

## **Developing a Children's Advocacy Center**

### **Communicate Interest to CACNC**

1. Contact CACNC at [www.cacnc.org](http://www.cacnc.org) or 336-886-4589  
PO BOX 1020, Graham, NC 27253

### **Assessment and Team Building**

1. Identify what services, if any, children are receiving for investigation and treatment.
  - a. Is another CAC providing services through courtesy services? Is another CAC providing services as part of an official service area?
  - b. Communicate with CACNC and the neighboring CAC to discuss the transition process.
2. Community Needs Assessment\*
3. Identify Community Leadership\*
  - a. Law enforcement
  - b. CPS
  - c. Prosecution
  - d. Medical
  - e. Mental health
  - f. Advocacy
  - g. Victim Services
4. Feasibility Study\*
  - a. Who needs to be involved?
  - b. Assess level of interest and commitment from agencies.
  - c. Who will convene and guide the process?
5. Funding & Resources\*
  - a. Identify groups, businesses, individuals and organizations that have an interest in the well-being of children.
  - b. Identify resources including people, finances, facilities, materials, services that might be useful.
  - c. What's needed? Who can help? How will you obtain resources?
  - d. Identify grants and other funding opportunities.
6. Go/NO-Go?
  - a. Interagency Agreement to develop CAC.\*

### **Policies & Infrastructure**

1. Develop governance board or advisory structure for CAC.
2. Develop Mission & Vision that addresses who, what, for whom, and to what purpose.
3. Confirm service area/population.
4. Who will be served? Case acceptance criteria.
  - a. Sexual abuse
  - b. Physical abuse?
  - c. Severe neglect? Define severe neglect
  - d. Others as deemed necessary? I.e.: witness to violence, DV, drug endangerment, etc.
  - e. Ages?
5. CAC Structure
  - a. Independent 501c3, Under existing umbrella organization, Part of existing agency (LE, DSS, hospital, etc.)?
  - b. Will Medical be on-site? Will MH be on-site? If not, where?
  - c. Other programs at CAC, if any?
  - d. Begin considering space needs and location, purchase, lease, new or renovated. (See Facilities Section)

### **CAC & MDT Development**

1. CAC By-laws and organizational procedures
  - i. Apply for and obtain 501c3
  - ii. Articles of Incorporation
  - iii. Safety, Financial, HR, Confidentiality, Background checks, records retention, offenders on-site, conflict of interest, etc.\*
  - iv. Board recruitment, training, development.
2. Staffing required
  - a. What staff and qualifications?
    - i. ED, Interviewer, Advocate, MH, Medical?
  - b. Hired by CAC? Provided by participating agencies? Something else?
  - c. Where are staff located? Shared office during development?
  - d. Volunteers? How many? What capacity?
3. MDT protocol development\*

- a. Develop protocol to meet CACNC/NCA standards.
  - i. How will agencies work together, share information, investigate, track cases? Who will sit on MDT? Etc.
  - ii. Consents, documentation, process for revisions, etc.
  - iii. MDT Training plans, MDT onboarding and orientation.
  - iv. Signatures
4. Policies & Procedures
  - a. Client Service policies
    - i. Intake, transportation, records release, abuse reporting, VA, etc.

## **Operations**

1. Recruitment & Training
  - a. Staff
  - b. Volunteers
  - c. MDT
2. Community Outreach
  - a. Awareness
  - b. Trainings
  - c. Prevention Programs? School? D2L?
3. Evaluations and accountability plan
  - a. Create workplan with goals and objectives to achieve accreditation.
  - b. Outcome Measurement System.
  - c. Other accountability measures as determined.
4. Cultivate Leadership and Relationships internally and externally
  - a. MDT
  - b. Community/County
  - c. CACNC
5. CAC Marketing
  - a. Branding
  - b. Website
  - c. Social media
  - d. Local media plan

## **Facility**

1. Complete facility discussion to determine needs.
  - a. Consider equipment needs (recording equipment, medical equipment, furnishings, kitchen or break area needs, technology, storage, database).
  - b. Consider accessibility, privacy, health and safety, lighting, parking, signage, growth, maintenance, etc.
  - c. Visit other CACs, discuss layout and plan options with CACNC
  - d. Enlist community resources to identify appropriate locations.
  - e. Consider funding needs and other community resources.

### **Finance**

1. Develop Budget\*
  - a. 3 -5 years
  - b. Include match and material donations
2. Cash Flow Projections\*
  - a. 3-5 years