



Implementation Plan

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I. INTRODUCTION

A. Brief History

Findings from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) strategic planning initiative, Vision 21: Transforming Victim Services Final Report (Vision 21), strongly indicated a critical need for comprehensive, wraparound, no-cost legal services for victims of all crime types. Crime victims often have co-existing and overlapping legal needs that arise in connection with their victimization. Needed legal services connected to victimization may include representation in the enforcement of victims' rights in criminal court, a wide range of civil legal assistance directly related to their victimization, immigration assistance, and representation for underserved crime types (e.g.. financial fraud and identity theft).

As a result of Vision 21, in 2014, the District of Columbia's Office of Victim Services (now Office of Victim Services and Justice Grants, hereinafter "OVSJG") successfully applied to OVC to establish a wrap-around legal network in the District of Columbia (hereinafter "District").

B. Mission Statement

The Victim Legal Network of DC (hereinafter "VLNDC" or "Network") works to leverage the specialized knowledge of and unite the resources of the District's legal community in order to ensure that crime victims are empowered and have all their legal needs addressed.

C. Vision

All crime victims in the District receive legal services for their civil and administrative legal needs, in addition to crime victims' rights representation in criminal matters.

D. Implementation Overview¹

In order to establish a sustainable network of legal service providers in the District, OVSJG with a core group of Network members, drafted the following plan to delineate the preparation and subsequent launch of network services. First, preparation for the Network will include reviewing and signing a Memorandum of Understanding between the member organizations (hereinafter "Members"), training Network staff, preparing and testing the technology solution that will facilitate referrals, and conducting the first annual cross training and orientation.

The first three months of the service plan will constitute the pilot phase. During this time, the Network will closely monitor referrals, intakes, and services being provided. This information will be used to make any necessary policy or procedural adjustments. These adjustments will be made in the fourth and fifth month of implementation, and services will continue to be provided in the subsequent months as the project progresses.

¹ Addendum A: Phase III Logic Model and Plan.

Services will be provided to victims of crime in the District who enter the Network in one of two ways: (1) through Members or (2) directly from a Navigator that will conduct initial intakes, will match clients with appropriate Members for services or refer clients to out of network resources if the Network is unable to provide a victim with services and assist in reviewing the effectiveness of the Network.

Finally, in order to maintain and develop the Network, Members shall participate in ongoing advanced trainings and conduct ongoing assessments of the network to ensure that victims are being efficiently connected to legal services. These ongoing advanced trainings may be conducted in conjunction with regular Network meetings.

E. Constraints and Assumptions

i. Issue Scope

The breadth of legal services provided by the Network will only be constrained by the type of organizations participating in this project. While the ultimate goal is to include every legal services organization in the District, Members understand that this will not be the case initially. Currently, the legal services provided include: family law, crime victims' rights enforcement, public benefits, housing, immigration, appeals, consumer law, and Title IX. As a result, the Navigator will maintain a current and ongoing list of out of network referrals for victims that the network is unable to serve.

ii. Underserved Populations

Similarly to the limited legal services scope, the Network's ability to assist underserved populations is constrained by the Members in the Network. Currently, the identified underserved populations include, but are not limited to: youth (ages 12-24), elderly (60+), foreign-born individuals, victims of domestic sex trafficking, Asian and Pacific Islander Americans, and , Latin@ and Hispanic Americans.

iii. Claim Merits

Members will assess the merits of each claim referred to them and will ultimately decide what, if any, services can be provided.

II. TENTATIVE TIMELINE AND SCOPE

A. Timeline

The Network will prepare for, and provide services as follows:

- i. New Members sign Network Memorandum of Understanding: February 2017.
- ii. Orientation/Cross Trainings: June – August 2017.
- iii. Launch Network Services: Fall 2017.

B. Intended Scope

Network services will be provided to crime victims who reside in or have been victimized within the District. The Network will aim to serve all victims of crime of any background or age,

with any legal services for any pending civil, administrative, or crime victims' rights claims with a nexus to the criminal activity.

C. Summary of Phases of Implementation

i. Preparation

Network preparations will include training for key staff, Member cross training and orientation, and functional testing of the technological solution.

ii. Pilot

The first three months after the Network launch will be the pilot phase, in which the network services and process will be closely monitored by the Members. After the first three months, Members will meet and assess the network functionality and adjust any procedures and policies as necessary.

iii. Full Services

Upon completion of the pilot phase, the Network will continue providing services, including necessary post-pilot adjustments, and conduct ongoing Network assessments.

III. STRUCTURE

A. Initial Project Partners

In 2013, three District agencies partnered to apply for the cooperative grant under Vision 21, which resulted in the District being awarded the Vision 21 funding to create the Network. The initial project partners are:

i. Office of Victim Services and Justice Grants (OVSJG)

The mission of OVSJG is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District.

In order to accomplish its mission, OVSJG coordinates and funds community-based and District agency services for victims of crime and returning citizens. Additionally, OVSJG manages efforts that aim to reduce truancy in the District's public and charter schools, and supports juvenile diversion, mentoring, and gang intervention efforts. OVSJG is the State-Administering Agency (SAA) responsible for the direction of systemic criminal justice planning, coordination, management, research, training, and technical assistance. OVSJG also provides policy making expertise, advice, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence.

OVSJG will oversee the successful completion of the goals and objectives of the grant, manage all sub-grants, monitor the functioning of the technological solution, and oversee sub-grantees.

ii. Network for Victim Recovery of DC (NVRDC)

As the community-based, victim legal services partner, NVRDC is a full-service victim service agency providing legal, therapeutic, and advocacy services to all victims of crime in the District. NVRDC will lead the Member in implementing the Network.

iii. Justice and Research Statistics Association (JRSA)²

JRSA is a national non-profit organization created in 1974 to promote the use of research in policy decisions and facilitate the exchange of justice information among the states. JRSA conducted the needs assessment and developed qualitative and quantitative evaluation and data collection tools. JRSA's contract and participation in the project ended on September 30, 2016.

B. Member Organizations

The strength of a legal services network is determined by the level of collaboration and dedication its member organizations show to providing cohesive services. The Members of the Network will be dedicated to participating in this Network to increase a crime victims' access to legal services in the District. To this end, they will be required to:

- Sign and abide by the terms of the Network Memorandum of Understanding³.
- Designate at least one staff member as a Network Facilitator to represent the organization within the network and communicate with the Navigator.
- Regularly attend Member meetings.
- Partake in the Network annual cross training.
- Screen potential clients for services through the Network and transmit timely referrals to the Navigator.
- Participate in ongoing Network assessments and evaluations.
- Ensure up-to-date content on the Network Member Portal by regularly updating the Navigator with the following information:
 - Legal services provided.
 - Eligibility requirements for services.
 - General case capacity information (i.e., frequent and regular updates regarding significant changes in capacity or services, even if legal issue specific).

Current Network Members

Amara Legal Center: The mission of the Amara Legal Center is to provide free legal services to any individual whose rights have been violated by commercial sex in the DC metro area. The majority of Amara's clients are survivors of domestic sex trafficking, or individuals who are U.S. citizens who have been bought and sold for sex against their will within the U.S. Amara is the only organization in the DC area providing free state-

² A new research partner maybe selected at a future date.

³ Addendum B: Memorandum of Understanding

level legal services to domestic survivors of trafficking. Amara provides both civil and criminal representation to its clients, legislative advocacy at the local level and hosts trainings for social and legal services providers. Furthermore, Amara is active in the advocacy community and participates in local anti-trafficking task forces.

Asian Pacific American Legal Resource Center (APALRC): The Asian Pacific American Legal Resource Center (APALRC) provides linguistically accessible and culturally appropriate legal services to low-income Asian immigrants in the metropolitan DC area with limited or non-English proficiency to advance the civil and legal rights of Asian Americans, ensuring that Asian Americans can access government services and the legal system to protect and enforce their rights, and to seek full participation in American society. The APALRC seeks to accomplish this goal through a three-prong strategy that combines community legal education, individual representation, and systemic advocacy.

Ayuda: Ayuda has been serving low-income immigrants in the Washington DC metropolitan area with holistic legal and social services since 1973. With offices in both Washington DC and Virginia, Ayuda's programs include Domestic Violence, Sexual Assault and Family Law, Immigration Law, Project END (Eradicating Notario Deceit), Social Services, and Language Access. Ayuda provides multilingual direct services through clinical case management, psychotherapy, support groups, legal advice and representation in civil protection orders and family law matters, immigration case representation, and consumer protection legal advocacy and representation for victims of notario/immigration consultant fraud. Ayuda's Language Access program provides interpreters and translators in over 200 languages through the Community Legal Interpreter Bank for civil legal service providers and the Emergency and Victim Services Interpreter Bank for victim service providers.

Break the Cycle: Founded in 1996, Break the Cycle is a national nonprofit organization whose mission is to inspire and support young people to build healthy relationships and create a culture without abuse. Break the Cycle's core program areas include national Youth Leadership & Engagement which puts youth at the center of all our dating violence prevention efforts, Training & Technical Assistance to build capacity and expertise for professionals such as law enforcement, attorneys, and educators and advocates to serve young survivors, and Policy & Legal Services. Break the Cycle's Policy & Legal Services team provides holistic, survivor-centered legal intervention services tailored to underserved, under-resourced youth in the District and advocates for both local and national policies and systemic improvements to better serve young survivors of dating and domestic violence, stalking, and sexual assault. Additionally, the legal services team works within the community to provide prevention education to youth and training and technical assistance to adult service providers. Its dynamic and diverse

team believes that everyone deserves safe and healthy relationship, and that all young people have the right to live in a world where they can thrive.

CARECEN: CARECEN’s mission is to foster the comprehensive development of the Latino population in the Washington metropolitan region by providing direct legal services, housing counseling, citizenship education, and community economic development, while promoting grassroots empowerment, civic engagement, and civil rights advocacy. CARECEN’s programs are available to low and moderate income Latinos in the Washington Metropolitan area. CARECEN serves individuals through direct legal representation, housing, citizenship and community support services and engages in broader community outreach and education. CARECEN is a Board of Immigration Appeals (BIA) accredited organization that serves over 1,300 individuals through its immigration program every year.

DCVLP: The DC Volunteer Lawyers Project provides holistic, high-quality legal services to victims of domestic violence in Washington, DC. DCVLP represents victims in a wide range of legal matters, including Civil Protection Orders, custody, child support, divorce and immigration (U and T visas, and VAWA petitions). It also works to protect victims’ rights in criminal matters related to domestic violence. In addition to legal services, DCVLP’s licensed clinic social worker provides case management and related services to all clients.

DVLEAP: DV LEAP provides a stronger voice for justice for victims of domestic violence (DV) and their children by working to overturn unjust trial court outcomes; advancing legal protections through expert appellate advocacy; training lawyers, psychologists and judges on best practices; and spearheading domestic violence litigation in the Supreme Court. DV LEAP was founded in 2003 by a national leader in domestic violence law to fill a vacuum in local (Washington, DC) and national legal advocacy for victimized women and children: representation for appeals. DV LEAP is the only organization in DC, and one of a few across the country, specializing in appellate legal representation to domestic violence victims, and with a unique expertise in understanding the effects of the family court system on children in cases involving domestic violence.

DV Clinic at American University: Student attorneys in American University’s Washington College of Law Domestic Violence Clinic (DVC) seek to address the epidemic of domestic violence by representing and advocating for survivors of abuse in civil, immigration and criminal contexts. DVC students also work towards long-term solutions through involvement in community-based advocacy projects.

Legal Aid Society of the District of Columbia: For more than 80 years, Legal Aid has provided civil legal aid to individuals, families, and communities in the District who could

not otherwise afford to hire a lawyer. In this way, Legal Aid has helped tens of thousands of District residents obtain meaningful access to justice. Legal Aid staff provides a continuum of high quality legal services to thousands of individuals in the areas of domestic violence, family, housing, public benefits, consumer law and appellate advocacy. In addition to direct legal assistance, Legal Aid also engages in systemic advocacy and reform, outreach and education, and assists clients in resolving their own disputes with advice and other brief assistance. Legal Aid strives to ensure that their clients' rights are protected, that their voices are heard, and that they are treated with dignity.

LCE: Founded in 1975, Legal Counsel for the Elderly (LCE) champions the dignity and rights of vulnerable DC seniors by providing free legal and social work services to our older neighbors in need: those facing foreclosure, elders with unsafe living environments due to landlord neglect or malfeasance, seniors threatened with eviction and homelessness, older victims of elder abuse and exploitation, and individuals needing public benefits to pay for food, housing and medicine. With pro bono help provided by over 700 volunteers, LCE delivers a wide range of legal services to individual clients, as well as frequent policy advocacy that improves the lives of thousands of District residents.

NVRDC: The Network for Victim Recovery of the District of Columbia (NVRDC) empowers victims of all crimes to achieve survivor defined justice through a collaborative continuum of advocacy, case management, and legal services. Regardless of income, ethnicity, immigration status, sexual orientation, race, gender or identity/expression, the impact of crime on victims and communities can be devastating — emotionally, financially and legally. NVRDC guides people in the difficult journey from victim to survivor through the following services:

- Civil legal services—NVRDC’s civil legal services include representation in DC Superior Court, limited administrative hearings and educational hearings.
- Crime Victims’ Rights Services—this department works on enforcing the DC Crime Victims’ Bill of Rights and the Crime Victims’ Rights Act. Victims receive free support, information and representation throughout all phases of the criminal justice process.
- Advocacy and Case Management services—the program staffs the 24-hour hospital crisis response to sexual assault survivors and continued case management services after the victimization. Case management and advocacy services are available to ensure all victims of all crimes receive effective comprehensive assistance.

IV. NEEDS ASSESSMENT⁴

A. Strategy & Deployment

i. Strategy

Prior to the launch of the needs assessment survey conducted by JRSA, Jabeen Adawi of NVRDC and Jaime Farrant of OVSJG contacted legal service providers to introduce the survey and obtain email addresses of possible respondents. To ensure that responses were representative of the District legal service provider community, the goal was to reach out to 35 unique legal organizations and send the survey to selected attorneys within those organizations who work with crime victims.

ii. Focus

The goal of the needs assessment survey was to determine the baseline legal knowledge, capacity, and service gaps of local legal service providers to deliver civil, criminal, and administrative legal services. The goal was to collect information that could be utilized in the curriculum of the projected annual two-day Network cross-training. The survey asked if the legal service provider offered or provided brief advice or consultation; legal representation; and/or a legal referral for 24 different legal issues; and whether the respondent filed a *praecipe* (i.e. filing a formal appearance in a case) for these victims. There were two versions of the survey: a “standard” survey for attorneys and a “supervisor” survey for legal supervisors that also included a request for the number of victims of crime, by specific type, over six months.

iii. Process

Upon finalizing the list of participants, Jabeen Adawi of NVRDC and Jaime Farrant of OVSJG sent emails to the Executive Directors at each agency, asking them to notify staff of a pending email invitation to complete the survey.

On November 15, 2015, the eligible participants received an initial email from JRSA’s principal investigator, Shawn Flower, describing the purpose of the research project and the needs assessment survey. Within that email, there was a link to the electronic survey, which was made available through the web-based service Survey Monkey. The survey had a total of 107 questions, with skip patterns built in for subject areas not applicable to particular participants. Follow up reminders were sent one week and two weeks after the initial request.

At this time, due to a dispute between JRSA and OVSJG regarding JRSA’s budget, JRSA stopped working on the needs assessment pending resolution of the disagreement. JRSA’s budget was subsequently approved by OVSJG and OVC’s project grant managers and JRSA resumed work on the project after March 2016.

JRSA resent the survey to all participants on May 9, 2016. The participants that did not complete their surveys by June 21, 2016 received email reminders and phone calls to complete the survey.

⁴ Addendum C: Needs Assessment Report

Lisa Pierotte of JRSA and Jabeen Adawi of NVRDC made two additional outreach attempts over the next few weeks to those that did not respond. Throughout this process, some participants were removed from the list due to inevitable circumstances such as participants who had left their firms/agencies or those on extended leaves of absence.

B. Summary of Findings

The survey was distributed to 253 attorneys in 35 legal provider agencies. Of the surveys sent, 213 were delivered and 149 surveys were completed by 26 agencies, for an overall response rate of **70%**. The legal providers varied in size from small (one to three attorneys reporting survey data) to medium (four to fewer than ten attorneys) to large (ranging from 14 to 36 attorneys). The data was analyzed at two levels – individual and agency. In addition, the frequency and distribution of individual attorney responses were examined and then, the individual data within each agency was aggregated to report various key findings from an agency perspective.

Highlights of the findings include:

- For a six month period, approximately 2,752 crimes were reported by crime victims seeking legal services from the surveyed legal providers.
- Some agencies reported as few as three crimes whereas other agencies reported as many as 1,650.
- Of the 12 agencies reporting crime type data, 11 reported victims of domestic violence, eight reported victims of sexual assault, and seven reported victims of stalking.
- Agencies identified an average of 14 varying legal needs (ranging from four to 22 needs). Landlord tenant, divorce, and child custody were the most frequently reported needs. Other prevalent needs included: civil protection orders, immigration, spousal support, victim’s compensation fund, and public housing. The least reported legal needs were Title IX and grand jury assistance.
- The number and type of responses (brief advice, legal representation and/or referral to another agency) varied based on the clients’ legal needs. Based on the specific legal need, providers frequently provided brief advice and legal representation on crime victims’ rights, but often referred clients to other agencies for civil and administrative matters.
- Notably, very few agencies reported filing *praecipēs*⁵ in criminal cases. A quarter or more of responding attorneys did not file a *praecipē* on behalf of a victim in a criminal case because they stated they did not have any clients with a need for filing a *praecipē*. However, these are attorneys who previously identified having one or more clients who had a need for these services. Their explanations included that: (1) the client’s legal issue did not warrant the filing of a *praecipē*; (2) the participant was not aware that filing a *praecipē* would be warranted; (3)

⁵ In the needs assessment, *praecipē* was defined as entering your appearance to notify a court, government agency or administrative body that you are representing the needs of your client as their attorney.

the participant did not believe it would be useful to the case; and (4) the participant lacked expertise in the subject matter.

- The assessment also looked at potential interest in trainings on any of 24 legal topics. The highest requested trainings were in the areas of crime victims' compensation fund, civil protection orders, and public benefits/housing.

C. Impact of Findings

After reviewing the results of the needs assessment, no changes were required to the planned structure of Network services. However, the needs assessment will be used as a foundation for ongoing assessments, cross trainings, and the creation of an advanced training program. Future trainings may include landlord tenant law, public benefits law, crime victims' rights and how to navigate the crime victims' compensation system. Future assessments should include preliminary information such as a participant's legal field of work and may compare campus services offered by the Members with Annual Security Reports by local universities. Expansion efforts will focus significant attention on non-domestic violence/sexual assault providers. The high percentage of domestic violence and sexual assault crimes reported by participants suggests that the pool of participants may have been largely domestic violence and sexual assault providers.

V. FORM AND FUNCTION OF NETWORK

A. Network Staff

The Network staff will consist of a Project Coordinator, a Navigator, and Facilitators. While the Project Coordinator is currently Jabeen Adawi at NVRDC, we expect to hire and train a Navigator prior to the Project's launch of services once this plan is approved. The Facilitators will be existing staff at member organizations who have dedicated network tasks and responsibilities as outlined below.

The Project Coordinator's⁶ purpose is to manage the network efforts locally, and nationally, within the stated Network project goals. They will be staffed by, and located at, the lead legal services organization in the Network. The Project Coordinator will:

- Chair Member meetings, including drafting agendas, maintaining minutes, and other related tasks.
- Represent the Network in national efforts and various committee meetings across the District.
- Conduct outreach and recruit new Network members and out of Network referral resources.
- Support and train new Network members.

⁶ Addendum E: Project Coordinator Position Description

- Notify Members of any requests, changes, or modifications communicated by OVC during the project that impact the network.
- Provide daily supervision to the Navigator and report back to Members at Member meetings as necessary.
- Assist Members with compliance with the MOU.
- Interface with the national TA provider, the National Crime Victims Law Institute, on project related needs.
- Provide training and technical assistance to other legal service providers related to crime victims' rights issues.
- Lead ongoing Network assessment efforts.
- Manage and coordinate annual Network cross training.

The Navigator's⁷ purpose is to serve as an additional entry point for District crime victims seeking legal assistance, and to coordinate the services component of the Network by acting as a resource for Facilitators. The Navigator will be staffed by, and supervised by, the Project Coordinator. The Navigator will:

- Facilitate the continuous communication between Facilitators through a variety of methods, including teleconferences, listservs, webinars, and meetings.
- Staff the Network call number, which will serve as one way for victims to enter into the Network.
- Receive victim intakes from the website or by referral from other Members and the community.
- Provide weekly reminders to facilitators regarding service needs and updates.
- Oversee day-to-day operation of the website including updates, new training uploads, and monitoring listserv and forums.
- Develop and use a tracking system to manage all victims seeking services through the Navigator or Facilitators.
- Compile monthly reports of Network services (in the aggregate with non-identifying information).
- Compile and update a comprehensive resource list for the public website.
- Work with website developer to maintain website content.
- Create and maintain an extensive user manual for Facilitators to reference for the Member Portal Website.
- Communicate regularly with Facilitators to ensure referrals are processed within 48 hours.
- Discuss MOU compliance issues with Project Coordinator.
- Interact with Network Facilitators as needed to support their internal service efforts and external referrals within the Network.

⁷ Addendum F: Navigator Position Description

The Facilitators will be current staff members of Member organizations who will act as liaisons between the Navigator and the Member. Depending on the size of the organization, or their preferences, a Member may have more than one Facilitator. The Facilitators will:

- Attend annual two-day orientation training.
- Regularly access Member portal to check messages and referrals.
- Communicate up-to-date capacity information to Navigator.
- Transmit referral requests to Navigator.
- Receive and process Network clients from the Navigator.
- Orient or train other organization staff to Network.
- Report any necessary data – stripped of identifiers – to Navigator for ongoing network data tracking.

B. Information Sharing

The Network shall use a two-part system to share information internally and externally. The internal system will be a closed, password protected Member Portal, and the external system will be a Public Website open to the public. Both halves of the system shall be designed and developed prior to the launch of services.

i. Network Member Portal

The Network Member Portal will be an internal portal that provides a secure mechanism to share referrals between the Navigator and Facilitators, and a central source of information for Members. The Network anticipates that it will include the following features:

- A secure messaging service used to communicate between Navigator and Facilitators.
- A secure drive where Members can upload documents to share and access Network forms and the practice manual.
- An automatic function that alerts Members when they have received a referral through the portal.
- Links to Member websites.
- Information regarding Members capacity to accept new cases, legal issue spotting tools and other relevant information.
- A simple data input tool allowing Members to submit aggregate data to the Navigator.

ii. Public Website

The Public Website will be a source of information for the public to learn about the Network and submit requests for assistance. It may also include a self-assessment tool for

other providers or victims to determine what legal issues they have and how the Network may be able to assist. The Network anticipates that it will include the following features:

- A description of the Network and the project.
- Brief descriptions of member organizations.
- The site will be Section 508 compliant and accessible in the following languages: Spanish, French, Vietnamese, Chinese (Mandarin), Korean, and Amharic.
- A quick “escape” button.
- Social services’ resources for victims and links to other services and information sources.
- A screening tool consisting of drop down menus and questions for ease of use.
- Request for services form that will be transmitted to the Navigator.
- Information about crime victims’ rights under the federal Crime Victims’ Rights Act.

C. Annual Cross Training and Orientation

The Network will aim to have an annual two-day cross training and orientation event that will help ensure consistency in services and allow for Members to train one another on issue spotting for various legal issues. It may include several issue-specific legal topics, such as crime victims’ rights. The first day of the training will be required for all new Members or new Network staff at any Member organizations. This is to ensure that staff working with Network Members receives direct training from the Project Coordinator and Navigator regarding the purpose and objections of the network, as well how to utilize its services. The training will be held at a central downtown District location for ease of attendance.

The anticipated two day agenda is as follows:

- Day 1:
 - Orientation to the Network – Vision 21, national project objectives, Network mission and objectives, network flow for referrals, results of needs assessment.
 - Introductions – introduce Member organizations, Project Coordinator, Navigator, and OVSJG.
 - Network Logistics – Review Member roles and responsibilities, Navigator role, how to use the Network Member portal and website, review example referrals, review Network Practice Manual.⁸
 - Questions

⁸ Addendum G: VLNDC Practice Manual Outline; this will be completed in the coming months prior to implementation and then refined during the pilot phase.

- Day 2:
 - Issue Spotting presentations by each Member agency.
 - 20 – 25 minute timeslots for each Member agency to present information and answer questions.
 - Specific topic presentations on topics such as landlord tenant law, public benefits, or crime victim’s compensation.

The Issue Spotting presentations will be to train Members on how to briefly issue spot for legal issues that other Members may be able to assist with. For example, a Member who does not practice immigration law may benefit from a brief training on how to identify immigration issues that may require the assistance of another Member who does practice immigration law. The Network will suggest that the following topics are covered by Members in their power point presentations⁹:

- Mission and purpose of agency
- Population served
- Eligibility requirements for services
- Legal services provided, including differences between consultations, brief advice, and representation
- How to issue spot on key legal service areas
- One slide regarding any pro bono services
- One slide regarding non legal services
- Applicable fees for services
- In-house languages / access to language services
- Note any higher demands for particular services and relevant wait times

Finally, the cross training will be accompanied by a pre- and post-test to assess the increase in knowledge of Members attending the training. These tests will take the form of fact pattern vignettes that will require test takers to issue spot and properly identify steps required to conduct a referral through the Network. The test will be developed with the assistance of a research partner to be selected at a later date.

D. Victim’s Access to Network Services¹⁰

i. Points of Entry

A crime victim can access the Network either directly through the Navigator, or through a Member. First, the victim can contact the Navigator over the phone or via the public website

⁹ Addendum H: Sample Cross Training Power Point

¹⁰ Addendum I: VLNDC Referral Process Flow Chart

in order to access Network services. Out of Network service providers can also refer clients to the Navigator for an intake. Second, victims in touch with Member organizations will be screened into the network by the Member, during the Member's regular intake process, if the victim requires services the Member cannot provide.

ii. Privacy Policies

All Members in the Network shall protect client confidentiality and privilege per the District Rules of Professional Conduct and any other applicable statutes or regulations. If a victim is accessing the Network through the Navigator, the Navigator shall advise the victim about the privacy and confidentiality policies that protects the victim's information. If the victim is interested in Network services, the victim will be advised about the Authorization to Release Confidential Client Information Form¹¹ ("Confidentiality Release") with the crime victim.

The form indicates that sharing the crime victim's name and relevant details about the victim's case may assist in connecting the crime victim with legal services. Hence, prior to the intake, the crime victim must complete the above mentioned release form.

iii. Eligibility for Services

The Network will serve clients who have legal issues in the District stemming from their victimization. Specific eligibility will be determined by each Member organization to which a victim is referred. The Network aims to match clients to Members that are available to accept new clients, and for whom the clients meet the Member's eligibility requirements.

iv. Access and Accommodations

The Network will strive to make sure that services are accessible to all individuals regardless of language or disability.

E. Network Referral Process

i. Intake¹²:

A crime victim can enter the Network either through a Member's existing intake process, or by directly completing an intake with the Navigator. If the Navigator completes the intake, they will determine if the client has unmet legal issues stemming from the crime, and subsequently complete a Confidentiality Release and intake if appropriate.

¹¹ Addendum J: Authorization to Release Confidential Client Information Form

¹² Addendum K: Suggested VLNDC Intake Form

Member Organization Intake - During an intake done by a Member organization, if a prospective client is identified as a crime victim with legal needs that cannot be met in-house by the organization, the Member will explain Network services to the client. If the client elects to access the Network, the Member shall then review the Confidentiality Release Form with the client. Once a client signs the Confidentiality Release, the Member Facilitator will send the intake information, and a copy of the Confidentiality Release, to the Navigator.

During either the Navigator, or Member, intake, the following information will need to be collected for the referral:

- Victim's name
- Victim's date of birth
- Victim's gender and gender identity
- Residency
- Opposing party's name
- Opposing party's date of birth
- Opposing party's gender
- Relationship between parties (blood, marriage, adoptions, stranger, employer, neighbor, friend/acquaintance)
- Victim's contact information
- Income and Household Size
- Place of birth
- Safe contact information and preferred methods
- Criminal Activity Information – What, where, when, how, who?
- Summary of legal issues pending

ii. Connecting a Client to Appropriate Member for Services

The Navigator will review the intake information and determine the appropriate available Member to connect the client to. This determination shall be made based on services provided, if the client fits the eligibility requirements, and as best as the Navigator is aware, the Member has availability to provide services.

iii. Conflict Check Process

The Navigator shall send conflict check information to the Facilitators at each appropriate Member organization that may be able to provide the crime victim with required services. This message will include: the client and opposing party's name(s), alias(es), gender(s) and dates of birth. Conflict checks will be conducted at each Member organization and not for the entire Network as a whole. Once a conflict check is completed, if there is no conflict, the receiving Facilitator will notify the Navigator and inform them of capacity/availability for the

case within 48 hours. Then the Navigator will send the rest of the intake information to the Member, and the Member will contact the victim directly. Referral emails will be sent only through the Member Portal Website to ensure the confidentiality of the information.

iv. Conflicts Check Fails

If there is a conflict, the receiving Facilitator will notify the Navigator so that Navigator can attempt to secure another Member to assist the crime victim. If the Navigator is not able to connect the crime victim to all required services, the Navigator will contact the crime victim with other resources.

F. Network's Inability to Provide Services to Crime Victim

If the Navigator is unable to connect the crime victim to services within the Network, they will provide the crime victim with out of Network alternatives such as the DC Pro Bono Bar. The Navigator shall maintain a list of out of Network and out of jurisdiction referrals for this purpose.

G. Member Meetings

The Project Coordinator shall be conducting regular Member meetings to regularly discuss Network progress, unique cases, and facilitate ongoing network assessments. The meeting will also create a forum for ongoing advanced trainings and cross trainings as needed to improve Network functions. The meetings will also give the Navigator a chance to report back data on referrals (non-identifying information), network successes, and any arising systemic issues the group may want to address.

The Project Coordinator will utilize agendas, minutes and other materials to facilitate the meetings and distribute the materials to Members as necessary. While the first few meetings shall be held at the lead legal services organization, the meetings may rotate between Member offices at later dates. During the three month pilot phase, member meetings shall be held monthly to allow for continual monitoring of network services. In the next three months, member meetings may be held bi-monthly. Seven months post implementation, Member meetings may move to quarterly meetings.

VI. ENSURING SUCCESS & EVOLUTION

A. Marketing and Outreach

i. Public Awareness

The Network will actively work to create a cohesive marketing image that reflects the purpose of the network. This may include:

- Utilizing the Network logo and color scheme on all materials and documents;¹³

¹³ Addendum L: VLNDC Logo Information

- Creating descriptive language that can be used by all Members when discussing the network;
- Developing informative flyers and brochures for prospective clients;¹⁴
- Engaging in community outreach events;
- Maintaining an accurate and current website;
- Maintaining an ongoing social media presence.

The Network will also reach out to social and community support groups to increase awareness about network services with unreached and underserved populations.

ii. Expanding Services

In order to increase the legal services provided by the network, the Network intends to increase its size through the addition of new, and varied, member organizations, as well as creating supportive partnerships with other coalitions and collaborative efforts in the area. As such, the Network will maintain a regular presence at community meetings in the larger metropolitan District area, in places like: Victim Assistance Network, DC Consortium, bar associations, and local taskforces. The Project Coordinator will ensure that all new opportunities for outreach and collaboration are explored on behalf of the Network and will facilitate personal conversations with potential Members regarding benefits to membership in the Network.

B. Evaluation, Quality Assurance, Assessment

i. Information Collection

The Network, through the Navigator, will prioritize collecting the basic demographic information regarding victims served (see intake), and the following service information for each Member:

- How many referrals received by a Member;
- How many referrals made by a particular Member or the Facilitator;
- How many of the referrals were appropriate referrals;
- How many of the referrals were accepted or rejected for services;
- How much time passed since date of intake to date of acceptance for services by a Member;
- Information on the outcome of the referral.

ii. Client Satisfaction

The Network will develop a client satisfaction tool during the pilot phase that can be utilized to assess the functionality of the Network. The Navigator will strive to assess client satisfaction with the Network referral process through a brief client assessment to be taken after the referral has been accepted by a Member organization. Any client feedback received by the Navigator or Members shall be documented by the Navigator and discussed during Member meetings.

¹⁴ Addendum M: VLNDC Informational Flyers

iii. Information evaluation & integration

This information shall assist the network in assessing the reach of services to various crime types and populations, as well assessing the impact network services have on increasing a victim's access to legal services.

C. Sustainability

i. Institutional Knowledge

In order to ensure that information is retained a way that protects against the loss of institutional knowledge inherent in staff turnover, the Project Coordinator will strive to document network progress through meeting agendas and minutes; documented group decisions and resolutions, and by retaining old drafts for network documents to illustrate revisions and thought development.

ii. Capacity Building

The Network shall continue to build capacity for legal service amongst the Members by conducting regular advanced trainings. The trainings may be juxtaposed to the regular Member meetings, and may be scheduled in advance. Any Network staff shall be allowed to attend the trainings. Additional legal service providers may be recruited and may join the Network.

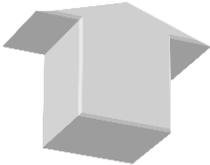
iii. Community Investment

The Network's long term sustainability will require community investment. Members will be instrumental in discussing the network's value to the legal community when possible. If the community finds value in the project, and our services are documented at increasing a victim's access to services, the project will have the ability to continue in the long term.

VII. DOCUMENTS (ADDENDUM)

- A. Phase III Logic Model
- B. MOU
- C. Needs Assessment Report
- D. Literature Review
- E. Project Coordinator Position Description
- F. Navigator Position Description
- G. Practice Manual Outline
- H. Sample Cross Training Power Point
- I. VLNDC Referral Process Flowchart
- J. Authorization to Release Confidential Client Information Form
- K. Suggested VLNDC Intake Form
- L. VLNDC Logo Information
- M. VLNDC Informational Flyers
 - i. VLNDC Summary
 - ii. VLNDC Network Context

**U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime:
Victim Legal Network DC**

Goal	Objectives	Activities	Performance Measures	Data Grantee will Provide
<p>Phase III Goal:</p> <p>To alleviate the legal obstacles that crime victims face by implementing a seamless network of high-quality, well-trained legal service providers in the areas of criminal, civil, and administrative representation.</p>  <p>Existing Resources:</p> <p>All Network guidance, NCVLI TA, JRSA data from legal needs assessment, etc.</p>	<p>Objective 1: Launch the implementation phase (as approved by OVC in Phase II) for a model network that will deliver legal holistic services to all crime victims.</p> <p>Objective 2: Assess network functionality and effectiveness of VLNDC: specifically impact crime victims' rights representation.</p> <p>Objective 3: Strengthen collaboration in the local network while maintaining efficient participation in the national effort.</p>	<p>Activity 1.1: Train network member organizations and relevant staff (as eventually approved by OVC) on purpose and scope of network services, referral mechanisms and use of technological solution.</p> <p>Activity 1.2: Launch the planned technological solution for referrals and information sharing between VLNDC member and the VLNDC public website</p> <p>Activity 1.3: Launch 3 month VLNDC pilot phase where the service component begins as network screens incoming clients for services into the VLNDC.</p> <p>Activity 1.4: Network follows up on referrals to member organizations to ensure victims are obtaining services during pilot phase.</p> <p>Activity 1.5: VLNDC tracks network client demographics, referrals and services provided during pilot phase.</p> <p>Activity 1.6: Continue providing network services to DC crime victims with any necessary adjustments arising from the pilot phase assessment.</p> <p>-----</p> <p>Activity 2.1: Project Coordinator conducts regular member organization meetings to discuss ongoing concerns, questions and feedback on network functionality.</p> <p>Activity 2.2: Utilize the responsive assessment tools to determine increase in victim services and victim satisfaction due to the VLNDC.</p> <p>Activity 2.3: Conduct network census to determine advanced training and technical assistance needs for network partners regarding the on-boarding of any network related staff.</p> <p>Activity 2.4: Deploy advanced training and technical assistance for member organizations with identified training needs.</p> <p>Activity 2.5: Conduct follow-up survey of legal providers to assess changes in the number of legal practitioners who provide services in victims' rights practices and/or areas of the law within the criminal, civil or administrative arenas.</p> <p>Activity 2.6: Assess use and functionality of technological solution.</p> <p>Activity 2.7: Adjust network processes and procedures as necessary to address results of network assessments.</p> <p>Activity 2.8: Create policies and procedures manual for network services.</p> <p>-----</p> <p>Activity 3.1: Outreach to legal service providers to join the VLNDC.</p> <p>Activity 3.2: Orient new incoming members to the network through use of cross training materials.</p> <p>Activity 3.2: Build out of network referral database through outreach to potential out of network partners for external referrals and community resources.</p> <p>Activity 3.3: Participate in all network meetings and conference calls conducted by national TTA provider.</p> <p>Activity 3.4: Develop long-term sustainability plan for VLNDC.</p>	<p>Number of VLNDC network member organizations with signed VLNDC MOUs</p> <p>Number of agency policies or procedures created, amended or rescinded</p> <p>Number of groups / organizations / agencies participating in multijurisdictional linkage initiative</p> <p>Percent of agencies that implement evidence-based programs or practices</p> <p>Number of victims served through this partnership</p> <p>Number of member organization staff members participating in the VLNDC annual training and orientation and receiving specialized TA or training</p> <p>Number of new member organizations recruited into the network</p> <p>Number of victims served through VLNDC</p> <p>Number of victims receiving assistance with more than one legal need</p> <p>Number of victims receiving assistance from more than one member organization</p> <p>Number of visits to the VLNDC website</p> <p>Number of member meetings conducted</p>	<p>Number of member organizations and out of network referral partners for VLNDC</p> <p>Number of legal services (by type) provided by member organizations</p> <p>Number of crime victims served (by type of victimization) by the network</p> <p>Results of pre/post-test assessments of the legal provider survey and cross training outcomes</p> <p>Policies and Procedures manual developed for VLNDC</p>

U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime: Victims Legal Network of DC

Shading indicates months in which activity will be completed.

Objectives	April	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.
Objective 1: Begin preparation for the launch of the implementation plan (as approved by OVC in Phase II) for a model network that will deliver legal services holistically to all crime victims.																		
Activity 1.1: Train network member organizations and relevant staff (as eventually approved by OVC) on purpose and scope of network services, referral mechanisms, and use of technology solution.	Shaded	Shaded	Shaded	Shaded	Shaded													
Activity 1.2: Launch the planned technological solution for referrals and information sharing between VLNDC members and the VLNDC public website.	Shaded	Shaded	Shaded															
Activity 1.3: Launch the 3 month VLNDC pilot phase where the service component begins as Facilitators screen incoming clients for services into the VLNDC.					Shaded	Shaded												
Activity 1.4: Network follows up on referrals to member organizations to ensure victims are obtaining services during pilot phase.					Shaded	Shaded	Shaded	Shaded										
Activity 1.5: VLNDC tracks network client demographics, referrals and services provided during pilot phase.					Shaded	Shaded	Shaded	Shaded										
Activity 1.6: Continue providing network services to DC crime victims with any necessary adjustments arising from the pilot phase assessment.					Shaded													
Objective 2: Assess network functionality and effectiveness of VLNDC: specifically impact on crime victims' rights representation.																		
Activity 2.1: Project Coordinator conducts regular member organization meetings to discuss ongoing concerns, questions and feedback on network functionality	<i>Ongoing activities</i>																	
Activity 2.2: Utilize the responsive assessment tools to determine increase in victim services and victim satisfaction due to the VLNDC										Shaded	Shaded	Shaded	Shaded					
Activity 2.3: Conduct network census to determine advanced training and technical assistance needs for network partners regarding the on-boarding of any network related staff										Shaded	Shaded	Shaded	Shaded					
Activity 2.4: Deploy (OVC approved) advanced training and technical assistance for member organizations with identified training needs																Shaded	Shaded	Shaded



Memorandum of Understanding

Between:

Amara Legal Center
Asian Pacific American Legal Resource Center
Ayuda
Break the Cycle
Central American Resource Center
DC Volunteer Lawyers Project
DV Clinic at American University
DVLEAP
Legal Aid of the District of Columbia
Legal Counsel for the Elderly
Network for Victim Recovery of DC

Providing Legal Services to Crime Victims through the Victim Legal Network of the District of Columbia.

WHEREAS, these partners have come together in collaborative partnership to leverage the specialized knowledge and unite the resources of the District's legal community in order to ensure that crime victims are empowered and have all their legal needs addressed, and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services and process by which those services are to be provided by the Victim Legal Network of the District of Columbia (VLNDC).

I. Scope

These partners agree to abide by the terms delineated in the implementation plan governing this initial implementation phase of VLNDC effective through September 30, 2018. Upon assessment of the network's progress, this MOU may be renewed or amended as necessary at the end of this time period.

II. Description of Partner Organizations

Amara Legal Center

It is the mission of the Amara Legal Center to provide free legal services to any individual whose rights have been violated while involved in commercial sex in the D.C. metro area. The majority of Amara's

clients are survivors of domestic sex trafficking, or individuals who are U.S. citizens who have been bought and sold for sex against their will within the U.S. Amara is the only organization in the D.C. area providing free state-level legal services to domestic survivors of trafficking. Amara provides both civil and criminal representation to its clients, legislative advocacy at the local level and hosts trainings for social and legal services providers. Furthermore, Amara is active in the advocacy community and participates in local anti-trafficking task forces.

Asian Pacific American Legal Resource Center

The Asian Pacific American Legal Resource Center (APALRC) provides linguistically accessible and culturally appropriate legal services to low-income Asian immigrants in the metropolitan D.C. area with limited or non-English proficiency to advance the civil and legal rights of Asian Americans, ensuring that Asian Americans can access government services and the legal system to protect and enforce their rights, and to seek full participation in American society. The APALRC seeks to accomplish this goal through a three-prong strategy that combines community legal education, individual representation, and systemic advocacy.

Ayuda

Since 1973, Ayuda has been serving low-income immigrants in the Washington D.C. metropolitan area to provide holistic legal and social services. With offices in both Washington D.C. and in Virginia, Ayuda's programs include Domestic Violence, Sexual Assault and Family Law, Immigration Law, Project END (Eradicating Notario Deceit), Social Services, and Language Access. Ayuda provides multi-lingual direct services through clinical case management, psychotherapy, support groups, legal advice and representation in civil protection orders and family law matters, immigration case representation, and consumer protection legal advocacy and representation for victims of notario/immigration consultant fraud. Ayuda's Language Access program provides interpreters and translators in over 200 languages through the Community Legal Interpreter Bank for civil legal service providers and the Emergency and Victim Services Interpreter Bank for victim service providers.

Break the Cycle

Founded in 1996, Break the Cycle is a national nonprofit organization whose mission is to inspire and support young people to build healthy relationships and create a culture without abuse. Break the Cycle's core program areas include national Youth Leadership & Engagement which puts youth at the center of all our dating violence prevention efforts, Training & Technical Assistance to build capacity and expertise for professionals such as law enforcement, attorneys, and educators and advocates to serve young survivors, and Policy & Legal Services. Break the Cycle's Policy & Legal Services team provides holistic, survivor-centered legal intervention services tailored to underserved, under-resourced youth in the District and advocates for both local and national policies and systemic improvements to better serve young survivors of dating and domestic violence, stalking, and sexual assault. Additionally, the legal services team works within the community to provide prevention education to youth and training

and technical assistance to adult service providers. Our dynamic and diverse team believes that everyone deserves safe and healthy relationship, and that all young people have the right to live in a world where they can thrive.

Central American Resource Center

The Central American Resource Center (CARECEN) is a community based organization that seeks to foster the comprehensive development of the Latino community in the Washington metropolitan region. CARECEN was founded in 1981 to protect the rights of refugees arriving from conflict in Central America and to help ease their transition into the United States by providing legal services, and promoting grassroots empowerment, civic engagement, and civil rights advocacy. CARECEN's programs are available to low and moderate income Latinos in the Washington Metropolitan area. CARECEN is a Board of Immigration Appeals (BIA) accredited organization that serves over 1,300 individuals through our immigration program every year.

DC Volunteer Lawyers Project

The DC Volunteer Lawyers Project provides holistic, high-quality legal services to victims of domestic violence in Washington, D.C. DCVLP represents victims in a wide range of legal matters, including Civil Protection Orders, custody, child support, divorce and immigration (U and T visas, and VAWA petitions). DCVLP also works to protect victims' rights in criminal matters related to domestic violence. In addition to legal services, DCVLP's licensed clinic social worker provides case management and related services to all clients.

DV Clinic at American University

Student attorneys in American University's Washington College of Law Domestic Violence Clinic (DVC) seek to address the epidemic of domestic violence by representing and advocating for survivors of abuse in civil as well as immigration and criminal contexts. DVC students also work towards long-term solutions through involvement in community-based advocacy projects.

DVLEAP

DV LEAP provides a stronger voice for justice for victims of domestic violence (DV) and their children by working to overturn unjust trial court outcomes; advancing legal protections through expert appellate advocacy; training lawyers, psychologists and judges on best practices; and spearheading domestic violence litigation in the Supreme Court. DV LEAP was founded in 2003 by a national leader in domestic violence law to fill a vacuum in local (Washington, D.C.) and national legal advocacy for victimized women and children: representation for appeals. DV LEAP is the only organization in D.C., and one of a few across the country, specializing in appellate legal representation to domestic violence victims, and

with a unique expertise in understanding the effects of the family court system on children in cases involving domestic violence.

Legal Aid Society for the District of Columbia

For more than 80 years, Legal Aid has provided civil legal aid to individuals, families, and communities in the District who could not otherwise afford to hire a lawyer. In this way, Legal Aid has helped tens of thousands of District residents obtain meaningful access to justice. Legal Aid staff provides a continuum of high quality legal services to thousands of individuals in the areas of domestic violence, family, housing, public benefits, consumer law and appellate advocacy. In addition to direct legal assistance, Legal Aid also engages in systemic advocacy and reform, outreach and education, and assists clients in resolving their own disputes with advice and other brief assistance. Legal Aid strives to ensure that our clients' rights are protected, that their voices are heard, and that they are treated with dignity.

Legal Counsel for the Elderly

Founded in 1975, Legal Counsel for the Elderly (LCE) champions the dignity and rights of vulnerable D.C. seniors by providing free legal and social work services to our older neighbors in need: those facing foreclosure, elders with unsafe living environments due to landlord neglect or malfeasance, seniors threatened with eviction and homelessness, older victims of elder abuse and exploitation, and individuals needing public benefits to pay for food, housing and medicine. With pro bono help provided by over 700 volunteers, LCE delivers a wide range of legal services to individual clients, as well as frequent policy advocacy that improves the lives of thousands of District residents.

Network for Victim Recovery of the District of Columbia (NVRDC)

The Network for Victim Recovery of the District of Columbia (NVRDC) strives to empower crime victims in the nation's capital through a collaborative approach by providing holistic, comprehensive services through community-based education, therapy and counseling, and legal support in order to achieve justice and encourage self-determination. Regardless of income, ethnicity, immigration status, sexual orientation, race, gender or identity/expression, the impact of crime on victims and communities can be devastating — emotionally, financially and legally. NVRDC is here to guide people in the difficult journey from victim to survivor. NVRDC provides the following services:

- Civil legal services—NVRDC's civil legal services include representation in D.C. Superior Court, limited administrative hearings and educational hearings.
- Criminal legal services—this department works on enforcement of the D.C. Crime Victims' Bill of Rights and the Crime Victims' Rights Act. Victims receive free support, information and representation throughout all phases of the criminal justice process.
- Therapeutic and advocacy services—the program staffs the 24-hour hospital crisis response to sexual assault survivors and continued case management services after the victimization. Case

management and advocacy services are available to ensure all victims of all crimes receive effective comprehensive assistance.

III. History and Development of Memorandum of Understanding

The findings from Vision 21: Transforming Victim Services Final Report, a strategic planning initiative from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC), strongly indicated a critical need for comprehensive, wraparound, no-cost legal services for victims of crime. Crime victims often have co-existing and overlapping legal needs that arise in connection with their victimization. Necessary legal services connected to victimization may include representation in the enforcement of victims' rights in criminal court, a wide range of civil legal needs directly related to their victimization, immigration assistance, and representation for underserved crime types (i.e. financial fraud and identity theft). As a result of that vision, OVC funded 10 jurisdictions - including Washington D.C. - to coordinate and implement legal networks over multi-year projects.

This MOU seeks to facilitate and memorialize efforts in Washington D.C. to leverage the specialized knowledge and unite the resources of the District's legal community to ensure that crime victims are empowered and have all their legal needs addressed. The partners to this MOU (described above) agree that a legal network offering comprehensive, free legal services to victims of all crimes through a coordinated effort involves multiple legal services providers that are cross-trained and use a streamlined referral process within the network. As the community-based, victim and legal services partner on the OVC grant funding this project, NVRDC will be the lead partner organization in this grant project. Furthermore, the VLNDNC referral process will ensure that crime victims can access the legal organizations best able to represent them on the legal issues arising from their victimization.

IV. Roles and Responsibilities

A. Definitions

1. Member – A legal services organization that has committed to providing services to crime victims in the District by participating in the VLNDNC.
2. Project Coordinator – An OVC funded position that is responsible for coordinating member efforts locally and nationally within the VLNDNC project goals. The Project Coordinator will notify members of any requests, changes, or modifications communicated by OVC during the project that affect the network to ensure that members can adapt as quickly as possible with minimal impact on the project. The Project Coordinator is responsible for the Navigator's daily supervision and report back to Members at member meetings and as necessary. The Project Coordinator will also chair Member meetings, including drafting agendas, maintaining minutes, and other related tasks. The Project Coordinator will be provided by the lead legal services organization.
3. Navigator – An independent staff member overseen by the Members and housed with the Project Coordinator. The Navigator is responsible for project client management, program management, and technology maintenance.

4. Facilitator – A designated individual from each Member who screens and refers in-house intakes for VLNDC services, receives referrals from the Navigator, provides website updates for their organization to the Navigator, and provides grant reporting information to the Navigator as requested.
5. Member Portal Website – A password protected online tool available only to Members. This site communicates referrals within the network, contains network forms and training materials, and maintains real time capacity information for each member organization.
6. Public Website – An online public source of information about VLNDC that describes the services offered, the list of participating organizations, forms, legal issue spotting tool, and allows individuals to submit a request for service.

B. Responsibilities of Members

1. Each Member commits to sending at least 1 representative to VLNDC member meetings.
2. Each Member commits to sending their Facilitator(s) and any new VLNDC legal team staff member to the annual cross training.¹
3. Each Member commits to providing real time updates of the organization's information to the Navigator including, but not limited to: the organization's current capacity to accept new cases/intakes; Facilitator contact information; subject area of services; and eligibility requirements.
4. Each Member will designate at least 1 Facilitator within their legal team to discuss referrals with the Navigator.
5. Members will ensure that the legal team member(s) are informed and up to date about the VLNDC's goals, procedures, and VLNDC Member profiles.
6. Members commit to abiding by the process delineated in the OVC approved Implementation Plan.
7. For each referral accepted, Members will track: client demographics including age, race, gender, zip code and income, type of victimization, and legal services provided. These statistics may be discussed at VLNDC meetings or shared with the VLNDC Navigator for grant reporting purposes or network-wide assessments. Members agree to provide these statistics quarterly and discuss these and other issues within the VLNDC meeting.

C. Organization Roles

1. Amara – The Amara Legal Center provides free legal services to any individual whose rights have been violated while being involved in commercial sex. Amara provides civil legal services in the form of civil protection order and custody cases. Amara provides criminal legal services in the form of criminal defense representation, expungement/sealing of criminal records and victim-witness advocacy. Amara has no income eligibility requirements.
2. APALRC – The Asian Pacific American Legal Resource Center's Crime Victims Assistance Partnership (CVAP) is a project in which the APALRC coordinates with partner organizations

¹ For the purposes of this MOU, the term "legal team member" refers to any VLNDC legal organization legal staff member that is participating in the VLNDC.

and the District of Columbia Courts to provide legal, financial, and social services for victims of crime in Washington, D.C. The APALRC directly facilitates claims made by victims of crime with the D.C. Courts' Crime Victim Compensation Program and represents eligible victims through the entire process in which the victims may be compensated or reimbursed for medical costs, mental health counseling, lost wages, and other relevant costs due to their victimization. Additionally, the APALRC may provide additional legal services to victims of crime as needed, such as working with the client to obtain immigration relief and protective orders. CVAP also includes meeting with community partners to readily provide referrals to other organizations who may be able to provide crime victims with social services.

3. Ayuda – Ayuda provides legal advice and representation in family law matters for domestic violence and sexual assault survivors, in immigration cases, and in consumer protection matters for victims of notario/immigration consultant fraud. To be eligible for Ayuda's services, clients must be foreign-born and fall under 300% of federal poverty guidelines.
4. Break the Cycle – Break the Cycle provides holistic legal services to survivors of domestic and dating violence, sexual assault, and stalking within the underserved population of the youth ages 12 to 24 years old in the District. Break the Cycle's attorneys represent youth in domestic violence and family court matters, educational administrative proceedings at the junior high, high school, and campus levels, and in other civil cases that may arise as a result of abuse. Break the Cycle advocates on behalf of youth in criminal cases, accompanying survivors to meet with police and/or prosecutors to report abuse, to criminal hearings, and assists youth with trial preparation. Break the Cycle engages in dynamic safety-planning with youth, and as desired and directed by survivors, assist youth in speaking with parents, school officials, employers, and social service providers in furtherance of the survivor's safety and economic security. Legal services are provided regardless of socio-economic status or income, gender, ethnicity, sexual orientation, gender identity, immigration status or physical ability.
5. CARACEN - CARECEN serves low- to moderate- income individuals through direct legal representation in immigration cases.
6. DCVLP – DC Volunteer Lawyers Project takes client referrals from the Domestic Violence Intake Center at Superior Court and also accepts individual referrals from VLN partner organizations. DCVLP operates a weekly walk-in domestic violence resource clinic in Southwest D.C., where victims (regardless of income) can obtain legal advice and, if appropriate, full legal representation, from our attorneys; along with housing assistance from the District Alliance for Safe Housing (DASH), and social services from My Sister's Place. Income guidelines: DCVLP represents all clients in CPO and immigration matters, regardless of income. For clients seeking custody and/or divorce representation, DCVLP uses HUD income guidelines. For clients who have a higher-income level, DCVLP provides referrals to private family law attorneys who have agreed to represent domestic violence victims on a reduced fee basis.
7. DVC – Working in teams, student attorneys from the American University, Washington College of Law DV Clinic assume responsibility for all aspects of client representation, including both immediate and long-term needs for safety and support. Student attorneys

appear before a variety of tribunals (including the D.C. Superior Court, the U.S. Citizenship and Immigration Services, Immigration Courts, and the D.C. City Council); draft motions and written pleadings; interview, counsel and negotiate on behalf of clients; conduct intensive fact investigation; and litigate contested matters. Each team is supervised by the Director of the clinic, who is a licensed attorney and a member of the American University's Washington College of Law faculty.

8. DVLEAP – DVLEAP provides recourse to appeal to victims who are denied justice at trial through appellate representation, consulting and technical assistance services to survivors, other DV attorneys and advocates. DVLEAP also represents domestic violence community organizations in amicus briefs, and conducts trainings on various domestic violence issues, custody issues (including the effects of DV and family court on children), and appellate and trial litigation issues.
9. Legal Aid Society – Legal Aid Society of the District of Columbia provides legal representation for consumer protection, domestic violence, family law, housing and public benefits cases. Legal Aid generally uses a flexible standard of 200% of federal poverty for its income eligibility determination.
10. LCE – Legal Counsel for the Elderly represents older victims of elder abuse and financial exploitation in civil cases in the D.C. Superior and Federal District Courts. For the past several years, LCE has represented elders in CPOs in instances where the elder is the abused or neglected individual. Since its inception, LCE has worked with elders to access protective arrangements (powers of attorney and guardians/conservators) to protect them from abuse and neglect. Since 2015, LCE has provided extensive training on elder abuse prevention to MPD officers and detectives in collaboration with NVRDC and the other members of DC TROV. LCE's legal and social work services are provided at no cost to low-income D.C. seniors age 60 and above.
11. NVRDC – NVRDC represents all victims of crime within the District on crime victims' rights issues. Additionally, NVRDC will represent victims of intimate partner violence, sexual assault and stalking on issues related to the CPO process. NVRDC's civil legal services also provide representation to survivors of campus sexual assaults seeking accommodations, help with the administrative process, and appeals. All legal services are provided to victims of crime regardless of income.

V. Administrative Provisions

A. Insurance, Indemnification and Agency

1. The non-government parties will indemnify, and will hold harmless the other parties, for the intentional and negligent acts of their employees;
2. The non-government parties will maintain sufficient malpractice and accidental injury/death insurance coverage for their respective employees, as applicable by law; Government agencies are self-insured and are governed by Anti Deficiency laws noted below.
3. Neither party intends by virtue of this agreement to bestow any powers of agency upon the other. All parties hereby agree that neither it, nor any of its employees respectively, will act as an agent or employee of the other, in any capacity, to include explicit, implicit, or apparent authority.
4. Each party shall bear the cost of its obligations under the terms of this MOU. No funds are to be exchanged between parties in furtherance of this MOU.

B. Confidentiality

1. All data gathered from this network regarding crime victims shall be maintained as confidential information according to the policies, laws, and regulations of the Member organizations respectively.
2. Member organizations shall not disclose a crime victim's identity and/or specifics about the crime victim's circumstances without the written consent of the crime victim, unless required by local or federal law.
3. A crime victim must sign the VLNDC Confidentiality Release prior to the exchange of information regarding the victim amongst the Member organizations.
4. Each Member that interacts with a VLNDC client shall maintain the signed Confidentiality Release.
5. Each organization shall utilize its own confidentiality policy pursuant to D.C. Law and the ethical parameters of the attorney-client privilege.

C. No Rights Created

This agreement does not, and shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any matter, civil, or criminal.

D. Liability

Each Member organization is responsible for its own conduct under this MOU and retains all defenses, including immunities, available under federal and District of Columbia law.

E. Modification

Modification of this MOU shall be based upon the consensus of the Member organizations, or as directly communicated to the Project Coordinator by the District of Columbia Office of Victim Services and Justice Grants (OVSJG)C. All modifications shall be made in writing.

F. No Third Party Beneficiary

This MOU shall not, and is not, intended to benefit or to grant any right or remedy to any person or entity that is not a party to this MOU.

G. Existing Obligations Not Affected

This MOU is not a substitute for any statutory, regulatory or policy obligation a member organization may have. Any such obligations a member organization may have are still binding on that member organization.

VI. Enforcement and Accountability of this MOU

- A. In order to ensure the VLNDC's success, each Member agrees to meet their obligations as stated within this MOU.
- B. Members can communicate concerns to the Navigator in a confidential space, in all member meetings or in a manner the Member deems appropriate.
- C. If a Member fails to comply with the requirements stated here, the Navigator will contact the non-compliant Member, in writing, detailing the non-compliance.
- D. If the non-compliant Member does not respond to the Navigator within 30 days, the Navigator will suggest a course of action to all Members.
- E. If the non-compliant Member does respond, the Navigator will then discuss a plan for compliance with the non-compliant Member and determine a reasonable time frame to bring the Member into compliance.
- F. The Navigator will check in with the non-compliant Member at the mid-point of the agreed upon compliance date to ascertain the Member's progress.
- G. If compliance cannot be met by the agreed upon time, the Navigator may:
 - 1. Cease sending referrals to the non-compliant Member,
 - 2. Notify the non-compliant Member of this decision,
 - 3. Remove the non-compliant Member from the VLNDC Website,
 - 4. Remove the non-compliant Member's access to the Member Portal, and
 - 5. Notify the other VLNDC Members.
- H. If the non-compliant Member comes into compliance, the Navigator shall resume sending referrals to that Member.

VII. Effective Administration and Execution of MOU

- A. Effective execution of this MOU can be achieved only through continuing communication and dialogue between the parties. It is the intent of the parties that they will directly, and verbally

communicate for the resolution of questions, misunderstandings, or complaints that may arise that are not specifically addressed in this MOU.

- B.** The parties agree that the process agreed to in this MOU will be discussed at VLNDC meetings through dialogue of involved parties and exchange of information to ensure transparency of the process and accurate measurement of success.
- C.** Each party represents that the individual signing this MOU has the authority to enter this agreement on behalf of his/her organization. The signature represents complete understanding of this MOU and approval of its terms and conditions.
- D.** Continuation of this program, and, thereby this MOU, is contingent on the availability of resources and funding.

We, the undersigned, have read and agree with this MOU in its entirety.

JOB DESCRIPTION
FULL-TIME PROJECT COORDINATOR

THE ORGANIZATION:

Started in 2012, the mission of the Network for Victim Recovery of DC (“NVRDC”) is to empower crime victims in the District of Columbia through a collaborative approach by providing holistic, comprehensive services through community-based education, therapeutic and legal support in order to achieve justice and encourage self-determination.

NVRDC employs a uniquely structured "shared leadership" model, with two Co-Executive Directors aiming to create a truly holistic agency. NVRDC believes in having strong relationships with other DC providers in hopes that the victim recovery process will be seamless.

THE Victim Legal Network of DC (VLNDC) Project Coordinator POSITION SUMMARY:

NVRDC seeks a part-time project coordinator (at 30 hours per week) to coordinate the implementation of the Victim Legal Network of DC (VLNDC), a project funded by the U.S. Department of Justice, Office of Justice Programs, Office of Victims of Crime. NVRDC is seeking an attorney with experience related to coalition building, training, and/or project management. This position will be required to work closely with NVRDC’s Outreach Program in developing and deploying legal trainings for VLNDC members, legal and victim service professionals, and community members. Furthermore, this coordinator will be collaborating extensively within a national network of service providers to share resources and obtain guidance on the implementation of the VLNDC.

This individual will be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The coordinator will be committed to working with people from diverse cultural, linguistic, economic, educational and vocational backgrounds to demonstrate NVRDC’s dedication to social justice and access to justice for all victims of crime in DC.

This is a part-time, (30 hours per week) FLSA exempt, at-will position. Benefits are available and all federal holidays will be paid holidays on a prorated basis. Flexible work arrangements are negotiable.

NVRDC offers a competitive benefits package for paid-time, contribution for the cost of the health care coverage, and retirement plan options. Additionally, NVRDC is an eligible employer for the purposes of a loan repayment assistance program.

POSITION PRIMARY RESPONSIBILITIES:

The majority of the project coordinator’s time will be spent on developing the network through facilitating network member meetings, interfacing on behalf of the DC network in national meetings and conference calls, maintaining project specific grant reporting information, coordinating the project’s services launch, maintaining

accurate programmatic records, representing NVRDC's role on the VLN to the community, and recruiting new network members.

Specific responsibilities include:

- Participating in NVRDC's cooperative agreement to create the Victim Legal Network of DC;
- Coordinate and manage the implementation of the Victim Legal Network of DC;
- Managing member meetings, minutes, agendas and communications;
- Interfacing with the national TA provider, National Crime Victims Law Institute on project related needs;
- Working with the Co-Executive and Legal Services Director to communicate project updates with the Office of Victim Services and Office of Victims of Crime;
- Collaborating with the Justice and Research Statistics Association to facilitate the needs assessment and subsequent evaluations;
- Provide training and technical assistance to other legal service providers related to crime victims' rights issues;
- Work closely with NVRDC's staff to develop and deploy NVRDC Outreach trainings;
- Working with the Co-Executive and Director of Legal Services to ensure project specific grant reporting requirements are met;
- Working closely with law enforcement agencies, schools, health and welfare agencies and community partners;
- Creating curricula and training community organizations, advocates, lawyers about criminal victims' right issues and other areas required as part of the VLN project;
- Continuing to grow and seek professional development opportunities for position and organization; and
- Performs other duties as needed.

QUALIFICATIONS:

The successful candidate for this position must possess a combination of education, direct service legal experience and training experience that supports working with victims of crime and a demonstrated commitment to both public interest work and assistance to underserved populations.

This position requires a self-starter who works well independently and as a team player. Preference will be given to candidates who show a proven background of crime victims' rights experience and knowledge of law enforcement and prosecutorial systems. Specific skills and background must include:

- DC-barred attorney (or is currently pending application with DC Bar);
- At least 4 years direct victim services legal experience and demonstrated desire to work with crime victims and ensure they receive the services needed;
- Demonstrated experience working with the victims' rights community and an in depth understanding of the legal issues arising from criminal victims' rights under the Crime Victims' Rights Act and the DC Crime Victims' Bill of Rights;

- Demonstrated knowledge and/or commitment to providing representation in civil protection order cases;
- Strong oral and written communications skills;
- A deep understanding of the necessary relationships between the community and systems-based entities in ensuring and enforcing victims' criminal rights under the DC Crime Victims' Bill of Rights and Crime Victims' Rights Act;
- Extensive knowledge of victim services available within DC;
- Experience working for marginalized communities and crime victims;
- A background with project management and project reporting;
- Demonstrated experience with coalition building (locally and nationally), training, or mentoring of pro bono legal cases; and
- A reputation for integrity, dependability and professionalism.

A successful candidate for this position must be an attorney with a demonstrated commitment to both public interest law and assistance to underserved populations. Special consideration will be given to those who can show a commitment to the crime victims' rights movement and knowledge of criminal victims' rights issues and representation.

JOB DESCRIPTION
FULL-TIME (ENTRY-LEVEL) VLNDC Navigator

THE ORGANIZATION:

Started in 2012, the mission of the Network for Victim Recovery of DC (“NVRDC”) is to empower victims of all crimes to achieve survivor defined justice through a collaborative continuum of advocacy, case management and legal services.

NVRDC employs a uniquely structured "shared leadership" model, with two Co-Executive Directors aiming to create a truly holistic agency. NVRDC believes in having strong relationships with other DC providers in hopes that the victim recovery process will be seamless.

POSITION SUMMARY:

NVRDC seeks a full time Navigator to work on behalf of the Victim Legal Network of DC (VLNDC) to assist victims of crime in obtaining legal services through the Victim Legal Network of DC (VLNDC), a project funded by the U.S. Department of Justice, Office of Justice Programs, Office of Victims of Crime. NVRDC is seeking an attorney with experience working with victims of crime. This position will be supervised by NVRDC’s VLNDC Project Coordinator who will work with the Co-Directors of the Legal Programs in implementing the service component of the VLN.

This individual will be resourceful, highly organized, a team player, a critical and analytical thinker, self-reflective and self-aware, and open to growth and learning. The Navigator will be committed to working with people from diverse cultural, linguistic, economic, educational and vocational backgrounds to demonstrate NVRDC’s dedication to social justice and access to justice for all victims of crime in DC.

This is a full-time, (40 hours per week) FLSA exempt, at-will position. Benefits are available and all federal holidays will be paid holidays on a prorated basis. Flexible work arrangements are negotiable.

NVRDC offers a competitive benefits package for paid-time, contribution for the cost of the health care coverage, and retirement plan options. Additionally, NVRDC is an eligible employer for the purposes of a loan repayment assistance program.

POSITION PRIMARY RESPONSIBILITIES:

The majority of the navigator’s time will be spent managing network client referrals, programmatic data collection, technology maintenance, and other overall network tasks.

Specific responsibilities include:

- Review requests for services through network member organizations for completeness and eligibility for services;
- Issue spotting for criminal, civil, and administrative needs for crime victims;
- Manage referrals of clients to member organizations for legal services;
- Conduct intake with crime victims seeking network services and connecting crime victims to appropriate member organization as available;
- Maintain accurate data regarding clients served through the network;

- Work with the VLNDC Project Coordinator and the Legal Program Directors to communicate project updates with the network;
- Work closely with VLNDC Facilitators to ensure that member capacity information is up to date;
- Update the VLNDC Member Portal and Public Website as necessary;
- Work closely with law enforcement agencies, schools, health and welfare agencies and community partners;
- Work with member organizations requiring assistance in complying with the MOU;
- Attend community meetings with the Project Coordinator as necessary;
- Continue to grow and seek professional development opportunities for position and organization; and
- Performing other duties as needed.

QUALIFICATIONS:

The successful candidate for this position must possess a combination of education, direct service legal experience and training experience that supports working with victims of crime and a demonstrated commitment to both public interest work and assistance to underserved populations.

This position requires a self-starter who works well independently and as a team player. Preference will be given to candidates who show a proven background of crime victims' rights experience and knowledge of law enforcement and prosecutorial systems. Specific skills and background must include:

- DC-barred attorney (or is **currently pending** application with DC Bar);
- At least 1 year direct victim services legal experience and demonstrated desire to work with crime victims and ensure they receive the services needed;
- Demonstrated experience in working with the victims' rights community and an in depth understanding of the legal issues arising from criminal victims' rights under the Crime Victims' Rights Act and the DC Crime Victims' Bill of Rights;
- Demonstrated knowledge and/or commitment to providing representation in civil protection order cases;
- Strong oral and written communications skills;
- A deep understanding of the necessary relationships between the community and systems-based entities in ensuring and enforcing victims' criminal rights under the DC Crime Victims' Bill of Rights and Crime Victims' Rights Act;
- Extensive knowledge of victim services available within DC;
- Experience working for marginalized communities and crime victims;
- A background with project management and data collection preferred; and
- A reputation for integrity, dependability and professionalism.

A successful candidate for this position must be an attorney with a demonstrated commitment to both public interest law and assistance to underserved populations. Special consideration will be given to those who can show a commitment to the crime victims' rights movement and knowledge of criminal victims' rights issues and representation.



Practice Manual (Outline)

2016 - 2017

This implementation plan was produced under Grant No. 2014-XV-BX-K010, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

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[NAME OF ORGANIZATION]

**COLLABORATIVE TRAINING
PRESENTATION**

Victim Legal Network of DC

[INSERT DATE]

About [Insert Organization]

Who We Are – Type of Organization

- List Types of Services Provided/Programs
- Insert Additional Information about Services
- Can Add Additional Slide if Necessary

Who Do We Serve?

- Description of Client Profile including legal needs, income guidelines & other demographics
- E.g. foreign born, 200% of poverty, college students, adult women trafficked domestically.

Where are We Located?

- Insert Locations, Times and Phone Numbers
- Insert any particular preferences for intake at that location (if relevant)
- Example

Name of Office	Name of Office
Address	Address
Phone Number	Phone Number
Intake Times	Intake Times
Services Provided at that Office (if relevant)	Services Provided at that Office (if relevant)

Intake Process

- Eligibility for Services
- Referral Process
- Describe language access
accessibility/provisions i.e. languages spoken
at Organization, access to interpreters

[INSERT ORGANIZATION NAME] PROGRAMS

- List each legal program offered
- Describe each listed program in brief detail
- Can use more than one slide – add up to 4 slides.

Pro Bono Program

- Brief Description of Pro Bono Program
- Limit to One Slide

[INSERT NON LEGAL SERVICES]

- Brief Description of Non Legal Services
- Limit to One Slide

FEES

- List and describe fees

DISCLAIMER

- Explain limits re: representation
- Mention possible higher demand in a particular area of law

How We Can Help

- Describe Consultations
- Describe Brief Advice
- Describe Legal Representation

CONTACT INFORMATION

- See Slide 4



**CLIENT'S INFORMED CONSENT TO RELEASE INFORMATION TO VICTIM LEGAL NETWORK OF DC
(VLNDC)**

Client Name: _____

Referring organization or agency: _____

Date of Expiration of Informed Consent: _____ *(not to exceed 60 days from the date of signature)*

I, hereby, authorize the following referring agency or individual, _____
_____, to release my confidential intake information to the VLNDC Navigator for the limited purpose of facilitating referrals to any of the below Member organizations for additional legal advice and/or representation:

Please initial all that apply below:

- _____ Amara Legal Center
- _____ Asian Pacific American Legal Resource Center (APALRC)
- _____ Ayuda
- _____ Break the Cycle
- _____ Central American Resource Center (CARECEN)
- _____ DC Volunteer Lawyers Project (DCVLP)
- _____ Domestic Violence Legal Empowerment and Appeals Project (DVLEAP)
- _____ Legal Aid Society of DC
- _____ Network for Victim Recovery of DC (NVRDC)

The information provided will not be shared with any group or person not chosen by me from the above list. This release covers oral or written transmission of information. I can cancel this release at any time prior to its expiration by doing so in writing. Once I sign this form, my intake information shall be shared with the Navigator.

All legal assistance is subject to conflict checks and member organization capacity. I am authorizing the Navigator to share my name, date of birth, and gender as well as the opposing party's name, date of birth and gender with the relevant Member organizations I selected above. If there is no conflict, I authorize the Navigator to release the rest of my intake information to that member organization.

I understand this information cannot be re-released without my written permission, except as required by law. This release does not waive attorney-client privilege with any Member organization referenced above nor does it waive any other protections related to my private information. I understand that this release and referral does not guarantee that an organization will be able to represent me in my case(s).

Signature

Date

Name

Parent/Guardian Signature (if required)



INTAKE FORM

CLIENT INFORMATION

Legal Name _____ Preferred Name _____

Gender _____ DC Resident _____ DC Matter _____ Place & DOB _____

Monthly Income & Household Size _____ No. of Children _____

Address _____

Phone Number _____ Email _____

Safe to Contact & How? _____ Primary Language _____

OPPOSING PARTY'S INFORMATION

OP Name _____ OP DOB _____

Gender _____ DC Resident? _____

Address _____

Relation to Victim _____

CRIMINAL ACTIVITY

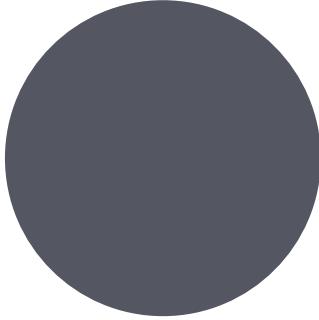
Date of Incident _____

Location _____

Brief Description of Incident _____

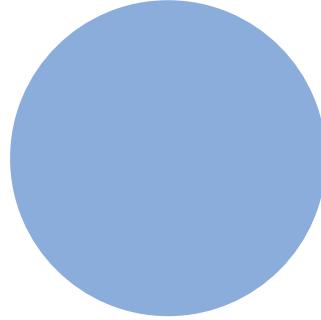
Legal Issues Pending _____

COLOR PALETTE & TYPEFACE



CMYK
45/35/20/60

RVB
84/86/98



CMYK
50/25/0/0

RVB
139/173/220

Gotham Medium

abcdefghijklmnopqrstuvwxy

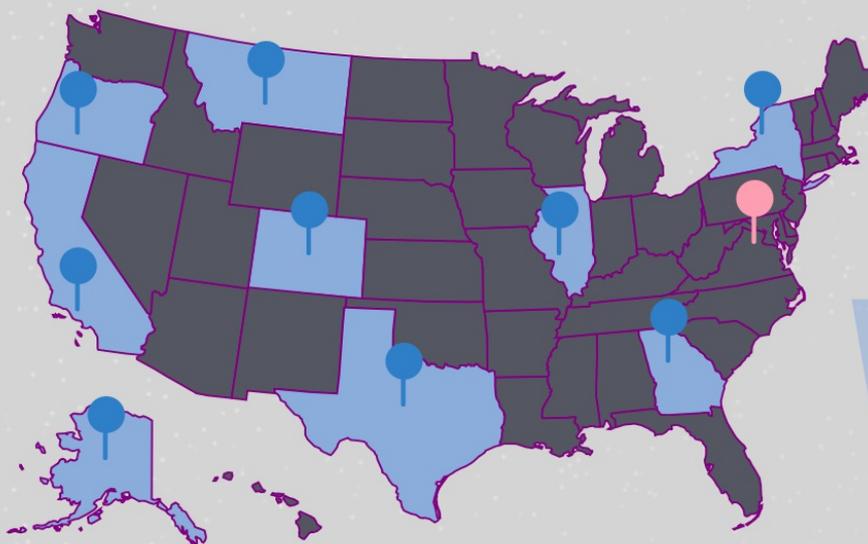
ABCDEFGHIJKLMNOPQRSTUVWXYZ

0123456789

Victim Legal Network of DC: National Context

A 2012 Strategic Planning Initiative, Vision 21, by the DOJ, Office of Justice Programs, Office of Victims of Crime (OVC) strongly indicated a critical need for comprehensive, wraparound, no-cost legal services for victims of crime.

As a result, OVC solicited proposals to fund several jurisdictions to create such networks that would meet this need.



DC is one of nine jurisdictions in the country funded by OVC to create holistic wraparound networks:

- (1) Los Angeles*
- (2) Chicago*
- (3) Texas*
- (4) Alaska*
- (5) Colorado*
- (6) Georgia
- (7) New York
- (8) Montana
- (9) Washington DC.

* The first six were tasked with creating networks for social and legal services, whereas the last three are focused on legal services only.

Additionally, National Crime Victims Law Institute (NCVLI) in Portland, Oregon provides technical assistance, training, and facilitates conversations among the networks.

VLNDC is currently in the planning phase and is finalizing a plan to provide such services. So far, it has grown to include 11 organizations serving victims of crime in DC:



This document was produced by NVRDC under Grant No. 2014-XV-BX-K010, awarded by the Office of Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.