



## ACCREDITATION PROCESS

Accreditation of your agency is mandatory if your organization receives Sexual Assault Service Program (SASP) funds from ACASA.

To be accredited you must:

- Serve the following:
  - I. Adult, youth, and child survivors of sexual assault;
  - II. Family and household members of such survivors; and
  - III. Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.
- Participate in the following activities for your center:
  - I. 24-hour hotline services providing crisis intervention services and referral;
  - II. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
  - III. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault survivors and family or household members;
  - IV. Information and referral to assist the sexual assault victim and family or household members;
  - V. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
  - VI. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.
- Meet the following eligibility requirements:
  - I. Provide services to sexual assault survivors of all ages (\*child advocacy centers are presumed to be ineligible for SASP sub-awards unless they can provide documentation they serve all ages.)
  - II. Maintain certification from the State of Arkansas, Office of Secretary of State.
  - III. Maintain on file a Proof of Good Standing: This can be a printed screen shot of the proof of good standing.
  - IV. Maintain good standing in the System for Award Management (SAM) .
  - V. Submit quarterly statements to show number served, services provided, etc.
  - VI. Participate in ACASA technical assistance and training program.
  - VII. Maintain membership with ACASA.
  - VIII. Abide by all requirements of the Sexual Assault Program Standards including but not limited to:
    - a) Code of Ethics as stated in standards.
    - b) Participate in annual site visits and compliance review [programs found to be non-compliant will follow procedures listed under V. Notices of Non-Compliance, Category I and Category II. If an agency does not follow these procedures, funding will be suspended until compliance is reached (90-day



- maximum). If compliance cannot be reached within this period of time, accreditation will be withdrawn from the agency.]
- c) Procedures for VI. Repeated Non-Compliance will be followed. Please review this information carefully. Unresolved non-compliance will result in loss of accreditation status.
- IX. Service Provision must be trauma informed and victim centered with ongoing training to sexual assault advocates on these topics.
  - X. Staff supported by the SAS Formula Program funding must be trained by ACASA as advocates. This includes staff paid by only a percentage of this funding stream.
  - XI. Other staff must provide ACASA with proof of advocacy training and/or continuing education hours which have been previously approved by the coalition (certificates of completion should include hours of attendance).<sup>1</sup>
  - XII. Additional measures on accreditation checklist. See Program Standards Manual.

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<sup>1</sup> In accordance with the ACASA Service Standards, advocates may initially be trained in house if the curricula guidelines within the Standards are followed. You MUST send in your advocate training agenda, showing all topics and hours in the Standards Manual are accounted for and approved by the Advocacy Training Director [khal@arkcasa.org]. Once the agenda is approved, you will receive a signed copy of your agenda which you should keep on file and maintain with each training you hold. You will also keep copies of training certificates presented to each participant in a file. A copy of the certificate shall be maintained in employee files if applicable. We do not need a copy. Each year during your site visit, you will be required to present employee files showing your proof of training. You will also keep certificates of other training courses they have attended to achieve continuing education hours [10] if applicable. Once you have had your site visit, you will be issued a Site Visit Review Summary. Some suggestions may be made to update your records, or other recommendations may be made to assure compliance. Once any additional documentation has been received and we have approved your site visit, you will be issued an Accreditation Certificate. We ask this to be displayed in your office at all times. We understand Accreditation is important for credibility within your communities and we do not intend for this process is not burdensome.