Revised 11/4/10

AN INTERGOVERNMENTAL AGREEMENT
ESTABLISHING THE MACON COUNTY CHILD ADVOCACY CENTER

I. PURPOSE

In order to combat child sexual and physical abuse in the county of Macon, the undersigned elected officials, agencies, and units of local government hereby agree to coordinate the treatment, investigation and prosecutorial components of child sexual abuse and serious physical abuse into a unified system designed to provide and effective multi-disciplinary approach to dealing with child sexual abuse or serious physical abuse incidents and victims. To foster the above numerated purposes, the undersigned further agree to create the Child Advocacy Center of Macon County, hereinafter referred to as The Center which shall constitute an Intergovernmental Agency and adhere to the protocol decided upon by the agencies entering into this agreement.

II. AUTHORITY

This Agreement is entered into by the undersigned pursuant to the provisions of Article VII, Section 10, of the 1970 Constitution of the State of Illinois; the "Intergovernmental Cooperation Act", Illinois Revised Statutes, Chapter 127, Section 743 (1983); and, the "Abuse and Neglected Child Reporting Act", Illinois Revised Statutes, Chapter 23, Paragraph 2057.1 and Paragraph 2081 (1983).

The Center shall be an agency responsible for facilitating the investigation of all reports of child sexual abuse and serious physical abuse made under this Agreement.

III. ORGANIZATION

A. ADVISORY BOARD

The undersigned hereby agree that the effective use of personnel and resources in the management of child abuse require that an Advisory Board shall be established. The Center's Board shall be composed of persons holding the following offices: the Macon County State's Attorney, the Investigation Supervisor or Site Administrator for the Illinois Department of Children and Family Services, designees of the Decatur Police Department, the Macon County Sheriff's Department, the Heritage Behavioral Health Center. Other members may be added to the Board by quorum vote. The members shall meet at least quarterly. The Director shall prepare an agenda and report for the Board regarding the activities of The Center since the previous meeting and such other matters as the Board shall inquire. The Advisory Board members shall act as liaisons to the multi-disciplinary professionals involved in The Center. The Board shall be the governing authority of the Intergovernmental Agency created by this agreement.

Intrafamily and caretaker abuse cases will be investigated by two persons—one DCFS investigator and one law enforcement officer. Each team shall be composed of one male and one female when possible. All other cases of abuse will be investigated by the appropriate law enforcement agency.

There shall be a monthly Case Review Team meeting to review specific cases investigated through The Center. Review Team shall include one or both of the investigators assigned to the complaint, the Director of The Center or the Case Manager, the assistant State's Attorney, medical and mental health service providers, and the representative for D.C.F.S. follow-up. The Chief of Police, or his/her designee, for the jurisdiction in which a case arises shall attend the Team Meeting to assist the Review Team and to act as a liaison to his department.

When a case is reported to DCFS or a law enforcement agency, the department/ agency may respond to the initial complaint (to determine investigative process needed). Thereafter, all follow up investigation including interviews of the alleged victim, will be conducted at The Center when possible.

Nothing in this Agreement shall be construed to affect DCFS, any police agency, the State's Attorney or any other person or entity from carrying out any statutorily mandated duty.

The Center shall be operated in accordance with the rules and regulations promulgated by its Board for the internal operation of The Center and shall be subject to By- laws adopted by the Board.

V. EQUAL OPPORTUNITY

The undersigned elected officials, agencies and units of local government are Equal Opportunity Employers and agree to subscribe and comply with any and all laws, rules and regulations pertaining to Equal Opportunity, and further agree to abide by the rules and regulations of the Equal Employment Opportunity Commission (E.E.O.C.), the Illinois Fair Employment Practices Commission (FEPC), and the Illinois Human Rights Commissions.

VI. CANCELLATION

Further, This Agreement may be canceled at any time by written agreement of all participants named herein. Additionally, any member may withdraw from participation for the following year upon thirty (30) days written notice.

This Agreement is contingent upon the availability of operational funding.

B. Child Advocacy Center Director

The Child Advocacy Center Director shall act as a community liaison and shall coordinate, schedule and supervise all activities of The Center. The Center Director shall prepare and submit an annual budget for the operation of The Center on or before July 1 of each year, subject to approval by the Board. The Center Director shall be responsible for the day to day functioning of The Center and shall report directly to the Advisory Board. The Director shall assist the multi-disciplinary professionals engaged at The Center and coordinate volunteers at The Center. Compensation for employment shall be determined by the Board.

C. Assistant State's Attorney

An Assistant State's Attorney shall be available for consultation during child interviews and shall attend multi-disciplinary meetings.

D. Investigators

The Decatur Police Department, Mt. Zion Police Department and/or the Macon County Sheriff's Department in conjunction with the Illinois Department of Children and Family Services will provide trained investigators to investigate all cases of child sexual or serious physical abuse.

F. Child Advocacy Center Family Advocate/Case Manager

The Child Advocacy Center Case Manager shall work directly with the child and non-offending family, providing advocacy and coordinating follow-up assistance. Compensation for employment shall be determined by the Governing Board.

G. Administrative Assistant

The Child Advocacy Center Secretary shall perform the secretarial tasks for the Center. The secretary shall maintain client files and The Center records, answer telephones and type correspondence and reports for The Center. Compensation for employment shall be determined by the Board.

IV. OPERATIONS

It is expressly agreed that all cases of sexual or serious physical abuse of victims under eighteen (18) years of age shall be investigated implementing the Macon County Child Advocacy Center Protocol. The DCFS office and all local law enforcement agencies shall be provided with a phone number and on-call schedule, giving immediate access to the center 24 hours a day.

VII. EFFECTIVE DATE

This Agreement shall be binding upon the parties for a period of one (1) year from the effective date of The Agreement. This Agreement, by each of the parties hereof, is renewable by its terms automatically on the anniversary date thereof for one year following, unless within thirty (30) days from the anniversary date thereof the party (s) notifies the Board in writing of its decision to terminate its participation in This Agreement.

This Agreement shall become effective when subscribed to by the authorized signatory of the parties listed below.
(Individual Signature Pages Attached)

_____
Village of Mt. Zion Police Department

_____
Warrensburg Police Department

_____
City of Decatur Police Department

_____
Macon County State's Attorney

_____
Macon County Sheriff's Department

_____
Illinois Department of Children and Family Services

_____
Blue Mound Police Department

_____
Macon County Child Advocacy Director

_____
Date

MACON COUNTY CHILD ADVOCACY CENTER PROTOCOL

The following offices/departments are committed to improving the response to child victims of sexual abuse or serious physical abuse through this Macon County Child Advocacy Center Team Response Protocol:

City of Decatur Police Department
Heritage Behavioral Health Center
Illinois Department of Children & Family Services
The Macon County Child Advocacy Center
The Macon County Sheriff's Office
The Macon County State's Attorney's Office
Mt. Zion Police Department
Growing Strong Sexual Assault Center
Community Health Improvement Center

ELIGIBILITY

The Macon County Child Advocacy Center (Center) is responsible for assisting in the investigation and prosecution of child sexual abuse cases and/or serious physical abuse cases, and for the coordination of services for those child victims, and those children who may have witnessed or been exposed to crimes of violence under the age of eighteen (18), which occur in Macon County.
The Center does not have to be notified in cases of sexual abuse where the alleged victim is 17 and the alleged perpetrator is not a relative in the home or a person in a caretaker role or role of authority, (ex. Date/acquaintance rape, stranger assault)

Serious physical abuse is defined as those cases with allegations listed under DCFS Level I allegations of harm: death, head trauma, multiple fractures or fractures suspicious of abuse, third degree burns, internal injuries, wounds, torture.

ACCESS PROCEDURE

When a sexual abuse or serious physical abuse report regarding a relative or caretaker is made to a law enforcement agency, the responding officer shall immediately relay the information to the DCFS Child Abuse Hotline (1-800-252-2873). Once the report is taken, the DCFS hotline assumes responsibility for relaying the information to the DCFS investigative unit of the local field office.

Once the report is received by the DCFS field office, the supervisor or designee identifies the report as meeting the criteria for investigation through the Center. The supervisor assigns the report to a DCFS investigator and faxes the CANTS report to the Center. The DCFS investigator will contact the appropriate law enforcement agency and together they shall determine when the case will be initiated.

The law enforcement officer or DCFS investigator shall contact the Center to schedule an interview with the child.

When a case meeting the Center criteria is initiated by law enforcement without the involvement of DCFS, the responding officer may respond to the initial complaint and obtain report information. Investigative information should be obtained from the individual whom the child reported the abuse to. *The child should not be interviewed by anyone other than a trained forensic interviewer unless the child's safety is in immediate jeopardy or an interview of the child victim is required to assist in the collection of evidence, or identification of the suspect.* The investigation should then be referred to the juvenile division of the law enforcement agency.

The juvenile division Sergeant or an assigned juvenile detective will then identify the report as a report that meets the Center criteria. The assigned juvenile detective shall contact the Center to schedule the interview.

EVENING/WEEKEND ACCESS

Center staff may be reached at any time by cell or home telephone. An on-call calendar listing staff members' names with telephone numbers will be provided to law enforcement agencies and DCFS each month.

INTERVIEWING

When a case meets the DCFS criteria, an interview of the child victim shall be conducted by law enforcement in joint consultation with DCFS. The Center should be used at all times, unless the determination by law enforcement and/or DCFS indicates unusual circumstances that for the safety of the child, immediate recovery of information or evidence, or suspect identification, an immediate interview is needed. In the event the interview must be done outside of the Center, the first responding agency or department will contact the Center with information pertinent to the case and a report will be forwarded to the Center for coordination of advocacy and other services.

If it is determined, through discussions with the child victim and/or parent(s) that the child will be more comfortable with an interviewer of the same gender, every effort shall then be made to provide an interviewer of the same gender as the child victim.

When a report is initially made to DCFS, the DCFS investigator shall immediately notify the appropriate law enforcement agency. The law enforcement department may then defer the initial response to DCFS. In joint consultation, law enforcement and the DCFS investigator shall determine case initiation. DCFS or the law enforcement investigator will then contact the Center to schedule the interview.

Unless circumstances dictate an emergency response, DCFS or the assigned juvenile investigator will initiate contact with the child no later than twenty-four (24) hours after receiving the report. The initial responding agency/department will contact the Center to schedule an interview time, and plan for any special needs or barriers to the forensic interview process.

In the event, that an investigation involves 6 or more alleged victims, the law enforcement investigator may notify the Center director that additional forensic interviewers are needed to provide a timely investigative response. The Center director is responsible for maintaining a list of forensic interviewers trained in the RATAC interview protocol available for these circumstances, and will facilitate the interview

assignments. In the event that a law enforcement or DCFS investigator is not trained in forensic interviewing or a need arises requiring an immediate interview, the Center director may conduct the forensic interview.

An Assistant State's Attorney will be available during the entire investigative process for consultation on legal matters. During the interview, the team members have access to microphone and earpiece and interview aids. Team members observe interview through closed circuit viewing in nearby room.

The Center Family Case Coordinator/Advocate will meet with the child and non-offending family member(s) at the Center, prior to the interview. The Family Case Coordinator will briefly explain what will occur at the Center and begin building rapport with the victim and family. During the child victim interview, the Family Case Coordinator will remain with the parent/caretaker(s) offering emotional support, explanation of services including mental health and medical evaluation options, and obtaining demographic information.

RECORDING OF INTERVIEWS

Upon arrival at the Center, the child may be photographed for the CAC file only, and forensic interviews of children will be recorded to provide an accurate record of the child's behavior and statements as well as to document that interview techniques were appropriate and legally sound.

When applicable, the parent or legal guardian will be asked to sign a form stating that he or she understands that for investigation and prosecution purposes, the minor child's interview will be recorded, and for the Center's case file a photograph may be taken. If the parent/guardian refuses to sign, the investigation is to proceed. If the adult who accompanies the child to the Center is not a parent or legal guardian, arrangements to obtain this signature will be coordinated by the Center staff
And the DCFS Investigator or Detective assigned. A copy of the acknowledgement form will be kept in the file at the Center and original will be kept with the recording.

Children/adolescents being interviewed will be asked to leave any type of electronic or communication equipment such as cell phones, pagers, cameras, i-Pods, MP3 players etc. in the waiting area.

Upon completion of the interview, the first compact disc recording will be considered evidence and will be the responsibility of law enforcement. A copy will be retained by the Department of Children and Family Services for case documentation. If a child discloses during the interview, the actual disclosure shall be transcribed in the narrative report. DCFS will be responsible for preparing a separate report and when there is a need for other multidisciplinary team members to access the recording, team members will contact the State's Attorney or appropriate law enforcement agent to schedule viewing.

The recording of the forensic interview will remain in evidence until the child reaches the age of consent and/or the Macon County State's Attorney arranges for it to be destroyed.

The Director and Case Coordinator will review the computer hard drive the first week of each month, and if the corresponding CAC case file indicates that DCFS, Law Enforcement, and State's Attorney have their recordings in evidence, all cases dated 30 days prior will be deleted from the CAC computer. Any cases dismissed or with disposition will also be deleted.

ON-GOING INVESTIGATION

If the initial contact with the child victim was referred to DCFS and it appears that additional investigation is required, DCFS will contact the appropriate law enforcement agency to determine further investigation process. If it is determined that further interview(s) are required, the Center shall be contacted to schedule an interview time. If additional interviews are required, the assigned DCFS investigator or law enforcement juvenile investigator should also be the follow-up interviewer. Such interviews should be coordinated to prevent needless repetition of the story by the child victim.

REPORTS

Each law enforcement officer or DCFS investigator is responsible for completing reports as directed by each department or agency policy. Reports will be made of all interviews and shared between law enforcement, DCFS, the State's Attorney's Office and the Center. All reports should be made available for distribution upon their completion. A request for prosecution is the responsibility of law enforcement.

PROSECUTION

Upon receipt of law enforcement report, charging decisions will be made as soon as possible by the Macon County State's Attorney Office and the status will be reported to Center staff. Center staff and the State's Attorney Office will share responsibility of scheduling and facilitating court preparation for child victims and witnesses as well as discussing charging decisions and case disposition with the victims and their family members. The daily jail census, arraignment list, and monthly trial setting calendar will be shared with the Center.

Case Coordinator/Advocate will provide victim advocacy services to child victims and their non-offending family members throughout the investigation and subsequent legal proceedings. Those services include assistance with orders of protection, finding safe housing and public assistance, domestic violence intervention, notification of victim compensation availability, court accompaniment and preparation, and other services as appropriate.

CASE REVIEW/STAFFING

In an effort to make an early collaborative decision on how best to proceed with a case legally and therapeutically and in an effort to best address the needs of the child victim and non-offending family members, case review will be conducted each month. The Center Director or Case Coordinator will contact each investigator and his/her supervisor responsible for the investigation and together they shall determine which cases require review. Whenever possible, all disciplines will be represented at the case review

meetings as well as any other service providers working with the designated family where there are signed consents to exchange information. In the event that staffing an individual case is not required, the Center Director will update investigators with the legal and therapeutic status of the specific case.

During the case review meeting, team members discuss the status of the investigation, family dynamics, socioeconomic factors, possible barriers to service and prosecution, legal status, etc. of each case. All team member perspectives are valued and encouraged. Team members present will sign the case review form including statement of professional conduct and confidentiality.

A monthly case review schedule will be provided to all multi-disciplinary team members and their supervisors, and the case list and reminder will be sent to team members a week prior to each scheduled meeting. The identified cases will be scheduled in such a way as to achieve the best participation and accommodate the law enforcement shift change. In order for day shift to attend we will begin at 1:00 p.m. and cases handled by 2nd shift will be slated for around 2:00 p.m. on previously agreed upon dates at the Center unless otherwise noted.

Center Staff will be responsible for the facilitation and documentation of the review and will ensure that all team members are informed of the case review outcome and copies of the review recommendations and attendance within two weeks of the meeting.

USE OF CENTER FOR NON-CENTER CASES

The Center was established for the coordination of sexual abuse and serious physical abuse cases in Macon County. However, the interview room is available to any investigator who needs to interview child victims or witnesses of other serious crimes. The investigator should contact the Center Director to schedule an interview.

Interviews with perpetrators may be conducted at the Center **only** if the perpetrator is a young child, the interview room is not being utilized for a child victim interview, and there are no child victims at the Center receiving follow-up services. Please contact the Center Director to schedule a perpetrator interview.

TREATMENT

A. PSYCHOLOGICAL:

1. The Macon County Child Advocacy Center and the Department of Children and Family Services will work together with the victim and the victim's family in selecting an appropriate therapist, regardless of the family's ability to pay.

2. A list of available community resources will be provided to the family including but not limited to Growing Strong, ABC Counseling, Webster Cantrell, Heritage Behavioral Health and Safe from the Start (program of Center) private providers. Whenever possible, mental health service providers will have pediatric and child abuse expertise as well as specialized trauma focused services.

3. In intrafamilial, cases, DCFS will provide a referral to the DCFS contracted therapist.

4. Assistance in contacting resources will be provided if requested, and appropriate consents to exchange information will be obtained to facilitate the MDT case review process and relevant information sharing without violating client confidentiality.

5. Follow up contacts:

    a. Within two working days of the initial interview, the Family Case Coordinator will make contact with the victims and family to assess the emotional status of the victim and family and to assess whether counseling has been initiated.
    b. If counseling has not been initiated, the Case Coordinator will offer assistance in making linkage with the therapist.
    c. Continued emotional support, crisis intervention, and advocacy will be provided by the Center or coordinated with other community agencies providing services to the child victim and non-offending family members.
    d. The Center will work closely with the therapist and DCFS to advise them of any issues or problems that may arise with the victim or within the family.

B. MEDICAL TREATMENT:

The Center will whenever possible, discuss medical evaluation options with the child victim's non offending caregiver for the following purposes;

- Help ensure health and well being of the child and reassure the child and family
- Diagnose, document and address medical conditions resulting from abuse
- Diagnose, document and address other medical conditions unrelated to abuse
- Assess child for developmental, emotional or behavioral issues and make necessary referrals

Medical providers will be notified of professional development opportunities and will be expected to participate in Telehealth Institute for Child Maltreatment (THICM).

Medical evaluations will be provided as follows;

1. Each hospital in the county has a Sexual Assault/Abuse Treatment Protocol that it follows as required by the Illinois Department of Public Health.

2. Disclosure within 72 hours:

    a. When a child discloses within 72 hours of the incident, referrals should be made to hospital emergency room for prompt medical treatment and evidence collection.
    b. Evidence collection within the emergency room is regulated by the Illinois Department of Public Health. Therefore, such

evidence collection procedures shall be followed so that reimbursement by the Dept. of Public Health can be pursued.

3. Disclosure After 72 Hours:

    a. If the disclosure comes 72 hours or more after the incident, the victim should be referred to his or her private physician or emergency room for a general exam or to Dr. Colleen Bowles of CHIC, Dr. Careyana Brenham of SIU Springfield, or the Pediatric Resource Center through the Child Advocacy Center for specialized colposcope exam. CHIC tentatively reserves the 1st and 3rd Tuesdays of each month 11a.m.-1p.m. for CAC cases. Efforts will be made to provide access to medical services regardless of the family's ability to pay.

    b. Case Coordinator/Advocate will directly refer victims for specialized exams to providers listed above with pediatric experience and child abuse expertise, and be responsible for follow up on distributing completed medical reports and documentation to assigned investigators.

    c. The victim should be tested for sexually transmitted diseases and receive a general gynecological exam, if indicated.

4. Follow-Up Testing:

    a. Six weeks following the initial examination, the patient should be referred for follow-up STD testing and examination of any trauma that may have been found in the initial examination.
    b. A week prior to the date of the subsequent exam, a Growing Strong Advocate or CAC Case Coordinator will make contact with the victim and family to ensure that an appointment has been made.
    c. If an appointment has not been made, assistance will be offered.

CASE TRACKING/DOCUMENTATION

The CAC Case Coordinator/Advocate is primarily responsible for documenting all case intakes and facilitating the distribution of the necessary reports to all MDT members involved in the case. The Center will keep a log of all referrals according to the type of referral and the service provider. The Case Coordinator/Advocate, with the help of the Administrative Assistant, will enter all new case information into the Automatic Case Tracking System (ACTS) database. Statistics gathered will include but not be limited to demographic information of the child victim, type of services provided, number of service hours, perpetrator data, child protection, law enforcement and prosecution information.

The CAC Director will utilize data gathered to generate reports to monitor service provision, and more adequately track prosecution outcomes. Hard copy case files will be maintained securely at the center until there has been a case disposition and three years have passed since date of intake. A card file briefly summarizing case will be kept of all cases opened at the Center.

EDUCATION/PREVENTION

A. Education of community professionals directly involved in the identification, investigation, and treatment of child victims of sexual abuse and physical abuse.

1. The Macon County Child Advocacy Center will produce a list of medical specialists with expertise in the identification of sexual and physical abuse who can be consulted with and provide training for medical professionals in the community.
2. The Center will share professional development opportunities with multidisciplinary team members and seek appropriate resources to provide such opportunities.
3. Representatives of the Macon County Child Advocacy Center Board will identify individual both inside and outside of the community who can provide training to teachers, school social workers, mental health professionals, and other professionals working with children to better identify and report incidents of child abuse.

B. Education of Parents and Prospective Parents

1. The social service directors of each hospital will incorporate child abuse information in existing education efforts at their facilities for parents and prospective parents.
2. Representatives of the Center Board will identify individuals who will provide training in the identification reporting and treatment of child abuse.

C. Education of Decatur/Macon County Residents

1. The Macon County Child Advocacy Center will utilize mass media resources to assist in the education of Decatur/Macon County residents in the identification, reporting, and treatment of child sexual and physical abuse.

2. Representatives of the Macon County Child Advocacy Center Board and Staff will serve as child abuse educators and utilize appropriate pamphlets, brochures, and other printed or audio-visual material for training and public awareness purposes.

3. Growing Strong Sexual Assault Center will utilize mass media to educate the community on the effects of child sexual abuse to the victim, the non-offending family members and perpetrators.

D. Education of children and adolescents in the prevention of child sexual and serious physical abuse.

1. All multidisciplinary team members, Board, and Staff members will identify and support appropriate community –based programs already in existence for the education of children and adolescents to prevent child abuse.

CULTURAL COMPETENCE AND DIVERSITY

A. The multidisciplinary team, CAC Staff and Board are committed to providing the above services to child victims, non-offending family members, and community members at large regardless of race, ethnicity, gender, sexual orientation, socioeconomic conditions, age, disability, or culture.

1. The CAC Staff and Board will identify and make available provisions for non-English speaking children and family members.
2. The CAC staff will make every effort to link child clients and their families to culturally appropriate services.
3. The physical setting in which services are delivered will reflect the needs and interests of diverse populations including the décor, toys, and informational pamphlets.
4. CAC will strive to provide accessible smoke free facility that is inviting to all children and families.

B. The CAC promotes policies, practices, and procedures that encourage multidisciplinary team members to appreciate, understand, and interact positively with members of diverse populations within the Macon County community.

1. The CAC will identify and promote on-going training in the areas of cultural competence and diversity for all multidisciplinary team members.

2. The CAC Board and Director will make every effort to recruit and retain staff and volunteers who are qualified for the position by virtue of education, training, experience and personal qualifications, and who reflect the diversity of the community and can effectively work cross-culturally.

Revised 11/4/10

_____ Date_____

Decatur Police Department

Revised 11/4/10

_____ Date_____

Macon County Sheriff's Office

Revised 11/4/10

_____ Date_____
Macon County State's Attorney

Revised 11/4/10

_____ Date_____

Mt. Zion Police

Revised 11/4/10

_____ Date_____

Blue Mound Police

_____ Date_____
Warrensburg Police Department

Revised 11/4/10

_____ Date_____
Illinois Dept. of Children and Family Services