

Collaboration Charter

**Idaho Equal Access Collaborative:
A Partnership To End Violence Against Women With Disabilities**
Collaboration Charter
Modified - January 11, 2008

1. Vision Statement

It is the vision of the Idaho Equal Access Collaborative that any victim, regardless of ability, has equal access to the comprehensive services the individual chooses, no matter where the individual accesses the integrated network of service.

2. Mission Statement

The mission of the Idaho Equal Access Collaborative is to promote attitudinal and systemic change to achieve equal access to services for all women with disabilities who are seeking safety and protection from sexual assault and/or domestic violence through the collaborative efforts of Domestic Violence, Sexual Assault, and Disability organizations.

3. Guiding Principles

- 3.1 We recognize that the safety for all individuals who are victims or survivors of domestic and/or sexual assault must form the foundation of all service and supports, while also respecting and honoring the dignity of each individual.
- 3.2 We recognize that the needs of all victims and survivors are valid.
- 3.3 We recognize and respect the importance of independence, choice and self-determination and that the victim and/or survivor should have control over their environment and course of action.
- 3.4 We recognize and respect that it is imperative to provide fully accessible services for individuals with disabilities.
- 3.5 We strive to identify, utilize and build upon the strengths and resources of those who provide disability, domestic violence and sexual assault services.
- 3.6 We recognize that domestic and sexual violence against individuals with disabilities is pervasive and there are significant barriers to reporting.
- 3.7 We recognize that any systemic or policy change must involve a collaboration of the disability and domestic violence/sexual assault service providers with meaningful input from both groups.

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- 3.8 We promote practices that do not re-victimize individuals with disabilities who are victims or survivors of domestic violence or sexual assault.
- 3.9 We recognize that disability, sexual assault, and/or domestic violence service providers should implement strong practices and policies to provide individualized services for individuals with disabilities who are victims or survivors of sexual assault and/or domestic violence.
- 3.10 We recognize that confidentiality is an essential component for all individuals who are accessing disability, sexual assault and/or domestic violence services.
- 3.11 We recognize and respect that everyone is entitled to information in an alternative format to make informed decisions.
- 3.12 We recognize that the insufficient documentation and poor statistical data have contributed to the slow progress of the systemic and attitudinal changes necessary to eliminate domestic violence and sexual assault against individuals with disabilities.
- 3.13 We recognize that both domestic violence/sexual assault service providers and disability service providers must implement systemic changes in order to improve services to survivors with disabilities.

4. **Roles and Responsibilities**

The Idaho Equal Access Collaborative (IEAC) is comprised of the State Independent Living Council (SILC), Idaho Coalition Against Sexual and Domestic Violence (ICASDV), and Boise State University (BSU). We value and strive for equity and shared responsibility in our collaborative structure and our roles and responsibilities reflect that commitment to equity. Further, we value and respect the unique contributions of all roles, individuals and agencies. Aspects of the grant obligate certain members to take certain roles with respect to funding and reporting. We have sought to share all other roles and responsibilities in a way that our collaborative partners agree make the best use of our time and capabilities.

4.1 Roles:

- Project co-directors One co-director housed at SILC; one Co-director housed at ICASDV
- Funder DOJ/OVW
- Fiscal agent Co-director housed at SILC
- Education & technical

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- | | |
|-------------------------------------|----------------------------------|
| assistance service provider | IEAC members |
| • Organization representatives | IEAC members |
| • Press representatives | Executive directors jointly |
| • OVW Technical Assistance Provider | Vera Institute of Justice (Vera) |

4.2 Responsibilities:

- | | |
|------------------------------------|-----------------------------|
| • Internal communications | Refer to communication plan |
| • External communications | Refer to communication plan |
| • Meeting logistics | Project co-director |
| • Scheduling/coordinating | Project co-directors |
| • Outreach & relationship building | IEAC |
| • Programmatic record keeping | Project co-directors |
| • Fiscal record keeping | SILC |

4.3 Introduction to Project Co-Director's Responsibilities:

The SILC and the ICASDV each house a project co-director who keeps their office at their respective organization, and receives direct supervision from someone within that organization. This arrangement promotes balance in the representation of the two equal, shared, grant perspectives: domestic violence and individuals with disabilities. To support the effectiveness of each co-director's office, through the use of portable memory devices and e-mail, the co-directors shall share all computer files pertaining to the IEAC, except those which the funder prohibits sharing.

The project co-directors participate on project director calls, project director meetings, assist with the flow of information to all IEAC members and pilot sites, provide input into grant reports and share leadership in the collaboration. Though the co-directors are sharing leadership and many of the other roles within this collaboration, each also have a unique role by virtue of the design of the grant program or by decision of the collaborative partners:

Project Co-director Responsibilities:

- 4.3(a) Co-director housed at SILC
1. Submission of GMS, Bi-annual Progress Reports, Quarterly Reports, and Financial Reports. Financial Reporting Requirements/SILC Fiscal Administrator
 2. Lead Contact with CILs and Disability Community
 3. SILC Board Meeting updates of OVW Project
 4. Maintenance of SILC webpage content information for OVW project
 5. Planning & executing information sharing projects between groups to facilitate each group's ability to talk about the grant effectively.
 6. Supervise Administrative Assistant Duties
 - a. Disbursement of Meeting Agendas & Meetings
 - b. IEAC Travel Arrangements for Vera Training & Focus Groups

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c. Maintaining Official OVW Files

- 4.3(b) Co-director housed at ICASDV
1. Lead contact with ICASDV membership and service providers.
 2. Primary contact with DV/SA Service Providers for focus groups.
 3. Legal issues and legal document drafting, including MOUs.
 5. Maintenance of ICASDV webpage content information for OVW project.
 6. Planning & executing information sharing projects between groups to facilitate each group's ability to talk about the grant effectively.
 7. Subcontract quarterly reporting and ICASDV billing and reimbursement with ICASDV Financial Director.

5. Decision-Making and Dispute Resolution Protocols

5.1 Decisions Project Co-directors can make:

5.1(a) After incorporating all IEAC revisions into a document, the project co-directors may submit documents to Vera without obtaining final approval of the revised document from IEAC members.

5.1(b) The project co-directors can make all initial pilot site visit decisions and arrangements.

5.1(c) The project co-directors can make all arrangements for the focus groups.

5.1(d) After the IEAC develops the concepts, the project directors can make the initial draft of IEAC documents, materials, and products, which shall then be circulated for review and input by the IEAC.

5.2 Decisions the IEAC must make: the IEAC collaboration partners must all be apprised of and in consensus on decisions that:

- impact the direction of the collaboration's work. For example the mission and vision statements, collaboration charter, and needs assessment plan.
- will be shared with the public. For example, public presentations or articles about the collaboration's work.
- require approval. For example, the budget or meeting minutes.

5.3 General decision-making:

We recognize that there is rarely **pure** consensus; our goal will be to achieve **practical** consensus. Achieving practical consensus starts with the recognition that, on virtually any important issue, there will be a variety of legitimate points of view. After reviewing those points of view, the IEAC partnership agrees to act in a unified manner to obtain our objectives, even if there is not complete unanimity regarding an issue.

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- 5.3(a) All IEAC partners are encouraged to participate fully and frankly in discussions around grant issues with the goal of gaining consensus around major issues.
- 5.3 (b) Discussion will ensue with all partners allowed sufficient time to present their views and with all information shared equally among the IEAC partners. Several meetings may be allotted to discussion of an issue. If consensus cannot be reached, Vera will be asked for assistance. The full collaboration must be apprised of and approve of any action.
- 5.3(c) All IEAC partners are encouraged to listen with respect to other IEAC partners' comments, recognizing that differences of opinion are a productive part of the collaboration process of reaching optimal decisions.
- 5.3(d) In the interest of obtaining the best possible decisions, any partner may request a postponement of the issue to allow time for further reflection and/or information gathering.
- 5.3(e) Specifics of the IEAC partnership's internal debates on issues are not to be made public.
- 5.3(f) If an immediate consensus is not evident, then the partners will follow the Dispute Resolution Protocol in section 5.4.
- 5.4 Conflict Resolution:
The above protocol on General Decision Making is intended to be sufficient to resolve most issues. In the event that a conflict arises or continues among IEAC partners beyond the above stated decision-making process, the following Conflict Resolution Protocol may be used.
- 5.4(a) Project co-directors – In the event of a dispute between the co-directors, the co-directors should first attempt to work out the dispute with each other. The co-directors should try to avoid unnecessarily engaging other collaboration partners in the dispute, but may seek counsel from their supervisors if desired. If the co-directors are unable to resolve the dispute between themselves, either party may at any time contact the Vera Institute of Justice for assistance in resolving the dispute. The Vera Institute shall utilize the resources available to them, in assisting the co-directors with resolving the matter. If, after working with Vera, the dispute is still unresolved, the project co-directors shall take the dispute to the IEAC for resolution.
- 5.4(b) IEAC partners – the partners should attempt to resolve the dispute themselves. If this is unsuccessful, or the partners do not wish to attempt this, then they shall contact the Vera Institute of Justice. The Vera

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Institute representative may utilize resources available to them or may advise contacting OVW for input.

- 5.4(c) IEAC and the Vera Institute of Justice associate – the partners and associate should attempt to resolve the dispute themselves. If this is unsuccessful, or the partners or Vera Institute do not wish to attempt this, then they should contact the person or agency supervising the associate for assistance in resolving the dispute. The supervising person or agency shall utilize the resources available to them in resolving the matter.

5.5 Communication Plan:

- 5.5(a) Meetings: the purpose of IEAC meetings are to provide feedback loops between the collaboration members, facilitate critical thinking by collaboration members, facilitate information sharing and cohesiveness, and to provide a central discussion of IEAC work in a collaborative forum that may easily be documented for IEAC recordkeeping purposes.
- 5.5(b) Project Co-directors' Weekly Meetings: As the individuals with the most time allocated to work on this grant, the co-directors shall also meet the most frequently to discuss rapidly progressing work on the project, review documents, and share information. The project co-directors shall meet in person at least once per week for this purpose. At this meeting the project co-directors shall also generate a weekly progress report to inform the Collaborative partners of the co-directors' work and to request any action needed by the Collaborative partners. Co-director's meetings shall generally be set for Tuesday or Wednesday. The IEAC Administrative Assistant will attend each meeting and take minutes.
- 5.5(c) IEAC Monthly Meetings: The project co-directors, Executive Directors, and Coalition Legal Director shall meet in person at least once per month. Boise State University shall attend these meetings on an as needed basis. At these meetings, the IEAC will make decisions requiring consensus, provide initial concepts for products, plans, and activities, and provide feedback and final approval of finished products, plans, and activities. The IEAC will also generally check the direction of the work of the project co-directors and offer guidance.
- 5.5(d) Notice of Meetings: The IEAC meeting date and time will be decided at the respective meetings by consensus prior to setting the next meeting. Notice of meeting will be forwarded in a timely manner to IEAC partners via email.
- 5.5(e) Special meetings: Special meetings may be called by any member of the IEAC when there appears justification to meet. Teleconferences can be utilized for meetings if all IEAC members are in agreement.

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6. Minutes

A written record shall be kept of all Co-director's weekly meetings and all IEAC monthly meetings and made available to the full IEAC as soon as possible. Meeting minutes will be recorded by the IEAC Administrative Assistant, who is housed at the SILC office. The IEAC Administrative Assistant will submit the minutes to the group by e-mail. No comments are required on the minutes from the co-director's weekly meetings. The IEAC members will review and provide feedback on the IEAC monthly meeting minutes within 7 calendar days unless other arrangements have been made. Recordings of minutes will be kept in the offices of the project co-directors to be added to the OVW official file housed at SILC. All minutes shall give an overview and record all decisions.

7. Internal Communication and E-mail

Internal communications are a sharing of information between IEAC members.

- 7.1 Internal communication - All IEAC partners are encouraged to communicate with other IEAC partners through phone communication, e-mail and whatever means necessary to share information pertinent to the OVW grant process. All internal communications should be disseminated to all collaboration members to keep them connected with the project.
- 7.2 Co-directors' internal e-mail - When not meeting as a group, the project co-directors will primarily communicate with full IEAC partnership using e-mail, copying IEAC Administrative Assistant. The project co-directors will agree to email content prior to sending to all IEAC partners.
- 7.3 Co-directors' progress reports - Project co-directors shall e-mail weekly progress reports to IEAC partners. All IEAC partners shall be able to request additional information or action on the progress reports. Co-directors shall also send communications from Vera to IEAC partners, unless directed by Vera to do otherwise.

8. External E-mail

- 8.1 Monthly update to OVW Program Manager –Project Co-directors will produce the first draft; the group will provide input and approve content of final update prior to co-directors sending it to OVW. IEAC members will review, provide feedback and/or provide approval of the monthly update within 7 business days.
- 8.2 Communication with Vera Institute of Justice – all members shall have access, or they may communicate through the co-directors. However, requests for site visits will only be communicated to Vera through the co-directors, and shall be made jointly.

9. Telephone Communication

Telephone communication is strongly recommended among IEAC partnership as desired.

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10. Communication with OVW

- 10.1 Communication from OVW to co-directors –the IEAC should also be provided with OVW communication, unless OVW instructs otherwise.
- 10.2 Communication from co-directors to OVW Program Manager – monthly progress reports shall be drafted by project co-directors and approved by IEAC partnership with input from all partners.
- 10.3 Other communication to OVW Program Manager as directed by Vera – from time to time the IEAC may have a question or issue that is most appropriate for OVW to address. Vera will identify those questions or issues and will direct the IEAC to make inquiry of OVW. The inquiry will be drafted by the co-directors and submitted to the IEAC for feedback and approval, prior to submission to the OVW Program Manager.
- 10.4 Certain communication from external sources, such as Department of Justice/Grant Management System, may not be communicated to group if required by the external source according to grant contractual agreement.

11. External Communication Plan

- To provide a unified, well-informed, voice for the IEAC, the following guidelines governing external communication shall be implemented:
- 11.1 Media Plan- The executive directors of SILC & ICASDV shall, at this time, jointly be the press spokespersons for the IEAC. The executive directors must all be present to act jointly as press spokespersons. If both executive directors are unavailable, the media interview or teleconference must be postponed or cancelled. As the collaboration evolves, the joint press spokesperson requirement may change to reflect the increasingly uniform knowledge of all collaboration members.
 - 11.2 Newsletters, articles- in an effort to inform each organization’s membership, pilot site communities, and the community at large about the IEAC’s work and the provision of services to women with disabilities who are victims of domestic violence or sexual assault, members of the IEAC may author articles for publication. However, the topic and content of each article must be approved by the IEAC prior to submission for publication.
 - 11.3 DOJ/OVW Fact sheet – the project co-directors will develop a media fact sheet, which can be distributed whenever the press spokespersons for the IEAC are not available for an interview or whenever the press requests written information pertaining to the IEAC. The IEAC will provide the initial concepts, feedback and final approval of the fact sheet and a copy will be provided to OVW prior to distribution.

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- 11.4 Synchronizing webpage information and maintenance –the project co-directors will synchronize the information describing the grant project and contact information, which is displayed on each organization’s existing website. The IEAC will provide feedback and final approval of this information and any changes.
- 11.5 Presentations –the project co-directors will jointly develop all IEAC presentations, including any related Powerpoint presentations and handouts. These presentations will be circulated for approval to all IEAC partners prior to being made available outside the IEAC. OVW will also be provided with a copy for review or approval.
12. **Definitions:** The IEAC adopts the following definitions:
- 12.1 **Accessibility** is a general term used to describe the degree to which a system is usable by as many people as possible. In other words, it is the degree of ease with which it is possible to reach a certain location from other locations. Accessibility can also be viewed as the "ability to access" the functionality, and possible benefit, of some system or entity; such a definition brings in access-based individual rights laws and regulations that are discussed below. One meaning of accessibility specifically focuses on people with disabilities and their right of access to entities, often through use of assistive devices such as screen-reading web browsers or wheelchairs. Accessibility is strongly related to universal design when the approach involves "direct access." This is about making things accessible to all people (whether they have a disability or not devices An alternative is to provide "indirect access" by having the entity support the use of a person's assistive technology to achieve access (e.g., screen reader).
- 12.2 **American with Disabilities Act (ADA):** In 1990, the ADA was passed to address discrimination faced by people with disabilities and has two purposes: eliminating illegal discrimination and integrating people with disabilities into the community.
- 12.3 **Assistive Technology:** A general term that describes devices, equipment, software and services designed to help people with disabilities.
- 12.4 **Auxiliary Aids and Services (ADA, Title III):** Required of places of public accommodation under the ADA refers to aids and services that are necessary to ensure effective communication with individuals with hearing, vision or speech impairments. *Examples include qualified interpreters, assistive listening devices, audio taped text, and materials in Braille or large print.*
- 12.5 **Cassie’s Law:** In 2002, Cassie’s Law amended the existing definition of “domestic violence” in I.C. 39-6303 to include acts against “a minor child

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by a person with whom the minor child has had or is having a dating relationship and defined “dating relationship”. The legislation also added a provision to allow a parent to obtain a protection order covering their child. Since the adoption of Cassie’s Law, the Act has been amended to expand dating relationship protection to adult dating relationships.

- 12.6 **Consumer:** In the disability community a term used to describe any individual who does could or has received health care or services. This term also includes more specialized terms, such as beneficiary, client, customer, eligible member, recipient or patient. A consumer might refer to someone who has been diagnosed with a particular disability and has received treatment and/or services in some manner as a result of that diagnosis.
- 12.7 **Complaint:** A complaint is filed with a state or federal court or an administrative agency or a professional organization to resolve a dispute or a violation of law.
- 12.8 **Dating Relationship:** (I.C. 39-6303) A social relationship of a romantic nature. Factors that the court may consider in making this determination include:
- (a) The nature of the relationship;
 - (b) The length of time the relationship has existed;
 - (c) The frequency of interaction between the parties; and
 - (d) The time since termination of the relationship, if applicable.
- 12.9 **Dating Violence:** The term ‘dating violence’ means violence committed by a person—
- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) the length of the relationship,
 - (ii) the type of relationship,
 - (iii) the frequency of interaction between the persons involved in the relationship.
- 12.10 **Disability:** Under the ADA a person must have a physical or mental impairment that substantially limits a major life activity, and has a record of such impairment or is regarded as having such impairment. (42 USC 12102(2).)
- 12.11 **Distinction between “handicap” and “disability”:** Handicap is not a synonym for disability. Disability refers to a physical, sensory or mental limitation that interferes with a person’s ability to move, see, hear or learn. Handicap, on the other hand, refers to a condition or barrier imposed by

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the environment, society or oneself. As such, physical and programmatic barriers constitute a handicap to a person with a disability.

12.12 **Domestic Violence:** Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can take many forms, including physical abuse, sexual abuse, emotional, economic, or and/or psychological abuse and can happen between husbands, wives, ex-husbands, ex-wives, partners, ex-partners, brothers, sisters, mothers, fathers, children, people who have lived together (which could include cousins, brothers-in-law, sisters-in-law, personal care attendants and caregivers), and people who are or have dated in the past. The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

12.13 **Fair Housing Act:** Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or
- Are regarded as having such a disability

your landlord **may not:**

- Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.)
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

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However, housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

- 12.14 **Fundamental alteration:** A phrase in the Americans with Disabilities Act, Title II and III, meaning a “modification that is so significant that it alters the essential nature of the goods, services, or facilities.”
- 12.15 **Instrumental activities of daily living (IADL):** means those activities performed in supporting the activities of daily living, including but not limited to: managing money, preparing meals, shopping, light housekeeping, using the telephone, or getting around in the community.
- 12.16 **No-Contact Order:** Upon arrest and charged with domestic violence, sexual assault, stalking, or violation of an existing protection order, a no-contact order may be issued by the judge in the criminal court as a condition of bonding out of jail. The no-contact order mandates that the offender stay away from the victim, and may also order the offender stay away from the victim’s children, place of work, and school. (I.C. 18-9220)
- 12.17 **Paratransit:** Paratransit is a term used to describe specialized transportation service to individuals who cannot ride regular transit due to their disability.
- 12.18 **Personal Assistance Services:** In Idaho, personal assistance services includes both attendant care services and personal care services and means services that involve personal and medically oriented tasks dealing with the functional needs of the participant and accommodating the participant’s needs for long-term maintenance, supportive care or IADLs. These services may include, but are not limited to, personal assistance and medical tasks that can be done by unlicensed persons or delegated to unlicensed persons by a health care professional or participant. Services are based on the participant’s abilities and limitations, regardless of age, medical diagnosis or other category of disability. (I.C. 39-5602)
- 12.19 **Personal Assistant:** An individual who directly provides personal assistance services. (I.C. 39-5602)
- 12.20 **Protection Order:** A victim of domestic violence, dating violence, sexual assault or stalking can file a petition against an offender to get a protection order issued for the purpose of preventing violent or threatening acts or acts of harassment against, or contact or communication with, or physical proximity to, the victim for between three months and one year. It is often referred to as a “permanent” protection order, because it is effective longer than the temporary protection order. Within 14 days of filing the petition,

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the court will hold a hearing to determine whether the court should grant the protection order. The offender will be notified of this hearing and may be present. If granted, the protection order may also exclude the offender from any shared residence and from interfering with or taking their children from the area. (I.C. 39-6303)

- 12.21 **Public Accommodation:** As defined under Title III of the Americans with Disabilities Act, places of public accommodation refer to businesses and nonprofit service providers, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. *Examples of places of public accommodation include sexual assault and domestic violence agencies, restaurants, retail stores, hotels, movie theaters, private schools, convention centers, and doctors' offices.*
- 12.22 **Readily Achievable:** A phrase used in the Americans with Disabilities Act (Title III) meaning “easily accomplished and able to be carried out without much difficulty or expense.” It is flexible and determined on a case-by-case basis.
- 12.23 **Reasonable Accommodation:** Under the ADA (Title I), reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.
- 12.24 **Reasonable Modification:** Under the ADA (Title I), a public accommodation must reasonably modify its policies, practices, or procedures to avoid discrimination. If the public accommodation can demonstrate, however, that a modification would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations it provides, it is not required to make the modification. Under the Fair Housing Act a reasonable modification is a structural modification that is made to allow persons with disabilities the full enjoyment of the housing and related facilities.
- 12.25 **Safety:** The condition of being protected against physical, social, spiritual, financial, political, emotional, psychological, or other types of consequences from violence, abuse or harm.
- 12.26 **Service Animals:** Defined in section III-4.2300 of the title II Technical Assistance Manual to include any guide dog, signal dog (e.g., a “hearing dog”), or other animal individually trained to do work or provide assistance to an individual with a disability, regardless of whether the

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animal has been certified or licensed by a state or local government. Service animals also include emotional support or therapy animals.

12.27 **Sexual Assault/Abuse:** The term ‘sexual assault’ means any conduct prescribed by chapter 109A of title 18, United State code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

12.28 **Sexual assault** is any physical contact of a sexual nature without voluntary consent. Sexual assault can take place by anyone and anywhere. While associated with rape, sexual assault is much broader and the specifics may vary according to social, political or legal definition.

Sexual assault involves a continuum of behaviors, including leering, gestures, sexual comments, inappropriate touching, vaginal, anal, and oral penetration, sexual intercourse, rape, attempted rape, and child molestation plus torturing the victim with many sexual ways.

Perpetrators may include, but are not limited to, strangers, acquaintances, superiors, legal entities (as in the case of torture), or family members. Both male and female sex predators can commit sexual assault against same-sex or opposite-sex victims or both. Generally, victims are more likely to be assaulted by an acquaintance (such as a friend or co-worker) or a family member than by a complete stranger. The act is sometimes accomplished by force sufficient to cause physical injury. More often, the act is accomplished by psychological coercion alone, with no overt physical injuries to the victim. However, even when no lasting physical injury is sustained, the psychological damage done by this form of intimate violation may be substantial.

12.29 **Shelter Program:** Used within the domestic violence, sexual assault and stalking community to refer to an organization that shelters and/or provides crisis services for individuals and/or families who have experienced violence. Also, these organizations may provide information on counseling, treatment programs, education, support groups, intervention, and referral services.

12.30 **Stalking:** ‘Stalking’ means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
(A) fear for his or her safety of the safety of others; or
(B) suffer substantial emotional distress.

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- 12.31 **Strategic Safety Plan:** A safety strategy that a domestic violence, stalking, or sexual assault victim makes in which she identifies ways she can protect herself during a violent incident and reduce the risk of serious harm. This safety strategy may include routes from the residence, code words to prompt the children to call the police, or a list of safe places she can flee to at a moments notice.
- 12.32 **Survivor/Victim:** Someone who has lived through experiencing domestic violence, sexual assault, or stalking.
- 12.33 **Temporary Protection Order:** A victim of domestic violence, sexual assault, or stalking can petition for a temporary protection order if she is a victim of domestic violence and needs a protection order issued immediately to prevent the offender from hurting her or carrying out a threat to hurt her. The court will hold a hearing on the day her petition is filed or on the following work day to determine whether the court should grant a temporary protection order. If granted, the temporary protection order may also exclude the offender from any shared residence and from interfering with or taking their children from the area. The temporary protection order is effective for fourteen (14) days. (I.C. 39-6308)
- 12.34 **Undue Financial or Administrative Burden:** Defined under the Americans with Disabilities Act (Title II, III) as “significant difficulty or expense.” A number of factors can be considered in determining undue burden. Some of the factors include the nature and cost of the action, overall financial resources of the public accommodation, the impact of the action on the operation of the public accommodation, and the type of goods or services offered by the public accommodation.
- 12.35 **Victim/Survivor:** An individual who has had domestic violence or sexual assault committed against them. This term is also is used in the context of the criminal justice process whereby someone reports a crime having been committed against them or their property. “Victim” and “survivor” are terms that are used often interchangeably.
- 12.36 **Victim Advocate:** A person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.
- 12.37 **Victim or Survivor Services/Victim or Survivor:** A nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims or survivors and or their families, domestic violence shelters, faith-based organizations, including but not limited to rape crisis centers and other organizations, with a

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documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking.

- 12.38 **Victim/Witness Coordinator:** In support of the Idaho’s Victim “Bill of Rights” the Victim/Witness Coordinator provides advocacy, notification, and assistance with restitution and referral services to victims and witnesses of crime. The Victim/Witness Coordinator is employed by the criminal justice system and usually begins working with victims as soon as criminal charges are filed against the offender. In some situations, assistance is given even before the filing of charges. The first step is normally the mailing of letters to victims notifying them that a charge or charges have been filed, notifying them of their rights as victims, and informing them that they need to submit any restitution (reimbursement) requests to the prosecutor’s office as soon as possible. The Victim/Witness Coordinator will accompany victims to court hearings regarding restitution. The Victim/Witness Coordinator will accompany victims to court hearings and assist victims in exercising their right to address the court during hearings. The Victim/Witness Coordinator will also explain the various ways victim impact statements can be presented to the court.

13. Timeline and Milestones

September 2006	SILC Receives DOJ/OVW Grant Award
October 2006	OVW Grant Project Begins
November 2006	Site Visit with Vera Institute
December 2006	Project Director Hired New Grantee Orientation-OVW Training San Jose, California
January-April 2007	Collaboration Charter Discussion Began
	(a) Name Adopted
	(b) Mission Statement Adopted
	(c) Guiding Principles Adopted – Living Document
	(d) Roles & Responsibilities Adopted
	(e) “Living” Vision Statement
	(f) Decision Making & Dispute Resolution Protocols Adopted
	(g) Communication Plan
	i. Minutes
	ii. Informal Communications
	iii. Formal Communications
	(h) Definitions

Collaboration Charter

May 2007	OVW/Vera All Site Meeting - Providence Rhode Island
June 25-26 2007	Retreat with Vera & OVW Program Manager Pilot Site Selection Completed
June 2007-August 30 2007	Work Plan for Engaging Pilot Sites
June 2007-August 30 2007	Work Plan for Needs Assessment Draft Focus Group Questions to be forwarded to Vera for feedback prior to submission to OVW Program Manager
October 29-30, 2007	Site visit with Vera and OVW Program Manager
November 2007	OVW/Vera All Site Meeting - St. Louis, MO
December 2007 –February 2008	Restructure collaborative; modify budget, collaboration charter, and needs assessment plan accordingly
March-June 2008	Implement needs assessment plan
July –October 2008	Strategic Planning Phase
October 2008-October 2009	Strategic Plan Implementation of Technical Assistance and Education