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# KVAA Annual Report

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Prepared for: KVAA Steering Committee

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## **Introduction**

The second year of the Kentucky State Victim's Assistance Academy is nearing its end. We set out with several goals in mind including developing a curriculum and materials, recruiting instructors and students, and choosing a site for the inaugural Academy. This Annual Report documents the activities of the past year in detail.

## **Steering Committee Formation**

The Steering Committee met monthly over the course of grant year 2. The core group has continued to meet on a monthly basis. Community Partners include the following:

Department of Criminal Justice Training (DOCJT), Kentucky Court Appointed Special Advocate Association (KY CASA), Kentucky Office of Attorney General (OAG), Mothers Against Drunk Driving (MADD), U.S. Attorney General's office, Kentucky Domestic Violence Association (KDVA), Kentucky Department of Corrections (KYDOC), Kentucky Domestic Violence Association (KDVA), Kentucky Crime Victims Compensation Board (CVCB), Kentucky Association of Sexual Assault Programs (KASAP), Kentucky Parole Board, Federal Bureau of Investigation (FBI), Kentucky Association of Children's Advocacy Centers (KACAC), and Western Kentucky University (WKU).

The Steering Committee is dedicated to holding an excellent academy. They have operated with consensus decision-making processes under the leadership of the Project Manager, who acted as a neutral party facilitator when conflicts arose. Overall, the Steering Committee has worked well together with minimal conflict.

From the Steering Committee, subcommittees were formed. The curriculum subcommittee has worked diligently over the course of the grant year to develop a solid

curriculum based on the Needs Assessment. This subcommittee met several times in order to guide the Curriculum Development process detailed in the following section.

### **Completed Goals Organized by Subcommittee**

The five subcommittees are the Curriculum, Operations, Faculty, Student, and the Assessment Subcommittee. The Curriculum and Faculty Subcommittees were combined into one committee in October and functioned as such for the remainder of the year. KVAA committee meetings took place at least once every month until the May 20-26 Academy. June and July saw no meetings as WKU worked on the evaluation report presented at the August 2013 meeting. In Year 3, quarterly Steering Committee meetings will be held.

A description of the goals and completed work that each Subcommittee was assigned are as follows:

#### **Instructor/Curriculum Subcommittee**

##### ***Goals***

- 1) Finalize KVAA Curriculum and Participant Manual
- 2) Develop a recruiting strategy, instructor fees, and selection criteria for instructors.

A final draft of the Curriculum and Participant Manual were submitted to the TTAC consultants for review March 19. Feedback was given by March 25<sup>th</sup>, and those suggested changes were discussed at the April 2<sup>nd</sup> Instructor/Curriculum Subcommittee meeting online. These were discussed on April 16<sup>th</sup> at the full Steering Committee meeting, and approved at the May 9<sup>th</sup> Steering Committee meeting. This Curriculum was further revised at the August 21<sup>st</sup> meeting in response to the Evaluation Results.

The Recruiting strategy developed in Year 1 was that the Instructor/Curriculum Subcommittee members would identify a potential instructor, approach them about participation in the Academy and curriculum development process, and then assist them with that process. This process played out well in Year 2, and 21 instructors were recruited for the Academy. Instructor fees were set at a max of \$450 per day or \$250 for half day, however, most instructors participated free due to the nature of their jobs in government service. Evaluation proved that the majority of instructors were excellent choices.

## **Student Subcommittee**

### ***Goals***

- 1) Formulate and implement an advertisement strategy based on target audiences identified in the Needs Assessment
- 2) Develop a student selection plan and a registration process

Based on the Needs Assessment, it was determined that the training will be basic to low intermediate level and the efforts should be targeted at newer advocates with 0-3 years experience. The subcommittee members created a detailed Student/Trainer Registration form in Year 1 that was utilized for recruitment and student selection.

A Save the Date flier was developed and distributed in January 2013. It was distributed via email to all Steering Committee members who then distributed it to their contacts. Both the KY Justice and Public Safety Cabinet and WKU had KVAA webpages with the student application available. Student applications were turned into the WKU partner who then approved the registration and provided a Participant Manual to the registered student. The registration list was kept in an electronic Excel document format, and periodically shared with the KY Justice and Public Safety Cabinet partner who managed hotel arrangements.

### ***Student Incentive Plan***

- CEUs and National Credentials
  - For all professions offered through WKU
  - NOVA certification offered
- Scholarships worth \$650 offered to first 80 participants

### **Operations Subcommittee**

#### ***Goals***

- 1) Finalize the Academy schedule
- 2) Secure site for the Academy
- 3) Manage travel reimbursement procedures
- 4) Develop budget with funding sources for future Academies

#### ***Academy Schedule***

The Academy schedule underwent multiple revisions throughout the year. Following evaluation, further changes were made including changing the order of the Agenda; reducing timeframes for some topics and increasing the time frames for others; and making some of the PreWork modules face-to-face.

#### ***Location***

KVAA 2013 was held at Barren River State Resort Park in Lucas, KY from May 20-24. This location was the most economical, and the resort accommodations were adequate to our needs. Barren River staff were very helpful, and most participants appreciated the slow pace at the venue.

#### ***Travel Reimbursement***

Scholarships worth \$650 were offered to the first 80 participants. Each participant was provided with 40 hours of training, training materials and supplies, mileage to and from the training, overnight lodging if required, and per diem of \$30/day.

Instructors were offered overnight lodging for the night prior to and following their modules if needed, \$30/day per diem, and mileage. Nongovernmental employees were offered \$450/day fees, but only a few qualified for those fees. Many instructors utilized their work vehicles and time, so no reimbursement was necessary.

### ***Sustainability***

The process of future planning has begun. One primary task for the partners is to develop a plan to sustain the academy following the three years of the OVC funding. The initial ideas of sustainability consist of:

- Seeking state funding
- Seeking potential corporate sponsorships
- Establishing a scholarship program
- Partnering with our victim service agencies and associates.

Along with these ideas, the Operations Subcommittee has brainstormed additional sustainability options that include:

- Registration fees
- Use of vendors
- A board of directors.

These options will be solidified into a formal sustainability plan in Year 3 as the Kentucky Justice and Public Safety Cabinet, WKU, and Crime Victims' Compensation Board formulate a plan and a budget to present to the Steering Committee at the November 2013 meeting.

## **Assessment Subcommittee**

### ***Goals***

- 1) Create an Assessment Plan for the Academy
- 2) Complete an Evaluation Report incorporating all of the evaluation results to utilize in revising the curriculum for future Academies.

The Assessment Subcommittee decided to evaluate the Academy through several methods including (1) participant feedback (2) Pre and Post test, and (3) electronic follow up survey following the academy. The academic partner, WKU, was charged with developing instruments for these purposes. The Participant Evaluation Feedback Forms were based on KASAP training evaluation forms, and this detailed feedback instrument provided rich data. The Pre and Post tests were utilized to determine if a statistically significant difference in knowledge was present among participants, and it was.

The full Evaluation Report may be consulted for further information. The electronic follow up surveys are in process of completion as they are 3 and 6 month follow-ups.

### **Conclusion**

Through the dedication and hard work of the Steering Committee the inaugural Academy was a great success. Evaluations ranked in the top 50% for all sessions, and participants demonstrated significantly higher knowledge at Post test evaluation. Participants and instructors alike stated that they enjoyed the training format and venue. Minor refinements should make it an excellent Academy.

The main goals of Year 3 will include Academy curriculum refinement, sustainability planning, and maintenance of a committed Steering Committee. Completion of these goals will strengthen an already great Academy.

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