

# SAKI Purpose Area 5: Developing and Implementing a Sustainability Plan – Phase 2

## Identifying Sustainability Needs Worksheet

The National Sexual Assault Kit Initiative (SAKI) Purpose Area 5 (PA5) grantees should document systems, processes, and resources currently in place and identify areas that require additional attention for sustainability, such as improvements to current policies, to continue successful sexual assault investigative practices beyond their SAKI award.

By understanding the systems, processes, and resources gathered under the **Phase 1: Policies, Procedures, and Documentation Worksheet**, a site can identify barriers to and facilitators of sustainability efforts. Additional interviews with practitioners can help highlight potential discrepancies between what is intended and what is practiced. Identifying gaps in service, legislation, training, and funding could help the site team focus on prioritizing future activities that have high impact on the project but with low demand for support for sustainability. Gaps may be due to lack of funding, staff, or use; other approaches taking priority; or other reasons.

The purpose of this worksheet is to support SAKI PA5 grantees to identify and prepare the parts of their SAKI program that need additional resources to implement sustainable sexual assault investigative practices.

### Part 1 of Phase 2: Identify Sustainability Successes, Needs, and Barriers Using Five Steps

#### Step 1: Complete SAKI Legal and Policy Landscape Assessment and Review.

##### Include

- ◆ Assess legislation, policies, and/or protocols to ensure they support the jurisdictions' needs. Tasks should include the following:
  - Review and complete **Table 1: SAKI Legal and Policy Landscape Assessment and Review** found at the bottom of this document.
  - Identify key stakeholders and responsible parties who may be implementing or impacted by systems, processes, and resources.
  - Identify benefits and/or unintended consequences from any updates or changes made to any systems, processes, and resources.
  - Identify potential gaps or areas for updates in the systems, processes, and resources can help guide activities.
- ◆ Invite members of the multidisciplinary team (MDT) to review the systems, processes, and resources as well as provide feedback on gaps, needed updates, and secondary effects.

#### Step 2: Document SAKI site history and impact.

##### Consider

- ◆ Use the PA5 Checklist (listed in **Part 2** below) to document key facets of the SAKI Site history.
- ◆ Create an initial draft of project impact and project cost.

### Step 3: Expand documentation by incorporating perspectives of MDT members and documenting each activity's current impact.

#### Consider

- ◆ Use the PA5 Checklist as a guide to discuss the SAKI project and its impact with MDT members.
- ◆ Expand upon the documentation pulled together in Step 1 by interviewing key personnel and stakeholders impacted by the systems, processes, and resources. Consider addressing questions about the following:
  - Impact on meeting the requirements in the systems, processes, and resources.
  - Impact on staff morale (e.g., if staff find this activity exciting or rewarding).

### Step 4: Document current costs associated with conducting sexual assault investigations.

#### Consider

- ◆ Determine fiscal costs (e.g., training mandates, evidence processing requirements and turnaround times, evidence tracking).
- ◆ Identify unfunded mandates and the impact of completing the associated activities.
- ◆ Determine the impact on staff morale and capacity (e.g., if staff find the existing or new activities taxing or challenging).

### Step 5: Review documentation from Steps 1–4 to determine the impact on sustainable practices.

#### Consider

- ◆ Use the PA5 Checklist and other activities from the above steps to determine the following:
  - Is this program successful?
  - Are the intended goals being met?
  - Are the resources available to meet the goals?
  - Is the outcome worth the effort that is put into it?

## Part 2 of Phase 2: Conduct Historical Review of SAKI Grant Activities Using the PA5 Checklist

**Who should complete this checklist:** The SAKI Site Coordinator and members of the SAKI MDT should work together to complete this checklist, because these individuals typically understand their jurisdiction’s specific needs and how they can best address challenges.

Sustainability Checklist		
Site coordinator (point of contact for PA5):		
<ul style="list-style-type: none"> <li>◆ Name</li> <li>◆ Agency</li> <li>◆ Title</li> <li>◆ Location</li> </ul>		
<b>SAKI Site History</b> ( <i>Emphasis on Step 2</i> )		
Have other SAKI Purpose Areas been applied for and received? If yes, please describe.	Yes No	
<b>Evidence Requirements</b> ( <i>Emphasis of Step 2</i> )		
Submission requirements and timelines		Statute:
Crime laboratory requirements and timelines		Statute:
Evidence retention requirements		Statute:
<b>SAK Submission and Tracking</b> ( <i>Emphasis of Step 2</i> )		
Has a timeframe for SAK submission been established for your SAKI site? If yes, please describe how it has been established (e.g., statewide legislation, agency mandate).	Yes No	
If yes, what is the timeframe on submissions?	N/A	
If yes, what happens when a deadline is missed?	N/A	
Has a tracking system been established for sexual assault kits (SAKs) for your SAKI site? If yes, please describe who manages the SAK tracking system (office and role).	Yes No	
Was the SAK tracking system purchased from an outside vendor? If yes, please name the vendor. If no, please describe how it was developed in-house.	Yes No N/A	
Is the SAK tracking system implemented statewide? If no, please describe whether it is specific to certain jurisdictions.	Yes No N/A	
Are the costs of implementing and maintaining the SAK tracking system a part of the SAKI grant? If yes, please describe. If no, please describe which funding sources are used.	Yes No N/A	

## Sustainability Checklist

Are victims able to check the status of their SAK within the tracking system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
---	---	--

### SAK Testing and Combined DNA Index System (CODIS) Hits *(Emphasis of Step 2)*

Number of SAKs tested through SAKI grant		
Number of SAKs tested that went to investigation		
Of those that went to prosecution and charged, list resulting charges (may need to use additional document or system to track all resulting charges)		
Of those that went to prosecution and were declined, list reasons cited		
Number of SAKs with potential for investigation using advanced DNA options		
Is there a tracking system in place for CODIS hits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of serial offenders identified		
Number of case-to-case associations		
Number of hits that came back to someone other than the named perpetrator, if there was one		
Describe the process on how agencies are notified of lab reports and any follow-up these notifications		

### Use of MDTs *(Emphasis of Step 3)*

Was/is there an MDT being used for SAKI award(s)? If yes, please describe represented disciplines.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the MDT proposed to support PA5 activities? If yes, please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Will they become an advisory MDT? If yes, please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Will they support jurisdictional MDTs? If yes, please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
How often did/does the MDT meet?	<input type="checkbox"/> N/A	
Please list MDT Members.	<input type="checkbox"/> N/A	

## Sustainability Checklist

### Victim Engagement *(Emphasis of Step 3)*

Are victims in your SAKI site's jurisdiction supported by a Victims' Bill of Rights? If yes, please list the statute.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your SAKI site have written policies for supporting victims and potentially their families? If yes, please list the policies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your SAKI site fund victim services in any capacity? If yes, please describe how. If no, please describe how victim services are funded.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Violent Criminal Apprehension Program (VICAP) *(Emphasis of Step 3)*

Have criteria cases been entered into ViCAP? Criteria case examples:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Homicides (series and/or sexually motivated) <input type="checkbox"/> Sexual assaults (series and stranger) <input type="checkbox"/> Missing persons (indication of foul play) <input type="checkbox"/> Unidentified human remains (known or suspected homicide) <input type="checkbox"/> Other (please describe)		
Who is responsible for entering the cases in ViCAP?	<input type="checkbox"/> N/A	
Is this position funded through the grant or another source? Please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Will this position be maintained after the grant? Please describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### Future Site Plans *(Emphasis of Step 4)*

Check whether there is a plan for each item and provide additional description as appropriate. For funding, please describe the future funding source. For established plans/protocols, please list the statute or policy name.

### Ongoing Training

Prosecutors	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Law enforcement	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Sexual assault nurse examiners	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Advocates	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Crime analyst	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	

## Sustainability Checklist

### Victim Support

Notification Protocols	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Counseling	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Alternative prosecution <i>(Please include if a victim or family member of a victim who disagrees with results of an investigation or charging decision has an option to appeal)</i>	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	

### Case Investigation Support

Policy on secondary evidence submission	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Advanced DNA options	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
ViCAP and/or state database entry	<input type="checkbox"/> Funding <input type="checkbox"/> Established via policy	
Describe any additional legislation considerations		
Describe any required committee reporting		

### Barriers or Facilitators *(Emphasis of Step 5)*

Please use this space to describe barriers or facilitators to your site's sustainability efforts, if any.	
Please describe the secondary consequences of the program, positive or negative, and how they affect sustaining the activity.	

**Table 1. SAK Legal and Policy Landscape Assessment and Review**

Law/Policy/Protocol	Audience and Description	Main Takeaways	Updates Needed <i>(if any)</i>	Additional Notes
Statute: Policy Number: Protocol: Link to material:	Audience: Description: Date implemented: Last update:			
Statute: Policy Number: Protocol: Link to material:	Audience: Description: Date implemented: Last update:			
Statute: Policy Number: Protocol: Link to material:	Audience: Description: Date implemented: Last update:			

## Resources

[SAKI Toolkit: Evidence Tracking Toolkit](#)

[SAKI Toolkit: Model Policies and Practices for a Coordinated Community Response to Sexual Assault](#)

[SAKI Toolkit: 12 Key Questions to Guide Victim Notification Protocols](#)

[SAKI Toolkit: Re-engaging Cold Case Victims: Factors to Consider](#)

[SAKI Toolkit: Advocacy Meets Prosecution: The Benefits of a Strong Partnership](#)

[SAKI Toolkit: Unique Aspects of Prosecuting Cold Case Sexual Assaults](#)

[SAKI Toolkit: Creating a Strong Multidisciplinary Team and/or Sexual Assault Response Team](#)

[SAKI Toolkit: Multidisciplinary Cold Case Sexual Assault Review](#)

[SAKI Brief: Developing a Sexual Assault Response Policy](#)

[SAKI Brief: Conducting Sexual Assault Investigations: Key Considerations and Recommendations](#)

This project was supported by Grant No. 2019-MU-BX-K011 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions 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.

This document was adapted from a document produced by RTI International under 2020-V3-GX-K010 and 15POV-21-GK-00654-NONF, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this document are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice. **For more information, visit [www.sakitta.org](http://www.sakitta.org).**

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.