



## SAVIN WEBSITE CONTENT AREAS

Many states are working to create robust SAVIN websites that can be used as a “one-stop shopping” portal for access to information and assistance for crime victims and survivors, and information about victim information and notification for the general public. This document describes the “content areas” in an outline form that can help states review and revise their SAVIN websites in order to better meet the needs of victims and community members.

### General

- Map with SAVIN states, with pop-ups indicating the types of SAVIN technology utilized by each; and date of initial implementation
- Contact information for each SAVIN lead agency/lead staff (name/title/agency/ mailing address/telephone/fax/email address)
- URLs for state SAVIN websites (where applicable) or lead agencies

### Laws

- Copies of state laws and state constitutional amendments relevant to victim notification (range, scope, types of notification, agency/personnel responsibilities, etc.) (*NOTE*: This should include a link to the OVC VictimLaw website: [www.victimlaw.org](http://www.victimlaw.org)).
- Copies of state laws and amendments specific to authorization of and appropriations for *automated* victim notification
- Copies of any legislative analyses relevant to either of the above

### Policies and Regulations

- SAVIN policies
- SAVIN procedures (agency-specific or cross-agency)
- SAVIN protocols (generally specific to personnel and program implementation)
- Any samples of cross/multiple-agency *memoranda of agreement* regarding SAVIN planning, implementation and/or evaluation

- Any examples of protocols or strategies that promote collaboration among key SAVIN stakeholders
- Any information on how states developed their policies/procedures/protocols, and who was involved in the development

### Governance

- Any guidelines to determine the best lead agency
- Any guidelines to obtain (and sustain) “buy-in” from state/jurisdiction leaders (elected officials, policymakers, etc.)
- Any initiatives to address the *change management* required by new uses of technology for victim notification
- Copies of each state’s Governance Committee or body membership (from which we can cull the *types* of representation that states can/should consider for SAVIN governance):
  - Range of agencies/individuals represented
  - Whether or not victims/survivors are included
  - Any Committee or Sub-committee structure and charges
    - Description of charges or responsibilities
  - Lead agency and to whom the lead agency reports
- Any documentation of the mission or charge of Governance bodies
- Any state adaptations of *SAVIN Guidelines and Standards*, and a link to the *SAVIN Guidelines and Standards* located within the SAVIN Online Community:  
<http://savinonline.org/savin-guidelines-and-standards/>
- Copies of the state’s SAVIN strategic plan (if applicable)
- Copies of guiding statements (mission, vision, values) and goals and objectives
- Governance communication strategies:
  - Listservs
  - Web-based communications
  - Teleconferences
  - Face-to-face meetings (i.e., how often?)

### Crime Victim/Survivor Outreach

- Any effective strategies for victim/survivor outreach, education and awareness
- Documentation of state approaches for outreach:
  - Direct victim outreach
  - Collaboration with community- and system-based victim service providers
  - Collaboration with criminal and juvenile justice agencies
  - Collaboration with allied state and Federal agencies and associations (i.e., child protective services, elder protective services, DoD and veterans, state disability agencies, etc.)
  - Examples of discussion guides for victim/survivor focus groups or roundtable discussions, and findings from any such groups
  - Outreach campaigns:
    - Ongoing outreach campaigns
    - Any *targeted* efforts (for example, linked to National Domestic Violence Awareness Month or National Crime Victims' Rights Week)
- Strategies to reach unserved and underserved victim populations:
  - Rural/remote/frontier/Tribal
  - Urban
  - Others as defined by states
- Cultural competence in victim/survivor outreach:
  - Information in multiple languages
  - Translation services from SAVIN (and in which languages?)
  - Any partnerships with "gatekeepers" to culturally-diverse communities and communities representing people with disabilities (among others)
- Any documentation of victim/survivor testimonials about SAVIN:
  - In writing
  - Audio
  - Video

### Public Education and Awareness (also reference above, *Crime Victim/Survivor Outreach*)

- Any public education or awareness annual plans

- Prominent display of the four-minute SAVIN Public Awareness DVD developed by the National Project
- Sample strategies for education/awareness (*print*) – including those for victims with disabilities (including Deaf and blind populations), LEP, illiterate and multiple languages:
  - Brochures
  - Guidebooks
  - Flyers
  - Posters
  - Print PSAs
  - Including SAVIN information on all police reports
  - Palm cards or tear-off sticky note pads
  - Billboards
  - Promotional materials (such as keychains, kitchen magnets, etc.)
- Strategies for incorporating SAVIN information into any/all victim assistance, justice and/or allied professional information and resources for victims/survivors
- Sample strategies for education/awareness (*print/broadcast/web/multi-media*) – including those for victims with disabilities (including Deaf and blind populations, LEP, illiterate and multiple languages):
  - Media relations:
    - State/regional/county/community levels
    - Broadcast, print, web-based and “alternative” media:
      - Developing media lists, contacts and ongoing relations
      - Any efforts to engage pro-bono support for media relations (i.e., public relations or advertising firms, student interns, etc.)
    - Media “talking points” for SAVIN
    - Sample press releases
    - Sample public service announcements
    - Sample opinion/editorial columns
    - Examples of previous, positive SAVIN coverage (*NOTE: These may likely be print versions that need to be scanned, and/or video versions or links to video coverage of SAVIN activities, i.e. YouTube.*)
  - Trailers in theaters
  - Short or long videos/DVDs about SAVIN
- Strategies to engage volunteers in SAVIN public education and awareness activities
- Any documentation of victim/survivor, victim advocate, justice professional or community leader testimonials about SAVIN

- Copies of any news articles or articles from agency or other publications
- Strategies for and examples of incorporating SAVIN information into any/all *existing* victim assistance, justice and/or allied professional information and resources for victims/survivors
- Any cause-related marketing efforts (engaging corporate or business sponsors to promote SAVIN)

### Professional and Allied Professional Training and Technical Assistance

- Examples of target audiences (and, if possible, targeted messages for each audience), including but not limited to:
  - Law enforcement
  - EMTs
  - Jails
  - Prosecutors and victim/witness
  - Courts/judges/court administrators
  - Probation
  - Parole
  - Institutional corrections
  - Attorneys General
  - Legislators and policy makers
  - Victim assistance organizations
  - Social services
  - Medical professionals
  - Mental health professionals
  - Multi-faith communities
  - Business community
  - Schools and universities
  - Civic leaders/groups
  - Others
- Information about training and technical assistance modalities:
  - In writing
  - In person/on-site
  - Teleconference
  - Web-based (webinars, etc.)
  - CD-ROM
  - SAVIN “stand-alone” training programs
  - Strategies for integrating SAVIN T/TA into existing training opportunities
- Any SAVIN curricula:
  - Various time structures (10-minute “roll call,” 30-minute, 90-minute, half-day and full-day)
  - Any adult Learning strategies (including “train the trainer” curricula and resources)
  - Curriculum components (also those developed for *targeted audiences*):
    - Outlines
    - PowerPoint presentations
    - Video/DVD presentations

- Instructor and Participant resources (including any interactive learning activities)
  - Participant incentives/giveaways
  - Other components
- Sample language to promote SAVIN:
    - Talking points
    - Sample speeches
    - Integration into victim-related commemorative days/weeks/months

### Technical

- SAVIN technical architecture and requirements
- How SAVIN is integrated with existing technology and/or victim and justice programs and services
- States' use of SAVIN options:
  - Different applications (SAVIN, VPO, etc.) utilized and adapted by states
  - Different SAVIN communication modalities:
    - Telephone
    - E-mail
    - Website (include URL links)
    - Text
    - Snail mail
    - Other options?
  - Sample language/scripts for SAVIN outreach via *all* communication modalities (i.e. telephone scripts, email messages, etc.)

### Funding

- Brief description of how SAVIN is funded in the state
- Information about grant writing
- Information about/suggestions to **sustain funding** for SAVIN (especially in difficult economic times):
  - Approaches that have been utilized by states
  - Innovative ideas that could be considered

## Program Evaluation

- SAVIN benchmarks and evaluation data elements (qualitative and quantitative)
- Performance measures (personnel, technology, products, etc.)
- SAVIN data linkages to other USDOJ grant reporting:
  - Office for Victims of Crime
  - Office on Violence Against Women
  - Bureau of Justice Assistance
  - Others
- Any materials related to “lessons learned” that improved SAVIN planning, implementation and evaluation

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