet the minimal requirements for essential component D.

Yes the CAC does meet the minimal requirements for essential component D.

Instructions to Reviewers: Review personnel recruitment and hiring documentation for evidence of these activities. Discuss with staff and board members.

If yes, cite the evidence minimum standard is met: (Check all that apply)

The CAC demonstrates ongoing efforts to recruit, hire, and retain staff that reflect the demographics of the community.

The CAC demonstrates ongoing efforts to recruit, hire, and retain volunteers that reflect the demographics of the community.


The CAC demonstrates ongoing efforts to recruit, hire, and retain Board members that reflect the demographics of the community.


If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate ongoing efforts to recruit, hire, and retain staff that reflect the demographics of the community.


The CAC cannot demonstrate ongoing efforts to recruit, hire, and retain volunteers that reflect the demographics of the community.

The CAC cannot demonstrate ongoing efforts to recruit, hire, and retain Board members that reflect the demographics of the community.

 Standard 3: Forensic Interview- FORENSIC INTERVIEWS ARE CONDUCTED IN A MANNER THAT IS LEGALLY SOUND, OF A NEUTRAL, FACT FINDING NATURE, AND ARE COORDINATED TO AVOID DUPLICATIVE INTERVIEWING.

 A. Forensic interviews are provided by MDT/CAC staff that has specialized training in conducting forensic interviews. CAC must demonstrate that all forensic interviewer(s) have successfully completed training that includes a minimum of 32 hours instruction and practice, and at a minimum includes the following elements: a. Evidence supported interview protocol, b. Pre- and post- testing reflecting understanding of the principles of legally sound interviewing, c. Content includes at a minimum: Child development, question design, implementation of the protocol, dynamics of abuse, disclosure process, cultural competency, suggestibility, d. Practice component with a standardized review process, e. Required reading of current articles specific to the practice of forensic interviewing. This curriculum must be included on NCA's approved list of nationally or state recognized forensic interview trainings or submitted with the accreditation application.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.

 Instructions to Reviewers: Review training certificates for each forensic interviewer. If training course is not one included on the approved NCA list, review documentation submitted by the CAC which demonstrates minimum of 32 hours instruction and practice, and at a minimum includes the above listed 5 elements:

If yes, cite the evidence minimum standard is met: (Check all that apply)


- Forensic Interviewers have documentation of completion from an NCA approved nationally or state recognized training; or
 Forensic Interviewers have documentation of completion of training course including minimum of 32 hours instruction and practice, and at a minimum includes the 5 required elements.

If no, cite the evidence minimum standard is not met:

- Forensic Interviewers do not have documentation of the required forensic Interview training.

 Essential Component B. Individuals with forensic interviewing responsibilities must demonstrate participation in ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 hours of CEU/CME credits every 2 years.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.


 Instructions to Reviewers: Review training certificates for each forensic interviewer for completion of participation in ongoing education in the field of child maltreatment and/or forensic interviewing consisting of a minimum of 8 hours of CEU/CME credits every 2 years.

If yes, cite the evidence minimum standard is met:

- Forensic Interviewers have completed the minimum ongoing education requirement.

If no, cite the evidence minimum standard is not met:

- Forensic Interviewers have not completed the minimum ongoing education requirement.

 C. The CAC/MDT's protocols reflect the following items: a. Case acceptance criteria b. Criteria for choosing an appropriately trained interviewer (for a specific case), c. Personnel expected to attend/observe the interview, d. Preparation/information sharing communication between the MDT and the forensic interviewer , e. Use of interview aids, f. Use of interpreters, g. Recording and/or documentation of the interview, h. Interview methodology (i.e., state or nationally recognized forensic interview training model(s)), i. Introduction of evidence in the forensic interviewing process, j. Sharing of information among MDT members, k. A mechanism for collaborative case coordination, l. The determining criteria and process by which a child has a multi-session or subsequent interview.

- Yes the CAC meets the minimal requirements for essential component C.
 No the CAC does not meet the minimal requirements for essential component C.

 Instructions to Reviewers: Review the CAC/MDT's written protocols for documentation of each of the 12 (a-l) required elements.

If yes, cite the evidence minimum standard is met: The CAC/MDT protocols include each of the required 12 elements. (Check all that apply)

- Case acceptance criteria
- Criteria for choosing an appropriately trained interviewer (for a specific case),
- Personnel expected to attend/observe the interview,
- Preparation/information sharing communication between the MDT and the forensic interviewer ,
- Use of interview aids,
- Use of interpreters,
- Recording and/or documentation of the interview,
- Interview methodology (i.e., state or nationally recognized forensic interview training model(s)),
- Introduction of evidence in the forensic interviewing process,
- Sharing of information among MDT members,
- A mechanism for collaborative case coordination,
- The determining criteria and process by which a child has a multi-session or subsequent interview.

If no, cite the evidence minimum standard is not met: The CAC/MDT protocols do not include each of the required 12 elements. (Check all that apply)

- Case acceptance criteria
- Criteria for choosing an appropriately trained interviewer (for a specific case),
- Personnel expected to attend/observe the interview,
- Preparation/information sharing communication between the MDT and the forensic interviewer ,
- Use of interview aids,
- Use of interpreters,
- Recording and/or documentation of the interview,
- Interview methodology (i.e., state or nationally recognized forensic interview training model(s)),
- Introduction of evidence in the forensic interviewing process,
- Sharing of information among MDT members,
- A mechanism for collaborative case coordination,
- The determining criteria and process by which a child has a multi-session or subsequent interview.

D. MDT members with investigative responsibilities on a case observe the forensic interview(s) to ensure necessary preparation/information sharing with the forensic interviewer and MDT and interviewer coordination throughout the interview and post interview process.

- Yes the CAC meets the minimal requirements for essential component D.
- No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Review CAC/MDT protocols and/or written guidelines for inclusion of documentation of MDT member requirements for attendance and observation of forensic interviews conducted at the CAC. Review CAC documentation of attendance and interview MDT members to determine their participation and compliance with these policies.

If yes, cite the evidence minimum standard is met:

- MDT members with investigative responsibilities on a case attend and observe the forensic interview(s) conducted at the CAC.

If no, cite the evidence minimum standard is not met:

- MDT members with investigative responsibilities on a case do not attend and observe the forensic interview(s) conducted at the CAC.

E. For cases meeting the CAC case acceptance criteria as outlined in the MDT protocol, forensic interviews are conducted at the CAC, at a minimum of 75% of the time.

- Yes the CAC meets the minimal requirements for essential component E.
- No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: Review CAC/MDT documentation cases meeting CAC case acceptance criteria and documentation of forensic interviews conducted at the CAC. Determine the percentage of cases with forensic interviews being conducted at the CAC. Interview MDT members for information about cases that are not referred to the CAC.

If yes, cite the evidence minimum standard is met:

Cases meeting the CAC case acceptance criteria as outlined in the MDT protocol, have forensic interviews conducted at the CAC, at a minimum of 75% of the time.

If no, cite the evidence minimum standard is not met:

Cases meeting the CAC case acceptance criteria as outlined in the MDT protocol, do not have forensic interviews conducted at the CAC, at a minimum of 75% of the time.

F. Individuals who conduct forensic interviews at the CAC must participate in a structured peer review process for forensic interviewers a minimum of 2 times per year, as a matter of quality assurance. Peer review includes participants and facilitators who are trained to conduct child forensic interviews and serves to reinforce the methodology(ies) utilized and provide support and problem-solving regarding shared challenges. Structured peer review includes: a. Ongoing opportunities to network with, and share learning and challenges with peers, b. Review and performance feedback of actual interviews in a professional and confidential setting, c. Discussion of current relevant research articles and materials, d. Training opportunities specific to forensic interviewing of children and the CAC-specific methodologies.

Yes the CAC meets the minimal requirements for essential component F.

No the CAC does not meet the minimal requirements for essential component F.

Instructions to Reviewers: Review CAC documentation of Forensic Interviewer's attendance and participation in structured peer review. Interview forensic interviewers to discuss the format and content of their peer review to determine inclusion of the required elements.

If yes, cite the evidence minimum standard is met: Forensic interviewers at the CAC participate in a structured peer review process for forensic interviewers a minimum of 2 times per year. The peer review process includes (Check all that apply)

Ongoing opportunities to network with, and share learning and challenges with peers

Review and performance feedback of actual interviews in a professional and confidential setting,

Discussion of current relevant research articles and materials,

Training opportunities specific to forensic interviewing of children and the CAC-specific methodologies.

Ongoing peer review happens at a minimum of 2 times per year

If no, cite the evidence minimum standard is not met: Forensic interviewers at the CAC participate in a structured peer review process for forensic interviewers does not occur a minimum of 2 times per year. The peer review process does not include (Check all that apply)

Ongoing opportunities to network with, and share learning and challenges with peers

Review and performance feedback of actual interviews in a professional and confidential setting,

Discussion of current relevant research articles and materials,

Training opportunities specific to forensic interviewing of children and the CAC-specific methodologies.

Ongoing peer review happens at a minimum of 2 times per year

G. The CAC/MDT coordinates information gathering including history taking, assessments and forensic interview(s) to avoid duplication.

Yes the CAC meets the minimal requirements for essential component G.

No the CAC does not meet the minimal requirements for essential component G.

Instructions to Reviewers: Review CAC/MDT protocols and/or guidelines for inclusion of MDT procedures for coordination of information during the assessment and forensic interview process. Interview MDT members to determine how they coordinate their investigations to avoid duplication.

If yes, cite the evidence minimum standard is met:

The CAC/MDT coordinates information gathering including history taking, assessments and forensic interview(s) to avoid duplication.

If no, cite the evidence minimum standard is not met:

The CAC/MDT does not coordinate information gathering including history taking, assessments and forensic interview(s) to avoid duplication.

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STANDARD 4: VICTIM SUPPORT AND ADVOCACY SERVICES ARE PROVIDED TO ALL CAC CLIENTS AND THEIR CAREGIVERS AS PART OF THE MULTIDISCIPLINARY TEAM RESPONSE.

A. Comprehensive, coordinated victim support and advocacy services are provided by designated individual(s) who have specialized training in Victim Advocacy. The CAC must demonstrate that all Victim Advocates providing services to CAC clients have successfully completed training that includes a minimum of 24 hours instruction including, but not limited to: a. Dynamics of abuse, b. Trauma-informed services, c. Crisis assessment and intervention, d. Risk assessment and safety planning, e. Professional ethics and boundaries, f. Understanding the coordinated multidisciplinary response, g. Assistance in accessing/obtaining victims rights as outlined by law, h. Court education, support and accompaniment. i. Assistance with access to treatment and other services, including protective orders, housing, public assistance, domestic violence intervention, transportation, financial assistance, interpreters, among others as determined for individual clients.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.

Instructions to Reviewers: Review CAC documentation of training records for all individuals designated to provide victim support and advocacy services to CAC clients. Make sure that each one demonstrates compliance with the minimum 24 hours and includes instruction specific to each of the above 9 subjects.

If yes, cite the evidence minimum standard is met:

Victim Advocates have documentation of completion of training course including minimum of 24 hours instruction, and at a minimum includes the 9 required elements.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- Victim Advocates do not have documentation of the required minimum 24 hours specialized training.
 Victim Advocates cannot demonstrate that their training meets all 9 of the required elements.

B. Individuals who provide victim advocacy services for children and families at the CAC must demonstrate participation in ongoing education in the field of victim advocacy and child maltreatment consisting of a minimum of 8 contact hours every 2 years.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.

Instructions for Reviewers: Review training certificates for each victim advocate for completion of participation in ongoing education in the field of victim advocacy and child maltreatment consisting of a minimum of 8 hours of CEU/CME credits every 2 years.

If yes, cite the evidence minimum standard is met:

Victim Advocates have completed the minimum ongoing education requirement.

If no, cite the evidence minimum standard is not met:

Victim Advocates have not completed the minimum ongoing education requirement.

C. Victim Advocates serving CAC clients must provide the following constellation of services: a. Crisis assessment and intervention, risk assessment and safety planning and support for children and family members at all stages of involvement with CAC, b. Assessment of individual needs, cultural considerations for child/family and ensure those needs are addressed, c. Presence at CAC during the forensic interview in order to participate in information sharing, inform and support family about the coordinated, multidisciplinary response, and assess needs of child and non-offending caregiver, d. Provision of education and access to victim's rights and crime victim's compensation, e. Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.), f. Provision of referrals for trauma focused, evidence -supported mental health and specialized medical treatment, if not provided at the CAC. g. Access to transportation to interviews, court, treatment and other case-related meetings, h. Engagement in the child's/family's response regarding participation in the investigation/prosecution, i. Participation in case review to: communicate and discuss the unique needs of the child and family and associated support services planning; ensure the seamless coordination of services; and, ensure the child and family's concerns are heard and addressed, j.

Provision of updates to the family on case status, continuances, dispositions, sentencing, inmate status notification (including offender release from custody), k. Provision of court education courthouse/courtroom tours, support, and court accompaniment. l. Coordinated case management meetings with any and all individuals providing victim advocacy services.

- Yes the CAC meets the minimal requirements for essential component C.
 No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Conduct interviews with victim advocates to discuss their compliance and involvement with the required service elements and how these services are provided to CAC clients.

If yes, cite the evidence minimum standard is met: The CAC/MDT demonstrates the provision of each of the required 12 service elements for CAC clients. (Check all that apply)


- Crisis assessment and intervention, risk assessment and safety planning and support for children and family members at all stages of involvement with CAC,
- Assessment of individual needs, cultural considerations for child/family and ensure those needs are addressed,
- Presence at CAC during the forensic interview in order to participate in information sharing, inform and support family about the coordinated, multidisciplinary response, and assess needs of child and non-offending caregiver,
- Provision of education and access to victim's rights and crime victim's compensation,
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.),
- Provision of referrals for trauma focused, evidence -supported mental health and specialized medical treatment, if not provided at the CAC.
- Access to transportation to interviews, court, treatment and other case-related meetings,
- Engagement in the child's/family's response regarding participation in the investigation/prosecution,
- Participation in case review to: communicate and discuss the unique needs of the child and family and associated support services planning; ensure the seamless coordination of services; and, ensure the child and family's concerns are heard and addressed,
- Provision of updates to the family on case status, continuances, dispositions, sentencing, inmate status notification (including offender release from custody),
- Provision of court education courthouse/courtroom tours, support, and court accompaniment.
- Coordinated case management meetings with any and all individuals providing victim advocacy services.

If no, cite the evidence minimum standard is not met: The CAC/MDT does not demonstrate the provision of each of the required 12 service elements for CAC clients. (Check all that apply)

- Crisis assessment and intervention, risk assessment and safety planning and support for children and family members at all stages of involvement with CAC,
- Assessment of individual needs, cultural considerations for child/family and ensure those needs are addressed,
- Presence at CAC during the forensic interview in order to participate in information sharing, inform and support family about the coordinated, multidisciplinary response, and assess needs of child and non-offending caregiver,
- Provision of education and access to victim's rights and crime victim's compensation,
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.),
- Provision of referrals for trauma focused, evidence -supported mental health and specialized medical treatment, if not provided at the CAC.
- Access to transportation to interviews, court, treatment and other case-related meetings,
- Engagement in the child's/family's response regarding participation in the investigation/prosecution,
- Participation in case review to: communicate and discuss the unique needs of the child and family and associated support services planning; ensure the seamless coordination of services; and, ensure the child and family's concerns are heard and addressed,
- Provision of updates to the family on case status, continuances, dispositions, sentencing, inmate status notification (including offender release from custody),
- Provision of court education courthouse/courtroom tours, support, and court accompaniment.
- Coordinated case management meetings with any and all individuals providing victim advocacy services.

D. Active outreach and follow-up support services for caregivers are consistently available.

- Yes the CAC meets the minimal requirements for essential component D.
 No the CAC does not meet the minimal requirements for essential component D.


 Instructions to Reviewers: Review the CAC protocols for specific procedures for providing outreach services for caregivers. Determine how these services are documented and tracked at the CAC. Review documentation of available literature and educational materials provided to caregivers. Interview advocates to determine how these services are delivered and/or how referrals are made and documented. Focus discussion on ongoing contact with caregivers throughout the case.

If yes, cite the evidence minimum standard is met: (Check all that apply)


- CAC provides active outreach for caregivers
- CAC provides follow-up services directly for caregivers,
- CAC provides referrals for follow-up and support services for caregivers.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- CAC does not provide outreach services to caregivers, or
- CAC does not provide follow-up services to caregivers, or
- CAC does not provide referrals for follow-up services to caregivers.

 E. The CAC/MDT's written protocols/guidelines include availability of victim support and advocacy services for all CAC clients throughout the life of the case and participation of victim advocate(s) in MDT case review.

- Yes the CAC meets the minimal requirements for essential component E.
- No the CAC does not meet the minimal requirements for essential component E.


 Instructions to Reviewers: Review CAC written protocols and /or guidelines for documentation of victim support and advocacy throughout the life of the case, and attendance at MDT case review meetings. Review documentation of tracking process for compliance with the requirement. Interview advocates to determine their ongoing involvement with CAC clients throughout the entire case. Observe victim advocacy attendance and involvement in the MDT case review.


If yes, cite the evidence minimum standard is met: (Check all that apply)

- CAC written protocols and/or guidelines include availability of advocacy services for CAC clients throughout the life of the case.
- CAC written protocols and/or guidelines include the required participation of victim advocates in MDT case review.


If no, cite the evidence minimum standard is not met: (Check all that apply)

- CAC written protocols and/or guidelines do not include the availability of advocacy services for CAC clients throughout the life of the case.
- CAC written protocols and/or guidelines do not include the requirement for victim advocacy participation in MDT case reviews.

 STANDARD: SPECIALIZED MEDICAL EVALUATION AND TREATMENT SERVICES ARE AVAILABLE TO ALL CAC CLIENTS AND COORDINATED AS PART OF THE MULTIDISCIPLINARY TEAM RESPONSE.

 A. Medical evaluations are conducted by health care providers with specific training in child sexual abuse that meets one of the following training standards. Training and Eligibility Standards for a Medical Provider: Physicians, advance practice nurses, physician assistants and sexual assault nurse examiners (SANE's) without advance practice training may all engage in medical evaluation of child abuse as a medical provider. Due to differences in foundational training in pediatric assessment by provider type (see Appendix 2), the following Training Standards must be met by the medical provider of a CAC (regardless of whether the exams are occurring on or off-site): The CAC must demonstrate that its medical provider meets at least ONE of the following Training Standards: • Child Abuse Pediatrics Sub-board eligibility or certification • Physicians without board certification or board eligibility in the field of Child Abuse Pediatrics, Advanced Practice Nurses, and Physician Assistants should have a minimum of 16 hours of formal didactic training in the medical evaluation of child sexual abuse (see Appendix 2). • SANE's without advanced practitioner training should have a minimum of 40 hours of coursework specific to the medical evaluation of child sexual abuse followed by a competency based clinical preceptorship. This means a preceptorship with an experienced provider in a clinical setting where the SANE can demonstrate competency in performing exams. (see Appendix 2 or IAFN guidelines).

- Yes the CAC meets the minimal requirements for essential component A.
- No the CAC does not meet the minimal requirements for essential component A.


 Instructions to Reviewers: Review training documentation to assure that all medical providers demonstrate that they have met at least one of the 3 stated training requirements.

If yes, cite the evidence minimum standard is met: The CAC demonstrates that all of their medical providers meet at least ONE of the following Training Standards:


- Child Abuse Pediatrics Sub-board eligibility or certification
- Physicians without board certification or board eligibility in the field of Child Abuse Pediatrics, Advanced Practice Nurses, and Physician Assistants should have a minimum of 16 hours of formal didactic training in the medical evaluation of child sexual abuse (see Appendix 2).
- SANE's without advanced practitioner training should have a minimum of 40 hours of coursework specific to the medical evaluation of child sexual abuse followed by a competency based clinical preceptorship. This means a preceptorship with an experienced provider in a clinical setting where the SANE can demonstrate competency in performing exams. (see Appendix 2 or IAFN guidelines).

If no, cite the evidence minimum standard is not met: The CAC cannot demonstrate that all of their medical providers meet at least ONE of the following Training Standards: (Check all that apply)

- Child Abuse Pediatrics Sub-board eligibility or certification
- Physicians without board certification or board eligibility in the field of Child Abuse Pediatrics, Advanced Practice Nurses, and Physician Assistants should have a minimum of 16 hours of formal didactic training in the medical evaluation of child sexual abuse (see Appendix 2).
- SANE's without advanced practitioner training should have a minimum of 40 hours of coursework specific to the medical evaluation of child sexual abuse followed by a competency based clinical preceptorship. This means a preceptorship with an experienced provider in a clinical setting where the SANE can demonstrate competency in performing exams. (see Appendix 2 or IAFN guidelines).

 B. Medical professionals providing services to CAC Clients must demonstrate continuing education in the field of child abuse consisting of a minimum of 8 hours every 2 years of CEU/CME credits. (Teaching in the area of child abuse that is approved to provide CEU or CME activity also qualifies for ongoing education credit.)

- Yes the CAC meets the minimal requirements for essential component B.
- No the CAC does not meet the minimal requirements for essential component B.

 Instructions to Reviewers: Review training documentation for all medical professionals providing medical services to CAC clients. Assure that each provider has completed at least 8 hours in the past 2 years.

If yes, cite the evidence minimum standard is met:

The CAC has demonstrated that all medical professionals providing medical services to CAC clients have completed continuing education in the field of child abuse consisting of a minimum of 8 hours every 2 years of CEU/CME credits.

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrated that all medical professionals providing medical services to CAC clients have completed continuing education in the field of child abuse consisting of a minimum of 8 hours every 2 years of CEU/CME credits.

C. Medical professionals providing services to CAC clients must demonstrate, at a minimum, that 50% of all findings deemed abnormal or “diagnostic” of trauma from sexual abuse have undergone expert review by an “advanced medical consultant”. The following providers qualify as an “advanced medical consultant” that could offer expert review of examination findings: *Child Abuse Pediatrician (preferred) Review with a Child Abuse Pediatrician could occur via direct linkage agreement with a specific provider or through MyCaseReview sponsored by the Midwest Regional CAC, or other identified State-based medical expert review systems that has access to an “advanced medical consultant.” *Physician or Advanced Practice Nurse with the following qualifications: 1. Has met the minimum training standards outlined for a CAC medical provider (outlined above). 2. Has performed at least 100 child sexual abuse examinations. 3. Current in CQI requirements (continuing education and participation in expert peer review on their own cases).

Yes the CAC meets the minimal requirements for essential component C.

No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Review CAC records documenting that 50% of all findings deemed abnormal or “diagnostic” of trauma from sexual abuse have undergone expert review by an “advanced medical consultant”. Request log or form of document used to track expert reviews completed. Inquire about qualifications and methods used by reviewing experts and view examples.

If yes, cite the evidence minimum standard is met:

CAC demonstrates, at a minimum, that 50% of all medical exams with findings deemed abnormal or “diagnostic” of trauma from sexual abuse have undergone expert review by an advanced medical consultant.

If no, cite the evidence minimum standard is not met: (Check all that apply)

CAC cannot demonstrate, at a minimum, that 50% of all medical exams with findings deemed abnormal or “diagnostic” of trauma from sexual abuse have undergone expert review by an advanced medical consultant.

CAC cannot demonstrate that reviewer is an advanced medical consultant.

D. Specialized medical evaluations for the child client are available on-site or through written linkage agreements with other appropriate agencies or providers.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Review CAC written protocols/guidelines to determine the process for referrals and provision of medical evaluations for child clients. Interview CAC staff and medical providers to determine how the established protocols are put into practice, and that they are consistent with written protocol/guidelines. Review linkage agreements when medical services are provided by other agencies or providers outside the CAC.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates specialized medical evaluations for the child client are available on-site or through written linkage agreements with other appropriate agencies or providers.

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrate specialized medical evaluations for the child client are available on-site or through written linkage agreements with other appropriate agencies or providers.

E. Specialized medical evaluations are available and accessible to all CAC clients, regardless of ability to pay.

Yes the CAC meets the minimal requirements for essential component E.

No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: Review written protocols/guidelines to determine the CAC has specific policies for child clients regarding the ability to pay for services. Discuss with CAC how medical services are funded.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates that medical services are available and accessible to all CAC child clients regardless of ability to pay.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate that medical services are available and accessible to all CAC child clients regardless of ability to pay.

F. The CAC/MDT's written protocols/guidelines include access to appropriate medical evaluation and treatment for all CAC clients.

Yes the CAC meets the minimal requirements for essential component F.

No the CAC does not meet the minimal requirements for essential component F.

Instructions to Reviewers: Review CAC written protocols/guidelines to determine the process for referrals and provision of medical evaluation and treatment for child clients. Interview CAC staff and medical providers to determine how the established protocols are put into practice, and that they are consistent with written protocol/guidelines.

If yes, cite the evidence minimum standard is met:

CAC/MDT's written protocols/guidelines include access to appropriate medical evaluation and treatment for all CAC clients.

If no, cite the evidence minimum standard is not met:

CAC/MDT's written protocols/guidelines do not include access to appropriate medical evaluation and treatment for all CAC clients.

G. The CAC/MDT's written protocols/guidelines include the circumstances under which a medical evaluation for child sexual abuse is recommended.

Yes the CAC meets the minimal requirements for essential component G.

No the CAC does not meet the minimal requirements for essential component G.

Instructions to Reviewers: Review the CAC/MDT's written protocols/guidelines to determine if they include the circumstances under which a medical evaluation is recommended. Interview CAC staff and MDT members to determine how the established protocols are put into practice, and that they are consistent with written protocol/guideline

If yes, cite the evidence minimum standard is met:

The CAC/MDT's written protocols/guidelines include the circumstances under which a medical evaluation for child sexual abuse is recommended.

If no, cite the evidence minimum standard is not met:

The CAC/MDT's written protocols/guidelines do not include the circumstances under which a medical evaluation for child sexual abuse is recommended.

H. The CAC maintains documentation of medical findings by written record and photo-documentation.

Yes the CAC meets the minimal requirements for essential component H.

No the CAC does not meet the minimal requirements for essential component H.

Instructions to Reviewers: Review CAC's written documentation of medical findings, records and photo-documentation for cases involving child clients of the CAC. Interview CAC staff responsible for maintenance of these records.

If yes, cite the evidence minimum standard is met:

The CAC maintains documentation of medical findings by written record and photo-documentation.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC does not maintain documentation of medical findings by written record and photo-documentation.
- The CAC maintains written records but findings are not photo-documented.

I. Findings of the medical evaluation are shared with the MDT in a routine, timely and meaningful manner.

- Yes the CAC meets the minimal requirements for essential component I.
- No the CAC does not meet the minimal requirements for essential component I.

Instructions to Reviewers: Interview CAC staff and MDT members to determine how, when and by whom the findings of the medical evaluation are shared.


If yes, cite the evidence minimum standard is met:


Findings of the medical evaluation are shared with the MDT in a routine, timely and meaningful manner.

If no, cite the evidence minimum standard is not met:


Findings of the medical evaluation are not shared with the MDT in a routine, timely and meaningful manner

Template

 STANDARD: EVIDENCE BASED TRAUMA-FOCUSED MENTAL HEALTH SERVICES, DESIGNED TO MEET THE UNIQUE NEEDS OF THE CHILDREN AND CAREGIVERS, ARE CONSISTENTLY AVAILABLE AS PART OF THE MULTIDISCIPLINARY TEAM RESPONSE.

 A. Mental health services are provided by professionals with training in, and who deliver, trauma-focused, evidence-supported, mental health treatment. All mental health providers for CAC clients, whether providing services on-site or by referral and linkage agreement with outside individuals and agencies, must meet the following training requirements: 1. The CAC must demonstrate that its mental health provider(s) has completed 40 contact hour CEUs in accordance with the provider's license requirements, CEUs from specific evidence-based treatment for trauma training, and clinical supervision hours by a licensed clinical supervisor. 2. In addition, the CAC must further demonstrate that its mental health provider(s) meets at least ONE of the following academic training standards: a. Master's Degree/Licensed/certified or supervised by a licensed mental health professional. b. Master's degree/license-eligible in a related mental health field. c. Student intern in an accredited graduate program, when supervised by a licensed/certified mental health professional. (Both the student intern and supervising licensed mental health professional must meet the previously indicated 40 hour training requirements.)

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.

 Instructions to Reviewers: Review training documentation to assure that all mental health providers demonstrate that they have met the minimum 40 hr training requirement specific in evidence-based treatment for trauma. Also review educational documentation demonstrating each provider has met the required academic training standard.


If yes, cite the evidence minimum standard is met: (Check all that apply)

CAC demonstrated that its mental health provider(s) meets at least ONE of the following academic training standards:


- The CAC has demonstrated that its mental health provider(s) has completed 40 contact hour CEUs in accordance with the provider's license requirements, CEUs from specific evidence-based treatment for trauma training, and clinical supervision hours by a licensed clinical supervisor.
- Master's Degree/Licensed/certified or supervised by a licensed mental health professional.
- Master's degree/license-eligible in a related mental health field.
- Student intern in an accredited graduate program, when supervised by a licensed/certified mental health professional. (Both the student intern and supervising licensed mental health professional must meet the previously indicated 40 hour training requirements.)

If no, cite the evidence minimum standard is not met: (Check all that apply)

- CAC cannot demonstrate that its mental health provider(s) meets at least ONE of the following academic training standards:
- The CAC cannot demonstrate that its mental health provider(s) has completed 40 contact hour CEUs in accordance with the provider's license requirements, CEUs from specific evidence-based treatment for trauma training, and clinical supervision hours by a licensed clinical supervisor.
- Master's Degree/Licensed/certified or supervised by a licensed mental health professional.
- Master's degree/license-eligible in a related mental health field.
- Student intern in an accredited graduate program, when supervised by a licensed/certified mental health professional. (Both the student intern and supervising licensed mental health professional must meet the previously indicated 40 hour training requirements.)

 B. Clinicians providing mental health treatment to CAC clients must Demonstrate the completion of continuing education in the field of child abuse consisting of a minimum of 8 contact hours every 2 years.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.

 Instructions to Reviewers: Review training documentation for all clinicians providing mental health treatment to CAC clients. Assure that each provider has completed at least 8 hours in the past 2 years.

If yes, cite the evidence minimum standard is met:

The CAC has demonstrated that all clinicians providing mental health treatment to CAC clients have completed continuing education in the field of child abuse consisting of at least 8 contact hours every 2 years.

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrate that all clinicians providing mental health treatment to CAC clients have completed continuing education in the field of child abuse consisting of at least 8 contact hours every 2 years.

C. Evidence-supported trauma-focused mental health services for the child client are consistently available and include: a. Trauma-specific assessment including traumatic events and abuse-related trauma symptoms, b. Use of standardized assessment measures initially to inform treatment, and periodically to assess progress and outcome, c. Individualized treatment plan based on assessments that are periodically re-assessed, d. Individualized evidence supported treatment appropriate for the child clients and other family members, e. Child and caregiver engagement in treatment, f. Referral to other community services as needed.

Yes the CAC meets the minimal requirements for essential component C.

No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Review CAC written protocols/guidelines to determine what evidence-based treatments are provided, and what components are included and how they ensure fidelity. Discuss the use of standardized measures and how the results are used to monitor progress in treatment.

If yes, cite the evidence minimum standard is met: The CAC demonstrates that Evidence-supported trauma-focused mental health services for the child client include: (check all that apply)

The CAC demonstrates that evidence-supported trauma-focused mental health services for the child client are consistently available.

Trauma-specific assessment including traumatic events and abuse-related trauma symptoms,

Use of standardized assessment measures initially to inform treatment, and periodically to assess progress and outcome,

Individualized treatment plan based on assessments that are periodically re-assessed,

Individualized evidence supported treatment appropriate for the child clients and other family members

Child and caregiver engagement in treatment,

Referral to other community services as needed.

If no, cite the evidence minimum standard is not met: The CAC cannot demonstrate that evidence-supported trauma-focused mental health services for the child client include: (check all that apply)

The CAC cannot demonstrate that evidence-supported trauma-focused mental health services for the child client are consistently available.

Trauma-specific assessment including traumatic events and abuse-related trauma symptoms,

Use of standardized assessment measures initially to inform treatment, and periodically to assess progress and outcome,

Individualized treatment plan based on assessments that are periodically re-assessed,

Individualized evidence supported treatment appropriate for the child clients and other family members

Child and caregiver engagement in treatment,

Referral to other community services as needed.

D. Mental health services are available and accessible to all CAC child clients regardless of ability to pay.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Review written protocols/guidelines to determine the CAC has specific policies for child clients regarding the ability to pay for services. Discuss with CAC how mental health services are funded.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates that mental health services are available and accessible to all CAC child clients regardless of ability to pay.

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrate that mental health services are available and accessible to all CAC child clients regardless of ability to pay.

E. The CAC/MDT's Interagency Agreement/MOU or written protocols/guidelines include access to appropriate trauma-informed mental health assessment and treatment for all CAC clients.

- Yes the CAC meets the minimal requirements for essential component E.
 No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: Review the CAC/MDT's Interagency Agreement/MOU or written protocols/guidelines to determine the inclusion of access to appropriate trauma-informed treatment for CAC clients.

If yes, cite the evidence minimum standard is met:

The CAC/MDT's Inter agency Agreement/MOU or written protocols/guidelines include access to appropriate trauma-informed mental health assessment and treatment for all CAC clients.

If no, cite the evidence minimum standard is not met:

The CAC/MDT's Interagency Agreement/MOU or written protocols/guidelines do not include access to appropriate trauma-informed mental health assessment and treatment for all CAC clients.

F. The CAC/MDT's written protocols/guidelines define the role and responsibility of the mental health professional on the MDT, to include: a. Attendance and participation in MDT case review, b. Sharing relevant information with the MDT while protecting the clients' right to confidentiality, c. Serving as a clinical consultant to the MDT on issues relevant to child trauma and evidence based treatment, d. Supporting the MDT in the monitoring of treatment progress and outcomes.

- Yes the CAC meets the minimal requirements for essential component F.
 No the CAC does not meet the minimal requirements for essential component F.

Instructions to Reviewers: Review the CACs written protocols/guidelines. Assure that they include, at minimum, the four required defined of roles and responsibilities.

If yes, cite the evidence minimum standard is met: The CAC/MDT's written protocols/guidelines define the role and responsibility of the mental health professional on the MDT, and include (check all that apply)

- Attendance and participation in MDT case review,
 Sharing relevant information with the MDT while protecting the clients' right to confidentiality,
 Serving as a clinical consultant to the MDT on issues relevant to child trauma and evidence based treatment,
 Supporting the MDT in the monitoring of treatment progress and outcomes.

If no, cite the evidence minimum standard is not met: The CAC/MDT's written protocols/guidelines do not define the role and responsibility of the mental health professional on the MDT, and do not include (check all that apply)

- Attendance and participation in MDT case review,
 Sharing relevant information with the MDT while protecting the clients' right to confidentiality,
 Serving as a clinical consultant to the MDT on issues relevant to child trauma and evidence based treatment,
 Supporting the MDT in the monitoring of treatment progress and outcomes.

G. The CAC/MDT's written protocols/ guidelines include provisions about sharing of mental health information and how client confidentiality and mental health records are protected in accordance with state and federal laws.

- Yes the CAC meets the minimal requirements for essential component G.
 No the CAC does not meet the minimal requirements for essential component G.


Instructions to Reviewers: Review the CAC/MDT's written protocols/ guidelines to determine that they include provisions about the sharing of mental health information and how client confidentiality and mental health records are protected in accordance with state and federal laws.

If yes, cite the evidence minimum standard is met: (Check all that apply)


- The CAC/MDT's written protocols/ guidelines include provisions about sharing of mental health information.
 The CAC/MDT's written protocols/ guidelines include provisions about how client confidentiality and mental health records are protected in accordance with state and federal laws.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC/MDT's written protocols/ guidelines do not include provisions about sharing of mental health information.
- The CAC/MDT's written protocols/ guidelines do not include provisions about how client confidentiality and mental health records are protected in accordance with state and federal laws.

 H. The CAC must provide supportive services for caregivers to address: a. The safety of the child, b. The emotional impact of abuse allegations, c. Reduce or eliminate the risk of future abuse, d. Address issues or distress which the allegations may trigger. Services are made available on-site or through linkage agreements with other appropriate agencies or providers.

- Yes the CAC meets the minimal requirements for essential component H.
- No the CAC does not meet the minimal requirements for essential component H.


 Instructions to Reviewers: Interview CAC staff and mental health team members to discuss how supportive services are provided to caregivers. Determine if each of the 4 requirements are addressed as a part of the supportive services provided, whether available on-site or through linkage agreements with other agencies. If services are provided off-site by other agencies, review interagency agreements to determine the inclusion of the required 4 areas to be addressed.

If yes, cite the evidence minimum standard is met: The CAC provided supportive services for caregivers address: (check all that apply)


- The safety of the child,
- The emotional impact of abuse allegations,
- Reduce or eliminate the risk of future abuse,
- Address issues or distress which the allegations may trigger.

If no, cite the evidence minimum standard is not met: The CAC provided supportive services for caregivers does not address: (check all that apply)

- The CAC does not provide supportive services for caregivers.
- The safety of the child,
- The emotional impact of abuse allegations,
- Reduce or eliminate the risk of future abuse,
- Address issues or distress which the allegations may trigger.

 I. Clinicians providing mental health treatments to CAC clients must participate in ongoing clinical supervision/consultation. a. Supervision by a senior clinician on-staff at the CAC; or b. When a CAC does not have more than one clinician, negotiating with a senior clinician in the community who serves children and families and accepts referrals from the CAC; or c. Participating in a supervision call with mental health providers from other CACs within the state, either individually or as a group; or d. A state chapter or one or more CAC contracts with a senior clinician to provide supervision and consultation calls.

- Yes the CAC meets the minimal requirements for essential component I.
- No the CAC does not meet the minimal requirements for essential component I.

 Instructions to Reviewers: Discuss with CAC staff and mental health providers (regardless of on-site or by referral) how clinicians participate in ongoing clinical supervision/consultation. Review documentation to determine how the CAC maintains records of participation for providers.

If yes, cite the evidence minimum standard is met: The CAC demonstrates that clinicians providing mental health treatments to CAC clients participate in ongoing clinical supervision/consultation with one of the following methods: (check all that apply)


- Supervision by a senior clinician on-staff at the CAC; or
- When a CAC does not have more than one clinician, negotiating with a senior clinician in the community who serves children and families and accepts referrals from the CAC; or
- Participating in a supervision call with mental health providers from other CACs within the state, either individually or as a group; or
- A state chapter or one or more CAC contracts with a senior clinician to provide supervision and consultation calls.


If no, cite the evidence minimum standard is not met: The CAC cannot demonstrate that clinicians providing mental health treatments to CAC clients participate in ongoing clinical supervision/consultation with one of the following methods: (check all that apply)

- The CAC cannot demonstrate that clinicians providing mental health treatments to CAC clients participate in ongoing clinical supervision/consultation.


- Supervision by a senior clinician on-staff at the CAC; or
- When a CAC does not have more than one clinician, negotiating with a senior clinician in the community who serves children and families and accepts referrals from the CAC; or
- Participating in a supervision call with mental health providers from other CACs within the state, either individually or as a group; or
- A state chapter or one or more CAC contracts with a senior clinician to provide supervision and consultation calls.

Template

 STANDARD 7: A FORMAL PROCESS IN WHICH MULTIDISCIPLINARY DISCUSSION AND INFORMATION SHARING REGARDING THE INVESTIGATION, CASE STATUS AND SERVICES NEEDED BY THE CHILD AND FAMILY IS TO OCCUR ON A ROUTINE BASIS.

 A. The CAC/MDT's written protocols/guidelines include criteria for case review and case review procedures. To maximize efficiency and to enhance the quality of case review, the CAC's written documents clearly define the process. The CAC/MDT's written documents must include: a. frequency of meetings; b. designated attendees; c. case selection criteria; d. process for adding cases to the agenda; e. designated facilitator and/or coordinator; f. mechanism for distribution of agenda and/or notification of cases to be discussed; g. procedures for follow-up recommendations to be addressed; h. location of the meeting.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.


 Instructions to Reviewers: Review the CACs written protocols/guidelines for evidence that each of the required components are included.

If yes, cite the evidence minimum standard is met: The CAC/MDT's written protocols/guidelines include each required criteria for case review and case review procedures. (check all that apply)


- a. frequency of meetings;
 b. designated attendees;
 c. case selection criteria;
 d. process for adding cases to the agenda;
 e. designated facilitator and/or coordinator;
 f. mechanism for distribution of agenda and/or notification of cases to be discussed;
 g. procedures for follow-up recommendations to be addressed;
 h. location of the meeting

If no, cite the evidence minimum standard is not met: The CAC/MDT's written protocols/guidelines don't include each required criteria for case review and case review procedures. (check all that apply)

- a. frequency of meetings;
 b. designated attendees;
 c. case selection criteria;
 d. process for adding cases to the agenda;
 e. designated facilitator and/or coordinator;
 f. mechanism for distribution of agenda and/or notification of cases to be discussed;
 g. procedures for follow-up recommendations to be addressed;
 h. location of the meeting

 B. A forum for the purpose of reviewing cases is conducted at least once a month.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.


 Instructions to Reviewers: Observe CAC case review and corresponding documentation to determine how often case review is held.

If yes, cite the evidence minimum standard is met:

CAC case review meetings are conducted at least once each month.

If no, cite the evidence minimum standard is not met:

CAC case review meetings are not held at least once each month.

 C. MDT partner agency representatives actively participating in case review must include, at a minimum: a. law enforcement b. child protective services c. prosecution d. medical e. mental health f. victim advocacy, and g. Children's Advocacy Center

- Yes the CAC meets the minimal requirements for essential component C.

No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Observe CAC case review and determine participation of all required disciplines. Interview representatives from each partner agency and inquire about their attendance and participation in case review meetings. Review attendance logs if those exist.

If yes, cite the evidence minimum standard is met:

All required partner agency representatives actively participate in case review meetings.

If no, cite the evidence minimum standard is not met: All required partner agency representatives do not actively participate in case review meetings. (Check all that apply)

- Law Enforcement
- Child Protective Services
- Prosecution
- Medical
- Mental Health
- Victim Advocacy
- Child Advocacy Center

D. Case review is an informed decision-making process with input from all MDT partner agency representatives. Generally, the case review process should: a. review interview outcomes; b. discuss, plan and monitor the progress of the investigation; c. review medical evaluations; d. discuss child protection and other safety issues; e. provide input for prosecution and sentencing decisions; f. discuss emotional support and treatment needs of the child and family members and strategies for meeting those needs; g. assess the family's reactions and response to the child's disclosure and involvement in the criminal justice/child protection systems; h. review criminal and civil (dependency) case updates, ongoing involvement of the child and family, and disposition; i. make provisions for court education and court support; j. discuss ongoing cultural and special needs issues relevant to the case; k. ensure that all children and families are afforded the legal rights and comprehensive services to which they are entitled.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Attend and observed CAC case review meeting. Determine if the case review includes all of the above components, as well as input from all agency representatives.

If yes, cite the evidence minimum standard is met: The CAC case review process is an informed decision making process and includes: (check all that apply)

- review interview outcomes;
- discuss, plan and monitor the progress of the investigation;
- review medical evaluations;
- discuss child protection and other safety issues;
- provide input for prosecution and sentencing decisions;
- discuss emotional support and treatment needs of the child and family members and strategies for meeting those needs;
- assess the family's reactions and response to the child's disclosure and involvement in the criminal justice/child protection systems;
- review criminal and civil (dependency) case updates, ongoing involvement of the child and family, and disposition;
- make provisions for court education and court support;
- discuss ongoing cultural and special needs issues relevant to the case;
- ensure that all children and families are afforded the legal rights and comprehensive services to which they are entitled.
- AND The CAC case review includes input from all MDT partner agency representatives.

If no, cite the evidence minimum standard is not met: The CAC case review process is not an informed decision making process and does not include: (check all that apply)

- review interview outcomes;
- discuss, plan and monitor the progress of the investigation;
- review medical evaluations;
- discuss child protection and other safety issues;
- provide input for prosecution and sentencing decisions;

- discuss emotional support and treatment needs of the child and family members and strategies for meeting those needs;
- assess the family's reactions and response to the child's disclosure and involvement in the criminal justice/child protection systems;
- review criminal and civil (dependency) case updates, ongoing involvement of the child and family, and disposition;
- make provisions for court education and court support;
- discuss ongoing cultural and special needs issues relevant to the case;
- ensure that all children and families are afforded the legal rights and comprehensive services to which they are entitled.
- AND The CAC case review does not include input from all MDT partner agency representatives.

E. A designated individual coordinates and facilitates case review and communicates the recommendations for follow-up.

- Yes the CAC meets the minimal requirements for essential component E.
- No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: Observe the CAC's case review meeting and determine how the meeting is facilitated. Discuss with CAC staff how the meetings are coordinated and review meeting notices and procedures for notification of MDT members. Discuss procedures for communicating recommendations made during case review.


If yes, cite the evidence minimum standard is met: (Check all that apply) NOTE - this can be the same person.


- A designated individual coordinates case review.
- A designated individual facilitates case review.
- A designated individual communicates the recommendations made during case review for follow-up.

If no, cite the evidence minimum standard is not met: (Check all that apply)


- The CAC/MDT does not have an individual responsible for coordinating case review.
- The CAC/MDT does not have an individual responsible for facilitating case review.
- The CAC/MDT does not have an individual responsible for communicating the recommendations made during case review for follow-up.

Template

 STANDARD: CHILDREN'S ADVOCACY CENTERS MUST DEVELOP AND IMPLEMENT A SYSTEM FOR MONITORING CASE PROGRESS AND TRACKING CASE OUTCOMES FOR ALL MDT COMPONENTS.

 A. The CAC/MDT's written protocol/guidelines include tracking case information until final disposition.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.


 Instructions to Reviewers: Review written protocol/guidelines for description of case tracking process used by the CAC and evidence that the process tracks cases until final disposition.

If yes, cite the evidence minimum standard is met:


CAC/MDT's written protocol/guidelines include tracking case information until final disposition

If no, cite the evidence minimum standard is not met: (Check all that apply)

- CAC/MDT's written protocol/guidelines do not include tracking case information.
 CAC/MDT's written protocol/guidelines do not include the tracking of case information until final case disposition.

 B. The CAC tracks and minimally is able to retrieve NCA Statistical Information. NCA statistical information minimally includes the following data: a. demographic information about the child and family; b. demographic information about the alleged offender; c. type(s) of abuse; d. relationship of alleged offender to child; e. MDT involvement and outcomes; f. charges filed and case disposition in criminal court; g. child protection outcomes; and h. status/follow-through of medical and mental health referrals.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.


 Instructions to Reviewers: Review CAC case tracking process and system to determine if the process includes tracking of all NCA required statistical information. CAC should demonstrate and pull a record for on-site review by the reviewer. Review last submitted NCA statistical report form.

If yes, cite the evidence minimum standard is met: (check all that apply).


The CAC tracks and minimally is able to retrieve NCA Statistical Information.

If no, cite the evidence minimum standard is not met: The CAC does not track the minimally required NCA statistical information. (Check all that apply)

- a. demographic information about the child and family;
 b. demographic information about the alleged offender;
 c. type(s) of abuse;
 d. relationship of alleged offender to child;
 e. MDT involvement and outcomes;
 f. charges filed and case disposition in criminal court;
 g. child protection outcomes;
 h. status/follow-through of medical and mental health referrals.

 C. An individual is identified to implement the case tracking process.

- Yes the CAC meets the minimal requirements for essential component C.
 No the CAC does not meet the minimal requirements for essential component C.

 Instructions to Reviewers: Identify and speak with the individual tasked with the implementation of the case tracking process. View the case tracking system and ask the individual to demonstrate the process used.

If yes, cite the evidence minimum standard is met:

The CAC has an individual who is identified to implement the case tracking process.

If no, cite the evidence minimum standard is not met:

The CAC does not have an identified individual to implement the case tracking process.

D. CAC/MDT's written protocols/guidelines must outline how MDT partner agencies access case specific information and/or aggregate data for program evaluation and research purposes.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Review the CAC protocol/guidelines for evidence describing how MDT partners access case specific information or obtain aggregate data from the CAC case tracking system as needed. Interview MDT members and inquire of their knowledge and/or use of this process.

If yes, cite the evidence minimum standard is met: (Check all that apply)

CAC/MDT's written protocols/guidelines outline how MDT partner agencies access case specific case information.

CAC/MDT's written protocols/guidelines outline how MDT partner agencies access aggregate data for program evaluation and research purposes.

If no, cite the evidence minimum standard is not met: (Check all that apply)

CAC/MDT's written protocols/guidelines do not outline how MDT partner agencies access case specific case information.

CAC/MDT's written protocols/guidelines do not outline how MDT partner agencies access aggregate data for program evaluation and research purposes.

E. CAC has a mechanism for collecting client feedback to inform client service delivery.

Yes the CAC meets the minimal requirements for essential component E.

No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: Review CAC's process for collecting client feedback. View forms and/or other mechanisms used and have CAC staff demonstrate the process used to collect the client feedback. Active users of OMS may use their active participation to presumptively demonstrate compliance

If yes, cite the evidence minimum standard is met: (Check all that apply)


The CAC has a mechanism for collecting client feedback to inform client service delivery.

CAC is an active participant in OMS


If no, cite the evidence minimum standard is not met:

The CAC does not have a mechanism for collecting client feedback to inform client service delivery.

 STANDARD 9: A DESIGNATED LEGAL ENTITY RESPONSIBLE FOR PROGRAM AND FISCAL OPERATIONS HAS BEEN ESTABLISHED AND IMPLEMENTS BASIC SOUND ADMINISTRATIVE POLICIES AND PROCEDURES.

 A. The CAC is an incorporated, private non-profit organization or government-based agency or a component of such an organization or agency.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.


 Instructions to Reviewers: Review the CAC documentation demonstrating the organizational structure. If the CAC is a 501c3 or under the umbrella of another 501c3 agency, review the applicable IRS letter. If under a government agency, review the interagency agreements documenting the existence of the agency with administrative responsibility for the CAC.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates that it is an incorporated, private non-profit organization or government-based agency or a component of such an organization or agency.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate that it is an incorporated, private non-profit organization or government-based agency or a component of such an organization or agency.

 B. The CAC maintains, at a minimum, current general commercial liability, professional liability, and Directors and Officers liability as appropriate for its organization.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.

 Instructions to Reviewers: Review the CAC's documentation which demonstrates maintenance of current insurance policies appropriate to the organizational structure of the CAC.

If yes, cite the evidence minimum standard is met: (check one).


- The CAC demonstrates maintenance of, at a minimum, current general commercial liability, professional liability, and Directors and Officers liability as appropriate for its organization.
 The CAC is government based and therefore self-insured.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- current general commercial liability,
 professional liability,
 Directors and Officers liability as appropriate for its organization.



- Yes the CAC meets the minimal requirements for essential component C.
 No the CAC does not meet the minimal requirements for essential component C.


 Instructions to Reviewers: Review the CAC written administrative policies and procedures for inclusion of each of the 5 required components.

If yes, cite the evidence minimum standard is met: The CAC demonstrates written administrative policies and procedures that apply to staff, board members, volunteers and clients which include (check all that apply)


- a) job descriptions,
 b) personnel policies,
 c) financial management policies,
 d) document retention and destruction policies,
 e) safety and security policies.

If no, cite the evidence minimum standard is not met: The CAC's written administrative policies and procedures that apply to staff, board members, volunteers and clients do not include at least one of the following required components: (check all that apply)

- a) job descriptions,
- b) personnel policies,
- c) financial management policies,
- d) document retention and destruction policies,
- e) safety and security policies.
- OR The CAC does not have written administrative policies and procedures that apply to staff, board members, volunteers and clients.

 D. The CAC has an annual independent financial review (Budget is equal to or less than \$200,000) or financial audit (Budget exceeds \$200,000). Reporting Requirements for Audited Financial Statements: All centers with annual actual expenses (as determined by United States generally accepted accounting principles) in excess of \$200,000 are required to have an audit of their financial statements. If a management letter is prepared by the independent accountant (CPA), it should be included with the audit report. Reporting Requirements for Reviewed Financial Statements: All centers with annual actual expenses (as determined by United States generally accepted accounting principles) equal to or less than \$200,000 are required to have a review of their financial statements. The review must be in compliance with SSARS 19. If a management letter is prepared by the independent accountant (CPA), it should be included with the review report.

- Yes the CAC meets the minimal requirements for essential component D.
- No the CAC does not meet the minimal requirements for essential component D.


 Instructions to Reviewers: Review the CAC's current Financial Review or Audit (based on the annual expenses threshold requirement). Determine that the audit/review is current and if applicable, includes a management letter by the independent accountant (CPA).

If yes, cite the evidence minimum standard is met:


The CAC demonstrates an annual independent financial review (Budget is equal to or less than \$200,000) or financial audit (Budget exceeds \$200,000).

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrate an annual independent financial review (Budget is equal to or less than \$200,000) or financial audit (Budget exceeds \$200,000).

 E. The CAC has, and demonstrates compliance with, written screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks and provides training and supervision to staff and volunteers.

- Yes the CAC meets the minimal requirements for essential component E.
- No the CAC does not meet the minimal requirements for essential component E.

 Instructions to Reviewers: Review the CAC's written screening policies for staff and volunteers for inclusion of procedures for conducting criminal background, sex offender registration, and child abuse registry checks. Review documentation demonstrating compliance with the procedures. Interview staff and volunteers at the CAC to determine if they receive initial and ongoing training relevant to the sensitive and high-risk nature of their role at the CAC. (Note: refer to NCA list of individual states that have been given a waiver for this requirement based on statutory mandates)

If yes, cite the evidence minimum standard is met: (check all that apply)

- The CAC demonstrates written screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks.
- The CAC demonstrates compliance with screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks.
- The CAC demonstrates provision of training and supervision to staff and volunteers.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate written screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks.

The CAC cannot demonstrate compliance with screening policies for staff and volunteers that include criminal background, sex offender registration, and child abuse registry checks.

The CAC cannot demonstrate provision of training and supervision to staff and volunteers.

F. The CAC has a written Succession Plan to insure the orderly transition and continuance of operation of the CAC. The plan should be developed specific to the uniqueness of the CAC, and include at a minimum; a. Temporary staffing strategies, b. Long-term and/or permanent leadership replacement procedures, c. Cross-training plan, d. Financial considerations, e. Communication plan

Yes the CAC meets the minimal requirements for essential component F.

No the CAC does not meet the minimal requirements for essential component F.

Instructions to Reviewers:

If yes, cite the evidence minimum standard is met: The CAC has a plan and it includes the information below. (Check all that apply)

CAC demonstrates a written Succession Plan to insure the orderly transition and continuance of operation of the CAC.

a) Temporary staffing strategies,

b) Long-term and/or permanent leadership replacement procedures,

c) Cross-training plan

d) Financial considerations,

e) Communication plan

If no, cite the evidence minimum standard is not met: The CAC does not have a plan or has a plan but it doesn't include the information below. (Check all that apply)

The CAC does not have a written Succession Plan

a) Temporary staffing strategies,

b) Long-term and/or permanent leadership replacement procedures,

c) Cross-training plan

d) Financial considerations,

e) Communication plan

G. The CAC has addressed its sustainability through the implementation of a current strategic plan approved by the governing entity of the CAC.

Yes the CAC meets the minimal requirements for essential component G.

No the CAC does not meet the minimal requirements for essential component G.

Instructions to Reviewers : Review the CAC's strategic plan to determine if it is current and being implemented. Discuss with CAC staff and team members about their knowledge and involvement with creation and implementation of the plan.

If yes, cite the evidence minimum standard is met: (Check all that apply)

The CAC demonstrates implementation of the strategic plan.

The CAC demonstrates that the strategic plan has been approved by their governing body.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate implementation of the strategic plan.

The CAC cannot demonstrate that the strategic plan has been approved by their governing body.

H. The CAC promotes employee well-being by: providing training and information regarding the effects of vicarious trauma; providing techniques for building resiliency to its employees; and maintaining organizational and supervisory strategies to address vicarious trauma and its impact upon staff.

Yes the CAC meets the minimal requirements for essential component H.

No the CAC does not meet the minimal requirements for essential component H.

Instructions to Reviewers: Review documentation demonstrating that the CAC provides CAC staff training and information on the effects of vicarious trauma. Discuss with CAC supervisory staff strategies they have adopted to address vicarious trauma with their staff.

If yes, cite the evidence minimum standard is met: (Check all that apply)

The CAC demonstrates provision of vicarious trauma and resiliency training to CAC staff.

The CAC demonstrates supervisory and organizational strategies used to address vicarious trauma with CAC staff.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The CAC cannot demonstrate provision of vicarious trauma training to CAC staff.

The CAC cannot demonstrate supervisory and organizational strategies used to address vicarious trauma with CAC staff.

I. The CAC promotes MDT well-being by providing access to training and information on vicarious trauma and building resiliency to MDT members.

Yes the CAC meets the minimal requirements for essential component I.

No the CAC does not meet the minimal requirements for essential component I.

Instructions to Reviewers: Review documentation demonstrating that the CAC provides MDT members access to training and information on the effects of vicarious trauma. Interview MDT members to determine their knowledge and participation in the training and/or information.

If yes, cite the evidence minimum standard is met:

The CAC demonstrates provision of access to vicarious trauma training and information for MDT members.

If no, cite the evidence minimum standard is not met:

The CAC cannot demonstrate provision of access to vicarious trauma training and information for MDT members.

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STANDARD 10: THE CHILD-FOCUSED SETTING IS COMFORTABLE, PRIVATE, AND BOTH PHYSICALLY AND PSYCHOLOGICALLY SAFE FOR DIVERSE POPULATIONS OF CHILDREN AND THEIR FAMILY MEMBERS

A. The CAC is a designated, task-appropriate facility or space which includes the following: a. The CAC is maintained in a manner that is physically and psychologically safe for children and families, b. The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times, c. The CAC is convenient and accessible to clients and MDT members, d. Any areas where children may be present, and toys and other resources are "childproofed" and cleaned and sanitized to be as safe as possible.

- Yes the CAC meets the minimal requirements for essential component A.
 No the CAC does not meet the minimal requirements for essential component A.

Instructions to Reviewers: Observe the CAC physical setting to determine safety and comfort features for children and families while receiving services at the CAC. Discuss with CAC staff procedures for supervision of children and families while on the premises. Determine the convenience and accessibility of the CAC's location within the community and discuss with CAC staff transportation options for clients accessing CAC services.

If yes, cite the evidence minimum standard is met: (check all that apply).

- The CAC is maintained in a manner that is physically and psychologically safe for children and families,
 The CAC provides observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times,
 The CAC is convenient and accessible to clients and MDT members,
 Any areas where children may be present, and toys and other resources are "childproofed" and cleaned and sanitized to be as safe as possible.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC is not maintained in a manner that is physically and psychologically safe for children and families,
 The CAC does not provide observation or supervision of clients within sight or hearing distance by CAC staff, MDT members or volunteers at all times,
 The CAC is not convenient and/or accessible to clients and MDT members,
 In areas where children may be present, the toys and other resources are not "childproofed" and cleaned and sanitized to be as safe as possible.

B. The CAC has written policies and procedures that ensure separation of victims and alleged offenders.

- Yes the CAC meets the minimal requirements for essential component B.
 No the CAC does not meet the minimal requirements for essential component B.

Instructions to Reviewers: Review the written policies and procedures that specifically address separation of victims and offenders at the CAC. Discuss with CAC staff and MDT members how and when this policy is implemented.

If yes, cite the evidence minimum standard is met:

- The CAC has written policies and procedures that ensure separation of victims and alleged offenders.

If no, cite the evidence minimum standard is not met: (Check all that apply)

- The CAC does not have written policies and procedures that ensure separation of victims and alleged offenders.

C. The CAC makes reasonable accommodations to make the facility physically accessible.

- Yes the CAC meets the minimal requirements for essential component C.
 No the CAC does not meet the minimal requirements for essential component C.

Instructions to Reviewers: Observe and discuss with CAC staff the procedures and implementation used to accommodate children and family members requiring accessibility to the CAC.

If yes, cite the evidence minimum standard is met:

The CAC makes reasonable accommodations to make the facility physically accessible.

If no, cite the evidence minimum standard is not met:

The CAC does not make reasonable accommodations to make the facility physically accessible.

D. The facility allows for live observation of interviews by MDT members.

Yes the CAC meets the minimal requirements for essential component D.

No the CAC does not meet the minimal requirements for essential component D.

Instructions to Reviewers: Observe the CAC interview room(s) and the corresponding observation facilities for MDT members. Have CAC staff demonstrate the interview room recording equipment and observation method to determine working order.

If yes, cite the evidence minimum standard is met:

The facility allows for live observation of interviews by MDT members.

If no, cite the evidence minimum standard is not met: (Check all that apply)

The facility does not allow for live observation of interviews by MDT members.

E. Separate and private area(s) are available for those awaiting services, for case consultation and discussion, and for meetings or interviews.

Yes the CAC meets the minimal requirements for essential component E.

No the CAC does not meet the minimal requirements for essential component E.

Instructions to Reviewers: View the areas designated for children and family members awaiting services. Determine if these spaces allow for private and confidential consultation and discussion. Discuss with staff and MDT members how and where meetings with caretakers are held.

If yes, cite the evidence minimum standard is met:

Separate and private area(s) are available for those awaiting services, for case consultation and discussion, and for meetings or interviews.

If no, cite the evidence minimum standard is not met: (Check all that apply)

Separate and private area(s) are not available for those awaiting services, for case consultation and discussion, and for meetings or interviews.

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