

New Grantee Orientation Day 1 January 8, 2025

This project was supported by Grant No. 15JOVW-23-GK-05471-LEGA awarded by the U.S. Department of Justice, Office on Violence Against Women. The opinions, findings, conclusions, and recommendations expressed in this program are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.



Today's Schedule

11:00 am FY2024 ELSI Grantee Intros

12:00 pm Break

1:30 pm FY2023 ELSI Grantee Intros

2:45 pm Break

3:00 pm Peer to Peer Exchange

FY2024 Introductions 5 minutes



Name, Title

Your organization: history and work

Why did you apply for an ELSI grant?

Thank you!





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FY2023 Introductions 8 minutes

Name, Title
Your organization & its
legal program
One lesson learned in
your first year

Thank you!

1:30pm Peer-to-Peer Discussion



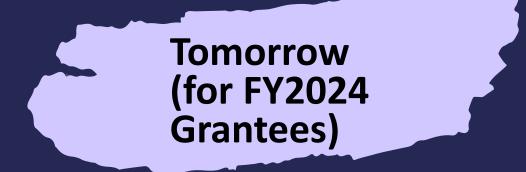


Peer-to-Peer Discussion

AMERICANBARASSOCIATION

Commission on Domestic
& Sexual Violence

Thank you!



10:15 am Intro to ABA ELSI TTA2:30 pm Planning Phase





& Sexual Violence

New Grantee Orientation Day 2

January 9, 2025

10:15 - 11:30 AM

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Who is the ABA?

- ONonprofit organization
- OPeer training & technical assistance (TTA) provider
- Funded by DOJ-OVW to provide resources, trainings, information, and one-on-one support to ELSI grantees

Our goal:

Provide a structured and supportive process to support ELSI grantee organizations in establishing, growing, and sustaining legal programs

What does ELSI TTA look like?

- Cohort meetings:
 - Monthly meetings of leadership/ELSI funded staff
 - OBeginning in Year 2, quarterly legal staff meetings
- In-person planning meeting

What does ELSI TTA look like?

- OVW-required submissions or ABA-recommended policies
- Assistance with questions regarding administration of a legal program, best practices for lawyering for survivors
- Regular individual meetings



12-18 Month Planning Phase

- You will not be serving clients during this time
- Opportunity to meaningfully develop policies and procedures
- OVW requires certain submissions before you can move into implementation (and begin offering legal services)

Reminder

ABA CDSV

- Peer TTA Provider
- Provides guidance, makes recommendations
 - Can offer information, resources, support, document review, and other assistance
- Does not set requirements,
 approve Just Grants
 submissions, or provide any
 grant oversight

OVW

- Funder of ELSI projects
- Oversees your grants
- Has set requirements for your grants
- Makes funding decisions

Look for language:
OVW-required
ABA-recommended

Getting Started

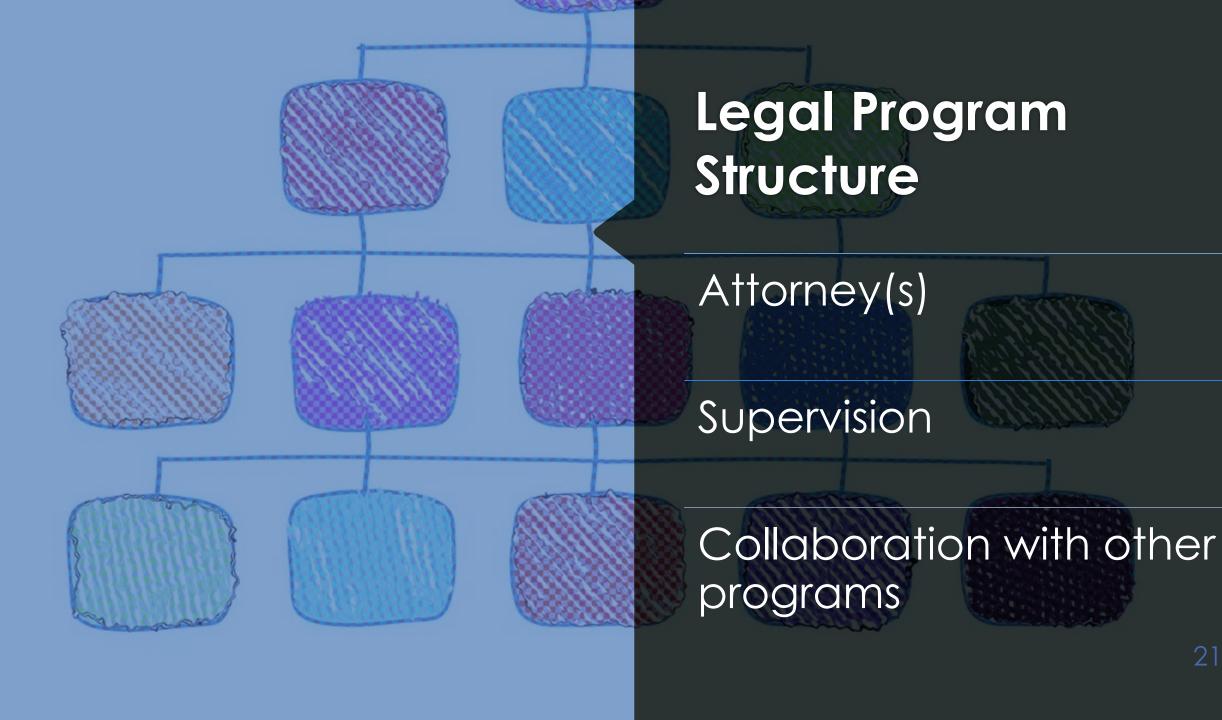
- Consider what services you will be offering—how are you filling an unmet need?
 - Assess survivor community needs and gaps in legal services
 - OConsider service delivery needs



Getting Started

- Oldentify:
 - OPrivilege protections
 - Confidentiality/other ethical requirements
 - Mandatory reporting obligations
- Consider your physical space and technology needs for client meetings, file storage, etc.





OVW-Required Submissions

- Job Descriptions
- Resumes of Hired Staff
- O Goals and Objectives
- Supervision and Mentoring Plan
- Memorandum of Understanding (if applicable)
- Case Selection Criteria
- Other documents as specified by your grant manager



ABA-Recommended Policies

Policies are statements that define a course of action. They do not need to be lengthy or complex.

- Offer predictability for employees and for clients
- Organization & institutionalization of processes
- Consistency and fairness in decision-making
- OHelps to uphold ethical obligations
- Eases burden on staff



ABA-Recommended Policies

- O Case Opening/Intake
- Case Closing
- Conflict Check
- Information Storage & Retention
- Information Sharing
- Language Access
- Outreach
- Partnership & Referral





New Grantee Orientation Day 2

January 9, 2025 2:30 - 3:30 PM

Policy & Procedure Development

Revisiting: OVW-Required Submissions

- O Job Descriptions
- Goals and Objectives
- Supervision and Mentoring Plan
- Memorandum of Understanding (if applicable)
- Case Selection Criteria
- Other documents as specified by your grant manager



Supervision & Mentoring Plan

Onboarding and Training

Informal and Formal Feedback

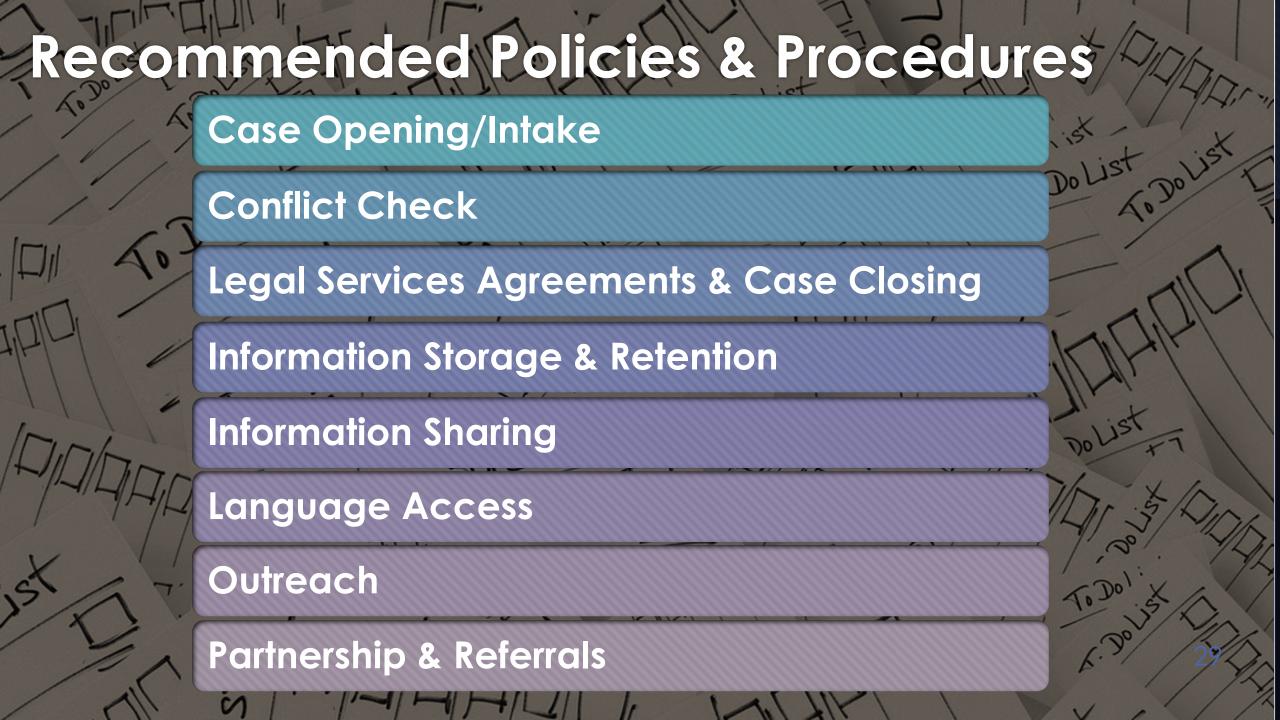
Regular/Ongoing Supervision

Case Selection Criteria

Precursor: Eligibility

Priorities

- Populations
- Types of cases
- Complexity of cases



Case Opening, Screening, and Intake



CONFLICTS CHECKS



INTAKE PROCEDURES

Legal Services Agreements & Closing Letters

- MhÀs
- OQualities:
 - Trauma Informed
 - OAccessible
 - ONecessary



- Case management
- Calendaring
- Record storage
- Grant tracking & reporting

Technology, File Storage, and Record-Keeping

Privilege, Confidentiality & Information Sharing

- ODevelop Information Releases, Information Sharing Explanation for clients
- Consider mandatory reporting obligations
- ODevelop information breach policies

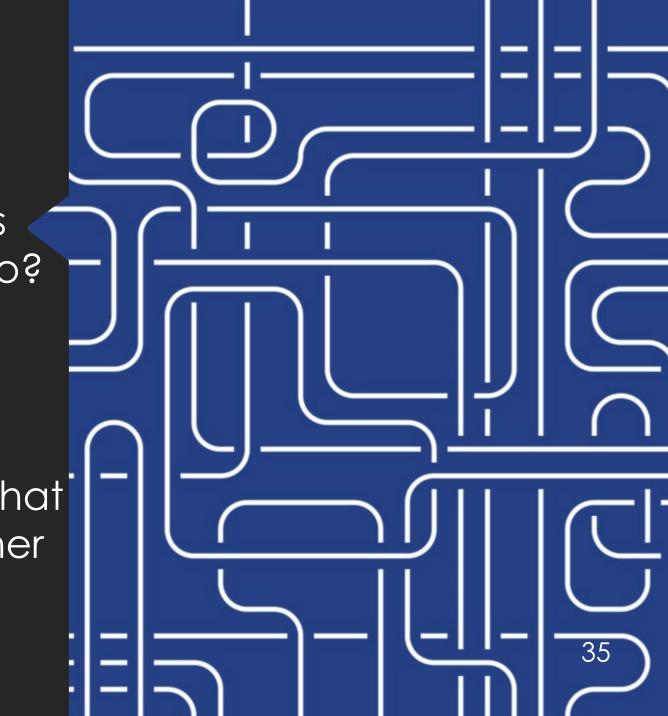
Language Access Policy & Plan

- Obligation to provide language access
- OPlan for client language needs and access
 - OInterpreters
 - ODocument translation
 - **OCourt**



Discussion: Outreach Plan

- What type of outreach does your organization currently do?
- O How will you reach the communities you have identified?
- O How will you reach people that you may not be seeing in other service programs?



Referral Plans

Legal services organizations, law school clinics, private firms, bar association services

Non legal needs internal and external referrals

What's Next?

- Online meetings with each organization
- On site planning meeting
- Resources, tip sheets, and more





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