

**DEADLINE:**  
**March 15, 2016**

**National CASA Association**  
**Annual Local Program Survey Instructions**  
**For Calendar Year 2015**

**Program Name:** Please give us your complete program name.

**Person completing this survey and other contact information:** The person who we can contact if we have questions, including person's title, email and phone, as well as city, state and zip for tracking purposes.

**< SECTION ONE >**  
**PROGRAM OPERATIONS AND RESOURCES**

**1. What year did your program start assigning volunteers to children?**

The year your first volunteer was assigned by the court to a case. We are not looking for the year your program was incorporated.

**1. Which model type does your program follow?**

This is the model which best describes how volunteers for your program represent children.

- Friend of the Court: The volunteer is appointed by the court to investigate the case and present a report and recommendations to the judge. The volunteer does not have legal party status.
- Guardian ad Litem (GAL): The volunteer is appointed by the court as the child's guardian ad litem to investigate the case and present a report and recommendations to the judge. The volunteer or program may or may not have legal party status.
- CASA/GAL/Attorney team: The volunteer and an attorney function in unison in order to advocate for the child. The volunteer does not function without the attorney. The volunteer or program may or may not have legal party status.
- Other: Not listed already, please note.

**2. What is the population of the area served by your program?**

We do not need an exact number, just a good estimate of the population in your area.

**3. In your opinion, describe the primary area served by your program:**

Which type of area does your program primarily fall under?

**4. Please describe the administrative structure of your program:**

Choose the category which describes the structure under which your program functions.

**5. Does your organization have a governing board of directors?**

If your program has a board of directors please check yes and complete #7, #8 and #9. This question relates to governing boards only, not advisory councils or committees or a county board of commissioners.

**6. Number of board members by sex as of December 31, 2015.**

The sex of board members (combined should equal total number of board members).

**7. Number of board members by race as of December 31, 2015.**

The race of board members (combined should equal total number of board members).

**8. Number of board members by ethnicity as of December 31, 2015.**

The ethnicity of board members (combined should equal total number of board members).

**ALL FINANCIAL INFORMATION REQUESTED (QUESTIONS 10-12) IS FOR THE MOST RECENT FISCAL YEAR ENDING NO LATER THAN 12/31/2015**

**9. Was the program's total revenue less, the same, or more than the previous fiscal year?**

Compare financial data in order to establish whether revenues for your program went up, down, or remained stable between the previous fiscal year and the most recent fiscal year.

**10. Your program's total expenses for the past fiscal year (nearest dollar, no comma):**

Give your total expenses for the most recent fiscal year, ending no later than 12/31/15.

**11. Please provide the funding sources received by your CASA/GAL organization for the fiscal year ending no later than 12/31/15 and indicate the amount for each source.**

Select the fiscal year that your program operates under from the list or select other and specify your fiscal year. Provide the dollar amount in each category, rounded to the nearest dollar, no commas, and no decimal places. If a funding source is not listed, note the funds under "other sources" and specify the source and the amounts.

**12. How many counties does your program serve?**

The number of counties your program served last year. Not the number of court jurisdictions.

**13. List the counties your program serves:**

List the names of the counties your program serves.

**14. How many court jurisdictions does your program serve?**

Some programs serve multiple counties in one court jurisdiction or district. This is the number of court districts/jurisdictions served by your program.

**15. Does your program serve *the entire court jurisdiction in which it is located*?**

Choose yes or no. Select no if other CASA programs cover some of the district, or only part of the district is served by the program and the other part is unserved, or an alternate type of advocacy is found there.

**16. Does your program operate remote/satellite offices?**

Do you have another office (or other offices) for your program located elsewhere in the area you provide services? This is the number of remote offices not including your main office.

**< SECTION TWO >**

**STAFF**

**1. Number of paid staff in each category as of December 31, 2015.**

Paid staff are defined as all employees/paid staff/people who work and get paid for working at your program. A full-time staff member gets paid for 40 hours of work a week, or whatever the full-time number of hours is for your program. (Some programs have a 35-hour work week.) A part-time staff member gets paid for less than 40 hours of work per week, or less than whatever the full-time number of hours is for your program.

- 2. Number of paid local program staff by sex as of December 31, 2015.**  
 The sex of each of the employees/paid staff/people who work and get paid for working at your program. The total number of staff should equal the same as reported question 1.
- 3. Number of paid staff by race as of December 31, 2015.**  
 The race of each of the employees/paid staff/people who work and get paid for working at your program. The total number of staff should equal the same as reported question 1.
- 4. Number of paid staff by ethnicity as of December 31, 2015.**  
 The ethnicity of each of the employees/paid staff/people who work and get paid for working at your program. The total number of staff should equal the same as reported question 1.
- 5. Highest education level completed by paid staff as of December 31, 2015:**  
 The education level of each of the employees/paid staff/people who work and get paid for working at your program. The total number of staff should equal the same as reported question 1.
- 6. CASA/GAL executive director (also known as program director, manager, or coordinator).**  
 We are looking for information on the salary, full- or part-time status, and benefits availability. (Salaries correspond to your program's fiscal year. Programs under umbrella organizations should only list salaries related to CASA/GAL program function.) Please report the *actual amount* for the director's salary; if the director only works part time *do not* multiply the amount to determine the full-time pay for the position.
- 7. Volunteer coordinator (also known as volunteer manager, case manager or supervisor).**  
 We are looking for information on the salary, full- or part-time status and benefits availability. If your program has multiple staff members in this position, please enter the information for the most senior staff member. Please report the *actual amount* for the coordinator's salary; if the director only works part time *do not* multiply the amount to determine the full-time pay for the position.
- 8. Full-time equivalent of all program staff (FTEs).**  
 Fill in the number of FTE (full-time equivalent) staff under each position or a position that most closely matches that at your program. (e.g., 1.0 FTE=40 hours a week, or whatever your program standard for a full work week is; .75 FTE=30 hours a week; .5 FTE=20 hours a week; .25 FTE=10 hours a week.)
- 9. Did the total number of paid program staff increase in 2015?**  
 Did the number of paid program staff increase, decrease, or stay the same? If the number of paid staff changed, by how many FTE positions?
- 10. How many people held the executive director (ED) position in 2015?**  
 The number of different people who held the ED position in 2015.
- 11. How many years has the current ED served in this role? (If less than one year please enter zero and list the number of months the ED served in that role.)**  
 Please provide the length of time, in whole years, that the current ED has served in that role at your organization. If the current ED has been in that role for less than one year, please enter "0" for years and supply the number of months in the months field that will appear.

**12. How many paid staff left in 2015, for the following reasons.**

Enter the number of paid employees/paid staff who worked at your program and left positions for the reasons listed. If the reason is not on the list, please use other and note the specific reason for the staff member's departure.

**13. How many paid staff were assigned to children's cases in an advocacy role in 2015?**

Number of program staff that were advocates on a child's case in 2015—not in a supervisory role to the volunteer on the case, but as the sole advocate on the child's case. This is where a staff member is the advocate, and during the calendar year there was not a volunteer advocate on the child's case. If a staff member was on a case only temporarily and was not an advocate as part of his or her usual job responsibility, do not count him or her here.

**14. What is your program's supervisory staff-to-volunteer ratio? 1:\_\_\_\_\_**

The ratio of staff members to volunteers, where the number of staff only includes those staff positions that directly supervise volunteers. This should be represented as a 1 to number of volunteers. (Example: 1:30) You can calculate the staff-to-volunteer ratio by dividing total supervisory staff into total volunteers and placing the result in place of the "X" in 1:X. For example, if you have 80 volunteers and 4 supervisors, then your supervisory staff to volunteer ratio is 1:20.

**15. Does your program utilize peer coordinators or a similar model of advocates supporting other advocates?**

Peer coordinators are seasoned volunteers who support, coach, and supervise advocate volunteers.

**16. If yes, how many peer coordinators were actively supporting volunteer advocates as of 12/31/15?**

Number of peer coordinators active as of the last day of 2015.

**17. What is your program's peer coordinator to volunteer ratio? 1:\_\_\_\_\_**

The ratio of peer coordinators to volunteers, or how many volunteers one peer coordinator oversees. This should be represented as a 1 to number of volunteers. (Example: 1:30) You can calculate the staff-to-volunteer ratio by dividing total supervisory staff into total volunteers and placing the result in place of the "X" in 1:X. For example, if you have 80 volunteers and 4 supervisors, then your supervisory staff to volunteer ratio is 1:20.

**< SECTION THREE >  
VOLUNTEER ADVOCATES**

**1. Total number of active CASA/GAL volunteers in 2015.**

Active volunteers are the volunteers assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect or abandonment at any point in 2015. Do not include board members, office volunteers, or volunteer acting in a capacity other than court advocacy for children.

**2. Number of active CASA/GAL volunteers in 2015 by sex.**

The sex of volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment throughout the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.

- 3. Number of active CASA/GAL volunteers in 2015 by race.**  
The race of volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment throughout the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 4. Number of active CASA/GAL volunteers in 2015 by ethnicity.**  
The ethnicity of volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment throughout the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 5. Number of active CASA/GAL volunteers in 2015 by age.**  
The age of volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment throughout the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 6. Number of active CASA/GAL volunteers in 2015 by highest education level completed.**  
The highest education level completed for volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment in the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 7. Number of active CASA/GAL volunteers in 2015 by employment status.**  
The employment status of volunteers (from question 1) assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment throughout the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 8. Number of active CASA/GAL volunteers in 2015 by career type.**  
Career type for active CASA/GAL volunteers (both currently employed and retired):  
Input the number of volunteers in each of the listed career type categories. Not all career types are included. Put those not listed in "other."
- 9. Total number of CASA/GAL volunteer hours contributed in 2015.**  
The total hours your program's volunteers contributed while being assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment in the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers in this total.
- 10. Total number of new CASA/GAL volunteers trained in 2015.**  
New volunteers trained in 2015 to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment. Does not include those training but not planning to take CASA cases. Do not include existing volunteers, board members, office volunteers, or volunteers acting in a capacity other than court advocacy of children.
- 11. Number of new CASA/GAL volunteers trained in 2015 by sex.**  
The sex of new volunteers (from question 10) trained in the 2015 calendar year. Do not include board members, office volunteers, or other types of volunteers.
- 12. Number of new CASA/GAL volunteers trained in 2015 by race.**  
The race of new volunteers (from question 10) trained in the 2015 calendar year. Do not include board members, office volunteers, or other type of volunteers.

**13. Number of new CASA/GAL volunteers trained in 2015 by ethnicity.**

The ethnicity of new volunteers (from question 10) trained in the 2015 calendar year. Do not include board members, office volunteers, or other type of volunteers.

**14. Total number of new CASA/GAL volunteers assigned in 2015.**

New volunteers assigned by the court to advocate for a child as a CASA/GAL volunteer due to abuse, neglect, or abandonment at any point in 2015. Do not include existing volunteers, board members, office volunteers, or volunteers acting in a capacity other than court advocacy for children.

**15. Average length of time CASA/GAL volunteers stay with your program.**

If your program tracks how long on average your volunteers stay on as volunteers with your program, please note in number of months. This is not how long they stay on one particular case.

**16. Number of CASA/GAL volunteers resigned or terminated in 2015.**

Do not include volunteers who were taking breaks during the calendar year 2015.

**17. Please rank the top three reasons for CASA/GAL volunteers leaving (with #1 being most common):**

Rank the top three reasons why volunteers leave your program. Please rank with 1 being the most frequent reason for departure, 2 being the second most frequent and 3 being the number three reason why volunteers leave your program. If not tracked specifically, please give your estimate of ranking.

**18. Did your program conduct any targeted CASA/GAL volunteer recruitment campaigns in 2015? If yes, please check the focus of the campaign(s). (Please check all that apply.)**

If your program had a specific effort to increase the number of CASA/GAL volunteers in a particular demographic category (e.g. race, ethnicity, sex, age, or geography) please check the appropriate box. If you conducted targeted recruitment with a group not listed please select "other" and specify the targeted group.

**◀ SECTION FOUR ▶**  
**CHILDREN**

**1. Number of children that were eligible to be appointed a CASA/GAL volunteer in 2015.**

This is the total number of children with abuse/neglect cases who the courts requested a CASA/GAL volunteer for in 2015. This would be the number of children served by your program plus the number of children unserved by your program.

**2. Number of children served by volunteers in your program.**

Please input the number of children with abuse/neglect cases officially assigned to CASA/GAL volunteers for calendar year 2015. (Not those on waiting lists or those served exclusively by staff. Please only include only o other types of cases.)

**3. Number of children served *exclusively by paid staff acting in a CASA/GAL volunteer capacity.***

Please input the number of children where paid CASA/GAL staff were assigned to advocate for the child. Abuse and neglect cases only. This should not be duplicative of children receiving volunteer advocacy and should only include children that have had the court assign their cases to a staff member as the advocate.

**4. Total number of cases served by your program in 2015.**

Please give the total number of "cases". A case may mean a single child, or a group of siblings designated as one case, assigned to a CASA/GAL volunteer.

**5. Number of children served by CASA/GAL volunteers in your program on September 30, 2015.**

This is a point-in-time number, specifically the number of children being served by volunteer advocates on September 30, 2015. This number is particularly useful as it allows comparison of CASA data with other child welfare data.

**6. Number of children served exclusively by paid staff acting in a CASA/GAL volunteer capacity on September 30, 2015.**

This is a point-in-time number, specifically the number of served by paid staff acting in a CASA/GAL volunteer role on September 30, 2015. This number is particularly useful as it allows comparison of CASA data with other child welfare data.

**7. Number of children served by your program in 2015 by placement type:**

This is the number of children served by your program in 2015 by their placement in or out of the home. Please provide the number of children served who were in out-of-home care as well as the number of children served who were involved with the court, but were still living at home.

**8. Number of children monitored (children who were not assigned a volunteer or staff advocate who had regular, in-person contact with them and made fact-based recommendations with the court) by your program in 2015.**

Please state the total number of children (this number may be zero) whose abuse/neglect cases were monitored by paid staff, i.e., children who were not assigned an advocate (staff or volunteer) who had regular, in-person contact with them and made fact-based recommendations to the court on their behalf. Not all programs monitor children who are not receiving advocacy.

**9. Number of the children served in 2015 by sex.**

The sex of the total children served. (The total number of children served by sex should equal the sum of children served by CASA/GAL volunteers and paid staff acting in a CASA/GAL volunteer capacity; this number is automatically calculated by the survey software.)

**10. Number of children served in 2015 by race.**

The race of the total children served. (The total number of children served by race should equal the sum of children served by CASA/GAL volunteers and paid staff acting in a CASA/GAL volunteer capacity; this number is automatically calculated by the survey software.)

**11. Number of children served in 2015 by ethnicity.**

The ethnicity of the total children served. (The total number of children served by ethnicity should equal the sum of children served by CASA/GAL volunteers and paid staff acting in a CASA/GAL volunteer capacity; this number is automatically calculated by the survey software.)

**12. Number of children served in 2015 in each age group.**

Of the total children served, please provide numbers in each age group. (The total number of children served by age group should equal the sum of children served by CASA/GAL volunteers and paid staff acting in a CASA/GAL volunteer capacity; this number is automatically calculated by the survey software.)

**13. During 2015 did your program serve any children who identified as lesbian, gay, bisexual, transgender, or queer/questioning (LGBTQ)?**

Please indicate if your program served any children who identified as LGBTQ youth in 2015 by selecting “Yes,” “No,” or “Do not know.” If your program does not collect this data please choose do not know.

**14. Total number of new children assigned to a CASA/GAL volunteer in 2015.**

Number of children whose cases were newly opened and assigned a CASA/GAL volunteer with the program in the 2015 calendar year.

**15. Number of new children assigned to paid staff acting in a CASA/GAL volunteer capacity in 2015.**

Number of children whose cases were newly opened and assigned a paid staff member acting in a CASA/GAL volunteer capacity in the 2015 calendar year.

**16. Number of new children served in 2015 by sex.**

The sex of new children served, with a total to match the sum of questions 14 and 15 (this is auto-calculated by the survey software).

**17. Number of new children served in 2015 by race.**

The race of new children served, with a total to match the sum of questions 14 and 15 (this is auto-calculated by the survey software).

**18. Number of new children served in 2015 by ethnicity.**

The ethnicity of new children served, with a total to match the sum of questions 14 and 15 (this is auto-calculated by the survey software).

**19. Average length of time a CASA/GAL volunteer is assigned to a child in months:** Report the average length of time in months between when a volunteer was assigned to a child and when the case was closed by the court and the volunteer was no longer active. If the child’s case was transferred from one volunteer to another during the course of assignment, count the time from when the first volunteer was assigned to when the child’s case was closed and final volunteer released.

**20. Average number of children a CASA/GAL volunteer is appointed to at one time:**

How many children, on average, were assigned to one volunteer in calendar year 2015? (Children, not cases, families or groups.)

**21. Average number of cases a CASA/GAL volunteer is appointed to at one time:**

How many cases, on average, were assigned to one volunteer in calendar year 2015? (Cases, not children.) Divide the total number of cases by the total number of volunteers.

**22. Average length of time a paid staff who acts in a CASA/GAL volunteer capacity is assigned to a child.**

Report the average length of time in months between when a paid staff was assigned to a child and when the case was closed by the court. (This would be only for children who were *exclusively* served by paid staff acting in a CASA/GAL volunteer capacity)

**23. Total number of children whose cases were closed with the program in 2015.**

The number of children who had their case closed by the program in calendar year 2015. Please use the number of children, not the number of cases.

- 24. Number of children whose cases closed with the program in 2015 for each of the following reasons.**  
For closed cases, indicate the number of children whose cases closed for the reasons noted. List closure under the most accurate, relevant, or true reason. If the reason for closure is not listed, fill in other and specify reason.
- 25. Time assigned to program: Number of children whose cases closed in calendar year 2015 within the time periods listed.**  
Enter the number of children's cases that were closed by the program in calendar year 2015 within the time periods listed. Time frames begin with the assignment of children to the CASA program.
- 26. Total time in out-of-home care: Number of children with an assigned CASA/GAL volunteer whose cases closed in the calendar year 2015 who were in out-of-home care for the following lengths of stay.**  
If tracked, please list the number of children who were in out-of-home care in each of the time periods listed. The time period begins with the first date of out-of-home care and ends with the final date in out-of-home care.
- 27. Time in out-of-home care since assigned to a volunteer: Number of children with an assigned CASA/GAL volunteer whose cases closed in the calendar year 2015 who were in out-of-home care for the following lengths of time after being assigned to a volunteer.**  
If tracked, please list the number of children who were in out-of-home care for each of the time periods listed. The time period begins with the date of volunteer assignment and ends with the final date in out-of-home care.
- 28. Please indicate the number of children whose cases were closed in the past and whose cases reopened this year.**  
This is the number of children who had previously received CASA/GAL services from your program (whose cases were previously closed) and who had cases **reopen** and receive CASA/GAL services from your program this year.
- 29. In addition to abuse and neglect cases, please check the other types of cases your program accepts.**  
In addition to abuse and neglect cases, did your program accept any other types of cases in calendar year 2015, and what are the number of children in these categories? Do not duplicate children already included as abuse and neglect cases in #2 or #3 in this section. If category is not listed, please mark as "other" and specify the case type and number of children.