



New Director Orientation

The CASA Difference

In 2006, the US Department of Justice Office of the Inspector General conducted an audit of the National CASA Association, as required by Congress. The following are highlights from the findings:

- Children with a CASA volunteer are substantially less likely to spend time in long-term foster care, defined as more than 3 years in care: 13.3% for CASA cases versus 27.0% of all children in foster care.
- When a CASA volunteer was involved, both children and their parents were ordered by the courts to receive more services. The audit concluded that this was an indication that “CASA is effective in identifying the needs of children and parents.”
- Cases involving a CASA volunteer are more likely to be permanently closed than cases where a CASA volunteer is not involved. The statistics vary from only 1.4% of children with a CASA volunteer reentering the CWS (CASA Data Request) to 9% of CASA children reentering the CWS (Youngclarke Review). This is in contrast to 16% for children not served by a volunteer.
- Children with a CASA volunteer are more likely to be adopted and less likely to be reunified with their parents than children not assigned a CASA volunteer. The audit explains this finding as the result of CASA volunteers serving on typically the most serious cases of maltreatment and therefore cases where children are less likely to be reunified with their parents.

To read the full report, go to <http://www.justice.gov/oig/reports/OJP/a0704/final.pdf>.

National CASA Mission

Our mission is to speak for the best interests of abused and neglected children who are involved in the juvenile courts.

The National CASA Association works with state and local CASA and volunteer guardian ad litem programs to promote and support quality volunteer advocacy to help assure each child a safe, permanent and nurturing home.

National CASA History

In 1977, a Seattle Superior Court Judge named David Soukup was concerned with trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA (Court Appointed Special Advocate) movement.

Each year, approximately 780,000 children in the US enter the court and child welfare system because they are unable to live safely at home. CASA/GAL volunteers are appointed by judges to advocate for abused and neglected children. They stay with each case until it has closed and the child is placed in a safe, permanent home. For many abused and neglected children, their CASA/GAL volunteer will be the one constant adult presence in their case.

Ohio CASA is a member of the National CASA Association. National CASA works with its state and local program to support and promote court-appointed volunteer advocacy for abused and neglected children.

National CASA Resources

National CASA website: All programs have access to a variety of materials and resources on National CASA's website. This includes:

- Grant Information
- Reporting Tools
- Standards
- Training tools
- Volunteer management tools
- Marketing tools
- Fundraising information
 - To access these materials go to the "State and Local Program" tab at the top right hand corner of the NCASA website. You will need to sign in using the ID and password that NCASA gave your program. Once you are signed in the tabs on the left side of the page will lead you to the various materials and tools.

National CASA Standards

National CASA Standards are reviewed and revised every 4 years. After this revision, the local programs go through a Standards Assessment in which they have to submit a self-assessment questionnaire along with samples of documents to show their compliance. The latest revisions were done in 2012 and there are 14 Standards:

- Standard 1: Program Mission and Purpose
- Standard 2: Ethical Conduct
- Standard 3: Inclusiveness and Diversity
- Standard 4: Disproportionality
- Standard 5: Program Governance
- Standard 6: Human Resources Management
- Standard 7: Volunteer Management
- Standard 8: Public Relations
- Standard 9: Planning and Evaluation
- Standard 10: Financial, Facility and Risk Management
- Standard 11: Record Keeping
- Standard 12: National Affiliation
- Standard 13: State Affiliation
- Standard 14: Program Development, Implementation and Expansion
 - Contact Kathleen Glumac with any standards questions at kglumac@ohiocasa.org

Appendix:

National CASA's 2012 Standards

Indicators of Compliance checklist

CASA Reporting

Standards Assessment: Programs go through a Standards Assessment every 4 years. They will submit a self-assessment questionnaire and documents to show compliance. Please see *Indicators of Compliance Checklist* in the appendix for a full list of documents programs are required to have.

Annual Survey: Programs submit an annual survey in mid-March every year. National CASA sends a personalized link to access and complete the survey typically in January.

Six Month Report: The survey to complete the report opens the first business day of January and July and they are due usually 10 days before the end of the month to ensure enough time for National CASA to compile and analyze data before preparing our report to the Department of Justice. There is also at least one reminder e-mail that will be sent each six-month reporting period, roughly halfway through window to complete the survey.

CASA Manager: Ohio CASA has endorsed CASA Manager as a data collection management system for local programs. CASA Manager allows Ohio CASA to view statewide case information without any confidential information. Please contact Tonya Buchanan with any CASA Manager questions at tbohioCasa@gmail.com

*to find more information about standards, indicators of compliance, assessment materials, annual survey materials you should go to the State and local programs tab at the top right hand corner of the NCASA website; Then click on either the “Reporting Tools” or the “Standards & Quality Assurances” tab on the left side of the page.

National CASA Training

National CASA requires 30 hours of pre-service training for new Volunteers. In addition, new Directors and Volunteer Coordinators should attend a pre-service training.

There are two types of pre-service training:

- Traditional: all sessions are done in-person
- Flex: Blended training that combines in-person and online delivery of information. There are 5 sessions that take approximately 3 hours online and for each session there is a 3 hour in-person session

National CASA also requires 12 hours of in-service training for all volunteers. In-service training opportunities must include, but are not limited to, cultural competency, disproportionality, disparity in outcome training, and recognizing substance abuse

*You can find training materials on NCASA website by going to the “State and Local Programs” tab at the top right hand corner of the website, then clicking on the “Training Staff and Volunteers” tab on the left side of that page.

Helpful Tools on the National CASA website

- “Working with Volunteers” Tab:
 - Recruiting volunteers
 - Screening volunteers
 - Training volunteers
 - Retaining volunteers
- “State Organizations” Tab:
 - Public Policy: “Public Policy section of casaforchildren.org” that will keep you up to date on some child advocacy issues
 - Fostering Connections Resource Center

- “Management and Operations”
 - Program governance
 - Publications
 - Data Collection and evaluation
 - Understanding disproportionality
- “Marketing and Communications” tab:
 - *Ready, Set, Raise!* Toolkit: Offers new tips, tools and templates created by communications and fundraising professionals for use by CASA programs
 - Branding: access to CASA logos, “I am for the Child” logos, and a quick brand guide
 - Marketing and media relations tools – print ads, photo galleries, press releases, promotional videos
 - Social media guides
- “Fundraising” tab:
 - “I am for the Child” campaign fundraising resources
 - Targeted solicitation tools
 - Online and peer-to-peer fundraising tools

*all of these tabs are within the “State and Local Program” tab on the homepage

New Program Development

National CASA requirements:

- Statement of Intent: Short one-page application with basic information
 - Documents needed: Letter of Support from presiding Judge; verification of contact with State CASA organization; list of individuals involved in development of the program
- Provisional Membership Application: Longer application to gather more information about ins and outs of the new program
 - Application due 4 months after submission and approval of Statement of Intent
 - Documents needed: Needs Assessment; Mission Statement; State statute relating to CASA/GAL program; Letter of Support from state CASA organization; Operating Budget for current fiscal year

- If program will be non-profit you will also need: Articles of Incorporation; Bylaws; List of Current Board Members; Proof of 501(c)(3) status; written agreement with umbrella organization (if applicable)
- Full Membership: Long application needed for final approval to be a CASA program
 - Full Membership application due one year after approval of Provisional membership
 - Documents needed: Verification of 501(c)(3) status (if applicable); written working agreement with court; written job descriptions for staff; program budget (including revenue and expenses); personnel policies; two samples of public awareness materials with proper CASA logo usage; Volunteer requirement and screening policies; Volunteer job description; table of contents from volunteer training manual
 - Any questions regarding new program development, please contact Kathleen Glumac at kglumac@ohiocasa.org

Ohio CASA Staff

Executive Director:

Doug Stephens, dougstephens@ohiocasa.org

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Database Administrator

Tonya Buchanan, tbuchanan@ohiocasa.org

Ohio CASA Beginnings

Established in 1993 as a non-profit organization to serve as a network-wide support association for Ohio's local CASA/GAL programs. The Association monitors the statewide implementation of National CASA Association standards of practice; holds quarterly director's meetings and bi-annual training meetings; communicates regularly with local programs via a quarterly newsletter, monthly updates via

e-mail, facsimile, and Web site; collects statewide data; provides technical assistance and training; manages the “Celebrate Kids!” specialty license plate and disseminates related funds; tracks CASA-related legislation; and holds an annual “Celebrate Kids!” conference.

Ohio CASA Mission

Ohio CASA supports local CASA/GAL programs and volunteers through the provision of leadership, technical assistance, training, and quality assurance.

CASA/GAL volunteers are trained community members who are appointed by the court to actively advocate for abused and neglected children in Ohio’s court system.

Ohio CASA Support to Programs

Training

- Organize and host annual 3-day state conference
 - September 20-22, 2017
 - September 26-28, 2018
- Organize and host several regional multi-disciplinary trainings throughout the year
- Training for local staff and board members

Information Sharing

- Work closely with county programs on National CASA standards
- Communicate with judges and lawmakers on the importance of CASA
- Hold quarterly directors' meetings for programs to come together and learn from each other
 - Typically in March, June, August and a two day Technical Assistance Meeting (TAM) in December
- Hold annual meetings for volunteer coordinators to allow sharing and learning

Funding

- Provide more than \$65,000 in funding annually to local programs for pre-service and in-service training
- Provide start-up funds for new CASA programs
- Provide scholarships each year for volunteers to attend workshops and trainings

Program Structures Across Ohio

- Court based: Court based programs are run by the court. The Court is the governing body of the program and has complete oversight of the program. Employees of CASA are court employees.
- Non-profit: These programs are independent 501(c)(3). The Board of Directors are the governing body of the program and have complete oversight of the program.
- Court based programs with Non-profit auxiliaries: The court has complete oversight of the program. In addition to the program, there is a separate non-profit 501(c)(3) that raises funds for the program. The non-profit auxiliary is a completely separate entity that has it's own bylaws and articles of incorporation.
- Umbrella programs: CASA program is under the administrative structure of an established organization.

Appendix

Ohio CASA Local Program County Data – National CASA survey 2015

Where to Start

General Program Operations

- Go over general office responsibilities:
 - Accounts and password information
 - National CASA ID and password
 - Ohio CASA ID and password
 - Financial statements and monthly expenses
 - Grants and Reporting requirements
 - CASA Manager
- Important documents to review:
 - If applicable all documents pertaining to Non-profit: 501(c)(3), Bylaws, Board Member Roster, etc.
 - Memorandum of Understanding with the court and possibly children services
 - Personnel Documents – personnel policies, staff evaluations, etc.
 - Strategic plans (required by NCASA with Standards)
 - Funding sources – who, for what, reporting requirements, timelines
 - Risk Management Plan

- Diversity and Inclusiveness Plan
- Contact Key Players
 - Judges
 - Magistrates
 - Board of Directors (if applicable)
 - State and National CASA personnel
 - Social Service personnel
 - Funders
 - Community stakeholders

Training

Volunteers are required to have 30 hours pre-service training and 12 hours of in-service training

- 30 hours of pre-service training can be done by following the National CASA training Manual

New Directors should attend a pre-service training (as well as new Volunteer Coordinators)

- Other county trainings should be posted on the Ohio CASA website so you may attend another county's pre-service or in-service training

Training reimbursement

- Ohio CASA will reimburse programs for pre-service trainings at the rate of \$400 per pre-service training and \$75.00 per trainee
- Ohio CASA will reimburse programs for in-services trainings at the rate of \$350 pre in-service training
 - Training FY 2017: July 1, 2016 through May 31, 2017

Rule 48 Training events

- Applies to training events addressing one or more of the topics in Sup.R. 48(E)(3): human needs & child development; communication & diversity; preventing child abuse & neglect; family & child issues; and legal framework.
 - No later than 14 days before training event, local program contact must e-mail the following details to the Ohio CASA training coordinator: program/county name; date of proposed training; name of proposed training; name of lead presenter; number of hours. You may submit a training brochure provided it includes the required information.

- Within 7 days of the training completion, local program contact must e-mail completed training reimbursement application with supporting documents (evaluation summary, sign-in sheets, training brochure/agenda with ODJFS training language, and, in the case of pre-service trainings, contact list for all new volunteers) to the Ohio CASA training coordinator. SAVE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS

For other training events:

- Applies to training events that may not address a Sup.R. 48(E)(3) topic.
 - No later than 14 days before training event, local program contact must complete the top portion of the training reimbursement application and submit it with a copy of the brochure to the Ohio CASA training coordinator. SAVE A COPY OF THE PARTIALLY COMPLETED APPLICATION FOR YOUR RECORDS.
 - The Ohio CASA training coordinator will review the application and notify the program contact by e-mail if the request is approved or denied.
 - Within 7 days of the completion of the training event, local program contact must complete the remainder of the application and e-mail it with supporting documents (evaluation summary, sign-in sheets, training brochure/agenda with ODJFS training language, and, in the case of pre-service trainings, contact list for all new volunteers) to the Ohio CASA training coordinator. SAVE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS.

*Contact Andy Snouffer for any training reimbursement questions at asnouffer@ohiocasa.org

Appendix

Training Reimbursement Directions

Training Reimbursement Form

Funding

- Review present Grants
 - Know timelines with due dates
 - VOCA application typically due end of June with money disbursement in October*
 - Know what information must be collected for each grant
 - Use CASA Manager to your advantage by collecting required data through the database
- Contact funding sources

- Main sources: VOCA, Court, County, TANF, Title IV-E, NCASA, other federal, corporations, individuals, United Way, Kappa Alpha Theta, fundraising

*For VOCA questions please contact Tonya Buchanan at
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