



Establishing a Child Advocacy Center

This checklist, developed by the [National Children's Alliance](#) (NCA), summarizes the tasks that need to be completed in establishing a Children's Advocacy Center. While the activities are listed in approximate order, some will need to take place concurrently and there will be variations in each community.

- Convene a working committee or task force of key individuals
- Select leadership
- Conduct a needs assessment of the extent of the problem in the community
- Develop vision and mission statements
- Determine CAC service population
- Gather information on various CAC models
- Select the CAC approach that best suits the community
- Develop Interagency agreement and obtain agency commitment
- Determine organizational structure
- Determine which services will be offered on-site or through referrals
- Select site and design or acquire space for child-appropriate facility
- Determine staffing needs and agency roles
- Multidisciplinary team protocol development
- Research potential sources of support