

## SEXUAL VIOLENCE WORK PLAN FY 201?-201?

**Center Name:** Center

**County(ies) Served:** Happy County

**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.1:** To provide crisis counseling, crisis intervention, advocacy and information/referral services to # adult victims for # hours, and connect these clients to other services

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<p>Provide crisis intervention through:</p> <ul style="list-style-type: none"> <li>• 24-hour crisis counseling and referral services</li> <li>• 24-hour emergency response to victims at hospital, county and magisterial courts, and police departments</li> <li>• Walk-in crisis counseling</li> </ul> <p>Provide counseling through:</p> <ul style="list-style-type: none"> <li>• Trauma-informed individual crisis counseling</li> <li>• Group counseling</li> <li>• 24-hour hotline counseling</li> <li>• Court accompaniment and</li> </ul>	<p>Adult victims of sexual violence (female, male, transgender)</p>	<ul style="list-style-type: none"> <li>• (#) adult victims for (#) hours, using case logs and ETO entries documenting each crisis intervention and counseling activity</li> <li>• Of the (#) victims who receive a SART response at the hospital, 75% will be</li> </ul>	<p>Continuing</p>	<p>Volunteers; SA Counselors</p>	<p>Program Director</p>	<p>July 201?-June 201?</p>

<p>orientation</p> <p>Provide Individual advocacy through:</p> <ul style="list-style-type: none"> <li>• 24-hour support and referral</li> <li>• Referrals to community agencies</li> <li>• Court orientation, accompaniment, and advocacy with the justice systems</li> </ul>		<p>connected to other services (determined using ETO)</p> <ul style="list-style-type: none"> <li>• (#) Adult Victims receiving each individual advocacy activity using case logs and ETO Entries documenting service</li> </ul>				
---	--	---	--	--	--	--

**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.2:** To provide crisis counseling, crisis intervention, advocacy and information/referral services to (#) child victims for (#) hours

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<p>Provide crisis intervention through:</p> <ul style="list-style-type: none"> <li>• 24-hour crisis counseling and referral services</li> <li>• 24-hour emergency response to victims at hospital, county and magisterial courts, and police departments</li> <li>• Advocate response to the Child Advocacy Center as part of the Multi-disciplinary team</li> <li>• Walk-in crisis counseling</li> </ul> <p>Provide counseling through:</p> <ul style="list-style-type: none"> <li>• Trauma-informed individual crisis counseling</li> <li>• Group counseling</li> <li>• 24-hour hotline counseling</li> <li>• Court accompaniment and orientation</li> </ul> <p>Provide Individual advocacy through:</p> <ul style="list-style-type: none"> <li>• 24-hour support and referral</li> </ul>	<p>Child victims of sexual violence (female, male, transgender)</p>	<ul style="list-style-type: none"> <li>• (#) child victims for (#) hours, using case logs and ETO entries measuring each activity listed</li> <li>• Of the (#) child victims who receive an advocate or other crisis response at the Child Advocacy Center, 75% will be connected to other services (determined)</li> </ul>	<p>Continuing</p>	<p>Counselors, Volunteers, Advocates</p>	<p>Program Director</p>	<p>July 201? – June 201?</p>

<ul style="list-style-type: none"> <li>• Referrals to community agencies</li> <li>• Court orientation, accompaniment, and advocacy with the justice systems</li> </ul>		<p>using ETO)</p> <ul style="list-style-type: none"> <li>• (#) Child Victims receiving court accompaniment for (#) hours, using case logs and ETO entries; (#) Systems advocacy contacts for (#) hours (determined using ETO)</li> </ul>				
--	--	--	--	--	--	--

SAMPLE

**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.3:** To provide crisis counseling, crisis intervention, advocacy and information/referral services to (#) significant others for (#) hours

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<p>Provide crisis intervention through:</p> <ul style="list-style-type: none"> <li>• 24-hour crisis counseling and referral services</li> <li>• 24-hour emergency response to victims at hospital, county and magisterial courts, and police departments</li> <li>• Assistance with filing Sexual Violence Protection Orders</li> <li>• Walk-in crisis counseling</li> </ul> <p>Provide counseling through:</p> <ul style="list-style-type: none"> <li>• Trauma-informed individual crisis counseling</li> <li>• Group counseling</li> <li>• 24-hour hotline counseling</li> <li>• Court accompaniment and orientation</li> </ul> <p>Provide Individual advocacy through:</p> <ul style="list-style-type: none"> <li>• 24-hour support and referral</li> <li>• Referrals to community</li> </ul>	<p>Significant others of victims of sexual violence (female, male, transgender)</p>	<ul style="list-style-type: none"> <li>• (#) significant others for (#) hours, using case logs and ETO entries for each crisis intervention activity listed</li> <li>• (#) significant others for (#) hours using case logs and ETO entries for each counseling activity listed</li> <li>• (#) significant others for (#) hours using case logs</li> </ul>	<p>Continuing</p>	<p>SA Counselors; Advocates</p>	<p>Program Director</p>	<p>July 201?- June 201?</p>

<p>agencies</p> <ul style="list-style-type: none"><li>• Court orientation, accompaniment, and advocacy with the justice systems</li></ul>		<p>and ETO entries for each individual advocacy activity listed</p>				
---	--	---	--	--	--	--

SAMPLE

**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.4:** To enhance and increase Center support group options for (#) adult survivors of sexual violence and their significant others that meet service recipient needs

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Continue to promote our SA support groups throughout the community</li> <li>• Continue with our current weekly format for group for female survivors</li> <li>• Begin groups for male survivors by May of 201?</li> <li>• Continue to meet with survivors who have an interest in joining a group</li> <li>• Work with SA counselor and other participating staff to have well-trained, trauma-informed facilitation for both male and female survivor groups</li> <li>• Provide group members with the opportunity to give feedback by administering the ESQ at the end of each group cycle</li> </ul>	<p>Adult female, male, and transgender survivors of sexual violence and their significant others</p>	<ul style="list-style-type: none"> <li>• Records of (#) PSA's, Flyers, Ads and Social Media Outreach</li> <li>• (# or %) Group participation according to group logs.</li> <li>• (# or %) Participants indicate needs met and satisfaction as measured by the ESQ</li> <li>• Training records of participating Staff</li> </ul>	<p>Expanded</p>	<p>SA Counselor</p> <p>Education/ Training Staff</p>	<p>Program Director</p>	<p>July 201? – June 201?</p>

**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.5:** To maintain a core group of volunteer Counselor/Advocates who provide high quality counseling and advocacy services to victims of sexual violence and their significant others that are consistent with the mission of the Center and PCAR standards

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Continue to conduct the Counselor/Advocate training twice per year for volunteers and paid staff</li> <li>• Maintain approximately (#) volunteer advocates to staff the overnight and weekend hotline services</li> <li>• Continue to provide structure for 6 hours per year of continuing education completed by volunteer counselor/advocates</li> </ul>	Victims and survivors of sexual violence and their significant others	<ul style="list-style-type: none"> <li>• Counselor Advocate Training Records</li> <li>• Volunteer records reflect a minimum (#) volunteers on staff</li> <li>• Shift logs reflect that Hotline shifts are filled by volunteer C/A's over 85% of the time</li> <li>• Continuing Education Records</li> </ul>	Continuing	Education/ Training Staff	Program Director	July 201? – June 201?



**Project Goal 1:** The Center will provide the highest quality safe and confidential services that are free and easily accessible to victims of sexual assault throughout Happy County

**Project Objective 1.6:** Maintain and improve the response of systems (judicial, health care, correctional facilities and others) to victims of sexual assault via enhancement of Sexual Assault Response Team (SART) services

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Meet semi-annually as a SART Systems Coordination Group to review and enhance SART services</li> <li>• Participate with SART Protocol trainings</li> <li>• Support community collaborators as they comply with the updated SART Protocol</li> </ul>	Victims and survivors of sexual violence and their significant others	Minutes from meetings; record of trainings; completed updates to SA protocol	Continuing	Program Director	Executive Director	July 201? – June 201?

**Project Goal 2:** The Center will promote the highest quality of services to survivors, significant others and the Happy County community that are in accordance with the ethical standards of PCAR

**Project Objective 2.1:** The Center will promote awareness of, and practice according to, ethical standards in all interactions among staff, volunteers, victims, board and community

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Executive Director (ED) will participate in the biannual volunteer training program classes dealing with ethical issues</li> <li>• ED will coordinate with interview committees to include questions on ethical issues in the interview process for new staff and in the orientation of all new staff</li> <li>• ED will schedule review discussions of ethical issues in the context of staff meetings twice a year</li> <li>• ED will review the Ethics policy with the board annually</li> <li>• Staff will address ethical issues as they arise as a routine part of staff meetings</li> </ul>	Center paid and volunteer staff, board members and community partners	<ul style="list-style-type: none"> <li>• Volunteer training records</li> <li>• Staff and volunteer orientation records; Signed ethics policies in all staff and volunteer files</li> <li>• Records from staff trainings</li> <li>• Minutes from board meetings</li> <li>• Staff meeting records</li> </ul>	Continuing	Executive Director  Program Supervisors	Board President	July 201? – June 201?

**Project Goal 3:** The Center will engage the community to expand and deepen understanding of sexual violence and its roots in society.

**Project Objective 3.1:** Increase awareness throughout our community of sexual assault issues and services, including prevention programming, available at center. Specific attention paid to communicating that resources are available for all people.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Establish yearly communication audits/reviews to assess messaging and methods across the organization</li> <li>• Conduct a thorough review of our website, both content and design with the outcome being a redesign and new hosting platform.</li> <li>• Continue to enhance and expand our Social Media presence by 25% over previous f/y through an aggressive and well strategized social media plan</li> <li>• Submit regular press releases, monthly column and articles to area media outlets, including radio and TV stations and local newspapers.</li> <li>• Be available and cultivate relationships with local</li> </ul>	Local media, community members, potential clients, underserved populations	<ul style="list-style-type: none"> <li>• Audit documentation</li> <li>• New website launched</li> <li>• Social media plan developed; social media engagement and outreach records; compare google metrics from old and new site</li> <li>• track and report number of press releases, columns and articles</li> </ul>	Expanded	Community Educator; Program Director; IT Staff	Executive Director	July 201? – June 201?

<p>media outlets so that we are seen as experts in topics related to sexual violence when interviews or speakers are needed; provide (#) new interviews</p> <ul style="list-style-type: none"> <li>• Distribute quarterly announcements via social media, radio, TV, print and other mediums</li> <li>• Create and distribute 4 new or updated media materials referencing sexual assault and services available to hospitals, schools, businesses, religious and community organizations</li> <li>• Participate in a minimum of (#) local events where we can raise awareness of our services and the impact of sexual violence on our community</li> <li>• Plan and execute a SAAM campaign every April that capitalizes on our partnerships throughout the community and campus, engages new partners, and utilizes our dedicated volunteer pool</li> <li>• Develop a way for clients, victims, and others that</li> </ul>		<ul style="list-style-type: none"> <li>• track and report outreach efforts; number of requests for interviews; number of interviews provided</li> <li>• Track and report quarterly announcements</li> <li>• Track and report number of materials created, updated and distributed</li> <li>• track and report participation in (#) local events</li> <li>• Minutes from SAAM planning meetings; printed publicity materials; copies of media coverage; follow up evaluations from community participants</li> </ul>				
---	--	---	--	--	--	--

<p>are involved with our organization to safely share their stories with our community through the upgraded Center website.</p>		<ul style="list-style-type: none"><li>• “Survivor’s Corner” created as part of new Center website, with enhanced security/safety</li></ul>				
---	--	--	--	--	--	--

SAMPLE

**Project Goal 3:** The Center will engage the community to expand and deepen understanding of sexual violence and its roots in society.

**Project Objective 3.2:** Provide opportunities for our community (individuals and organizations) to be involved in the prevention of sexual violence by engaging with the work we do as a Center.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Review and revise our Community Volunteer Training so that it better prepares trainees to represent the mission of our Center, and gives them the tools to engage others in the community around this issue</li> <li>• Internally revise method for engaging with trained volunteers and giving them opportunities to participate in our work</li> <li>• Attend (#) community events and design activities that allow for greater participation by attendees</li> <li>• Expand our presence in the community by supporting and attending (#) events that can connect us to audiences we haven't traditionally engage with, including men, rural communities,</li> </ul>	Community members, non-traditional audiences	<ul style="list-style-type: none"> <li>• Revised community volunteer training completed</li> <li>• Revised method for engaging volunteers created</li> <li>• Collect surveys on new processes from 100% of trainees</li> <li>• 90% or more of trainees surveyed feel they are better prepared to engage in the community</li> <li>• 90% or more of trainees surveyed report more opportunities to participate in center work</li> <li>• Development of volunteer processes</li> </ul>	Expanded	Community Educator, Program Director	Executive Director	July 201? – June 201?

and the international community		completed <ul style="list-style-type: none"><li>Track and report number of events including for non-traditional audiences</li></ul>				
---------------------------------	--	---	--	--	--	--

SAMPLE

**Project Goal 3:** The Center will engage the community to expand and deepen understanding of sexual violence and its roots in society. [Click here to enter text.](#)

**Project Objective 3.3:** Build upon existing and implement additional prevention programs for college students, adults and professionals in the communities across Happy County.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Create a comprehensive list of community programs or topics that we offer</li> <li>• Create (#) materials (online, print) that market our programs and distribute them via the activities outlined in Objective 2.1</li> <li>• Use existing relationships, and build (#) new ones to market the availability of these programs</li> <li>• Work with (#) organizations and professionals to create or adapt training that more closely ties to their work or mission</li> <li>• Continue to serve on or attend local committee meetings, boards and associations to share our mission and advertise the availability of programs; with a minimum of (#)</li> </ul>	<p>College Students, Professionals, Mandated Reporters, local businesses, community groups, community members</p>	<ul style="list-style-type: none"> <li>• Record of Community programs document created</li> <li>• Marketing materials created and distributed, track and report</li> <li>• Track and report number of new and existing relationships used to market programs</li> <li>• (#) requests from new programs or organizations; track and report improved ties to their mission</li> <li>• Track and report number of contacts with local</li> </ul>	<p>Continued</p>	<p>Community Educator</p>	<p>Program Director</p>	<p>July 201? – June 201?</p>



<p>contacts</p> <ul style="list-style-type: none"> <li>• Specifically focus on marketing Mandated Reporter Training to groups that are defined by law as being mandated reporters but may not have received training (ME's, coroner, funeral director, religious leaders, coaches, EMS, library employees, independent contractors, etc.) Provide a minimum of (#) new trainings</li> <li>• Focus on specific outreach to medical facilities and local businesses, and continue to identify subsets of these groups that may be in need of specific programs (bar staff, hair dressers, etc.) Develop and distribute (#) Outreach materials</li> <li>• Begin to formalize our partnerships with Happy County college, to better define the way we work collaboratively with groups on campus to educate and prevent sexual violence, and to promote the Center</li> </ul>		<p>committees and boards</p> <ul style="list-style-type: none"> <li>• Track and report the number of Mandated Reporter trainings provided to audiences listed</li> <li>• comprehensive list of medical, business and subset groups developed; (#) of materials developed and distributed; track and report</li> <li>• MOU established with Happy County College to outline programming that will be available and</li> </ul>				
---	--	--	--	--	--	--

<p>as an important resource for students that may need services.</p> <ul style="list-style-type: none"><li>• Review all programs yearly</li></ul>		<p>delivered</p> <ul style="list-style-type: none"><li>• Record and track yearly program review activity</li></ul>				
---	--	--	--	--	--	--

SAMPLE

**Project Goal 3:** The Center will engage the community to expand and deepen understanding of sexual violence and its roots in society.

**Project Objective 3.4:** Work with our local school districts to assess their prevention readiness and implement programming that matches the needs of the school and approach programming with the social ecological model in mind, specifically looking at the individual, relationship and community level within the district or community.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Create a comprehensive list of K-12 programs that we offer, both in school and out of school</li> <li>• Create (#) materials (online, print) that market our programs and distribute them via the activities outline in Objective 2.1</li> <li>• Develop one readiness assessment for one new school</li> <li>• Maintain relationships with our current K-12 school contacts and begin or continue to engage them in conversations around prevention programming in effort to obtain (#) new requests for presentations</li> <li>• Provide (#) K-12 prevention programs</li> </ul>	<p>Teachers, administrators, parents and students in Happy County Schools</p>	<ul style="list-style-type: none"> <li>• K-12 comprehensive programs list created</li> <li>• (#) marketing materials created and distributed, track and report</li> <li>• readiness assessment completed for one school</li> <li>• (#) new program requests received, track and report</li> <li>• Records reflect (#) K-12 programs delivered</li> </ul>	<p>Continued</p>	<p>Community Educator; Trained Volunteers</p>	<p>Program Director</p>	<p>July 201? – June 201?</p>

--	--	--	--	--	--	--

**Project Goal 3:** The Center will engage the community to expand and deepen understanding of sexual violence and its roots in society.

**Project Objective 3.5:** Cultivate and enhance relationships with local service agencies, businesses, non-profits, system resources, the university, faith organizations, youth serving organizations and local government to become allies in the movement to respond to and prevent sexual violence in our community.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>Partner with minimum of (#) other agencies to deliver or develop programs</li> <li>Engage at least (#) other partner organizations to contribute directly to the work we do, such as having their staff or volunteers trained as counselor/advocates or community volunteers.</li> <li>Continue to serve on or attend local committee meetings, boards and associations to share our mission and advocate that sexual violence be a part of the conversation and to create allies that will help share that message</li> <li>Work with allies to encourage them share their experiences of</li> </ul>	Human service agencies, youth serving organizations, community members	<ul style="list-style-type: none"> <li>(#) new people or organizations engaged directly with our work</li> <li>Develop and deliver (#) programs with partner agencies</li> <li>track volunteer and staff advocacy hours with local committees, board and associations</li> <li>Track number of shared experiences</li> </ul>	Continued	Program Director, Community Educator; Trained Volunteers	Executive Director	July 201? – June 201?

interaction with us and with this issue and how it affects our communities; with a goal of (#) shared experiences.		from allies shared via communication networks and other media				
--	--	---	--	--	--	--

SAMPLE

**Project Goal 4:** The Center will ensure that services are physically and cognitively accessible to victims of sexual violence

**Project Objective 4.1:** To enhance agency response and increase service accessibility for victims and survivors of sexual violence, and their significant others, who have physical and intellectual disabilities

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<p><b>Activities For Center Staff:</b></p> <ul style="list-style-type: none"> <li>• Plan and implement one in-service training to strengthen work with people physical disabilities</li> <li>• Plan and implement one in-service training to strengthen work with people with intellectual disabilities</li> <li>• As a committee, continue to meet monthly for case management of client service needs specific to people with disabilities</li> <li>• As a committee, continue to meet monthly to plan enhancement of outreach to people with disabilities</li> <li>• Enhance skills of outreach teams providing services to people with disabilities, such as accompaniment and advocacy with mental health service providers, by offering to meet with teams to identify and problem-solve needs in this area; with a minimum of (#)</li> </ul>	<p>Victims, Survivors and Significant others with physical and intellectual disabilities</p>	<ul style="list-style-type: none"> <li>• One in-service Training for physical disabilities developed; training attendance records</li> <li>• One in-service Training for intellectual disabilities developed; training attendance records</li> <li>• Monthly case management and outreach committee meeting minutes</li> <li>• Record of meetings held with outreach</li> </ul>	<p>Continuing</p>	<p>Community Educator; Human Resources Staff</p>	<p>Program Director</p>	<p>July 201? – June 201?</p>

<p>meetings held</p> <ul style="list-style-type: none"> <li>• Promote organizational cultural competence for work with and employment of people with disabilities by developing Center job candidate interview processes that support people with disabilities</li> <li>• Provide (#) outreach materials to human service agencies and advocacy groups for people with disabilities</li> <li>• Identify and implement ways for persons with mobility limitations to access our building in the safest and least restrictive way possible.</li> <li>• Identify and implement alternative means of communication using the new phone system to increase accessibility for those who are deaf or hard of hearing, speak a language other than English or have other communication needs.</li> </ul>		<p>teams; needs identified and addressed</p> <ul style="list-style-type: none"> <li>• Record of HR staff development of job interview process that supports people with disabilities</li> <li>• Track and report (#) outreach materials developed</li> <li>• Track and report; record of development and implementation for mobility access</li> <li>• Track and report; record of</li> </ul>				
--	--	---	--	--	--	--

<p><b>Activities for Center Board of Directors:</b></p> <ul style="list-style-type: none"> <li>Implement revised process for board member inclusion</li> </ul>		<p>alternate means of communication identified and implemented</p> <ul style="list-style-type: none"> <li>Revised process developed/implemented - Board Meeting Minutes</li> </ul>		<p>Board of Directors; Executive Director; HR Staff</p>	<p>Board President</p>	<p>July, 201?- Dec. 201?</p>
--	--	--	--	---	------------------------	----------------------------------

SAMPLE



**Project Goal 5:** The Center will ensure that Center is committed to racial equity as it attends to service delivery, outreach and staff development in a culturally competent manner.

**Project Objective 5.1:** To continue to train in racial equity to enhance service options and accessibility for people of color, international/immigrant clients, the LGBTQI community and others.

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Continue to provide support for the work of the staff Disabilities Committee and Anti-Racism Committee by incorporating regular activities and reporting at each team and staff meetings</li> <li>• Continue to provide at least (#) on-site professional development opportunities per year for Board, staff and volunteers to enhance cultural competence, gender and racial equity in their work with people of color, the international/immigrant community, rural victims, people with disabilities and the LGBTQI community.</li> </ul>	Center Staff; Volunteers; Board of Directors	<ul style="list-style-type: none"> <li>• Staff and team meeting minutes reflect support for Disabilities Committee and Anti-Racism Committee</li> <li>• Records of (#) trainings in racial and gender equity provided</li> </ul>	Continuing	Community Educator	Program Director	July 201? – June 201?

**Project Goal 5:** The Center will ensure that it functions, as an organization, in a manner that supports racial equity

**Project Objective 5.2:** To assess and enhance the promotion of racial equity; increase access and improve service provision to a variety of underserved populations within Happy County, including participation in Center organization and governance

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Ensure regular reporting to Board of Directors and full staff on the work of the Disabilities and Anti-Racism Committees</li> <li>• Review expectations for cultural competence within the employee performance review process and add specific goals for improvement</li> <li>• Review outreach and educational materials for culturally appropriate images and language and deleting those that are inappropriate</li> <li>• Increase culturally appropriate and diverse images throughout the Center and Center materials</li> </ul>	Center Staff and Board of Directors	<ul style="list-style-type: none"> <li>• Board Meeting Minutes; Reports to staff and Board of Directors of activities and progress</li> <li>• Employee Performance Review; general goals and progress tracked in report for board</li> <li>• Outreach materials updated; updates are recorded and tracked for report</li> </ul>	Continuing	Executive Director; Program Director; Community Educator	Executive Director; Board President	July 201? – June 201?

**Project Goal 6:** The Center will keep accurate records of services using ETO for recording/reports and for reporting to funders, enhancing our ability to collect and analyze data relative to accomplishing the mission of the Center in the area of sexual violence

**Project Objective 6.1:** To improve ease and accuracy of reporting to funders

Activity(ies)	Target Population	Measurement	New, Cont., or Expanded	Position(s)	Supervisor	Timeframe
<ul style="list-style-type: none"> <li>• Continue to train on use of ETO, relaying updates to staff as we receive them</li> <li>• Conduct weekly data quality reports and share needed corrections with staff members</li> <li>• Share monthly stats reports at Leadership Team meetings as a validity check to ensure that stats are corresponding to empirical evidence</li> </ul>	All SA service recipients, community partners and funders	<ul style="list-style-type: none"> <li>• Training Records</li> <li>• Monthly reports, data capture, reporting</li> <li>• Weekly data quality reports</li> <li>• Leadership team meeting minutes</li> </ul>	Continuing	Program Director	Executive Director	July 201?-June 201?