

Minnesota Office of Justice Programs (OJP)
Program Standards for Sexual Assault Response Teams (SART)

Programs awarded SART funding from the Office of Justice Programs (OJP) must show continual progress toward meeting the expectations detailed in the Program Standards.

The goal of SART funding is to improve the victim's overall experience with systems and resources following sexual assault and to strengthen the criminal justice response to both increase victim safety and wellbeing and hold the offender accountable.

Newly Funded Team Standards

(These standards are for teams that are new to receiving OJP SART funds.)

1. Maintain the Sexual Assault Action Response Team (SART). Programs shall coordinate and oversee the SART. SART membership must attempt to include the four core agencies: law enforcement, prosecution, sexual assault advocacy, and medical providers conducting evidentiary exams. It is strongly suggested that the SART include community agencies serving distinct cultural or ethnic communities and agencies providing resources for needs like housing, mental health, substance abuse; or corrections depending on availability in a SART's community. Programs shall ensure SART members and multidisciplinary agency personnel receive appropriate orientation/training. Structure should include, but are not limited to:
 - Maintain site coordinator position with appropriate supervision and staff development with an emphasis on systems change;
 - Maintain communication with agencies participating in the SART;
 - Convene the SART, facilitate, handle minutes, and hold at least 10 team or subcommittee meetings per year, **with in-person meetings happening on at least a quarterly basis;**
 - Provide orientation to systems change process for program staff and SART members as necessary;
 - Monitor the SART's mission statement and revisit as needed;
 - Problem solve issues and mediate problems between people and/or agencies;
 - Build cultural responsiveness within the SART;
 - Evaluate SART work and processes;
 - Coordinate and provide opportunities for team members to attend training; and
 - Ensure coordinator completes a minimum of 40 hours of training on sexual violence issues provided by a recognized sexual assault advocacy agency, **1**

New SART Coordinator Training with the SART TA Provider, and 12 hours annually of SART-specific continuing education.

- Engage in outreach and dialogue to cultivate strong community partnerships and buy-in.
- Network with the SART Technical Assistance Provider and other sites as able by participating in at least nine site coordinator calls annually, responding to requests for information from the SART Technical Assistance Provider, participating in virtual platform for site coordinators, attending in-person or web-based meetings as requested by the SART Technical Assistance Provider, and sharing copies of materials produced with the SART Technical Assistance Provider.

2. A SART's work is grounded in the 3-step process of systems change. The steps include assessing the status quo, making change, and measuring the change. In considering the activities, the following list is to help teams consider their work and should reflect what the team needs to increase their response to sexual assault victims and survivors:

“Assessing the Status Quo” is about learning the current response and experiences of victims and survivors. Activities may include:

- Gathering input from sexual assault victims about their experiences (ex. Using victim/survivor experience surveys, focus groups, interviews, etc.)
- Identifying needs and gaps in the community response to sexual violence (ex. Conduct an inventory of existing services, conducting a community needs assessment)
- Identifying training needs for team members
- Identifying who is missing from the team, particularly from communities that have been identified as underserved
- Collecting and reviewing data on system performance, community demographics, available research, or comparison data and bringing findings to the team to identify changes and improvements to make

“Making Change” is using what SARTs have learned from assessing the status quo to make improvements. Activities may include:

- Developing and revising protocols
- Renewing interagency agreements to ensure that team member agency leaders are still committed to the process;

- Outreaching to the community to include communities who are missing from the team, particularly from ones that have been identified as underserved, as well as non-professional representatives on the team
- Attending relevant trainings and conferences, providing professional development and other learning opportunities for team members, conducting team building activities
- Developing and creating of other programs, tools, and resources

“Measuring the changes” is checking the effectiveness and outcomes of the changes made. Activities may include:

- Developing benchmarks and monitoring changes
- Conducting evaluations to monitor progress and ensure the protocols are being implemented (ex. Case File Reviews, surveys, focus groups, interviews)
- Continuing to identify gaps and barriers (ex. Case File Reviews, surveys, focus groups, interviews)

These activities are ideas and not necessarily limited to those outlined above. SARTs should be working with their SART Technical Assistance Provider leads to determine what best fits the needs of their community and teams as well as capacity.

3. Coordination with the SART Technical Assistance Provider. Activities should include:

- Network with the SART Technical Assistance Provider and other sites as able by **participating in at least nine site coordinator calls annually**, responding to requests for information from SART Technical Assistance Provider, participating in virtual platform for site coordinators, attending in-person or web-based meetings as requested by the SART Technical Assistance Provider, and sharing copies of materials produced with SART Technical Assistance Provider.
- Consult regularly with the SART Technical Assistance Provider regarding the progress of the team and the protocol process.
- Provide copies of project documents to the SART Technical Assistance Provider for review. Documents include agendas and minutes, promotional materials, protocols, training materials, etc. Provide final copies of major project documents (e.g. community needs assessments, survey designs, protocols, training materials) to the SART Technical Assistance Provider.

Continuing Funded Team Standards

(These standards are for teams that have received OJP SART funds for 4+ years.)

1. Maintain the Sexual Assault Action Response Team (SART). Programs shall coordinate and oversee the SART. SART membership must attempt to include the four core agencies: law enforcement, prosecution, sexual assault advocacy, and medical providers conducting evidentiary exams. It is strongly suggested that the SART include community agencies serving distinct cultural or ethnic communities and agencies providing resources for needs like housing, mental health, substance abuse; or corrections depending on availability in a SART's community. Structure may include, but are not limited to:
 - Convene the SART, facilitate, handle minutes, and hold at least 10 team or subcommittee meetings per year, **with in-person meetings happening on at least a quarterly basis;**
 - Maintain formalized leadership support for the work of the SART
 - **Ensure the SART coordinator completes at least 12 hours annual of SART specific continuing education.** In the event of coordinator turnover, the new SART coordinator must complete a minimum of 40 hours of training on sexual violence issues provided by a recognized sexual assault advocacy agency and complete one new SART Coordinator Training with the SART TA Provider.
 - Network with the SART Technical Assistance Provider and other sites as able by participating in at least six site coordinator calls annually, responding to requests for information from the SART Technical Assistance Provider, participating in virtual platform for site coordinators, attending in-person or web-based meetings as requested by the SART Technical Assistance Provider, and sharing copies of materials produced with the SART Technical Assistance Provider.
 - Update and reproduce materials for agency personnel.
 - Engage in outreach and dialogue to cultivate strong community partnerships and buy-in.

2. SART's work is grounded in the 3-step process of systems change. The steps include assessing the status quo, making change, and measuring the change. In considering the activities, the following list is to help teams consider their work and should reflect what the team needs to increase their response to sexual assault victims and survivors: "Assessing the Status Quo" is about learning the current response and experiences of victims and survivors. Activities may include:

- Gathering input from sexual assault victims about their experiences (ex. Using victim/survivor experience surveys, focus groups, interviews, etc.)
- Identifying needs and gaps in the community response to sexual violence (ex. Conduct an inventory of existing services, conducting a community needs assessment)
- Identifying training needs for team members
- Identifying who is missing from the team, particularly from communities that have been identified as underserved
- Collecting and reviewing data on system performance, community demographics, available research, or comparison data and bring to the team to identify changes and improvements to make

“Making Change” is using what SARTs have learned from assessing the status quo to make improvements. Activities may include:

- Developing and revising protocols
- Renewing interagency agreements to ensure that team member agency leaders are still committed to the process;
- Outreaching to the community to include communities who are missing from the team, particularly from ones that have been identified as underserved, as well as non-professional representatives on the team
- Attending relevant trainings and conferences, providing professional development and other learning opportunities for team members, conducting team building activities
- Developing and creating of other programs, tools, and resources

“Measuring the changes” is checking the effectiveness and outcomes of the changes made. Activities may include:

- Developing benchmarks and monitoring changes
- Conducting evaluations to monitor progress and ensure the protocols are being implemented (ex. Case File Reviews, surveys, focus groups, interviews)
- Continuing to identify gaps and barriers (ex. Case File Reviews, surveys, focus groups, interviews)

These activities are ideas and not necessarily limited to those outlined above. SARTs should be working with the SART Technical Assistance Provider to determine what best fits the needs of their community and teams as well as capacity.

3. Coordination with the SART Technical Assistance Provider. Activities should include:
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 - Consult regularly with the SART Technical Assistance Provider regarding the progress of the team and the protocol process.
 - Provide copies of project documents to the SART Technical Assistance Provider for review. Documents include agendas and minutes, promotional materials, protocols, training materials, etc. Provide final copies of major project documents (e.g. community needs assessments, survey designs, protocols, training materials) to the SART Technical Assistance Provider.