

**2023 Virginia Sexual and Domestic Violence Programs
Professional Standards Application**

Thank you for completing the Professional Standards Application. You will receive a confirmation email upon receipt of your completed application and will be given an opportunity to print or copy/paste the information provided in your application.

Agency Name: _____
Agency Contact:
 Name: _____
 Title: _____
 Email: _____
 Phone: _____
 Address: _____

Type of Program: *(select all that apply)*
 Private Non-Profit
 Public or Governmental Agency
 Program within Umbrella Agency
 Other (describe): _____

The Agency is:
 Sexual Assault Crisis Center
 Domestic Violence Program
 Dual Agency
 Other (describe): _____

The year your agency was established: _____

Responses to the questions in this application should reflect either calendar year or fiscal year information. *(select which your responses will reflect)*
 Calendar year (list year) _____
 Fiscal year (list year) _____

Localities served by your agency: *(list all localities – counties/cities/towns – to which your agency provides services)* _____

Indicate the number of full time equivalent (FTE) paid staff and the number of volunteers at your agency:
 FTE paid staff _____
 Volunteers _____

The information reported in this application is accurate and complete to the best of my knowledge. *(Sign using mouse, mouse pad, or finger on touch screen)*
Signature: _____
Date signed: _____

Application Questions

Instructions: Please keep your answers concise and do not exceed 2,500 characters (including spaces) per response. All questions require a response, so please indicate "not applicable" if a question does not apply to your agency/organization.

If you are seeking accreditation as a dual sexual and domestic violence agency, you must provide information regarding the services offered by both aspects of your program.

Administration

Standard #1

1. Please provide a brief summary of your organization and the services that it offers. Describe your service area and how you ensure that services are available to each area. The Professional Standards Team will also view your agency's website and social media, if available.
2. How do you ensure compliance with the non-discrimination and Civil Rights requirements to provide services to all?
3. How do you ensure that your staff receives training on civil rights, diversity issues, and multicultural competency? Be specific.
4. Are any fees charged for your crisis intervention, advocacy, or community engagement services?

Standard #2

5. Describe your onboarding training process, including the number of hours required, for new staff and volunteers. Be specific.
6. Describe your continuing training process, including the number of hours required, for staff and volunteers. Be specific.
7. In the past year, have you made exceptions to the training requirements? If so, please explain why.

Standard #3

8. Describe the ongoing training process for supervisors, including how this supports their management, supervision, and trauma stewardship responsibilities.
9. How often do supervisors meet with staff, and what is the process for supervisors to provide ongoing support and guidance to staff?
10. How does your agency ensure there is no interruption of core services in the event of (a) a reduction or discontinuation of funding, and (b) an event that may disable power or prevent transportation? Core services include a hotline, provisions for emergency housing, and emergency accompaniment for victims of sexual and/or domestic violence.

11. Describe your process for the selection of board members and how you address diversity in that process.

12. Describe your process for board orientation and training. Be specific.

Standard #5

13. How is your crisis intervention, advocacy, and community engagement data entered? Is your data entry Violence Against Women Act (VAWA) compliant?

14. What is the review process for your data?

Standard #6

15. Describe safeguards against (a) unauthorized access, (b) fire, (c) loss, or (d) other hazards to client files and/or records. Be specific.

Standard #7

16. Beyond the training your staff and volunteers receive as required by Standard #1, describe how your agency demonstrates cultural humility in its sexual and/or domestic violence service delivery. How does the training manifest in how your staff works with clients? What do they learn in their training that they then bring with them in terms of service delivery?

17. How does your agency ensure that services are available and delivered regardless of the client's race, ethnicity, national origin, age, disability, religion, limited English proficiency, immigration status, sexual orientation, or gender identity or expression?

Crisis Intervention

Standard #9

18. Describe how all survivors seeking assistance from advocates providing crisis intervention services, risk assessment, safety planning, information, shelter, and referrals receive those services: a) during regular business hours, b) during nights/weekends, and c) during agency observed holidays.

Standard #10

19. What is your agency's protocol for ensuring that survivors in your community have 24/7 access to accompaniment services when they access emergency medical systems?

20. What is your agency's protocol for ensuring that survivors in your community have 24/7 access to accompaniment services when they access emergency judicial systems?

21. If your agency does not provide accompaniment 24/7, what is your protocol for ensuring survivors in your community have access to these services?

Standard #11

22. How does your agency provide shelter to those in imminent danger? What happens when shelter requests cannot be met or the request originates outside of your service area?

23. How does your agency safeguard confidentiality and/or personally identifying information during the referral process?

Advocacy

Standard #12

24. Describe the range of individualized advocacy services provided by your agency. These may include: justice system advocacy, counseling, support groups, case management, referral resources, accompaniment services, and/or other holistic services.

Standard #14

25. How does your agency identify the diverse needs of the community?

26. What are the identified populations within your service area who may need specialized advocacy services or population-specific interventions?

27. In regard to the populations identified in the previous question, how has your agency worked to provide a range of specialized advocacy services to those populations?

Community Engagement

Standard #15

28. In the past year, highlight the outreach activities promoting your agency's services completed by your staff or volunteers. These may include tabling at community events, fliers or brochures, speaking engagements, etc.

Standard #16

29. How does your agency support sexual and domestic violence prevention programming as outlined in Standard #16 of the Professional Standards? Your response can include both primary and secondary prevention strategies.

30. How do you collaborate with other agencies doing similar work in your region? In particular, how do you collaborate with other sexual and domestic violence agencies?

Standard #17

31. Describe the role your agency plays in the sexual and/or domestic violence focused community groups within your service areas (Domestic Violence Council, Sexual Assault Response Teams, Inter-Agency Councils, or others).

32. In the past year, list training or education presentations relating to sexual or domestic violence that your agency provided to allied professionals.

33. How does your agency engage in initiatives and activities that raise awareness, advocate for survivor access to resources, and promote systemic change (e.g. National Night Out with local police, awareness month activities)?

ATTACHMENTS

Instructions: For all uploaded files, please include your agency or organization name in the file name so we can easily identify them as belonging with your application. A file is required to be uploaded for each question. If you do not have a requested document, you may upload a document that states "our agency does not currently have this document" or a similar statement.

Administration

Standards #1- #8

1. Agency's non-discrimination policies for employees and clients/client services.
2. The 2021 U.S. Census Bureau Quick Facts for the three localities that your agency serves most frequently.

The U.S. Census Bureau Quick Facts can be found at: <https://www.census.gov/quickfacts/fact/table/US/PST045221>. To create a document that can be attached, enter in the name of the applicable county, city or town at the top left of the page, click on "More" at the top right of the page, select "Print", and then print the table to a PDF document.

If your agency serves fewer than three localities, include the Quick Facts for only the number of localities that your agency serves.

3. Policy which specifically affirms that staff, board/advisory committee, and volunteers should reflect the diversity of the community that your agency serves.
4. By-laws for Board of Directors (*non-profit agencies only*).
5. Policy/plan for a criminal background check for all staff, interns, and volunteers; and a Child Protective Services background check for those who may engage with children.
6. Ethical behavior policy or Code of Ethics.
7. Records retention policy.
8. Policy/procedure regarding how the agency ensures compliance with applicable legal requirements regarding confidentiality.
9. Data report of client demographics.
10. Written protocols and practices that support survivors' right to self-determination.
11. Written protocol that informs all clients of their rights.

Crisis Intervention

Standards #9-#11

12. Written protocol for addressing shelter requests, including those that cannot be met and those that originate outside your service area. These protocols must include collaborative efforts across agencies to directly connect survivors in imminent danger to appropriate resources.

Plans of Action

Applicants are encouraged to submit plans of action and timelines for any unmet standards at the time of application. Agencies that do not meet 100% of the Professional Standards may be Provisionally Accredited. See the Professional Standards Application Process document for additional information.

To include plans of action and timelines for unmet standards with your application, please upload them into the fields below.

Plans should (a) include specific objectives and the tasks necessary to accomplish those objectives, (b) name the individuals or groups responsible for each task, (c) provide dates by which tasks will be completed, and (d) specify how success will be measured or gauged, if appropriate.

(Allows for up to 5 items to be uploaded)

Completion Page

Thank you for completing the Professional Standards Application. You will soon receive a confirmation email upon receipt of your application.

Allows application to be printed from this page.

Emails applicant to their email address and BCC to sdvstandards@dcjs.virginia.gov that their application was successfully submitted.

Provides a link where they can submit an application fee using this link:
<https://www.dcjs.virginia.gov/credit/aptransactions/>