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TO: Board of Education

FROM: Dr. Joanna Perkins

DATE: July 14, 2025

SUBJ: ACTION ITEM (Elementary Stop Go Tell Curriculum)

The proposed Stop Go Tell Curriculum in conjunction with our existing Butterfly House MOU would begin August 2025 and run for the length of our MOU.

We appreciate your willingness to listen to Amy Yow and Jennifer Parsons present with me last month in open session and your additional time and candor in closed session with the Executive Cabinet. Our elementary principals are in support of going forward as well. Dr. Cagle, Mr. Auman, and I recommend approval of the curriculum so we can get started planning at the school level with counselors and staff. We believe this will benefit our students, families, and community in a profound way.

I am available to answer any questions you might have.

Sincerely,

Dr. Joanna C. Perkins

Dr. Joanna C. Perkins
Director of K-12 Curriculum Support
& Elementary Education
Montgomery County Schools

Butterfly House
Children's Advocacy Center

The Role of the Butterfly House, Atrium Stanly's Children's Advocacy Center

The Butterfly House is a program of Atrium Health Stanly for the purpose of providing a systematic, multi-disciplinary response to reported cases of child maltreatment in Stanly County and surrounding communities. Child maltreatment is defined as anyone under the age of 18 years old who has been a victim of sexual abuse, severe physical abuse or any other case referred by the multidisciplinary team (MDT). The Butterfly House Children's Advocacy Center may consider providing services for victims of neglect or other circumstances as deemed appropriate to the Butterfly House services. The development of the Butterfly House is based upon the need for coordinated multi-disciplinary interventions to ensure the safety and well-being of the children in our community and surrounding communities. The Butterfly House accepts referrals from Stanly and Montgomery Counties routinely and others as needed. The Butterfly House provides a neutral, non-threatening location for medical examinations and interviews, multi-disciplinary team staffing, and referrals to appropriate community resources for children and non-offending family members.

Vision

The vision of the Butterfly House is to work together as a community to respond rapidly and effectively to all reported cases of child maltreatment with intent to minimize further trauma to the child and non-offending family members, to promote appropriate therapy for the child and non-offending family members, to coordinate follow up medical care as needed, to follow-up with the child and family throughout the periods of investigation and therapy, and to provide information essential to partner agencies and programs for their respective treatment and investigations.

Mission

The mission of the Butterfly House is to provide a centralized, safe and child-friendly facility for medical diagnosis and treatment of victims of child maltreatment as well as to support the investigation and successful prosecution of child maltreatment cases using a multi-disciplinary team approach.

Goals

Clinical Goals:

- Provide services and medical evaluations to child victims of maltreatment in a child-friendly atmosphere.
- Provide advocacy and support to child victims and non-offending caregivers by facilitating access to a continuum of medical and mental health treatment extending beyond the initial evaluation.
- Reduce the number of interviews a child must undergo with different professionals (thereby reducing trauma) and eliminate unnecessary duplication of effort.
- Minimize further trauma to reported victims of child maltreatment and non-offending caregivers by introducing to the CAC process as soon as possible.
- Improve communications to clients throughout periods of investigation, prosecution (if applicable) and therapy.
- Develop an organizational/management structure that will ensure on-going success and growth of the CAC.
- Enhance the legal process by providing solid forensic interviews and ensuring the integrity of potential evidence, which will result in increased rate of successful prosecution of perpetrators.
- Maintain child maltreatment statistics for patients of the Butterfly House.
- Perform all above activities in a cost-efficient and financially responsible manner.

Community Goals:

- To provide students and community members in Stanly County the Stop Go Tell program as well as to increase knowledge and awareness of body safety education.
- To provide community education on child maltreatment awareness and prevention
- Facilitate agency or program collaboration by creating and training a multi-disciplinary team (MDT) that consists of relevant organizations with an interest in child maltreatment cases.
- Perform all above activities in a cost-efficient and financially responsible manner.

Memorandum of Understanding

The current Interagency Agreement is made by and between The Butterfly House Children's Advocacy Center and: Judicial District 28 and Prosecutorial District 28 Attorney's office, Atrium Health Stanly and Emergency Department, Stanly County Sheriff's Office, Albemarle Police Department, Oakboro Police Department, Norwood Police Department, Locust Police Department, Stanfield Police Department, Badin Police Department, Misenheimer Police Department, Monarch, Daymark Recovery Services, Stanly County Health and Human Services, BHCAC Medical Representative, Department of Juvenile Justice, Stanly County Schools, Journey Counseling Services, Clearer Minds Counseling, Creative Counseling and Intentional Growth Behavioral Health Services as took

effect on the date of each signature on the original Interagency Agreement. This Agreement remains in effect, to which this Protocol will be attached.

This Agreement is intended to be binding upon the above participating agencies. The policies and protocols established within this Agreement are intended to be accomplished in conjunction with any and all statutes and policies that are applicable to the participating agencies and are not intended to supersede any requirements of participating agencies mandated by statute. Each participating agency or program acknowledges the Administrative Order set forth on July 12 2005, by Chief District Court Judge Tanya Wallace, updated on February 17, 2011 and signed by the Chief District Court Judge Lisa Thacker, and updated on February 24, 2015 and again on April 17, 2015 signed by the Chief District Court Judge William Tucker, updated on March 18, 2021 and signed by the Chief District Court Judge John Nance, and updated on January 11, 2024 and signed by the Chief District Court Judge John Nance which authorizes each agency to *"release information from its records and files concerning juveniles and their families to any other authorized agency and individual when it is reasonably believed necessary and meaningful to meet the needs of the juvenile for case planning, trial preparation, protection, adjudication, evaluation, disposition, treatment, rehabilitation, care or supervision of the juvenile..... Any and all of the aforementioned agencies are hereby authorized to furnish such information which such agency may possess to any other agency or individual when necessary for the treatment of the juvenile in compliance with Federal and State law affecting the agency."* If any individual agency protocol prohibits this level of sharing of confidential information, such agency will share as much information as possible to enable the Team to make effective decisions regarding the overall well being of the child victim.

An added agreement has been made between the Butterfly House and the Judicial District 28 and Prosecutorial District 28 Attorney's office of Montgomery County, Montgomery County Sheriff's Office, Troy Police Department, Star Police Department, Biscoe Police Department, Candor Police Department, Mt. Gilead Police Department, the State Bureau of Investigations, Montgomery County Schools, Daymark Recovery Services of Montgomery County, Journey Counseling and Consulting, Montgomery County Department of Social Services, Guardian Ad Litem Program 20A/B, and the Department of Juvenile Justice. This Agreement remains in effect, to which this Protocol will be attached. This Agreement is intended to be binding upon the above participating agencies. The policies and protocols established within this Agreement are intended to be accomplished in conjunction with any and all statutes and policies that are applicable to the participating agencies and are not intended to supersede any requirements of participating agencies mandated by statute. Each participating agency or program acknowledges the Administrative Order set forth on December 11, 2019 signed by the Chief District Court Judge William Tucker, updated on March 18, 2021 and signed by Chief District Court Judge John Nance, which authorizes each agency to *"release information from its records*

and files concerning juveniles and their families to any other authorized agency and individual when it is reasonably believed necessary and meaningful to meet the needs of the juvenile for case planning, trial preparation, protection, adjudication, evaluation, disposition, treatment, rehabilitation, care or supervision of the juvenile…….. Any and all of the aforementioned agencies are hereby authorized to furnish such information which such agency may possess to any other agency or individual when necessary for the treatment of the juvenile in compliance with Federal and State law affecting the agency." If any individual agency protocol prohibits this level of sharing of confidential information, such agency will share as much information as possible to enable the Team to make effective decisions regarding the overall wellbeing of the child victim.

Each agency and organization recognize the requirement to address the needs of the child. By working collaboratively, each agency or program seeks to carry out its mission while also fulfilling the mission of the Butterfly House.

The purpose of The Butterfly House Children's Advocacy Center Interagency Agreement is to provide and promote coordination and communication among the participating agencies in order to serve the children and the community. The parties agree to follow a common protocol for investigating allegations of child maltreatment, to commit resources necessary to achieve our common goals, to seek to resolve any differences that might arise between or among agencies, to support the further development of The Butterfly House Children's Advocacy Center, and to place the welfare of children at the center of our efforts.

Our overall mission is to protect children, preserve families, and ensure that abusers are appropriately punished and/or rehabilitated. Specifically, we agree

- To achieve and maintain interagency cooperation and coordination in case management and handling of maltreatment cases.
- To provide for a multi-disciplinary team and case management approach which is focused on the child victims' needs; on the law enforcement, prosecution and civil proceedings involved; and on the family members who are supportive of the child and whose interests are consistent with the best interest of the child;
- To obtain evidence useful for both civil proceedings and criminal prosecution;
- To provide extensive initial case screening, assessment, and validation procedures in order to promptly exonerate the accused or promptly proceed with appropriate civil and/or criminal actions;
- To take into account both child protection and criminal sanctions when making decisions;
- To reduce to an absolute minimum the number of interviews to which an abused child is subjected;
- To advocate for complete separation of the abused child from the suspected perpetrator during the investigation and court preparation process;

- To use interview techniques which elicit accurate information while addressing the therapeutic needs of children of maltreatment and their non-offending caregivers;
- To provide on-site medical examinations by a rostered child maltreatment specialist and provide appropriate referrals and treatment recommendations as indicated;
- To provide extensive and continuing training and education for agency and program personnel and other professionals and volunteers in the community who work with sexually and physically abused children;
- To serve as a source of information, education and referral for the community on issues surrounding sexually and physically abused children, and
- To seek changes in the law as necessary to achieve our goals.

By working together, we will enhance the individual efforts of each agency and program and reach more informed and quicker resolutions with less trauma to the children and their non-offending family members.

Primary Roles in regard to CAC Functions

Butterfly House Coordinator

- The Butterfly House coordinator will coordinate and facilitate the MDT approach to child victims of maltreatment by building effective working relationships with every member of the MDT, working with all MDT agencies and programs to encourage and ensure regular participation in the MDT process and assisting the victim advocate in scheduling and facilitating all MDT Case Review Meetings.
- The coordinator will plan and assist with MDT orientation training and annual MDT training/Protocol Review sessions.
- The coordinator is responsible for continued development of the Butterfly House victim advocate and nursing / forensic interviewer services program.
- The coordinator will assist in tracking all reported cases of child maltreatment that visits the Butterfly House. All statistics are maintained the NCA Trak database. The coordinator can produce standard or customized reports for any team member requesting information.
- The will foster and facilitate effective working relationships with all medical clinician's partnered with the Butterfly House and will conduct regular reviews of the medical process to ensure effectiveness, enlisting new partners as necessary / appropriate.
- The coordinator will report to the Director of Emergency Services and Outpatient Services of Atrium Health Stanly. The victim advocate and nurse / forensic interviewer reports to the director of the Butterfly House. The coordinator ensures the provision of the victim advocate and the nurse / forensic interview services are provided for clients and their non-offending caregivers.

Butterfly House Victim / Family Advocate

- Immediately upon new case referral to the Butterfly House, a CAC victim advocate will be assigned to the case.
- The victim advocate will meet the family at the door and host the child victim and the non-offending caregivers during their visit(s) to Butterfly House.
- The victim advocate will conduct a Psychosocial Assessment of the family and will provide crisis intervention for primary and secondary victims of child maltreatment. The victim advocate will provide the non-offending care-giver information on child abuse, the process of the multi-disciplinary team, and additional resources as needed. The victim advocate's primary role will be to maintain a constant communication link regarding all aspects of the case to the victim, non-offending caregiver, and the multidisciplinary team. The victim advocate will enhance communication between non-offending caregivers, social workers, investigators, and prosecutors to assure the best interests of the child are served.
- The victim advocate provides the non-offending caregiver information on Victim's Compensation and provides them with a copy of the Crime Victims Bill of Rights.
- The victim advocate provides continued support and assistance to primary and secondary victims and non-offending caregivers to aid in the implementation of victim treatment plans. This is accomplished by scheduled telephone contacts, visits for court preparation and other follow-ups as needed. The advocate is available to the child and family throughout the life of the case.
- As requested by the DA's Office and Stanly County Health and Human Services attorney, the victim advocate will accompany and support the child and caregiver throughout any court proceedings.
- The victim advocate will foster and facilitate effective working relationships with all mental health providers partnered with the Butterfly House; and will conduct regular reviews of the referral process to ensure effectiveness, enlisting new mental health partners as necessary / appropriate.
- The victim advocate will refer all appropriate victims and their families to counseling. The victim advocate will maintain a current list of counselors/therapists in the area to assist the parent/guardian in choosing the appropriate service. The victim advocate will assist non-offending caregivers with information on other resources / referrals needed when appropriate.
- The victim advocate tracks all reported cases of child maltreatment that visits the Butterfly House. All statistics are maintained in NCA Trak database. The victim advocate can produce standard or customized reports for any team member requesting information.
- The victim advocate will be responsible for assisting the director with scheduling and facilitating MDT Case Review Meetings.

Butterfly House Nurse / Interviewer

- The trained forensic interviewer will perform interviews on children of reported child maltreatment referred to the Butterfly House using an accepted forensic interviewing model such the National Children's Advocacy Center (NCAC) Forensic Interview Structure, RADAR, Child First, etc. Therefore, the forensic interviewer must have current, effective forensic interviewing skills, and must maintain/update these skills on an ongoing basis.
- The forensic interviewer will document a brief typed summary of the forensic interview immediately after the interview takes place.
- The nurse will conduct a brief medical history as needed, will assist the medical clinician in the certified medical exam, order appropriate labs, radiologic films, and follow up on any medical recommendations or orders, such as consults, etc ordered by the medical clinician. The nurse will communicate results to the appropriate team members, medical clinicians, and non-offending caregiver. The nurse will input accurate data into the NCA Trak database and the medical recommendation spreadsheets.
- It is the Butterfly House interviewer's responsibility to ensure proper working order of equipment for interviews conducted with victims at the Butterfly House.

Department of Social Services (DSS)

- The investigating DSS/CPS social worker (in consultation with his/her supervisor) will make an assessment as to the safety of the child and determine the course of action to ensure the safety of the child. If necessary, DSS will petition the court and the resources and information gathered by the Butterfly House will be used to assist the juvenile in court proceeding.
- The investigating DSS/CPS social worker (in conjunction with his/her supervisor) and the CAC Victim Advocate, are responsible for assessing and/or providing the victim's family with appropriate referrals for treatment, financial supports and other community services.
- The investigating DSS/CPS social worker (in conjunction with his/her supervisor), is responsible for obtaining any information regarding additional or previous DSS history and sharing this with the law enforcement investigator, the District Attorney's office, and the MDT as soon as possible.
- The Department of Social Services Child Protective Service is expected to attend MDT Case Review meetings (in Stanly County monthly and in Montgomery County quarterly) and case specific reviews as needed.

Law Enforcement

- Law enforcement investigators are expected to attend MDT Case Review Meetings (and case specific reviews as needed) when there are new or open CAC cases within their respective jurisdictions, Stanly County

Sheriff's Office and Albemarle Police Department will have a detective attend monthly MDT Case Review for Stanly County. Montgomery County Sheriff's Office and Troy Police Department will have a detective attend quarterly MDT Case Review for Montgomery County.

- The law enforcement investigator is responsible for ensuring that all pertinent evidence, including results of the forensic medical examination, interviews and written statements, are collected and the information is shared with the investigating DSS/CPS social worker/supervisor, the District Attorney's office and subsequently the MDT.
- The law enforcement investigator is responsible for obtaining any information regarding additional or previous law enforcement history and sharing this with the DSS/CPS social worker/supervisor, and subsequently the MDT.

District Attorney's (DA)Office

- The DA's Office shall have representatives who will serve on the MDT. At least one DA representative will participate in monthly MDT Case Review and case specific reviews as needed.
- The representatives of the DA's Office shall share their expertise with the investigative members of the MDT regarding investigations / evidence collection of child maltreatment.
- In assessing child maltreatment cases for prosecution, the DA's Office will consider all evidence and the legal sufficiency of such evidence. Legitimate and legally sufficient cases will be aggressively pursued.
- The DA's Office is responsible for preparing the victim and all state's witnesses for trial. This preparation may be done in conjunction with the Butterfly House Victim Advocate.
- The Victim Advocate at the Butterfly House will work with the District Attorney's office to coordinate the initial meeting with the patient and non-offending family member and will provide advocacy with court preparation.
- The DA's Office will consult with all involved agencies when considering appropriate pretrial and bail conditions.
- The DA's Office will consult with and consider input from the victim and law enforcement when formulating a plea offer. Ultimately any plea agreement shall consider the seriousness of the crime, the strength of the case and the dangerousness of the offender.
- Felony screening shall be conducted by the DA's Office with respect to proceeding with prosecution. The DA's Office shall advise the law enforcement investigator of what if any additional evidence is required to prosecute.
- When a decision is made by the DA's Office regarding a Butterfly House case, the DA's Office will communicate the decision to the investigative team and the MDT. The DA's office will communicate the outcome to the victim and victim's family.

Stanly County Health Department

- The Stanly County Health Department (SCHD) will allow the certified interpreter to assist with Spanish speaking families when needed if SCHD has time available.

The Butterfly House, Atrium Health Stanly's Child Advocacy Center, Protocols for Investigations of Child Sexual Abuse

Stanly and Montgomery Counties

Composition and Structure of the CAC Multi-Disciplinary Team

The team will be composed of representatives of the following agencies, programs and disciplines:

- District Attorney's Office, 28 Judicial and 28 Prosecutorial District
- Stanly County Health and Human Services
- Montgomery County Department of Social Services
- Stanly County Sheriff's Office
- Albemarle Police Department
- Oakboro Police Department
- Misenheimer Police Department
- Norwood Police Department
- Stanfield Police Department
- Locust Police Department
- Badin Police Department
- Montgomery County Sheriff's Office
- Troy Police Department
- Star Police Department
- Mt. Gilead Police Department
- Candor Police Department
- Biscoe Police Department
- Stanly County Schools
- Montgomery County Schools
- BHCAC Medical Director
- One or more medical clinician
- One or more mental health provider (counseling service)
- Butterfly House Coordinator
- Butterfly House Nurse / Forensic Interviewer
- Butterfly House Victim Advocate

And, on an "as needed basis", the team may be expanded to include other professionals as necessary to augment the team's mission on a case-by-case basis at the discretion of the team.

Facilitation of the Team: The team shall be chaired and facilitated by the Butterfly House Director or his/her designee.

Information Sharing: Information about allegations and evidence collected will be freely shared among the team members as needed.

Investigative Protocol and Procedures for the MDT for Child Maltreatment

1. Receipt of Reports of Suspected Child Maltreatment

Reports of suspected child maltreatment including child abuse, neglect or dependency must be reported to the Department of Social Services according to State Statute G.S. 7B-301. If a report is made to any other agency or program mentioned below, the agency or program will direct the report to be made to the appropriate Department of Social Services agency.

- Stanly County Department of Social Services at 704-982-6100 from 8:30 a.m. to 5:00 p.m. each workday. After 5:00 p.m., reports should be made through Emergency Communications at 704-986-3700. Montgomery County Department of Social Services at 910-576-6531. After hour reports should be made via Emergency Communications.
- Stanly County Sheriff's Office, Albemarle Police Department or other police departments within Stanly County through Emergency Communications at 704-986-3700. Montgomery County Sheriff's Office and other police departments within Montgomery County via Emergency Communications.
- The Butterfly House Children's Advocacy Center at 980-323-4625 from 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00p.m. on Friday.
- Or from any medical / mental health organization in Stanly County and Montgomery County.

Reports of suspected child maltreatment may be made by any agency, program, family member or other individual through telephone contact, personal interview or written correspondence to the Department of Social Services (DSS) or Jurisdictional Law Enforcement Agency. If forms of child maltreatment are suspected, DSS or law enforcement should make a referral to the Butterfly House CAC if appropriate. The Butterfly House shall provide each agency with a standard referral form. It is the practice of the Butterfly House that no reported offender be in the center while a child victim is being evaluated.

Each MDT agency or program receiving a report of child maltreatment, as defined in the first paragraph of the protocol, will immediately fax a referral form to the Butterfly House CAC at 980-323-4627, in addition to the agency's reporting requirement. Any non-law enforcement agency receiving the initial report of child maltreatment will immediately advise the law enforcement agency having

jurisdiction. Stanly and Montgomery County DSS will fax referrals for all new reports of child sexual abuse and other forms of maltreatment as needed to the Butterfly House upon assignment to a Child Protection Services (CPS) social worker. A CPS social worker will make immediate oral notification to law enforcement by a telephone call if DSS has evidence that a juvenile may have been abused as defined by G.S. 7B-101 or when the director receives information that a juvenile may have been physically harmed in violation of any criminal statute by any person other than the juvenile's parent, guardian, custodian, or caretaker. Written notification takes place within 48 hours by fax to law enforcement and the DA's office. If the location where the event allegedly occurred is unclear, the Stanly County Sheriff's Office will be contacted. Likewise, if a report is made to any law enforcement agency regarding child maltreatment, the law enforcement agency and the Butterfly House will determine, based on the details of the report, if DSS should be contacted. If unclear, DSS will immediately be contacted by either law enforcement and / or the Butterfly House. If, at any point in the investigation, it is determined that DSS involvement is appropriate, DSS will immediately be contacted by an MDT member.

2. Initial Response to Suspected Child Maltreatment

- The responding social worker and/or law enforcement officer will gather as much pertinent information as is necessary to confirm an allegation of child sexual or physical abuse, and to ensure the immediate safety of the child. If the report is screened in by Stanly County DSS or Montgomery County DSS for sexual abuse, a referral for the Butterfly House will be faxed as soon as possible. If the DSS/CPS social worker determines that the case will be referred to the Butterfly House for other types of child maltreatment and to decrease extensive multiple interviews of the child victim, the DSS/CPS social worker will provide a minimal fact interview to ensure the child's safety. Any contacts/collaterals, which might provide necessary information to the investigation, shall be noted for follow-up by the responding investigators.
- Screening of reports by DSS and law enforcement will follow each agency's policies and procedures; however, extensive interviews of reported child victims should not be conducted if the patient is referred to the Butterfly House unless the child's safety is compromised.
- The Butterfly House staff shall provide each agency with a standard Child Maltreatment Incident Report form detailing the information the team needs obtained from any reporter. This form shall be used by each agency; the form shall be reviewed yearly and updated by the team on an as-needed basis. Incident Reports will be hand delivered, emailed securely to ButterflyHouseCAC@atriumhealth.org or faxed to the Butterfly House at 980-323-4627 by DSS, medical and mental health provider's, the jurisdictional law enforcement agency and/or DA's office.

- Upon receipt of a referral, scheduling of interviews and examinations will be made by the Butterfly House staff and will follow Butterfly House procedures.

3. Investigations- General Operating Philosophy

- All information gathered in the investigative process must be kept confidential and may only be shared with members of the MDT. The extent of information that will be shared with the non-offending caregiver will be determined by the team on a case-by-case basis.
- The DSS worker and police investigator shall act as a team (when DSS is involved in the investigation) and will consult with representatives of appropriate agencies such as the District Attorney's Office, SANE / Butterfly House medical clinician, Butterfly House staff and mental health agencies. All entities involved will act swiftly from the intake to the completion of the investigation.
- Multi-disciplinary discussions will occur on all cases. However, final decision on disposition will follow the mandates of each agency.
- When a report is received by the Butterfly House and there is evidence that a child may have been abused, contact will be made to the District Attorney's office by the jurisdictional law enforcement, and an Assistant District Attorney (ADA) will be assigned to the case and will work with the investigative team.

4. Confidentiality

During the pre-interview discussion that the Butterfly House director, victim advocate or nurse / forensic interviewer conducts with the child's non-offending caregiver, the Butterfly House services are explained, and all appropriate documentation signed and completed. Confidentiality is thoroughly explained to the non-offending caregiver / guardian, and they are made aware of the agencies that the Butterfly House will be sharing information with. The non-offending caregiver is asked to sign a HIPAA Release of Information Form acknowledging that the Team will be sharing information amongst themselves.

Release of Medical Record: The Child Advocacy Center provides Butterfly House records to members of the multidisciplinary team after obtaining HIPAA release of information consent signed forms. To release the Butterfly House medical record otherwise, a court order must be obtained and sent to the Butterfly House. The Butterfly House follows Atrium Health Stanly policy for releasing medical records to the Clerk of Court.

5. Forensic Interviews

Purpose of the Forensic Interview: A forensic interview is an unbiased, fact-finding structured conversation with a child that is developmentally and culturally sensitive and is designed to elicit accurate accounts of events. The goal of the interview is to assess and to identify if abuse or maltreatment has occurred for the purpose of medical diagnosis and treatment. Forensic interviews should be

child-centered and coordinated with the MDT to avoid duplication. An interview may be conducted with a child when there are concerns that he/she has been a victim of child maltreatment or when a child has been witness to a violent or abusive act perpetrated on another victim. The interviewer should adopt a hypotheses-testing approach and maintain objectivity throughout the conversation.

The investigative team consisting of DSS and Law Enforcement in caretaker cases, (or Law Enforcement in non-caretaker cases), plus medical and mental health personnel, will decide on a case-by-case basis in which order interviews will be conducted with the child/children, offending person, siblings, parents (non-familial cases), non-offending caretaker (familial cases) and other collaterals. ***Every child victim should be interviewed at The Butterfly House unless the child is in immediate risk.*** If, for any reason, the interview cannot take place at The Butterfly House, it should take place under circumstances where the child's disclosure would not be influenced by a caretaker or offending person.

Scheduling of Interviews: Interviews of the reported child victim should be scheduled and conducted as soon as possible from the time the Incident Report is received by The Butterfly House, unless child or family circumstances prevent this from happening. Interviews of non-offending caretakers and siblings (either being interviewed as potential victims or as collateral sources), should also occur within this timeframe. Other children identified as potential victims should be screened for a Butterfly House interview as soon as possible following the team's awareness.

- All interviews must be scheduled on the Butterfly House interview appointment calendar, including child's name, names of investigative team members (i.e. Detective, social worker, etc.), and date/time, etc.

Pre-Interview Data Gathering: Both the detective and the Department of Social Services (DSS) social worker will gather as much historical background and collateral information as possible prior to the interview being conducted.
Interview Preparation: The MDT members present will meet prior to the interview to brief one another on the known facts. The Butterfly House professional nurse / forensic interviewer conducts all interviews, unless there are extenuating circumstances that prevent him/her from doing so. Prior to the interview, the Butterfly House staff will prepare the DVD recording equipment to ensure proper working order. The interviewer should record on the DVD(s) the following:

a. The interviewer's name
b. The child's name
c. The names of other parties present (e.g. interpreter/parent if applicable)
d. The date of the interview

The interviewer will leave all personal equipment, i.e. pager, cell phone, weapons, etc. outside of the interview room.

Interview Attendees: It is the practice of Butterfly House that the professional forensic interviewer will conduct the interview unless extenuating circumstances prevent him/her from doing so. In the event that one of the forensic interviewers is not available to do the interview, or for any reason should not conduct the interview, the team will decide who will conduct the interview. If necessary, the child and family will be rescheduled. The remaining team members will monitor the interview for content via closed circuit TV. This will allow for the electronic monitoring of the equipment and ensure that it functions properly (see Section E below). In order to provide an objective assessment and minimize trauma of the child, family members and other collaterals will be excluded from the interview room and observation area. Exceptions to this standard practice shall be left to the discretion of the Team.

Interpreters: It may be necessary for an interpreter to be present in the interview room. If so, the following guidelines will apply:

- The CAC will secure and use the I-Pad from Atrium Health Stanly using the Stratus Translation Services when an interpreter is needed. The CAC staff will communicate with the house supervisor at Atrium Health Stanly to reserve it for the date and time of the interview.
- The interpreter must acknowledge and confirm in writing that he/she will, in so far as possible, translate everything verbatim; there will not be any paraphrasing. If a word used is not in one's language, it will be defined and/or described, or the interpreter will ask for another word to be provided.
- A live interpreter will position him/herself next to the interviewer, facing the child. The interviewer will speak directly to the child, not to the interpreter.
- The live interpreter will sign a consent prior to translating during a forensic interview or medical exam acknowledging they will repeat verbatim what the child and forensic interview speak.
- The interpreter must not be a family member of the child nor a close familial contact. The investigative team will, when possible, select the certified interpreter from the approved list of interpreters. The Butterfly House staff will coordinate the arrangements with the selected interpreter.

Parental Involvement in Interview: It is the Butterfly House's practice that the non-offending caregiver should not be present in the interview room when the victim is being interviewed. However, if the parent must be present, due to the child's level of discomfort/anxiety, the following should be asked of the parent:

- He/she should escort the child to the door of the interview room, and then see if the child will enter the room without the parent.
- If the parent remains, he/she should sit behind/beside the child without physical or verbal contact.
- The interviewer must identify the parent on the recording.
- The parent does not speak unless encouraged by the interviewer.

- Once the child is engaged with the interviewer, the parent should leave the interview room.

6. Video and or Audio Recording Procedures

All interviews conducted at The Butterfly House should be recorded on DVD. The DVD recording should be started before the child and interviewer enters the room and should NOT be turned off until the conclusion of the interview and the child and interviewer leaves the room. The recording should be continuous from start to finish even if the interviewer or the child leaves the room. If the child and the interviewer leave the room, upon their return, the interviewer should provide a brief synopsis of the dialogue that occurred off camera.

It is the responsibility of the Butterfly House staff to prepare and operate the equipment, as indicated on the instruction sheet that is in the team observation room. (Other MDT members must be trained on the electronic equipment in the event they need to operate the equipment) Note that each DVD used must be protected from overwriting and should be marked as such.

The forensic interview will be recorded via the I-Record recording system, then it will be downloaded to a DVD and will be stored in a fireproof, water resistant locked file cabinet in the Butterfly House. After obtaining consent, a copy will be made after the interview and secured as evidence and placed in the jurisdictional law enforcement agency's Property / Evidence Room by the case Detective if law enforcement is involved. The original law enforcement DVD will remain the sole property of the jurisdictional law enforcement agency.

If, during the interview, the equipment malfunctions, the Butterfly House staff (or designee) will respond to the problem immediately. I-Record technical support will be called immediately. However, the interview will proceed uninterrupted. Regardless if the recording resumes (e.g. the camera begins working again), the interview will continue uninterrupted and the DVD containing intermittent video/audio or just audio will be handled/stored as described above.

7. Audio / Video Storage and Usage

All DVD's will be labeled with the child's name and date of birth, interviewer's name, Butterfly House case number, medical record number, and the date of the interview. All DVDs will be used for the purposes of the investigation and prosecution of child maltreatment. DVDs will not be used for professional training purposes, with the exception of peer reviews. Attendance at peer reviews will be limited to the Butterfly House staff and representatives from other CACs.

8. Defense Access to DVD

The District Attorney's Office will control access to and coordinate the viewing of the DVD with the defense with criminal proceedings. The recorded interview (DVD) will not be disseminated unless for court ordered purposes.

9. Notification of Digital Video Recording Interview

Non-offending legal caregiver(s) will be verbally notified by a member of the MDT Team regarding the video/audio recording of the interview. The non-offending legal caregiver will be asked to sign a standard acknowledgement form confirming their receipt of notification regarding the recording of the interview. This form will be held in the CAC case file.

Forensic Interview Protocol

Opening the Interview: At the beginning of the interview, the child should be informed, in an age-appropriate manner, that the interview is being recorded. In the event that the child refuses to continue after notification, the interviewer and the child will take a break, the recording will continue, and the MDT will determine how to proceed on a case-by-case basis.

Interview Protocol: Interviews should be designed to meet the individual child's need. Multi-session interviews are available as requested by the investigating body and / or MDT. Though the interview will be conducted in a manner consistently with each child throughout the structure of the interview, it will concur with the child's developmental level as it is assessed in the first stage of the interview. The Butterfly House Forensic Interviewer currently uses the National Children's Advocacy Center Forensic Interview Structure. The interview should consist of three parts: (1) the rapport building phase, (2) the information-gathering phase and (3) the closure. All three parts are of equal importance.

- During the rapport building phase, the interviewer begins conversation with the child / teen to begin open communication.
- During the information-gathering phase, the interviewer should begin the discussion with a broad approach, followed by focused or refined discussion. Questions posed should be of a non-leading nature. Use of interview aids, such as anatomically correct anatomical drawing, anatomically correct dolls, etc may be used at the discretion of the nurse and MDT.
- The closure phase should include specific questions and provide for some free dialogue. The interviewer may address issues of child safety and inform the child that follow-up is available if needed. During this phase of the interview, the other team members should review their notes and determine if the interviewer needs to further clarify information received from the child. If evidence is to be introduced, the FI should obtain and introduce it at this time.

Information to be obtained during the Interview: The interviewer should attempt to acquire the following information for each reported incident of abuse that is disclosed. The interviewer is allowed to use interview aids at the discretion of the FI during the interview. These could include but not limited to: anatomical dolls, anatomical drawings, drawings and or pictures. However, the child's developmental level should be taken into consideration. The interviewer will introduce evidentiary information only as requested by the investigating body and or prosecution. (The following is listed in random order.)

- Identity and description of the reported perpetrator(s)
- Acts that occurred during the reported maltreatment
- Number of occurrences
- Description of each reported incident of maltreatment
- Conversations that occurred before, during and after the reported maltreatment
- Possibility of use of bribery
- Possibility of use of threats
- Possibility of use of force
- Sensory details
- Instrument(s) used in or related to the reported maltreatment
- Possibility of the use of pornography
- Possibility of drug and/or alcohol use by child
- Possibility of drug and/or alcohol use by reported perpetrator
- Scenario leading to the reported maltreatment
- Possibility of physical injury (perceived or verified)
- Motivation for the disclosure / lack of disclosure / recantation
- Time of day, date and year of the reported maltreatment
- Location(s) of the reported maltreatment
- Whereabouts of others at the location of the reported maltreatment
- Possibility of someone observing the reported abuse
- Name(s) of individual(s) to whom the child reported the maltreatment
- Other possible victims of the reported perpetrator
- Other children who have had prior/current contact with the reported perpetrator
- The possibility of electronic communication regarding abuse

Post Interview Activities: A child medical evaluation (CME) will be conducted after the forensic interview by a CMEP Rostered Medical Clinician. The child will be returned to the non-offending caregiver(s) and will be hosted until departure from the Butterfly House by the Butterfly House Victim Advocate. The MDT members present will convene in the Butterfly House Team Room immediately following the conclusion of the interview and medical exam for a team debriefing. A discussion / decision that must be made by the MDT following the interview and exam concerns the extent of information that will be shared with the non-offending caregiver prior to the child's / family's departure from the facility. The

MDT members will determine at this time or at the monthly Case Review meetings, on a case-by-case basis, if a child needs more than one interview.

During the MDT debriefing, information will be shared immediately amongst the interviewer and MDT members. Each MDT member will complete their agency respective documentation and, if requested, will provide a copy of their documentation to other MDT members as agency regulations dictate.

It is the standard practice of Butterfly House to allow each child that visits the Butterfly House as a patient, regardless of whether or not they are interviewed, or whether or not a disclosure has been made, to select toy to take home if available. This presentation will take place at the conclusion of their visit. Children will not be told of this until the interview has concluded.

Field Interviews: Children may need to be interviewed in the field to determine if a Butterfly House appointment is warranted. As previously discussed, this initial screening should be limited. A recorded interview at Butterfly House should occur as soon as possible following the field interview.

Interviews with Non-Offending Caretaker(s) / Siblings / other Possible Victims / Possible Witnesses

Investigative team members (law enforcement / DSS) should interview siblings and collaterals who may have observed behavioral or physical changes in the child or may have heard statements made by the child which may provide additional information. Standard practice dictates that these individuals will be interviewed. Exceptions to this standard practice shall be left to the discretion of the investigating team. These interviews may be conducted at the Butterfly House if so desired by the investigating team. In the case of the non-offending caretaker(s), the investigating team will assess the non-offending caretaker(s) ability and willingness to protect the child before, and after, the reported incident(s), and will take appropriate action according to their agencies' protocols. Actions taken should be made on the side of caution to ensure future protection and well being of the victim, siblings, etc.

Interviews with Reported Perpetrator(s)

- It is the practice of Butterfly House that under no circumstances will interviews with reported adult perpetrators take place at the Butterfly House by Butterfly House staff.
- It is the practice of the Butterfly House during the forensic interview to do a fact-finding interview to obtain the truth from the child. If, during an interview, a victim discloses having performed offending activities, the interviewer will acknowledge the statement by saying that he/she can talk about that after this interview, and then will immediately move on and the interviewer will not pursue questions related to offending acts. The Butterfly House works only with victim issues and not offender issues, the latter being the responsibility of law enforcement and law enforcement will be notified if this occurs.

Medical Assessment and Examination

Medical Examinations: A medical examination is essential in many child maltreatment reports. The purpose of the medical exam is to assess the medical condition of the child; document any injuries; make a diagnosis; recommend a treatment regimen; and to decrease multiple medical evaluations. Medical examinations will be conducted on each child victim seen at the Butterfly House if possible, by a CMEP rostered medical clinician regardless of ability to pay. Exams conducted at the Butterfly House will be performed when possible, by a CMEP rostered medical clinician on staff or with a Medical Linkage Agreement. The medical clinicians are rostered by the Child Medical Exam Program at the University of North Carolina at Chapel Hill. Medical examinations will typically take place as soon as possible after the forensic interview. 100% of abnormal or diagnostic findings will be reviewed by an expert. The MDT will brief the rostered medical clinicians of the disclosure prior to the medical exam and the medical clinician will discuss findings with MDT after the medical exam.

- Assess need for medical and mental health treatment
- Help ensure the health, safety, and well-being of the child
- Diagnose, document, and address medical conditions resulting from abuse
- Determine the presence or absence of physical findings and / or behavioral changes that are specific to or compatible with reports of child maltreatment
- Differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions
- Diagnose, document, and address medical conditions unrelated to abuse
- Obtain an assessment of the victim's general health, cognitive functioning, emotional / behavioral problems, growth and development, and old injuries and signs of neglect / abuse needing further evaluation and / or treatment
- Collect physical evidence-as needed
- Provide assurance to victims and non-offending caretakers about the child's general health and provide education on child abuse, and educate about available community resources
- Facilitate access to appropriate treatment

Medical Examinations shall include:

- A medical history interview with the patient, if age appropriate, by the Butterfly House medical clinician, nurse, or trained Butterfly House staff.
- A complete physical examination (head to toe)
- Complete and thorough documentation of physical exam
- Complete and thorough documentation of physical evidence of maltreatment

- Sexually transmitted infection testing done when deemed necessary by the Butterfly House medical clinician / nurse or when specifically requested by the investigative team
- Photographs/video prints shall include:
    - Location of exam/interview
    - Date and time photographs were taken
    - Child's name and visit number
    - Description of each photographic position and findings by Medical Clinician or nurse

Medical Exam Process:

1. Suspected abuse and neglect cases will be examined at the CAC after law enforcement and/or DSS are involved, and a report has been made. For acute sexual assault cases, the victim should be taken to the nearest medical center for treatment (preferably Atrium Health Stanly, a hospital that has a SANE nurse examiner), where evidence collection will follow standard procedures. A referral to the Butterfly House for a forensic interview and certified medical exam should be made by the emergency department, law enforcement, DSS, or a medical clinician.

2. All medical exams at the Butterfly House will begin with a Butterfly House nurse or trained staff member, or Butterfly House medical clinician conducting a screening medical history on the child and completing any necessary forms. The questions will be limited to those that are medically appropriate. The nurse/trained staff member and/or the medical clinician will have observed the forensic interview and/or have received information from the investigative team prior to the examination, thus reducing the amount of duplicative questioning to which the family will be subjected.

3. The non-offending parent or caregiver may be present during the physical exam, if necessary.

4. The Butterfly House CMEP rostered medical clinician will perform a general screening physical exam including a physical abuse, neglect, and a sexual abuse exam. The medical clinician will record his/her findings, observations of the child's general appearance, emotional state and reactions of the child as well as any statements made by the child in the child's own words. The medical clinician will order appropriate procedures (i.e. x-rays) as deemed necessary to screen for injury in child maltreatment and appropriate medical intervention will be provided or referred by the clinician caring for the client at the Butterfly House. The medical clinician uses electronic medical record (EMR) to record findings and document the patient's assessment.

5. The sexual abuse exam should include a specific exam of genitalia and anus with the assistance of a Cortexflo or Butterfly House digital camera if needed for magnification and/or photographic documentation. Photographs will be produced from the camera or Cortexflo.

6. It is the responsibility of the investigating team to determine if the child has had any prior medical examinations focusing on the effects of child maltreatment.

7. Appropriate specimens for sexually transmitted infections will be obtained during the exam when ordered by the medical clinician.

8. Patient will be sent to the hospital lab on same day if possible (or next day) for any blood tests necessary ordered by the examining clinician. If further diagnostic or forensic testing is necessary that cannot be conducted in the Butterfly House medical exam, the Butterfly House medical clinician or nurse will make arrangements for such testing in conjunction with the investigative team.

9. Laboratory work will be tracked by the Butterfly House medical clinician or nurse/trained staff member. Abnormal lab findings that need follow up will be released to the primary care medical clinician to assure proper medical follow-up is provided. The medical clinician, MDT, caretaker and CAC staff will be notified of the results.

10. The Butterfly House medical clinician and/or nurse can collect and preserve evidence with the assistance of the law enforcement detective to assure the chain of evidence is maintained when appropriate

11. The medical clinician and/or nurse may briefly meet with the MDT that are present following the evidence collection exam.

12. If the child makes a disclosure of reported abuse during the exam, the MDT will be notified immediately upon completion of the exam. The medical clinician will ensure notation of the disclosure made during the exam in the child's medical record.

13. Medical records, including video/photographs, will be kept in a waterproof, fireproof locked file cabinet in the Butterfly House filed by name and case number. Digital medical records are maintained via Atrium secure server.

All reported child maltreatment cases, for the purpose of medical examinations will be classified into one of two types of cases: emergent or non-emergent.

Emergent Cases are defined as those in which any one of the following criteria is met:

- Medical intervention is needed emergently to assure the health and safety of the child
- The disclosed assault may have occurred within the previous 72 hours for kids and adolescents and the transfer of trace evidence may have occurred which will be collected for later forensic analysis
- There may be need for post-exposure prophylaxis for sexually transmitted infections or emergency contraception
- The child complains of pain in genital or anal area
- There is evidence or complaint of ano-genital bleeding or injury
- The child is experiencing significant behavioral or emotional problems and/or needs evaluation for possible suicidal ideation
- Evidence of non-accidental trauma

In emergent cases, the victims should be taken to the nearest medical facility (Atrium Health Stanly) for evaluation, treatment, and where evidence collections can be obtained if needed. Depending on the circumstance and age, a potential physical abuse victim may need transfer or direct transportation to Atrium Health Levine Children's Hospital for additional workup, per child protection team guidelines. A referral should be made to the Butterfly House CAC for the victim to obtain an appointment as soon as possible.

Non-emergent Cases are defined as cases that do not meet emergent criteria. A referral will be made to the Butterfly House with an appointment being made as soon as possible after the report, unless child or family circumstances prevent this from happening. This also allows time for coordination with the Butterfly House medical clinician, nurse, DSS, law enforcement, and other appropriate members of MDT.

Mental Health Treatment

Due to the traumatic nature of child maltreatment, a mental health professional should be involved in most cases as soon as possible. The Butterfly House will not provide on-site mental health treatment services; rather, we have partnered with multiple mental health providers through Linkage Agreements. The mental health agencies with agreements will have providers with 40 contact hours training in a recognized trauma informed therapy, such as PCIT, EMDR, TF-CBT, AF-CBT, CPP, and CFTSI. The Linkage Agreement confirms membership on our MDT as well as the provider's agreement to share information with the MDT while abiding by the confidentiality requirements as outlined in this protocol. The Butterfly House Victim Advocate provides information on the availability of local mental health services to all patients and non-offending caregivers. Additionally, the Victim Advocate will refer appropriate child victims and/or non-offending family members into therapy after discussion with those involved in the care of the child, as well as obtaining the family or non-offending care-giver's consent. Once an agency or program is selected by a family, the therapist providing treatment to the child is invited to the Butterfly House to view the child's digital recorded video interview, and they are also invited to attend monthly case review meetings to receive case updates, be involved in strategic case discussions, and to communicate any particular needs of the child that can be addressed by the MDT. Mental health professionals can assist the child and family by:

- Making treatment recommendations for victims and non-offending caregivers
- Evidence-based treatment available as well as consultation to MDT (ie: Licensed mental health providers rostered with: Trauma Focused-Cognitive Behavioral Therapy, Parent Child Interactive Therapy, and Trauma Focused-Cognitive Behavioral Therapy-Problematic Sexualized Behaviors.
- Providing treatment for child maltreatment victims
- Providing treatment for siblings and non-offending caretakers

- Assisting in the interpretation of information obtained during the intervention process
- Providing testing as needed
- Making referrals within the community to assist in formation of a network of resources for the child and family
- Providing crisis intervention and support
    - Steps for managing a Mental Health Crisis at the Butterfly House CAC
        - Call the patient's current therapist/provider if available
        - Refer client to walk in to Daymark or Monarch during office hours
        - Call Mobile Crisis for Daymark at 866-275-9552 or Mobile Crisis for Partner's at 833-353-2093
        - Refer the patient to the appropriate ED-Atrium Health Stanly or Behavioral Health Charlotte

- Helping to educate the child and family regarding the impact of child sexual abuse and appropriate expectations for the child's development
- Updating the MDT with any relevant information while at the same time protecting the rights to confidentiality with proper release of information HIPAA forms signed and working under the authority of a court ordered Administrative Court Order.
- Updating appropriate MDT members timely, including but not limited to, the DA's office, Law Enforcement, and the Department of Social Services, with any additional or new information.

The referral process should consider the family's financial situation. Families should be provided any information regarding financial assistance that is available. Mental Health referrals will take place regardless of the ability to pay. The Butterfly House victim advocate will offer to coordinate the initial referral activity for the child and non-offending caregivers regardless of their ability to pay.

Multi-disciplinary Team Responsibilities

Regularly scheduled MDT Case Review Meetings will be held to review and strategically discuss all open cases. All MDT agencies are expected to be represented at every Case Review meeting, unless exigent circumstances arise. These meetings will be held monthly at the Butterfly House, typically the third Tuesday of each month to discuss existing cases and trends of new cases. MDT Case Review Meetings will be used as the primary vehicle for communication between all agencies regarding most aspects of the investigation and prosecution of child sexual and physical abuse cases, neglect, and drug endangerment. However, the Case Review Meetings do not eliminate the

necessity for ongoing communication among professionals outside of the meeting forum. In furtherance of the goal, the meetings will serve as a forum for sharing information, ideas and resources, joint problem solving, networking, and the collaborative development of a specific plan of action for each open case of child maltreatment. Results of medical exams, psychological evaluations and other pertinent information will be shared between MDT Team members. The multi-disciplinary team will include but not be limited to the following agencies in Stanly and Montgomery County: law enforcement, the Department of Social Services, prosecution, mental health provider, Stanly and Montgomery County Schools, medical clinician, victim advocate, forensic interviewer, and CAC staff. A Confidentiality Agreement will be signed by each member of the Multidisciplinary Team attending the Case Review at the beginning of each meeting to ensure confidentiality is maintained.

It is the primary objective of the MDT to focus, at all times, on the well being of the child victim and of avoiding any unnecessary trauma to the child victim. Further, every MDT agency or program representative agrees that information pertaining to children and families will be held in the strictest confidence outside the MDT meetings.

The Butterfly House Director, Victim Advocate or ADA will facilitate these standing MDT Case Review Meetings. The Victim Advocate will email the MDT at least one week prior to the meeting date as a reminder of Case Review and email a secure list of open cases to the MDT members. Each Case Review Meeting agenda will include discussion of all open cases as follows: (a) cases received since prior meeting, (b) cases that need follow-up attention, (c) cases that are being prepared for court, (d) general status of open cases as needed, and (e) results of cases. Recommendations obtained at Case Review will be documented by the Victim Advocate in the NCA Trak database and communication of the entities involved will be facilitated by the Victim Advocate or Victim Advocate's designee.

Case review process should typically include:

- review interview outcomes;
- discuss and monitor the progress of the investigation;
- review medical evaluations;
- discuss child protection and other safety issues;
- discuss emotional support and treatment needs of the child and non-offending caregiver
- family members and strategies for meeting those needs;
- assess the family's reactions and response to the child's disclosure and involvement in the criminal justice/child protection systems;
- review criminal and civil (dependency) case disposition;
- make provisions for court education and court support; and
- discuss cross-cultural issues relevant to the case.

In cases where the investigative team has found evidence of criminal activity, the District Attorney / ADA will immediately become a team leader in strategic

discussions of those cases, so as to ensure the best possible outcome of future prosecution activity.

Nothing in this paragraph or agreement shall be construed so as to impair or impede disclosure of information by the District Attorney's office for the purpose of compliance with statutory and case law relating to discovery and disclosure of exculpatory evidence.

The Butterfly House Children's Advocacy Center will provide information at minimum annually on vicarious trauma to the MDT.

Case Tracking

The Butterfly House staff will track and trend pertinent statistical and demographical information of each patient at the Butterfly House CAC using the NCA Trak database. Reports can and will be generated and retrieved with this information and will be provided to the Multidisciplinary Team, the Director of Emergency and Outpatient Services, the Vice President of Nursing Services, the facility executive of Atrium Health Stanly, and the Butterfly House Friends of the Butterfly House annually and as requested. Additional reports can be generated for members of the MDT as requested. A spreadsheet is maintained and updated monthly by the Victim Advocate for the MDT Case Review with the following information:

Name/Age of the Victim
Interview Date
Reported Perpetrator/Age/Relationship
Law Enforcement
If charges are filed and prosecution accepted
DSS / CPS
CPS disposition
Therapist
Medical Clinician
Notes

Media Relations:

Responses to media inquiries will be handled by Atrium Health Stanly's Administration, and they will direct them to Atrium Health's Management. Any calls regarding media relations will be directed to the administration at 980-323-4532. The nature of their response will be in accordance with the laws governing confidentiality in child sexual abuse cases. Atrium Health-Stanly Administration and the Butterfly House are not authorized to speak for, on or behalf of the District Attorney's office, Law Enforcement, the Department of Social Services, or any other entity in the Butterfly House MDT.

Protocol update with MDT February 7, 2025

*Protocol Review by the BHCAC MDT yearly

*Protocol, Interagency Agreement, and Administrative Court Order to be reviewed and / or signed every year unless otherwise indicated.

FILED
DATE: January 14, 2025
TIME: 4:46:25 PM
STANLY COUNTY
CLERK OF SUPERIOR COURT
BY: A. Burd

25R000007-830

STATE OF NORTH CAROLINA
MONTGOMERY COUNTY
STANLY COUNTY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION

ADMINISTRATIVE ORDER

Pursuant to the authority vested in the Chief District Court Judge of Judicial District 28 by N.C.G.S. §108A-77.3(b), pertaining to the disclosure of information concerning victims of child maltreatment, and in furtherance of promoting cooperation among agencies to promote their best interests;

IT IS THEREFORE ORDERED that the following local agencies are hereby authorized to share information in accordance with the provisions of N.C.G.S. 108A-77.3(b). Pursuant to N.C.G.S. 108A-77.3(b), the designated agencies shall share with one another, upon request and to the extent permitted by federal law and regulations, information that is in their possession that is relevant to the protection of a child in any case of child maltreatment being discussed by a multidisciplinary team for so long as the child's case is being investigated by law enforcement or the child is receiving services at a Children's Advocacy Center, as defined by N.C.G.S. 108A-77.1(5).

The designated agencies authorized to share information are the following:

1. Montgomery County Sherriff's Office
2. Stanly County Sherriff's Office
3. Albemarle Police Department
4. Badin Police Department
5. Biscoe Police Department
6. Locust Police Department
7. Misenheimer Police Department
8. Mt. Gilead Police Department
9. Norwood Police Department
10. Oakboro Police Department
11. Stanfield Police Department
12. Star Police Department
13. Troy Police Department
14. North Carolina State Highway Patrol – Montgomery and Stanly Counties

Any information shared among agencies pursuant to this order shall remain confidential, except where disclosure is required by law, be withheld from public inspection, be used only for the protection of the juvenile/child and others or to improve the educational opportunities of the juvenile/child, be used only to the extent necessary for the agency to perform its required duties and be released in accordance with the provisions of the Family Educational and Privacy Rights Act as set forth in 20 U.S.C. § 1232g.

Nothing in this order shall preclude any other necessary sharing of information among agencies.

Nothing herein shall be deemed to require the disclosure or release of any information in the possession of a district attorney.

If information sharing is prohibited or restricted by Federal law or regulation, at the request of the designated agency requesting sharing of information, the designated agency refusing the request shall inform the requesting agency of the specific law or regulation that is the basis of refusal or restriction.

Upon receipt of this Administrative Order, the Clerk of Superior Court of this County is hereby directed to file same, and said Order shall remain in full force until rescinded by the undersigned or by the operation of law.

This the 14th day of January, 2025.
1/14/2025 4:25:42 PM

John R. Nance
Chief District Court Judge
Judicial District 28

FILED

STATE OF NORTH CAROLINA
COUNTY OF MONTGOMERY
COUNTY OF STANLY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION
JUDICIAL DISTRICT 28

FILED
2024 JAN 17 P 12:3
MONTGOMERY CO., C.S.C.
BY

ADMINISTRATIVE ORDER

WHEREAS, N.C.G.S. 7B-2901 generally requires that records of all Juvenile cases alleging abuse, neglect, or dependency be kept confidential.

WHEREAS, N.C.G.S. 7B-3100 allows the Chief District Court Judge to adopt rules designating certain local agencies that are authorized to share information regarding abused, neglected, and dependent juveniles. Therefore, the undersigned, as Chief District Court Judge, order the following:

1. Agencies so designated shall share with one another, upon request, and to the extent permitted by Federal law and regulations, information that is in their possession that is relevant to any assessment of a report of child abuse, neglect, or dependency, or the provisions or arrangement of protective services in a child abuse, neglect, or dependency case by a local Department of Social Services pursuant to the authority granted under Chapter 7B of the General Statutes, or to any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent.

2. Agencies so designated shall continue to share with one another until the Protective Services Case is closed by the local Department of Social Services, or if a petition is filed when the juvenile is no longer subject to the jurisdiction of Juvenile Court.

3. Agencies that may be designated as "agencies authorized to share information "include the following facilities in Judicial District 28 catchment area:

A. Mental Health, Substance Abuse, Intellectual Disability, and Developmental Disability treatment facilities and providers that have met the North Carolina Division of Health Service Regulation, Mental Health licensure and certification requirements;

B. Local Health Department of Montgomery and Stanly County;

C. Local Department of Social Services in Montgomery and Stanly County;

D. Local Law Enforcement Agencies in Montgomery and Stanly County;

E. Local School Administrative Units in Montgomery and Stanly County;

F. The District Attorneys' Office in Montgomery and Stanly County; the District Attorneys are authorized to disclose or release among agencies; however, unlike the other designated agencies, nothing herein shall be deemed to require the disclosure or release of any information in the possession of the District Attorneys;

G. The Division of Juvenile Justice of the Department of Public Safety in Montgomery and Stanly County;

H. The Office of the Guardian ad Litem Services of the Administrative Offices of the Courts in Montgomery and Stanly County;

I. The Section of Community Corrections of the Division of Adult Corrections of the Department of Public Safety;

J. Butterfly House or any authorized Child Medical Evaluation provider;

K. FirstHealth Montgomery Memorial Hospital

L. Atrium Health Stanly

4. Any information shared among agencies pursuant to this Order shall remain confidential, shall be withheld from public inspection, and shall be used only for the protection of the juvenile and others, or to improve the educational opportunities of the juvenile.

5. This Order does not supersede any Federal restrictions on the release of confidential information.

6. This order is effective immediately, and any Amendment thereto upon signature.

Signed the 11th day of January, 2024.

JOHN R. NANCE
CHIEF DISTRICT COURT JUDGE
JUDICIAL DISTRICT 28

Interagency Agreement

The Butterfly House
Children's Advocacy Center of Atrium Health Stanly

Agreement

This is a working agreement between the following undersigned Stanly County agencies and organizations whereby the parties agree and pledge to cooperate and coordinate with each other in executing and implementing the following vision/goal.

Vision/Goal

The vision/goal of this working Agreement is for the parties to work together as a community to respond rapidly and effectively to all reported cases of child sexual and physical abuse in Stanly County, with an intent to minimize further trauma to the child and the non-offending family members, to promote appropriate therapy for the child and non-offending family members, and to increase the rate of successful prosecution of perpetrators.

Objectives

I. Develop a systematic approach to interviewing child sexual and physical abuse victims. This includes:
   - Establishing policies and procedures which will meet all the participating agencies' professionals' needs, and meeting time mandates.
   - Designating at least one person from each mandated agency to a member of the MDT team.
   - Providing training in state-of-the-art techniques that address investigation, assessment and prosecution of child sexual abuse crimes, as required by the core team.

II. Develop a procedure for team review. This includes:
   - Establishing policies to assess and critique child sexual abuse crimes and children suffering from physical abuse.
   - Establishing who will participate in the team review for each case.

III. It is the intention and understanding of the parties of this Agreement, as follows:
   - A representative of each party will continue to serve on a Case Review Coordinating Committee overseeing this Agreement.
   - This agreement does not usurp any individual organizations' authority to prosecute, investigate, treat, report, disclose, etc
   - No information or data gathered through the CAC case process will be revealed in any manner to anyone, except as needed for the child's treatment and case handling through the CAC, or except as dictated by state or federal legislation regarding disclosure
   - Any member party to this Agreement can cancel the Agreement on their part at any time
   - Cancellation of any one party does not negate the Agreement on behalf of the remaining parties
   - An evaluation of this Agreement shall take place yearly.

This Agreement was initially executed in 2005, reaffirmed in 2007, reaffirmed in 2011, reaffirmed in 2015, herby reaffirmed in 201,7 herby reaffirmed 2021 and hereby reaffirmed in 2024. Montgomery County Administrative Court Order and Agreement initially executed in December 2019, hereby reaffirmed in 2021 and herby reaffirmed in 2024. Additional Administrative Court Order was executed by Judge Nance, January 2025.

Butterfly House
Children's Advocacy Center

Atrium Health
Levine Children's

Interagency Agreement &
Butterfly House Children's Advocacy Center Protocol

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ORGANIZATION OR AGENCY

District Attorney, 28 Prosecutorial District

J. Lynn Clodfelter District Attorney 2-7-25
(Signature and title) Date

Printed Name: J. Lynn Clodfelter

NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Butterfly House
Children's Advocacy Center

Atrium Health
Levine Children's

Interagency Agreement &
Butterfly House Children's Advocacy Center Protocol

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ORGANIZATION OR AGENCY

Stanly County Sheriff's Office

Sheriff _____ 2.7.2025
(Signature and title) Date

Printed Name: Jeffrey A. Crisco

NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Butterfly House
Children's Advocacy Center

Atrium Health
Levine Children's

Interagency Agreement &
Butterfly House Children's Advocacy Center Protocol

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ORGANIZATION OR AGENCY

Albemarle Police Department

R. Manley CHIEF OF POLICE 02/07/2025
(Signature and title) Date

Printed Name: Ryan P. Manley

NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Butterfly House
Children's Advocacy Center

Atrium Health
Levine Children's

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ORGANIZATION OR AGENCY

Oakboro Police Department

[signature] Oakboro P.D. 2-7-25
(Signature and title) Date

Printed Name: Neil A. Preslar

NATIONAL CHILDREN'S ALLIANCE®
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Butterfly House
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ORGANIZATION OR AGENCY

Norwood Police Department

James Wilson Chief of Police 2/24/25
(Signature and title) Date

Printed Name: James Wilson

NATIONAL CHILDREN'S ALLIANCE®
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Butterfly House
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ORGANIZATION OR AGENCY

Locust Police Department

Chief of Police — 02/11/25
(Signature and title) — Date

Printed Name: Jeff B. Shaw

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ORGANIZATION OR AGENCY

Badin Police Department

Stephen B Smith, Chief — 02/07/2025
(Signature and title) — Date

Printed Name: Stephen B Smith

NATIONAL CHILDREN'S ALLIANCE
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ORGANIZATION OR AGENCY

Misenheimer Police Department

BM Lambert Chief of Police 2/24/2025
(Signature and title) Date

Printed Name: Bryan Markus Lambert

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ORGANIZATION OR AGENCY

Stanfield Police Department

Grant Nelson Chief — 3/11/2025
(Signature and title) Date

Printed Name: GRANT NELSON

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ORGANIZATION OR AGENCY

Montgomery County Sheriff's Office

Sheriff — 2/7/2025
(Signature and title) Date

Printed Name: Peter Herron

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ORGANIZATION OR AGENCY

Mt Gilead Police Department

Chief of Police 2/7/2025
(Signature and title) Date

Printed Name: Talmedge LeGrand

NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Butterfly House
Children's Advocacy Center

Atrium Health
Levine Children's

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ORGANIZATION OR AGENCY

Troy Police Department

_____ 2-7-25
(Signature and title) Date

Printed Name: Timothy James Atkins

NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Butterfly House
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ORGANIZATION OR AGENCY

Star Police Department

David E. Kime /Chief — 02/26/2025
(Signature and title) — Date

Printed Name: David E. Kime

NATIONAL CHILDREN'S ALLIANCE® ACCREDITED MEMBER

Butterfly House
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ORGANIZATION OR AGENCY

Candor Police Department

SM Baldwin Chief of Police — 02/07/25
(Signature and title) — Date

Printed Name: Stephen M. Baldwin

NATIONAL CHILDREN'S ALLIANCE® ACCREDITED MEMBER

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ORGANIZATION OR AGENCY

Biscoe Police Department

CHIEF OF POLICE — 2/7/25
(Signature and title) — Date

Printed Name: JARRYD RAMHOFF

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ORGANIZATION OR AGENCY

Stanly County Health and Human Services

Dolly Huffman Clayton
(Signature and title)

2/7/2025
Date

Printed Name: Dolly Huffman Clayton

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ORGANIZATION OR AGENCY

Montgomery County Department of Social Services

Kris Hernandez, Director
(Signature and title)

2.10.2025
Date

Printed Name: Kris Hernandez

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ORGANIZATION OR AGENCY

The Department of Public Safety – Division of Adult Corrections and Juvenile Justice

Phillip E. Spright Chief Court Counselor 2/10/25
(Signature and title) Date

Printed Name: Phillip R. Speight

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ORGANIZATION OR AGENCY

Creative Counseling and Learning Solutions

Laura RM Harbeson, PhD, LCMHCS — 2/7/2025
(Signature and title) — Date

Printed Name: Laura RM Harbeson

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ORGANIZATION OR AGENCY

Journey Counseling and Consulting

June C. Albright, LCMHC-S, NCC 03/11/2025
(Signature and title) Date

Printed Name: June C. Albright, LCMHC-S, NCC

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ORGANIZATION OR AGENCY

Daymark Recovery Services

Michelle Ivey, MSW, MHA, LCSW, CSWM
(Signature and title)

Electronically signed 2/7/25 @315PM
Date

Printed Name: Michelle Ivey, MSW, MHA, LCSW, CSWM- Chief Program Officer

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ORGANIZATION OR AGENCY

Journey Counseling

Veleka Y. Barbee Director — 2-7-25
(Signature and title) — Date

Printed Name: Veleka Y. Barbee

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ORGANIZATION OR AGENCY

Monarch

Peggy S. Terhune

(Signature and title)

02/10/25
Date

Printed Name: Peggy S. Terhune

NATIONAL CHILDREN'S ALLIANCE ACCREDITED MEMBER

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ORGANIZATION OR AGENCY

Intentional Growth Behavioral Health Services

Ashley A psychotherapist, owner — 2/17/25
(Signature and title) — Date

Printed Name: Ashley Adam

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ORGANIZATION OR AGENCY

Stanly County Schools

Carla E. Murray Executive Director of Student Services Stanly County Schools — 2/7/2025
(Signature and title) Date

Printed Name: Carla E. Murray

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ORGANIZATION OR AGENCY

Montgomery County Schools

Jack Cagle, Ed. D. Associate Superintendent 2/10/2025
(Signature and title) Date

Printed Name: Jack Cagle

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Butterfly House
Children's Advocacy Center

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ORGANIZATION OR AGENCY

Montgomery County Division of Adult Correction and Juvenile Justice

Sheryl L Conrad Field Service Specialist 2/10/2025
(Signature and title) Date

Printed Name: Sheryl L Conrad

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ORGANIZATION OR AGENCY

Butterfly House Children's Advocacy Center

Amy S C Yow
(Signature and title)

2-7-25
Date

Printed Name: Amy S C Yow

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ORGANIZATION OR AGENCY

Butterfly House CAC Victim Advocacy

Anita Honeycutt, VA — 2-7-25
(Signature and title) — Date

Printed Name: Anita Honeycutt, VA

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ORGANIZATION OR AGENCY

Forensic Interviewing of the BHCAC

Jennifer Frashuer RN
(Signature and title)

2/7/2025
Date

Printed Name: Jennifer Frashuer, RN

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ORGANIZATION OR AGENCY

Butterfly House Children's Advocacy Center Medical Director

MD
(Signature and title)

2-7-2025
Date

Printed Name: Kendra Ham, MD

NATIONAL CHILDREN'S ALLIANCE®
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ORGANIZATION OR AGENCY

Atrium Health Stanly

Marietta Abernathy DNP, MBA, RN, NEA-BC Facility Executive
(Signature and title)

2/18/2025
Date

Printed Name: Marietta Abernathy

Butterfly House
Children's Advocacy Center

Mental Health Provider Linkage Agreement

In order to provide continued care for the children seen at the Butterfly House Children's Advocacy Center of Atrium Health Stanly, the agency agrees to receive referrals from Butterfly House CAC for the purpose of providing therapy to referred children/caregivers. The agency verifies that the mental health providers are at minimal licensed counselor with a Masters degree in a related mental health field and have trauma training. In addition, the agency verifies that the mental health providers have appropriate training and experience to provide the services listed below:

- Crisis Intervention Services
- Trauma-Specific assessment including full trauma history
- Use of standardized measures initially & periodically
- Family/Caregiver engagement
- Individualized evidence-informed treatment appropriate for children and family seen
- Individualized treatment plan that is periodically re-assessed
- Referrals to other community services as needed
- Clinical supervision

I am happy to partner with Butterfly House Children's Advocacy Center in this manner and acknowledge that this partnership is one of many that, combined, will help ensure that all child victims seen at Butterfly House have access to appropriate mental health services. I am aware that as a partner of Butterfly House, the agency is considered a member of the community's Multi-Disciplinary Team (MDT), have received a copy of the Butterfly House MDT Protocol, and am invited to attend the MDT monthly Case Review meetings where the status of all open cases are discussed. The mental health providers agree to maintain contact with the Butterfly House Victim Advocate regarding the progress of each referred child's treatment, any new disclosures, etc. for the purpose of sharing this information on the child's behalf at the case review meetings. I agree to abide by the confidentiality requirements as outlined in the MDT Protocol.

Daymark Recovery Services
Mental Health Agency Name

Michelle Avey, MSW, MHA, LCSW, CSWM
Signature

Electronically signed 2/7/25 @ 3:17PM
Date

Amy Yow, RN, BSN
Amy Yow, RN, BSN, Coordinator
Butterfly House Children's Advocacy Center

2/7/2025
Date

Butterfly House
Children's Advocacy Center

Mental Health Provider Linkage Agreement

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Journey Counseling Services
Mental Health Agency Name

Velecia Y. Barbee
Signature

2-7-25
Date

Amy Yow
Amy Yow, RN, BSN, Coordinator
Butterfly House Children's Advocacy Center

2-7-25
Date

Butterfly House
Children's Advocacy Center

Mental Health Provider Linkage Agreement

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- Trauma-Specific assessment including full trauma history
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- Clinical supervision

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Creative Counseling & Learning Solutions, PLLC
Mental Health Agency Name

Signature

2/7/2025
Date

Amy Yow
Amy Yow, RN, BSN, Coordinator
Butterfly House Children's Advocacy Center

2/7/2025
Date

Butterfly House
Children's Advocacy Center

Atrium Health
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ORGANIZATION OR AGENCY

Clearer Minds Counseling and Consulting

_____ 2-24-25
(Signature and title) Date

Printed Name: Cathleen Hedgecock

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