



AMERICANBARASSOCIATION

Commission on Domestic  
& Sexual Violence

# 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.



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# 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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*FY 2024 Grantee Introductions*

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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



# Thank you!

**Tomorrow  
(for FY2024  
Grantees)**

10:15 am Intro to ABA ELSI TTA  
2:30 pm Planning Phase



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# New Grantee Orientation Day 2

January 9, 2025

10:15 – 11:30 AM

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point of view.  
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**ELSI Training & Technical Assistance**

# Who is the ABA?

- Nonprofit organization
- Peer 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
  - Beginning in Year 2, quarterly legal staff meetings
- In-person planning meeting

# What does ELSI TTA look like?

- Support with developing 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

A person with long blonde hair is sitting at a desk, writing in a spiral notebook with a black pen. The desk also has a white coffee cup on a saucer, a laptop, and other papers. The scene is dimly lit, suggesting an office or study environment. The text 'Introduction to the Planning Phase & Getting Started' is overlaid in white on the lower half of the image.

# Introduction to the Planning Phase & Getting Started

# 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
  - Consider service delivery needs

# Getting Started

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



# Legal Program Structure

Attorney(s)

Supervision

Collaboration with other programs

# OVW-Required Submissions

- Job Descriptions
- Resumes of Hired Staff
- 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
- Helps to uphold ethical obligations
- Eases burden on staff



# ABA-Recommended Policies

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



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# New Grantee Orientation Day 2

January 9, 2025

2:30 – 3:30 PM

## Policy & Procedure Development

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# Revisiting: OVW-Required Submissions

- 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

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Onboarding and Training

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Informal and Formal Feedback

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Regular/Ongoing Supervision

# Case Selection Criteria

Precursor: Eligibility

Priorities

- Populations
- Types of cases
- Complexity of cases



# Recommended Policies & Procedures

Case Opening/Intake

Conflict Check

Legal Services Agreements & Case Closing

Information Storage & Retention

Information Sharing

Language Access

Outreach

Partnership & Referrals



# Case Opening, Screening, and Intake



CONFLICTS  
CHECKS



INTAKE  
PROCEDURES

# Legal Services Agreements & Closing Letters

- Why?
- Qualities:
  - Trauma Informed
  - Accessible
  - Necessary



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

## **Technology, File Storage, and Record- Keeping**

# Privilege, Confidentiality & Information Sharing

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

# Language Access Policy & Plan

- **Obligation to provide language access**
- **Plan for client language needs and access**
  - **Interpreters**
  - **Document translation**
  - **Court**

# Discussion: Outreach Plan

- What type of outreach does your organization currently do?
- How will you reach the communities you have identified?
- 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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