



New York City
Alliance Against
Sexual Assault

Best Practices for Enough is Enough Managers and Supervisors

This 90-minute workshop is designed specifically for management and administrative level staff of Enough is Enough (EIE) grantee programs

October 30, 2024



Facilitators:



Trae Banuelos-Rovararis, MS

Downstate
Training & Technical Assistance
Consultant



Clarissa Espinoza

Director of Programs



Agenda:



- **Introductions, Housekeeping**
 - Management Temp Check
 - At a Glance: Manager's Toolbox
- **Navigating the Workplan**
 - What is EIE, who is OPDV, and who is the TTA Center?
 - Reviewing the workplan
- **Enough is Enough Provider Onboarding**
- **Supervising EIE Staff**
- Next steps

Housekeeping:

1. Session will be recorded
2. A recording and slides will be posted to the TTA website

Learning Objectives

As a result of this session, participants will be better able to:

NAVIGATE THE WORKPLAN

Implement strategies for managing staff to meet the deliverables outlined in the EIE grant workplan and submit grant reports.

ACCESS RESOURCES

Navigate the resources and support provided by the TTA Center for both EIE Providers and managers, and know how to get in contact with the TTA Center based on region

ACCESS SUPERVISION RESOURCES

Apply best practices in supervision to ensure compliance, staff effectiveness, and successful program outcomes under the Enough is Enough program

Best Practices for EIE Managers and Supervisors

Pre-Workshop Check-In

October 30, 2024



New York City
Alliance Against
Sexual Assault

EIE Managers Toolbox

Tools to Effective Support Staff and Manage Deliverables

FUNDER

GRANT WORKPLAN

- Identifies what are “Enough is Enough” activities and suggested timelines by years

REPORT TEMPLATES

- Quarterly
- Annual

GRANTEE CALLS

- Quarterly

PUBLISHED REPORTS

- [2022-2023 EIE Annual Report](#)
- [2021-2022 EIE Annual Report](#)

YOUR AGENCY

INSTITUTIONAL RECORDS

- History of **Partnerships**
- **Train the trainer** guides
- **Transition** Memo
- Hand-off **meetings**

TRAINING & SUPERVISION

- **Clear onboarding** plan to agency and role
- **Bi/weekly Supervision** on deliverables, challenges, and wins

TTA CENTER

STAFF:

- Direct EIE Onboarding
- Coordinate & deliver monthly trainings
- Respond to individual TA requests
- Quarterly Regional Calls

WEBSITE

- Provider Portal
 - Discussion boards
 - Resource sharing
- Onboarding videos
- Digital Toolkits

What is Enough is Enough?

Established in 2015, NYS Education Law 129-B requires:

- **All** New York State colleges and universities to adopt a set of **comprehensive procedures and guidelines**
 - A **uniform** definition of **affirmative** consent
 - A **statewide amnesty policy** for **bystanders or victims who report sexual assault**
 - A **students' bill of rights**
 - All campuses undertake biannual **campus climate surveys** as well as **ongoing prevention and awareness training**
-

What is Enough is Enough?

Established in 2015, NYS Education Law 129-B requires:

- **All** New York State colleges and universities to adopt a set of **comprehensive procedures and guidelines**
 - A **uniform** definition of **affirmative** consent
 - A **statewide amnesty policy** for **bystanders or victims who report sexual assault**
 - A **students' bill of rights**
 - All campuses undertake biannual **campus climate surveys** as well as **ongoing prevention and awareness training**
-

RESOURCE: [“Overview of Enough is Enough 129-B” webinar \(2024\)](#)

This 20 minute video provides background information on NYS Education Law 129-B, details of the grant program and campus requirements, and suggestions for collaborating with other Enough is Enough Providers

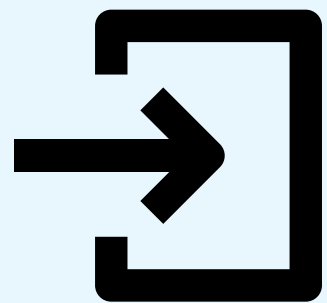
LINKS:

Student Bill of Rights Required information [within EIE Law \(§ 6443\)](#)

[Sexual Assault Victim and Domestic Violence Victims Bill of Rights \(OPDV\)](#)

Campus institutions
encouraged to enter into
collaborative partnerships
with rape crisis centers and
victim's advocacy programs to
prevent and respond to sexual
violence with **strategy** and
intention

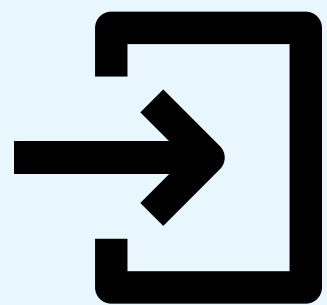
Campus institutions
encouraged to enter into
collaborative partnerships
with rape crisis centers and
victim's advocacy programs to
prevent and respond to sexual
violence with **strategy** and
intention



WORKPLAN

A roadmap detailing objectives, activities, timelines, and resources for effectively implementing a funded project

Campus institutions **encouraged** to enter into **collaborative partnerships** with rape crisis centers and victim's advocacy programs to prevent and respond to sexual violence with **strategy** and **intention**



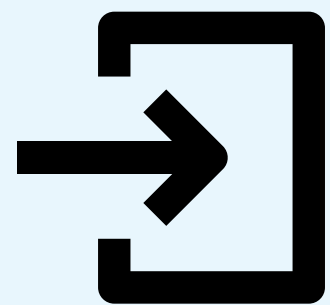
WORKPLAN

Enough is Enough workplans are distributed to every agency that accept Enough is Enough funds. Contact your OPDV Grant Manager for a copy of your workplan if you need it.

WORKPLAN OVERVIEW:

- Each workplan is the same
 - 8 pages
 - 7 main objectives sequenced across three years which includes:
 - descriptions of the time frame the objectives are expected to be performed
 - the tasks (activities) to be performed and
 - the performance measures.
- Grant is non-competitive and favors collaboration **to achieve overall goals of student well-being and campus safety**
- The **workplan** describes the expectations of the funding. Then there is a **quarterly report** and **annual report** that describes what work was performed in alignment with the workplan

Campus institutions **encouraged** to enter into **collaborative partnerships** with rape crisis centers and victim's advocacy programs to prevent and respond to sexual violence with **strategy** and **intention**



WORKPLAN

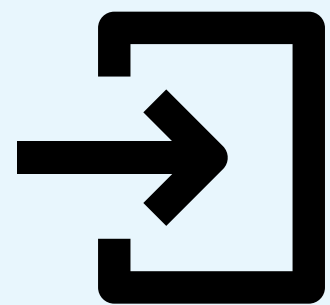
Enough is Enough workplans are distributed to every agency that accept Enough is Enough funds. Contact your OPDV Grant Manager for a copy of your workplan if you need it.

Objective 1: Partnership with Colleges/Universities in the Area

Objective 2: Needs Assessment and Planning

Objective 3: Information on Anonymous Reporting

Campus institutions **encouraged** to enter into **collaborative partnerships** with rape crisis centers and victim's advocacy programs to prevent and respond to sexual violence with **strategy** and **intention**



WORKPLAN

Enough is Enough workplans are distributed to every agency that accept Enough is Enough funds. Contact your OPDV Grant Manager for a copy of your workplan if you need it.

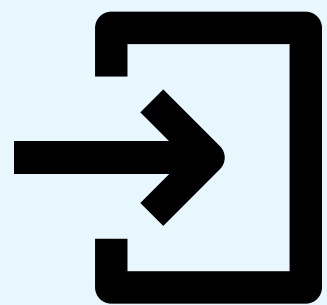
Objective 4: Information and Services for Student Victims

Objective 5: Awareness Events & Campaigns

Objective 6: Training and Prevention Education

Objective 7: Collaborations with Local Stakeholders and Enough is Enough Programs

Campus institutions
encouraged to enter into
collaborative partnerships
with rape crisis centers and
victim's advocacy programs to
prevent and respond to sexual
violence with **strategy** and
intention



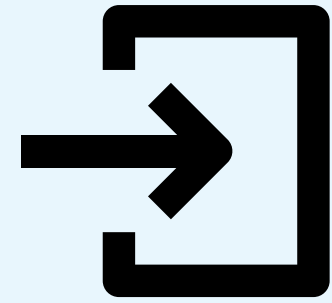
WORKPLAN

THE WORKPLAN DOES NOT:

- Direct how to **hire**, **train**, and **supervise** staff to meet deliverables
- Direct how organizations should be structured to achieve deliverables

RESOURCE: Toolkits and Guidance Documents for
EIE Partnerships (2022)

- [Guide to the Template Memorandum of Understanding](#)
- [Template Memorandum of Understanding](#)
- [Needs Assessment Guide](#)
- [Needs Assessment Tool](#)
- [Collaboration Guidance \(2023\)](#)

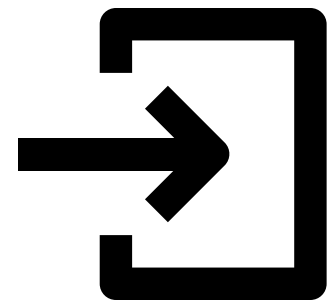


WORKPLAN: A GUIDE

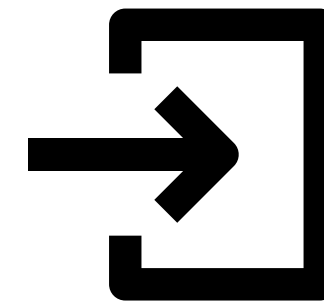
sets the expectations of the funding

REPORTS

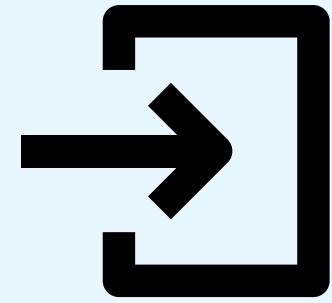
program's opportunity to convey that they met the expectations
of the funding



QUARTERLY



ANNUAL
REPORTS

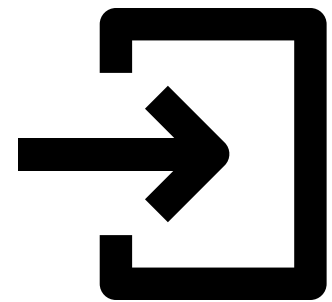


WORKPLAN: A GUIDE

sets the expectations of the funding

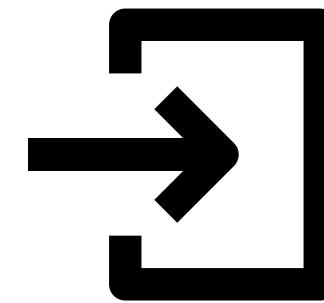
REPORTS

program's opportunity to convey that they met the expectations
of the funding



QUARTERLY

attest to the work being done and
payment being requested in the quarterly
fiscal cost report (FCR) that is submitted
as a claim for payment



ANNUAL REPORTS



Office for the
Prevention of
Domestic Violence

Office for the Prevention of Domestic Violence (OPDV)

Enough is Enough Program Funder

General Email: enoughisenough@opdv.gov

Krystan Luke (Upstate)

krystan.luke@opdv.ny.gov

Dulcie Delfonce (Downstate)

dulcie.delfonce@opdv.ny.gov

Central
Western

Northern
Southern

Lower Hudson
Long Island

New York City

Contact Dulcie and Krystan about:

Work plan

Grant Reports

Fiscal Questions

Staffing Updates

Training and Technical Assistance Center (TTA)

Collaboration between New York State Coalition Against Sexual Assault (NYSCASA) and NYC Alliance Against Sexual Assault (The Alliance)

General TA request form: trainingandtcenter.org/contact/

Upstate Contact: NYSCASA

[Dishpaul Dhuga, JD](#)

[Dimetra Johnson](#)

Downstate Contact: the Alliance

[Trae Banuelos-Rovaris](#)

[Clarissa Espinoza](#)

Central
Western

Northern
Southern

Lower Hudson
Long Island

New York City

Contact us about:

EIE Onboarding after agency
onboarding

Support delivering trainings,
facilitation skills

Resources and best practices

Support with outreach plans and
campus partner meetings

TTA Center Resources



Onboarding Videos

9 videos to get some historical information about the Enough is Enough grant program and basics



Direct EIE Onboarding

Biweekly - monthly meetings with a TTA coordinator to review role specifics and fill in gaps



Ongoing T.A.

Request a meeting at any time

Post questions and information to the Provider Portal



Toolkits & Templates

- MOU
- Needs Assessments
- Grant Reports
- Content-specific resources



Suggest a resource

[Suggest resources here](#) for the TTA Center that would support your EIE work!

1

**Onboarding
EIE Providers**

2

**Supervising
EIE Providers**

Onboarding New EIE Providers: Suggested Timeline



1st Week:

- Agency orientation
- Review TTA Onboarding videos & have questions
- Update OPDV
- Introduce to TTA staff
Schedule onboarding with TTA Center
- Review workplan

1st Month:

- Review agency institutional records for achieving EIE goals (MOUs, NAs, reports, etc)
- Warm handoff of campus contacts
- Attend campus events and begin building relationships
- Set SMART goals

6 Months / First Semester:

- Have a strong familiarity with campus contacts and **where** to locate needed information

12 Months/ First Full Year

- Recap the previous year, identify skills and knowledge gaps, as well as successes!
- Have a strong grasp on **campus climate, needs, and where EIE can fill gaps**

Onboarding Objectives:

Understanding **Enough is Enough Program**

- What it means to be an EIE Provider and why it **matters** for student safety and well-being
- Strong grasp of the program as a whole

Understanding **their Role**

- Identifying & self-initiating key skill development and knowledge needed
- Strong grasp of how their role and the agency fits within the larger context

Understanding **Resources**

- Knowing who to turn to for what and why
- Knowing what you should be able to answer easily and what may require follow-up



PROGRAMS
**Enough is Enough:
Combating Sexual Assault on
College Campuses**



What types of questions should I be asking in Supervision?

How often should I meet with my Enough is Enough staff?

What can I do to prepare for Supervision, especially if I don't have a campus background?



Building campus partnerships

Establishing clear communication channels

Navigating Title IX requirements and protocols

Conducting effective outreach

Evaluating Partnership Success and Growth

Campus Partners,
Outreach, Title IX

Overcoming common challenges

Strategies for proactive problem solving

Balancing workload and resource limitations

Preparing for and responding to changes in campus needs

Using support from TTA

Anticipating
Challenges and
Opportunities

What types of challenges should I anticipate and how do I prepare?

RESOURCE: *“A Guide to Trauma-Informed Supervision”* (PCAR).

A 30+ page toolkit for supervisors and managers at victim service agencies. Clearly defines what constitutes supervision and what is it not, and also includes practical tools such as supervision approaches, agreements, and worksheets

Engaging campus and community stakeholders

Promoting Awareness and Education

Coordinating campus events and trainings

Building collaborative partnerships

Ensuring consistent messaging and advocacy

Responding to public inquiries and feedback

Outward-facing

Internal Communication and Team Coordination

Setting and Tracking Goals

Time Management and Prioritization

Professional Development and Skill Building

Internal Accountability and Compliance

Inward-facing



What does my EIE team actually need from me?

What type of questions should I be able to answer easily? Where do I go if I can't?



Strategic-thinking

- Setting clear, strategic goals

Planning & Accountability

- Tracking and reporting progress
- Anticipating campus needs

Consistency

- Stakeholder engagement
- Establishing routine practices
- Program quality

Remembering that TTA exists!

- Utilizing TTA resources consistently
- Seeking TTA
- Staying engaged with updates

How do I maximize my time with limited staff and turnover?

Strategic-thinking

- Focus on high impact activities
- Set clear, attainable goals
- Delegate responsibilities thoughtfully

Planning & Accountability

- Schedule regular and focused check ins
- Streamlining communication

Consistency

- Cross training on essential skills
- Encourage self care and reasonable workload

Remembering that TTA exists!

- Direct staff to TTA
- Seek TTA during transitions



KEY DATES & DEADLINES



Mark your calendars!



REGIONAL CALLS



- Nov 12 10am – NYC
- Nov 12 3pm - Lower Hudson
- Nov 14 10am – Long Island
- Nov 14pm 3pm – Western
- Nov 20 10 am – Central
- Nov 20 3pm – Northern
- Nov 21st 10am – Southern



Q2 EIE REPORT



- Nov 30 - ALL



COMING UP:



- November training date invitations
- Updated calendar for 2025
- General Onboarding 2.0 sessions



Thank you for attending:

Best Practices for Enough is Enough Managers and Supervisors

Please fill out the evaluation form!

Evaluation: Best Practices for Enough is Enough Managers and Supervisors

Thank you for attending the webinar "Best Practices for Enough is Enough Managers and Supervisors" held on 10/30 by the NYC Alliance Against Sexual Assault. Please use this form to share feedback to improve trainings in the future.

* Required

1. Please select your region *

Central

Long Island

Lower Hudson

Northern

NYC

Southern

Western

2. How would you rate the facilitation of today's webinar? *

1 2 3 4 5 6 7 8 9 10

