



**2014 Basic Academy**

**The Foundation of Victim Services**

**June 15-20, 2014**

**Indianapolis, Indiana**





## Our Vision:

*To sustain excellence in stewardship for victim services throughout Indiana*

## Our Mission:

*The **Mission of the Indiana Statewide Victim Assistance Academy** is to provide multi-disciplinary education and training to professionals serving victims of crime throughout Indiana in order to uphold a high standard for victim service delivery to individuals and families within Indiana communities*

## INSVAA Goals

- 1) Support victims of crime throughout Indiana
- 2) Develop increased accessibility for Hoosiers to crime victim services within their communities
- 3) Sustain a collaborative network of victim services by strengthening relationships across systems of service
- 4) Establish a core competency of knowledge and skills for victim service providers throughout Indiana

## INSVAA 2014 Basic Academy:

✚ Date: June 15-20,2014

✚ Academy Orientation and Dinner: June 15 (Sunday)

✚ Classes Begin: June 16 (Monday) ---Classes End: June 20 (Friday)

✚ Graduation and Luncheon: June 20 (Friday)

✚ Academy Location: Ivy Tech Community College, Fall Creek Campus

✚ Hotel Accommodations: LaQuinta Inn and Suites, Indianapolis

✚ Student Fee: \$500.00\*

✚ (\*Based on Academy Cost of \$2000.00 minus a \$1500.00 Student Scholarship & Grant)

✚ Application is also available at [www.insvaa.com](http://www.insvaa.com)

✚ **Applications are due by April 30, 2014.**



**INSVAA Steering Committee:** Indiana Coalition Against Sexual Assault, Indiana Criminal Justice Institute, Ivy Tech Community College, Indiana Department of Corrections, Indiana Sheriff's Association, Indiana Attorney General's Office, Indiana Prosecuting Attorney's Council, Federal Bureau of Investigation Indianapolis Office, U.S. Attorney's Office Southern District, Latino Coalition Against Domestic and Sexual Violence, Domestic Violence Network, Indiana Coalition Against Domestic Violence, Indianapolis Metropolitan Police Department Victim Assistance, Indiana Crisis Assistance and Response Team. **For more information contact Karen A Duncan [kduncan@incasa.org](mailto:kduncan@incasa.org)**

The **Indiana Statewide Victim Assistance Academy (INSVAA)** was established to provide an interdisciplinary, academic based training for a cross-section of professionals working with crime victims. The **2014 Basic Academy** provides a foundation in the principles of victims' rights with a focus on obtaining a comprehensive set of skills, knowledge, and resources to better meet the needs of Indiana crime victims. The 2014 Basic Academy consists of 40 hours of instruction in a classroom setting. The one day orientation followed by a five-day intensive training will be held at Ivy Tech Community College, Fall Creek Campus at the Corporate Business College from **June 15 to June 20, 2014**. **[All applications are due by April 30, 2014.](#)**

The INSVAA will select candidates to participate in the 2014 Basic Academy. All students who are accepted to the academy and successfully complete all requirements will receive a certificate of completion. Full attendance and participation at each day of the Academy is one of the requirements along with a small group project and Student Exam.

### **Student Selection Criteria:**

The INSVAA reserves the right to select participants based on certain criteria. The INSVAA is seeking dedicated victim service providers, law enforcement professionals, allied health professionals and social service providers working with crime victims in any and all capacities who:

1. Serve in a paid or volunteer position having direct contact with Indiana crime victims.
2. Demonstrate 1-3 years of experience working with victims.
3. Agree to be in-residence for the 1-day orientation and 5-day training in Indianapolis, Indiana. If there are exigent circumstances where an applicant is not able to be in-residence please indicate this in your letter of application.

### **How to Apply:**

1. Complete the attached application form in its entirety.
2. Attach a letter of support from your supervisor or agency director
3. Attach a 500 word essay describing how the Academy will benefit you as a service provider to crime victims.
4. Application and all required documents must be received by **[APRIL 30, 2014.](#)**

Application forms are available at [www.insvaa.com](http://www.insvaa.com). No alternative forms will be accepted. Late or incomplete applications **WILL NOT** be considered during participant selection. Notification of acceptance or non-acceptance will be sent via e-mail to all applicants by **[May 12, 2014.](#)**

### **Applications are to be mailed or faxed to:**

**Karen A. Duncan, M.A.**  
**Director of Community Engagement**  
**Indiana Coalition Against Sexual Assault**  
**26 N Arsenal Avenue, 3<sup>rd</sup> Floor**  
**Indianapolis, IN 46201**  
**Fax: (317) 423-0237**

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Current Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

County/Counties Served: \_\_\_\_\_

Number of Years in Direct Victim Services: \_\_\_\_\_ Paid: \_\_\_\_\_ Volunteer: \_\_\_\_\_

1.) Select the type of community your organization primarily serves:

( ) Urban ( ) Suburban ( ) Rural ( ) Combination

2.) Indicate the types of services that you primarily provide for victims of crime in your current position.  
(Check no more than three)

Crisis Intervention

Restitution Assistance

24-HR Hotline

Notification

Medical Advocacy

Victim Impact Statement Assistance

Shelter

Crime Victim Compensation Assistance

Therapy/Psychological Counseling

Legal Advocacy

Information Referral

Community Education

Case Management

Social Service Agency

Support Groups

Training & Technical Assistance

Assistance with Orders of Protection

Multidisciplinary Team

Emotional Support

Court Advocacy

Other \_\_\_\_\_

Considering the types of crimes that people experience, please identify the three types of crimes you are most often engaged in with victims: (For example- identity theft, homicide, sexual assault).

\_\_\_\_\_  
\_\_\_\_\_

3.) Please attach a typed letter of support from your direct supervisor as well as a 500 word typed essay explaining how attending the Academy will benefit you.

- 4.) Please signify your commitment to attend the 1-day Orientation and the full 5-day Training, make all transportation arrangements accordingly, review all orientation materials prior to attending the Academy and review training materials provided at orientation prior to attending class the first day of class.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

- 5.) I approve \_\_\_\_\_ (applicant) to attend the Academy Orientation and full 5-day Academy Training, if accepted. A letter of support is included.

Supervisor or agency director signature \_\_\_\_\_ Date \_\_\_\_\_

## QUESTIONS:

**If you have any questions or need additional information, please contact Karen A. Duncan by e-mail at [kduncan@incasa.org](mailto:kduncan@incasa.org) .**

Karen A. Duncan, M.A.  
Director of Community Engagement  
Project Manager, Indiana Statewide Victim Assistance Academy  
Indiana Coalition Against Sexual Assault  
26 N Arsenal Avenue, 3<sup>rd</sup> Floor  
Indianapolis, IN 46201  
Phone: (317) 423-0233 ext. 10  
Fax: (317) 423-0237  
[kduncan@incasa.org](mailto:kduncan@incasa.org)

## **APPLICATIONS MUST BE SUBMITTED by April 30, 2014 TO:**

Karen A. Duncan, M.A.  
Director of Community Engagement  
Project Manager, Indiana Statewide Victim Assistance Academy  
Indiana Coalition Against Sexual Assault  
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This Project is supported by Grant No. 2011-VF-GX-K002 awarded by the Office of Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.



## **FREQUENTLY ASKED QUESTIONS**

### **Who should attend?**

The 2014 Basic Academy is designed for individuals who have one to three years experience assisting victims of crime across a spectrum of organizations within Indiana communities. The Basic Academy is targeted for individuals working in victim advocacy within community organizations, victim assistance in prosecutor's offices or other capacities of law enforcement, sheriff's departments, local police departments, probation, corrections, child advocacy centers, child protection services, courts, mental health and social services, and other victim service agencies.

### **Why attend the Academy?**

Recognizing that there was no formal training or education in Indiana specific to professionals providing services to crime victims the Indiana Coalition Against Sexual Assault, Indiana Criminal Justice Institute and Ivy Tech Community College came together to establish an Academy in Indiana. Through a three-year grant we are now in a position to offer the First Basic Academy in Indiana with plans to continue the Academy in the years to come.

As a newer service provider to victims of crime you will have the opportunity to learn from experts and each other what it means to provide quality services to those we serve – citizens of Indiana who have experienced crime. Students will be able to expand their knowledge and skills regarding Indiana law, advocacy and victim issues, and assisting individuals of specific crimes such as domestic violence, rape, child victims, and individuals with disabilities. You will also learn about resources available for crime victims and how to use these resources to benefit and empower the people we serve.

### **What is the cost of the Academy?**

The student fee for the 2014 Basic Academy is \$500.00. This fee is provided through a \$1500.00 scholarship and grant to offset the cost of \$2000.00. The student fee includes faculty instruction, curriculum materials, lodging, orientation dinner, daily lunch while at the Academy, parking at the Academy, access to on-line library services and computers on campus, and the graduation luncheon. Students are responsible for their own transportation costs and meals not provided through the Academy.

### **Where is the Academy being held?**

The Academy is being held at Ivy Tech Community College, Illinois Fall Creek Center 2535 N. Capitol Avenue, Indianapolis, 46208. A Map of the Campus is provided at the INSVAA website [www.insvaa.com](http://www.insvaa.com).

### **Where is the Hotel for lodging located?**

Students will be staying at the LaQuinta Inn & Suites located at 401 E. Washington Street, Indianapolis, Indiana 46204. Lodging is included in the student fee. LaQuinta Inn & Suites provides a free breakfast for those staying at the hotel.

### **How do I apply?**

Applications are available on line at the INSVAA website <http://www.insvaa.com/> or can be obtained by contacting Karen A Duncan at [kduncan@incasa.org](mailto:kduncan@incasa.org).

### **What is the deadline for application?**

All applications and required materials to be submitted with the application must be submitted to the INSVAA by **April 30, 2014**.

### **When will I be notified if I am accepted to the Academy?**

All students will be notified by **May 12, 2014**.

### **What else do I need to know?**

Read the full and completed application. Submit all required materials on time. If accepted, bring a willingness to learn, a desire to participate and a commitment to serving victims of crime. Remember that you make a difference to the people you support and assist.

**Questions?** Contact Karen A Duncan, M.A. Director of Community Engagement, INCASA [kduncan@incasa.org](mailto:kduncan@incasa.org)

**“Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it’s the only thing that ever has.”**

*Margaret Mead, Author and Anthropologist*

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