

Agency: _____

Date: _____

I. Site Recruitment/ Maintenance	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
1. How many active sites are available in your service area? a. Are the sites distributed in a way that provides geographical coverage of your service area?		
2. Have any sites been closed during the past 12 months? Please-explain. a. How often do you run sex offender background checks to determine if sites have any registered offenders employed?		
3. Do you have plans to add more sites? If yes, please explain. a. Are sites located in high youth traffic areas? b. Youth-friendly?		
4. How often do you visit each site per year? a. What percentage of sites has been checked within the last year?		
5. Do you utilize volunteers or other staff to conduct site visits?		
6. Explain your site visit procedure. a. What percentage of sites has signs in place? Decals? b. Employees knowledgeable about the procedures?		
7. What percentage of sites have the new NSP logo signage up?		

I. Site Recruitment/ Maintenance (cont.)	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
8. How do you communicate with sites other than visits?		
9. Do you collect site fees? a. One time? Annually? b. How much		
10. Do all of your Safe Place sites receive your agency and/or Safe Place newsletter on a regular basis? a. Do you feature sites in your newsletter?		
11. How are site personnel trained? What process is in place for site personnel re-training? a. What is the comparison of sites trained vs. site needing training?		
12. How many of your sites are open 24-hours? Open 7 days a week?		
13. What are the challenges you've experienced with your sites? What percentage of sites are business vs. non-profit? (NSP suggested ratio is 3:1)		
14. What percentage of your Safe Place referrals comes from sites vs Shelter walk-ins?(Approx.)		
15. Do you include your sites in community education or fund raising activities? How? How many sites contribute in other ways beyond displaying the sign? In-Kind? Volunteers? Monetary?		

II. Community Outreach/Education	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
1. Are you meeting your annual goal of youth presentations? Please explain. a. What percentage of youth target population has received Safe Place information?		
2. What percentage of your youth presentations is done through “live” presentations? Through PSAs?		
3. During presentations, do you attempt to evaluate whether the students understand your message about Safe Place? How? a. What percentage of presentations include the use of the pre/post? b. Are your pre/post surveys representative of your youth population?		
4. According to the pre/post survey, results are the presentations to students effective? a. Increase in knowledge gained? b. Do youth demonstrate an understanding of Safe Place?		
5. Do you count the adults in your outreach numbers? a. How many adults a year receive information about Safe Place?		
6. What other means do you have to get the message out to youth about Safe Place? Please list all means of other outreach.		

II. Community Outreach/Education (CONT.)	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
7. Are Safe Place materials distributed to schools on a regular basis? a. How do you track the distribution of SP info to students?		
8. Do you regularly contact other service providers in your area and provide them with materials and training on Safe Place? Which ones?		
9. Do you use community or site partners (such as fire department, school personnel, law enforcement) to help with outreach efforts? Please explain. a. How do you track outreach done by community partners?		
10. How does your agency promote Safe Place? Are your methods effective? a. Do you use PSA's? b. Received any news coverage? c. Have a website that is updated and regularly maintained? d. Use social networking such as Facebook and Twitter?		
11. Do you incorporate the Safe Place message into other community education opportunities (such as Make Good Decisions, Bullying and Suicide prevention. etc.?)		
12. Do other agency staff members share Safe Place information in outreach efforts? Who?		

III. Volunteer Recruitment/ Maintenance	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
1. Does your program utilize volunteers? a. If yes, please explain how volunteers are recruited. b. If not, what are the barriers?		
2. How many active volunteers does your program have? a. Are applications kept on file? b. Updated info annually? c. Does the Shelter/call center have an updated contact info list?		
3. How do you use volunteers to help reach your program goals? a. How often are volunteers utilized? (Provide a list of volunteer participation at events, duties, etc.)		
5. Do you conduct annual background checks on volunteers? (Mandatory if volunteers have contact with youth) a. What is the standard check used? b. Provide documentation of annual checks on volunteers.		
6. How many hours of volunteer orientation training are provided? (Mandatory 4 – 6 hours if volunteers have contact with youth) a. Provide copy of volunteer training sign in sheets and outline.		
7. Is re-training or additional training offered to volunteers on a regular basis? a. Provide documentation		

IV. Crisis Intervention	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
1. Is there 24-hour access to the shelter and/or host homes for youth helped through Safe Place? a. How frequently do you experience a shortage of beds? b. Is there a waiting list for beds?		
2. If you have host homes, how many are currently involved in your program?		
3. Describe the type of counseling offered to youth and their families. a. What percentage of SP youth and/or their families are offered additional services?		
4. Does your program have a crisis phone line? a. What is the number of SP calls received?		
5. What is the follow-up procedure when youth leave the shelter or host home? a. What percentage of SP cases has an exit plan in place at discharge?		
6. If there is abuse or neglect, is there a procedure for documentation/referral, which staff or host homes families follow? a. Provide documentation for the procedures of reporting abuse/neglect b. Provide documentation of training for staff/host homes families on procedures for reporting abuse/neglect		

IV. Crisis Intervention (CONT.)	Please Answer Questions in space provided in this column	Documentation Provided
7. Provide documentation of agency policy or procedure regarding client confidentiality. a. For staff and for volunteers.		
8. Do you maintain assessment records for each client? a. Are referral records kept with client files, including any reports of abuse or neglect? b. How do you document SP youth calls?		
9. Are follow-up efforts documented in the client files?		
10. Do your shelter staff/host homes families receive Safe Place procedure training twice annually? a. If staff provide transport for SP youth, have they been trained in crisis intervention? b. SP transport procedures?		
11. Do you offer retraining or additional training to shelter staff/host homes families? a. If volunteers provide transport for SP youth, do you offer additional training?		
12. What is the average length of stay in the shelter/host home? a. For Safe Place youth? b. For other youth referral placements?		
13. What is the average response time between Safe Place call and contact with volunteer/staff? (20 - 30 minutes)		

V. Program Evaluation	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
1. In what ways are you utilizing the resources of National Safe Place? IYSA? a. How many NSP or IYSA webinars have you participated in within the last year?		
2. What is the evaluation process of your volunteers? (e.g., satisfactory survey)		
3. What is the completion rate of the youth evaluation forms compared to number of youth served? a. Do you use the youth evaluations to monitor quality assurance? b. What percentage of youth report feeling safe upon entering a SP site? c. What percentage of youth report being treated with respect by the site employees? Volunteer? d. What percentage of youth reported that a SP site was easy to access? Easy to identify? e. What percentage of youth report that they felt the program helped them begin to solve their immediate problem? f. What percentage of youth report that the program had a positive impact on their life? g. What percentage of youth report that they would use the program again? h. What percentage of youth report that they would refer friends?		

V. Program Evaluation (CONT.)	Please Answer Questions in space provided in this column	Documentation Provided
4. Do you use the NSP volunteer training assessment? a. What percentage of volunteers trained show at least an 80% comprehension rate of SP volunteer procedures?		
5. Do you use the NSP Site Training Video? a. What percentage of site employees trained show at least an 80% comprehension rate of SP site procedures?		
6. Do you have annual program goals in place with NSP? a. Are you on target for meeting your NSP program goals for the year?		
7. Have you identified intended outcomes for your program participants in your primary programs (intended outcomes may be expressed in terms of one or more of the following: knowledge, attitudes, beliefs, behaviors, and environment)?		
8. Have you specified measurable indicators for your intended outcomes? Provide examples.		
9. Do you regularly or periodically collect information related to these indicators? Provide examples. a. Are you currently utilizing all NSP database reporting? b. Are you up to date on NSP monthly database reporting? c. Are you utilizing the database for tracking site checks and site readiness?		

V. Program Evaluation (CONT.)	<u>Please Answer Questions in space provided in this column</u>	<u>Documentation Provided</u>
10. Do you regularly or periodically produce reports based on analysis of this information?		
11. How is this information used and by whom? Information is used for: (circle those that are applicable to your organization and explain): a. program planning b. resource management c. improvement of services d. community education e. other _____		
12. Do all Safe Place materials follow the logo specifications established by NSP?		