

**Survivors should not have to complete a program's intake forms to apply for Safe at Home**

**Q** Members of my staff recently were trained and registered to be Application Assistants for the Missouri Secretary of State's new Address Confidentiality Program, Safe at Home. Should we have survivors complete our program's intake forms when they contact us for help with the Safe at Home application?

**A** No, if a survivor of domestic violence, rape, sexual assault or stalking wishes to relocate to an address unknown to her assailant and wants your program staff who is an authorized Application Assistant (AA) to help complete the Safe at Home application,

the survivor *should not* have to complete your program's intake paperwork as well. If the survivor wishes to seek additional services at your program, then completing intake forms and following your program's intake procedures would be appropriate. Again, if the survivor is only seeking assistance with the Safe at Home application and does not want other services, then the survivor should not be required to complete your program's intake forms. Programs should record the number of anonymous applicants assisted with enrollment in Safe at Home and could document the time spent by date and staff name for audit and grant purposes without detailing information on the applicant. This could serve as documentation for the staff's case management services offered by helping enroll Safe at Home participants. Programs should contact funders to ensure they are collecting the information required for grant reporting. Call MCADSV at (888) 666-1911 to discuss documentation options. For information about the Safe at Home program, please call (866) 509-1409, e-mail SafeAtHome@sos.mo.gov or visit www.MoSafeatHome.com.



**alliance opportunities**

**MCADSV REGIONAL MEETINGS**

Location	Date/Time	Regional Rep.
<b>CENTRAL</b> Rolla	Dec. 4 11:30 A.M.	Rita Westermann (417) 533-5201
<b>KANSAS CITY</b> Mattie Rhodes	Nov. 29 10:30 A.M.	Beth Savitzky (816) 561-0550
<b>NORTHEAST</b> TBA	TBA	Donna Rodenbaugh (573) 642-1418
<b>NORTHWEST</b> Sedalia	Dec. 12 Noon	Debbie Wallace (660) 886-9880
<b>ST. LOUIS</b> Safe Connections*	Dec. 11 9:00 A.M.	Melissa Dann (314) 533-1313
<b>SOUTHEAST</b> Cape Girardeau	Dec. 6 11:30 A.M.	Brenda Smelser (636) 931-2700 ext. 196
<b>SOUTHWEST</b> Joplin	Dec. 14 11:00 A.M.	Christna Paul (417) 782-1772

\*Safe Connections was formerly known as Women's Support and Community Services.

**UPCOMING MCADSV TRAININGS**

Date/Time/Location	Information
<b>DEVELOPMENTS IN THE LAW</b> Dec. 3 9:00 A.M. - 5:00 P.M. Courtyard Marriott, Columbia	MCADSV (888) 666-1911
MCADSV will release the 2008 statewide training and regional meeting calendar in December 2007	



**REGISTER ONLINE**

Registration for all MCADSV trainings is online only. Visit [www.mocadsv.org/](http://www.mocadsv.org/) membership to register.

Need your username and password? Call MCADSV at (888) 666-1911.

the latest

a bulletin for the members of the Missouri Coalition Against Domestic and Sexual Violence



**American Bar Association adopts standards of practice for lawyers in civil protection order cases**

The American Bar Association (ABA) adopted *Standards of Practice for Lawyers Representing Victims of Domestic Violence, Sexual Assault and Stalking in Civil Protection Order Cases* at its annual meeting in August 2007. These standards, which have now been published, raise awareness of the need for high quality legal representation for victims of domestic violence, sexual assault and stalking.

The standards recommend lawyers become knowledgeable about the dynamics of domestic violence and its intersection with sexual assault and stalking before undertaking representation of a victim in a protection order case.

Other considerations addressed include understanding the role culture, language, immigration status, age and/or disability of the victim may play in effective representation of diverse clients, ensuring effective communication between the lawyer and client, and being able to identify the potential need for interpreters.

The ABA published the standards, which are being disseminated nationally to those on the front lines: lawyers at legal aid offices, *pro bono* legal service providers and individual lawyers who represent victims.

The ABA Commission on Domestic Violence developed the standards in partnership with the Washington Coalition of Sexual Assault Programs, Texas Rio Grande Legal Aid, National Center for the Prosecution of Violence Against Women, National District Attorneys Association and the Office on Violence Against Women, U.S. Department of Justice.

Copies of the standards of practice are available in hard-copy and Braille by e-mailing [abacdvt@staff.abanet.org](mailto:abacdvt@staff.abanet.org). They are also available electronically via download from the commission's Web site at [www.abanet.org/domviol/home.html](http://www.abanet.org/domviol/home.html).

- ▶ **FVPSA pilot ends December 31** PAGE 2
- ▶ **MCADSV increases training standard for DV programs** PAGE 2
- ▶ **New financial empowerment resources** PAGE 3
- ▶ **Fiscal review by independent CPA is new IRS audit requirement** PAGE 3
- ▶ **FAQs: Survivors should not have to complete intake forms to apply for Safe at Home** PAGE 4



217 Oscar Drive, Suite A  
Jefferson City  
Missouri 65101  
(573) 634-4161  
(573) 636-3728 fax  
[mocadsv@mocadsv.org](mailto:mocadsv@mocadsv.org)  
[www.mocadsv.org](http://www.mocadsv.org)

**MCADSV increases training standard for DV programs**

The MCADSV Board of Directors approved increasing the training requirement from 20 to 40 hours in the *MCADSV Service Standards and Guidelines for Domestic Violence Programs*.

Training is required for all individuals—program staff, volunteers or board members—affiliated with the program who will be in a position to provide direct service to domestic violence victims. They must complete a minimum of 40 hours of training conducted by a domestic violence program.

By increasing the number of training hours required, MCADSV standards are closer to what many other state coalitions recommend as a training minimum for direct service providers. The more training advocates receive, the more equipped they are to provide quality services to survivors. MCADSV staff are available to assist programs in developing a training plan, to offer training materials and curriculum suggestions and to supplement parts of the training requirement with statewide or on-site training.

The Board's Services and Education Workgroup also is currently working on standards for sexual violence programs, which will be released in 2008. Its recommendation for training standards for sexual violence programs also is 40 hours.

**FVSPA data collection and outcomes project ends December 31, 2007**

MCADSV thanks those member programs that participated in the 2007 Family Violence Prevention and Services Act (FVPSA) Outcomes Pilot Project for Missouri. All

programs that receive federal funds from the Missouri Department of Social Services (DSS) (also called the Domestic Violence Victim Assistance grant or DVVA contract) were required to participate in the pilot project, which not only tested two mandatory outcomes, but also used all of the national "Documenting Our Work" evaluation forms and accompanying databases. The pilot project using all forms and databases ends on December 31, 2007. Programs can find the required Excel databases online. Go to [pubs.pcadv.net/FVPSA\\_Outcome/](http://pubs.pcadv.net/FVPSA_Outcome/). Both the username and password are "outcomes."

Those programs that receive federal DSS funds must continue to collect the two mandatory outcomes in 2008. Look for more information in the future from MCADSV about how the two outcomes will be submitted to the grant funder. The two mandatory outcomes are:

- ▶ As a result of contact with the domestic violence program, 65 percent or more of domestic violence survivors will have strategies for enhancing their safety.
- ▶ As a result of contact with the domestic violence program, 65 percent or more of survivors will have knowledge of available community resources.

Contact MCADSV at (888) 666-1911 with any further questions on how to collect responses from program participants that generate the two mandatory FVPSA outcomes.



**MCADSV to welcome five interns in 2008**

Five students will begin internships with MCADSV in January. Nicole Frankenberg and Rebecca McKinstry, both University of Missouri-Columbia law students, will act as Legal Interns. Michael Schwabe, a University of Missouri-Columbia law student, will serve as the Public Policy Intern. Chrishna Paul, an MSW student at Missouri State University, Joplin Campus, will fill the MSW Intern position. Jennifer Anderson, a student at Stephens College in Columbia, will serve as Communications Intern.

**New Web site provides financial empowerment resources to support domestic violence survivors**

The Allstate Foundation launched a new Web site in October, [www.EconEmpowerment.org](http://www.EconEmpowerment.org), providing information and resources to support survivors of domestic violence.



The site is just one component of The Allstate Foundation Domestic Violence Program, which provides comprehensive programming to energize, empower and equip domestic violence survivors with the resources, knowledge and skills they need to achieve safer and more financially secure lives.

The site provides information on resources available to survivors, including:

- ▶ **Moving Ahead Through Money Management:** The Allstate Foundation Domestic Violence Program's financial empowerment curriculum—which includes financial tools and information that enable survivors of domestic abuse to fully understand their financial circumstances, and engage in short- and long-term planning to accomplish their personal goals.
- ▶ **The Allstate Foundation Education and Job Training Fund:** A fund that channels small grants to adult domestic violence survivors to help them achieve their educational and professional goals. This covers education, training- and job-related expenses including: books and school supplies, job skills and training, certification and registration fees, tuition, requirements for jobs, such as uniforms, childcare, and public transportation.
- ▶ **Links to national and state-based domestic violence organizations:** Both national and state-based organizations provide a wealth of information and tips for both survivors and others who wish to help. This Web site contains links and key contact information for state and national organizations.

The Web site also contains information for service providers, such as ways to enhance their organization's financial empowerment services and information on applying for grants. In addition, it offers information on volunteer opportunities through both local and national programs and organizations.

**Fiscal review by CPA is new IRS audit requirement**

Updates to federal law intended to defer fraud in the corporate business sector also have affected nonprofit governance.

When presenting a financial statement for audit, it is now required that the statement is prepared according to *Generally Accepted Accounting Principles*, which are guidelines used by auditors when they conduct audits on companies' finances, to ensure accuracy, consistency and verifiability of auditors' actions and reports.

This means a CPA independent from the auditing firm must prepare the financial statement to ensure the receipt of a "non-qualified" audit. If this is not done, a "material weakness" related to the nonprofit's financial statement will be disclosed in the management letter.

A non-qualified audit and acceptable management letter is especially important when an organization solicits grants and donations from corporations and private foundations.

In the coming months, MCADSV will post a series of listserv announcements to discuss other guidelines related to policy and financial disclosure. MCADSV staff also is available to provide technical assistance on policy development and fiscal matters.