

SEXUAL AND DOMESTIC VIOLENCE PROGRAM PROFESSIONAL STANDARDS COMMITTEE

COMMITTEE CHAIR

Judy Castelee
*Project Horizon,
Lexington*

COMMITTEE
VICE-CHAIR
Vacant

COMMITTEE MEMBERS

Timika Cousins
*The Faces Behind a
Purpose for You,
Richmond*

Cori Davis
*DSS,
Bedford County*

Elvira De la Cruz
*LIVE,
Richmond*

Leonard Hall, Jr
*Millstone International
Logistics,
Floyd County*

Leah Kipley
*National Safe Haven
Alliance,
Powhatan*

Tamy Mann
*Victim Witness,
Giles County*

Teresa McKensie
*Victim Witness,
Radford City & Floyd
County*

Faith Power
*The Laurel Center,
Winchester*

Heather Sellers
*Victim Witness,
Bedford County*

Nonvoting Members
*Markella Maschas, VDSS
Kristina Vadas, DCJS
Laura Beth Weaver,
VSDVAA*

**DCJS Professional
Standards Team**
*Amber Stanwix
Andrea Sutton*

**Sexual and Domestic Violence Program
Professional Standards Committee Meeting
March 26, 2025 • 10:00 a.m. – 12:00 p.m.
Tuckahoe Branch – Henrico Public Library**

- **Welcome and Introductions (5 minutes)**
 - *Judy Castelee, Committee Chairperson*
- **Professional Standards Update (5 minutes)**
 - *Andrea Sutton, Professional Standards Compliance Coordinator*
- **Election of Committee Vice-Chair (5 minutes)**
- **Approval of November 18, 2024 Minutes (5 minutes)**
- **Report from the Action Alliance (15 minutes)**
 - *Laura Beth Weaver, VSDVAA*
- **Discussion Regarding Agencies Applying for Renewal of Accreditation (10 minutes)**
 - *Amber Stanwix and Andrea Sutton*
- **Discussion Regarding Membership Roles and Responsibilities (10 minutes)**
- **Review of Agency for Accreditation (30 minutes)**
 - *Amber Stanwix and Andrea Sutton*
- **Public Comment (5 minutes)**
- **Selection of Next Meeting Date (5 minutes)**
- **Closing Remarks (5 minutes)**
 - *Judy Castelee, Committee Chairperson*

Virginia Sexual and Domestic Violence Programs Professional Standards Accreditation 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.

Introduction

1. Please provide a brief history of your organization. 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. If your agency utilizes volunteers, in what areas of the agency do the volunteers work? What tasks do they perform on a regular basis?

Administration

Standard #1

3. Are any fees charged for your crisis intervention, advocacy, or engagement services?
4. Beyond the required civil rights training, how do you ensure that your staff receives training on diversity issues and multicultural competency? Be specific.
5. If your agency defines your service population within a specific client group, please provide the rationale for this selectivity.

Standard #2

6. Describe your onboarding training process, including the number of hours required, for new staff and volunteers. Be specific.
7. Describe your continuing education training process, including the number of hours required, for staff and volunteers. Does this include a review of the confidentiality, cultural humility, and vicarious trauma topics?
8. Describe the ongoing training process for supervisors, including how this supports their management, supervision, and trauma stewardship responsibilities.
9. In the past year, have you made any exceptions to the training requirements? If so, please explain why.

Standard #3

10. How often do supervisors meet with staff?
11. 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.

12. How are staff made aware that they have the option to grieve to the board of directors if they are not satisfied with a grievance response from agency leadership? Have all staff been provided with the contact information for the Chairperson of the board to facilitate this process?

Standard #4

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

14. How many training sessions are provided for the board of directors' ongoing development each year?

15. What is the process for having the board of directors review all agency policies every three years? How is this documented?

Standard #5

16. How often are your background and driving record checks updated?

Standard #6

17. How is your crisis intervention, advocacy, and engagement data entered? Is your data entry compliant with current Violence Against Women Act (VAWA) confidentiality standards?

1.8 What is the review process for your data? How is the data collected used in program planning?

Standard #7

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

Standard #8

20. Describe how your agency demonstrates cultural humility in its sexual and/or domestic violence service delivery. For example, have you changed your service practices because of any training information you have received?

Standard #9

21. How is your documentation regarding client rights provided to clients, including those who are not staying in your shelter (if applicable)?

Crisis Intervention

Standard #10

22. 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 #11

23. 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?

24. 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?

Standard #12

25. How does your agency provide shelter to survivors and their families who are in imminent danger? What happens when shelter requests cannot be met, or the request originates outside of your service area?

26. If your agency maintains an emergency shelter that does not meet the requirements of the Americans with Disabilities Act, what is the process to secure accommodations appropriate to meet the needs of a client with disabilities?

Advocacy

Standard #13

27. Describe the range of individualized advocacy services provided by your agency. These must, at a minimum, include justice system advocacy, case management, supportive counseling, and referral resources

Standard #15

28. How does your agency identify the diverse needs of the community? Describe at least two methods.

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

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

Engagement

Standard #16

31. Please describe the outreach activities promoting your agency's services completed by your staff or volunteers in the past year. These may include tabling at community events, flyers or brochures, speaking engagements, prevention activities or initiatives, etc.

32. How does your agency engage in initiatives and activities that raise awareness, advocate for survivor access to resources, promote systemic change, and support the development of healthy relationships and healthy sexuality?

33. Describe your collaborative work with other local service providers in meeting the needs of sexual and domestic violence survivors.

Standard #17

34. 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).

35. Describe the training or education presentations relating to sexual or domestic violence that your agency has provided to allied professionals in the past year.

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- #9

1. The agency's non-discrimination policies for staff and client services.
2. A policy specifically affirming that staff, board of directors (or similar advisory group), and volunteers should reflect the diversity of the community that your agency serves.
3. A written training plan that meets the requirements of the Training Matrix (located on Pages 15-17 of the [Professional Standards Manual](#)).
4. A written staff grievance policy.
5. By-laws for Board of Directors (*nonprofit agencies only*).
6. Policy/plan for obtaining a criminal background check for all staff, interns, and volunteers; and a Virginia Child Abuse and Neglect Central Registry check for all staff, interns, and Level 2 volunteers, and those Level 1 volunteers who may engage with children.
7. Data report of client demographics.
8. A written language access plan, which includes the provision of relay services for the Deaf or hard of hearing.
9. Written documentation that informs clients of their rights, including the right to self-determination.
10. A written client grievance policy that is available to each agency participant.

Crisis Intervention

Standard #12

11. 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 Guidelines for Processes and Procedures on the Professional Standards [website](#) 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.dcvj.virginia.gov/credit/appttransactions/>

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

Thank you for applying for reaccreditation under the Professional Standards. 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.

Introduction

1. Please describe any major changes that have occurred within your agency in the last three years. For example, have any significant changes been made to any of your policies? Have there been any changes in leadership positions or have any new positions been added? Is your agency offering any new programming? Has your agency discontinued any services or limited your service area?
2. If your agency utilizes volunteers, in what areas of the agency do the volunteers work? What tasks do they perform on a regular basis?

Administration

Standard #2

3. Describe the ongoing training process for supervisors, including how this supports their management, supervision, and trauma stewardship responsibilities.
4. In the past year, have you made any exceptions to the training requirements? If so, please explain why.

Standard #3

5. How would your agency ensure there is no interruption of core services in the event of a reduction or discontinuation of funding? Core services include a hotline, provisions for emergency housing, and emergency accompaniment for victims of sexual and/or domestic violence.
6. How are staff made aware that they have the option to grieve to the board of directors if they are not satisfied with a grievance response from agency leadership? Have all staff been provided with the contact information for the Chairperson of the board to facilitate this process?

Standard #4

7. How many training sessions are provided for the board of directors' ongoing development each year?
8. What is the process for having the board of directors review all agency policies every three years? How is this documented?

Standard #5

9. How often are your background and driving record checks updated?

Standard #6

10. How is the data that your agency collects used in program planning?

Standard #8

11. Describe how your agency demonstrates cultural humility in its sexual and/or domestic violence service delivery. For example, have you changed your service practices because of any training information you have received?

Standard #9

12. How is your documentation regarding client rights provided to clients, including those who are not staying in your shelter (if applicable)?

Crisis Intervention

Standard #12

13. If your agency maintains an emergency shelter that does not meet the requirements of the Americans with Disabilities Act, what is the process to secure accommodations appropriate to meet the needs of a client with disabilities?

Advocacy

Standard #13

14. Describe the range of individualized advocacy services provided by your agency. These must, at a minimum, include justice system advocacy, case management, supportive counseling, and referral resources

Standard #15

15. How does your agency identify the diverse needs of the community? Describe at least two methods.

16. What are the specialized populations within your service area you have identified within the last three years who may need advocacy services or population-specific interventions?

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

Engagement

Standard #16

18. Please describe the outreach activities promoting your agency's services completed by your staff or volunteers in the past year. These may include tabling at community events, flyers or brochures, speaking engagements, prevention activities or initiatives, etc.

19. How does your agency engage in initiatives and activities that raise awareness, advocate for survivor access to resources, promote systemic change, and support the development of healthy relationships and healthy sexuality (e.g., National Night Out with local police, awareness month activities)?

20. Describe your collaborative work with other local service providers in meeting the needs of sexual and domestic violence survivors.

Standard #17

21. 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).

22. Describe the training or education presentations relating to sexual or domestic violence that your agency has provided to allied professionals in the past year.

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- #9

1. A written training plan that meets the requirements of the Training Matrix (Pages 15-17 of the [Professional Standards Manual](#)).

2. A written staff grievance policy.

3. By-laws for Board of Directors (*nonprofit agencies only*).

4. Data report of client demographics.

5. A written language access plan, which includes the provision of relay services for the Deaf or hard of hearing.

6. A written client grievance policy that is available to each agency participant.

Crisis Intervention

Standard #12

7. 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 Guidelines for Processes and Procedures on the Professional Standards [website](#) 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/apptransactions/>

Professional Standards Reaccreditation Site Visit Checklist

Completed onsite by Professional Standards Compliance Coordinator

Administration

- ☐ **Standard #1** – Show agency’s non-discrimination policies for staff and client services.
- ☐ **Standard #1** – Observe agency facilities to ensure that inclusions are noticeable (e.g., signage, pictures, materials).
- ☐ **Standard #1** – Show a policy specifically affirming that staff, board of directors (or similar advisory group), and volunteers should reflect the diversity of the community that your agency serves.
- ☐ **Standard #2** – Documentation that training requirements have been met for the most recently hired staff and the most recent volunteers.
- ☐ **Standard #2** – Training log for one staff member who has been at the agency for at least a year.
- ☐ **Standard #2** – Training log for one volunteer who has been at the agency for at least a year.
- ☐ **Standard #3** – Show recent audit and financial policies.
- ☐ **Standard #3** – Show a sustainability plan with projected revenues and expenditures for the 36 months of operation following the submission of the application for accreditation.
- ☐ **Standard #3** – Show a written succession plan for the Executive Director (or other agency leadership) position.
- ☐ **Standard #3** – Show personnel policies.
- ☐ **Standard #3** – Show job descriptions for all staff, intern, and volunteer positions.
- ☐ **Standard #3** – Show procedures for staff that include instructions for responding to potential emergencies.
- ☐ **Standard #3** – Show documentation that fire, tornado, bomb threat, and intruder drills have been conducted annually.
- ☐ **Standard #4** – Show job descriptions for board members (*nonprofit agencies only*).
- ☐ **Standard #4** – Show the written process for the selection of board members, including those who reflect the diversity of the communities served (*nonprofit agencies only*).
- ☐ **Standard #4** – Show the written plan for board training (*nonprofit agencies only*).
- ☐ **Standard #5** – Show where the state and federal regulations are posted.
- ☐ **Standard #5** – Show the written policy/plan for obtaining a criminal background check for all staff, interns, and volunteers; and a Virginia Child Abuse and Neglect Central Registry check for all staff, interns, and Level 2 volunteers, and those Level 1 volunteers who may engage with children.

- ☐ **Standard #5** – Show the written policy/plan for obtaining a driving record from the Virginia Department of Motor Vehicles for those staff, volunteers, or interns who will be transporting clients.
- ☐ **Standard #5** – Show the written ethical behavior policy.
- ☐ **Standard #6** – Show the record retention policy.
- ☐ **Standard #7** – Show operational procedures on client record/file security, maintenance, and access by individuals other than the client.
- ☐ **Standard #7** – Show the written policies/procedures regarding how the agency assures compliance with applicable legal requirements regarding confidentiality.
- ☐ **Standard #7** – Show the informed, written, and reasonably time-limited client release of information form.
- ☐ **Standard #7** – Show the written policy to respond to subpoenas, court orders, and other legal processes.
- ☐ **Standard #7** – Show the written policy addressing the security of home computers, laptops, smart phones, virtual private networks, cloud computing, hotline routing, etc. for any staff who telecommute, including how access is terminated for staff who leave the agency.
- ☐ **Standard #9** – Show written documentation that informs clients of their rights, including the right to self-determination.

Crisis Intervention

- ☐ **Standard #10** – Show data report of crisis intervention services provided.
- ☐ **Standard #11** – Show data report of accompaniments services requested and provided.
- ☐ **Standard #12** – Observe the first aid supply kit.
- ☐ **Standard #12** – Show data report of emergency shelter services requested and provided.

Advocacy

- ☐ **Standard #13** – Show data report of advocacy services requested and provided.
- ☐ **Standard #14** – Show a current memorandum of understanding (MOU) with relevant community partner(s) (i.e., medical provider, justice system).
- ☐ **Standard #14** – Show a physical or digital resource list with financial, healthcare, mental health, culturally specific, social service, and other resources.

Engagement

- ☐ **Standard #16** – Show data report of community engagement and outreach activities provided.

☐ **Standard #17** – Show an example of training materials as they apply to community outreach.

Virginia Sexual and Domestic Violence Program Professional Standards Committee Member Roles and Responsibilities

Thank you for your continued willingness to serve on the Professional Standards Committee. Your role, as outlined below, is vital to the advancement of sexual and domestic violence agencies across the Commonwealth of Virginia.

Meetings

The Professional Standards Committee (“Committee”) meets at least four times per year. All meetings will be conducted in accordance with Robert's Rules of Order and will be subject to the Virginia Freedom of Information Act (FOIA). Please note that, under FOIA, a “meeting” includes instances where any three or more Committee members gather and discuss Committee business. Such a gathering would need to be announced to the public and minutes would need to be published. Therefore, Committee members should refrain from discussing any work of the Committee outside of scheduled sessions, even during informal settings such as lunch or breaks, to avoid violating FOIA rules.

Committee business cannot be conducted unless there is a quorum present. In accordance with *Code of Virginia* § 116.3(B), a quorum is made up of the majority of the voting members. Therefore, your attendance is vitally important. In addition, it is crucial that you respond to meeting invitations in a timely manner so that we may reschedule meeting dates if we cannot achieve a quorum.

Duties of Committee Members

As discussed above, you are expected to regularly attend Committee meetings. At the meetings, your role is to review and vote on the accreditation status recommendations for applicant programs. In addition, you will periodically evaluate and revise the Virginia Sexual and Domestic Violence Program Professional Standards. Finally, you may be asked to serve on a subcommittee established to address any appeals from applicant programs.

Attendance

In accordance with the Committee by-laws, if you miss three consecutive regularly scheduled meetings, the Chair will call the absences to your attention in writing on behalf of the Committee and act as agreed upon by the Committee.

There may come a time when you feel that you can no longer continue your work with the Committee, and you would like to resign. In addition, if you leave employment with the agency you were working with at the time you were appointed, you must resign your role as a member. We would ask all those leaving the Committee to submit a letter of resignation to us that we may then pass on to the Secretary of the Commonwealth. This will allow us to fill positions on the Committee in a timely manner.

We appreciate your commitment to the important work of this Committee and look forward to your active participation.