

IEAC: NEEDS ASSESSMENT PLAN

INTRODUCTION

The Idaho Equal Access Collaborative (IEAC) is a collaboration between three organizations: the Idaho Coalition Against Sexual and Domestic Violence—the State’s largest umbrella organization of domestic violence/sexual assault (dv/sa) service providers; the State Independent Living Council—Idaho’s only gubernatorial advocacy organization run by and for people with disabilities; and, Boise State University—the State’s largest university, nationally recognized for its work in public policy, research, and service.

The IEAC is funded by the Department of Justice, Office on Violence Against Women’s Educational and Technical Assistance Grant to End Violence Against Women with Disabilities, for a three-year period, beginning October 2006 and ending approximately October 2009. As established by the cooperative agreement between the IEAC partners and the Office on Violence Against Women, this grant has certain parameters for how the funds must be expended and how work on the grant must be conducted.

The funding must be used to create attitudinal and systemic change within the collaborating IEAC partners and the Idaho pilot site partners selected by the IEAC, to enhance services available to women with disabilities who have experienced domestic or sexual violence. At each pilot site, the IEAC selected one disability and one domestic violence/sexual assault service provider to collaboratively work together to create attitudinal and systemic change within and between their own organizations. The IEAC shall assist by providing technical assistance and information.

The first phase of the grant was the planning phase. During the planning phase, the IEAC worked collaboratively to develop a Collaboration Charter. The Collaboration Charter defines our guiding principles, mission and vision statement, as well as guiding our conduct on the grant. Development of the Collaboration Charter assisted each IEAC partner with reflecting upon and making desired attitudinal and systemic changes in their own organizations. The IEAC will continue to nurture these changes and the collaborative working relationship developed between the IEAC partners.

As part of the planning phase, the IEAC will conduct strengths and needs assessments for each of the pilot site partners. A strengths and needs assessment will provide the IEAC and pilot site partners with important information about the pilot site partner resources, needs, and services to women with disabilities and Deaf women who have experienced violence. Using the results of the strengths and needs assessment the IEAC will be able to develop the strategic plan outlining the activities for the third year of the grant, which is the implementation phase.

PILOT SITE SELECTION

The IEAC identified the following criteria for selecting pilot sites:

1. Demographics- Most areas of Idaho are populated by mid-sized, predominantly rural cities and towns. To increase the chances of replication of IEAC efforts at other sites at a future time, such mid-size, partly rural towns and cities from different regions of the state were the most desirable.

2. Pre-existing relationships – Of high importance in selecting pilot sites was identification of sites with pre-existing relationships between local domestic violence/sexual assault service providers and disability service providers.
3. Previous collaborative work - Also, of high importance in selecting pilot sites was identification of sites which had previously demonstrated their willingness to work collaboratively with local domestic violence/sexual assault service providers and disability service providers.
4. Willingness to build on pre-existing relationships - Additionally, selection of the pilot sites was based on a demonstrated willingness to build on their pre-existing collaborative relationships with local domestic violence/sexual assault service providers and disability service providers. This willingness was ascertained through telephone conversations with the Executive Directors of the pilot site domestic violence and or sexual assault service providers and the pilot site Independent Living Centers.

The IEAC determined that three sites in Idaho—Coeur d’Alene, Rexburg, and Nampa—best met the selected criteria.

PILOT SITES

1. Coeur d’Alene, Idaho – In Coeur d’Alene, the community pilot site partners are the Women’s Center and Disability Action Center Northwest (DAC-NW). This pilot project site meets IEAC criteria because of its mid-size, partly rural population, its diverse population, and its geographic location in the northern part of the state. The Disability Action Center Northwest and Women’s Center are in close geographic proximity to one another. Although they have not formally worked together before, both organizations have referred individuals to the other’s program. As well, an intern at the Women’s Center was later hired onto the staff of the Disability Action Center. The leaders of both organizations have expressed willingness to collaborate with one another and the IEAC to engage in this work.
2. Rexburg/Idaho Falls, Idaho – In the Rexburg/Idaho Falls area, the community pilot site partners are the Family Crisis Center and Living Independently for Everyone, Inc. (LIFE). Again, the Rexburg/Idaho Falls area is a mid-size, predominantly rural area located in the eastern part of the state. The Family Crisis Center, located in Rexburg (approx. 20 miles from Idaho Falls), is the only domestic violence/sexual assault service provider in the area. LIFE and the Family Crisis Center have a good pre-existing relationship and both organizations have expressed willingness to work with the IEAC and one another to address issues of domestic violence and sexual assault against women with disabilities in their community.
3. Nampa, Idaho – In Nampa, the community pilot site partners are the Valley Crisis Center and Living Independence Network Corporation (LINC). Located in the south-western part of Idaho, Nampa is a mid-sized community bordered on the north, east, and south by many rural communities that have no domestic violence/sexual assault service providers, but do have a high number of domestic violence/sexual assault crimes. Although they have not formally worked together before, both organizations have referred individuals to the other’s program. Both the Valley Crisis Center and LINC have

expressed willingness to work with the IEAC and one another to address issues of domestic violence and sexual assault against women with disabilities in their community.

GLOBAL QUESTIONS

The IEAC identified the following global questions, which would reveal the information sought in the strengths and needs assessment. These general questions formed the basis for the specific questions ultimately formulated for use in the focus groups and potential individual interviews.

1. What resources and services do disability and domestic violence/sexual assault service providers currently have available for women with disabilities who have experienced violence?
2. To what extent do organizational policies, procedures and protocols at the service organizations hinder or promote meeting the particular needs of women with disabilities who are victims or survivors of domestic violence or sexual assault?
3. What barriers exist for service providers which hinder them from providing services and which we could plan strategically to minimize or overcome?
4. What barriers and facilitators to utilizing services exist for women with disabilities, which we could plan strategically to minimize or overcome?
5. What relationships currently exist among service providers and how could the IEAC foster new relationships and collaborations in the pilot site areas? What is the history of these relationships?
6. What do women with disabilities in pilot site areas know about the services currently available to them?

INFORMATION SOURCES

A. EXISTING DATA

Studies have already been conducted in many states confirming the high occurrence of physical, emotional, sexual, and disability-specific intimate partner violence against women with disabilities. There is no reason to believe this would not hold true for Idahoans. In fact the May 2005 Assessment of Idahoans with Disabilities Survey conducted by the Idaho State Independent Living Council and the Boise State University Social Science Research Center reported that the rate of intimate partner violence against women with disabilities in Idaho is as high as in other states. Furthermore, existing methods of data collection are not of significant use in developing long term strategic planning, the building of collaborations between various service providers in Idaho, or technical assistance programming. The assumption that Idaho women with disabilities experience intimate partner violence will be accepted as fact and shall form the basis of the strengths and needs assessment. The strengths and needs assessment will yield information more fruitful in creating long-term systemic change.

B. METHODOLOGY

The IEAC and pilot site partners will sign a memorandum of understanding that will outline their mutual commitment to the pilot site projects and the IEAC's expectations for

participation, including participation in the strengths and needs assessment. The strengths and needs assessment will be administered at the three pilot sites by at least one representative from each of the IEAC partners. The “target audiences” of the strengths and needs assessment are: (1) the pilot site dv/sa service providers; (2) the pilot site disability service providers; and (3) individuals with disabilities in the pilot site communities.

1. Focus Groups – The IEAC will conduct at least one focus group for each of the three target audiences with a maximum of eleven participants per focus group. The IEAC will hold additional focus groups if individuals requesting to participate exceed the maximum number of participants allowed in a focus group. A minimum of three focus groups will be conducted at each of the three pilot sites for a combined minimum total of nine focus groups.
2. Individual Interviews – The IEAC shall also conduct individual interviews of people who possess relevant information. The IEAC estimates that they will conduct a minimum of nine interviews, which will include the Executive Directors, women with disabilities who have health and safety concerns that require a separate interview, and other individuals who may request the IEAC conduct their interview separately. Each focus group or interview will last approximately 1-1/2 – 2 hours with a break and refreshments made available.
3. Roles and Responsibilities – There will be individuals representing the IEAC at each of the focus groups and interviews and they shall each have a particular role. The ICASDV Executive Director shall serve as the participant safety monitor during the focus group for women with disabilities assisting participants who become distressed to access the mental health professional provided by the IEAC.
 - a. Disability Service Provider Focus Group and Interviews:
 - Interviewer – SILC project co-director
 - Note-taker – IEAC individuals who are not interviewing shall take notes
 - Recording device operator – ICASDV project co-director
 - b. DV/SA Service Provider Focus Group and Interviews:
 - Interviewer – ICASDV project co-director
 - Note-taker – IEAC individuals who are not interviewing shall take notes
 - Recording device operator – SILC project co-director
 - c. Women with Disabilities Focus Group and Interviews:
 - Interviewer – BSU
 - Note-taker – IEAC individuals who are not interviewing shall take notes
 - Recording device operator – SILC project co-director
 - Participant safety monitor (See Roles and Responsibilities) – ICASDV Executive Director

The interviewer shall also provide the focus group or interview participant(s) with a brief orientation.

The service provider focus groups and interviews shall utilize the set of questions developed for service providers. The women with disabilities focus groups and interviews shall utilize the set of questions developed for women with disabilities.

C. FOCUS GROUP AND INTERVIEW PARTICIPANTS

Estimated number of people in focus groups and interviews conducted at each pilot site

	Nampa	Coeur d'Alene	Rexburg/Idaho Falls
DV/SA Service Provider Focus Group	7	5	5
DV/SA Service Provider Interviews	2	2	2
Disability Service Provider Focus Group	5	4	3-5
Disability Service Provider Interviews	1	1	1
Women w/Disabilities Focus Group	11	11	11
Women w/Disabilities Interviews	5	5	5

1. Domestic violence/sexual assault service providers' focus group - This focus group shall be comprised of two or more of the following categories of staff and volunteers, keeping in mind that some service providers may have too few staff and volunteers to represent each category and some staff and volunteers may participate in interviews rather than the focus group:
 - Staff members with client contact, volunteer coordinator and/or volunteer with client contact.

2. Domestic violence/sexual assault service providers' interviews – This interview shall be comprised of the following:
 - Executive Director and any participating Members of the Board of Directors who elect to participate.
 - Additional interviews may be provided for any staff member with client contact, or volunteer coordinator and/or volunteer with client contact who elects to participate in an interview.

3. Disability service providers' focus group – This focus group shall be comprised of two or more of the following categories of staff and volunteers, keeping in mind that some service providers may have too few staff and volunteers to represent each category and some staff and volunteers may participate in interviews rather than the focus group:
 - Staff member with client contact.
 - Volunteer coordinator and/or a volunteer with client contact. It is important to note that most of these pilot site organizations have less than five staff members.

4. Disability service providers' interviews –This interview shall be comprised of the following:
 - Executive Director and any participating Members of the Board of Directors who elect to participate.

- Additional interviews may be provided for any staff member with client contact, or volunteer coordinator and/or a volunteer with client contact who elects to participate in an interview.
5. Women with disabilities focus group – The IEAC will recruit women with disabilities according to Section F. This focus group shall be comprised of the following:
 - Individuals with a wide range of disabilities identified by the recruiting organization, as described in Section F.
 - A certified mental health professional.
 - A personal assistant, if requested, to provide support to participants as needed.
 6. The women with disabilities interviews – The IEAC will recruit women with disabilities according to Section F. The interviews shall be comprised of the following:
 - Individuals with a wide range of disabilities identified by the recruiting organization, as described in Section F.
 - A certified mental health professional.
 - A personal assistant present, if requested, to provide support to participants as needed.

The IEAC will conduct the disability and domestic violence/sexual assault service providers' focus groups and interviews at the service providers' work locations unless requested otherwise. If requested to hold the focus group away from the work location, an accessible, safe, neutral alternate location will be secured. The IEAC agrees to abide by each pilot site's policies to protect the security of the site and all staff/volunteers/clients therein. (See Participant Accessibility and Safety, Section F, 1 and 2.)

FOCUS GROUP AND INTERVIEW PARTICIPANT RECRUITMENT

Prior to conducting the focus groups and interviews, the IEAC will meet with the executive directors of each of the pilot site organizations at a separately scheduled initial site visit. During the initial site visit, each of the pilot site organizations will be asked to commit to having their Executive Director and staff participate in the focus groups and interviews. They will also be asked to commit to inviting volunteers and members of the Board of Directors. While volunteers and members of the Board of Directors cannot be directed to participate, the pilot site organizations will be asked to contact them, encourage their participation, and support them if they elect to participate. At the initial pilot site meeting, the IEAC will prepare each pilot site for their participation in the grant project by explaining the IEAC goals for the project, the IEAC's expectations for their participation in the project, and by providing the pilot sites with the IEAC Pilot Site Fact Sheet, which will also be explained. (Addendum III) Following each initial site visit, each pilot site will enter into a Memorandum of Understanding (MOU) with the IEAC. The MOU will outline the goals and expectations of the collaboration, as discussed during the initial site visit.

To recruit individuals with disabilities for the focus groups and/or interviews in each pilot site the IEAC will talk to advocates at the disability organization about our need to recruit women with disabilities from their community to participate in our focus groups and interviews. The criteria for participation are that the individuals must live in the community, have a disability, and be willing to express their insights pertaining to their experiences as a person with a

disability. The advocates will be advised that they should not target particular individuals to participate, especially those individuals with a known history of violence. They will also be advised that they should avoid having two participants from the same household, and that they should avoid having both partners in a relationship sign up for the same focus group.

To obtain a diverse group of participants, the advocates will utilize our primary recruitment strategy of making information about the focus groups and interviews available at the front desk of the independent living center near the designated staff member who is primarily responsible for focus group recruitment. Interested individuals can then speak with that staff member to learn more about the subject of the focus groups and interviews. The staff member will share information regarding the focus group and will collect RSVPs from interested individuals. We will not be using flyers.

Given the extremely low foot traffic at two of the three disability service provider offices, waiting for people to come through those rural satellite offices to learn about the focus groups cannot be our sole recruitment strategy, no matter how long we make the recruitment period. Therefore, our secondary recruitment strategy will be for the disability service providers to announce the focus groups and interviews at their regularly scheduled meetings and events. The announcer will be provided with clear talking points, which explain that the focus groups are to gather information about perceptions of the safety, accessibility, and welcoming atmosphere of local services. Interested individuals will be directed to contact the designated staff member to learn more about the subject of the focus groups and interviews. The staff member contact will then collect RSVPs from interested individuals. RSVPs will only record the estimated number of participants, without identifying information.

If an individual expresses interest in participating in the focus groups or interviews, the designated staff member contact will inquire about any necessary accommodations so that the independent living center can arrange to provide those accommodations for the individual using preauthorized services, for which the IEAC will pay. For participating, each individual will also be offered compensation in the form of a \$25.00 retail gift card at the beginning of the focus group. The participants will be advised that they may keep the gift card whether they complete the focus group or not.

The advocates already have an established, trusting relationship with individuals with disabilities. This will increase buy-in and participation in the interviews and focus groups. Safety is a priority when the advocates are inviting individuals to participate in the focus groups and interviews. The advocates who are inviting participants will be provided with guidelines for how to protect the safety of the individuals who choose to participate. The designated staff member or advocate will also record requested accommodations and make accommodation arrangements. The IEAC is anticipating between 9 and 11 participants for each of these focus groups and 1-3 participants for the interviews at each pilot site.

1. Participant Accessibility

The IEAC secured the agreement of each pilot site disability service provider to assist with accessibility needs at focus groups. The IEAC will cover expenses relating to:

- Physically accessible locations,

- Availability of van to transport participants in wheelchairs who may not be able to attend otherwise,
- ASL Interpreters,
- Spanish Interpreters,
- Certified mental health professional,
- Other reasonable accommodations as requested.

2. Participant Safety

The IEAC will take the following measures to minimize risks to the participants:

- The IEAC will have a mental health professional as well as a participant safety monitor in the event a participant experiences any discomfort related to previous trauma during the course of the focus group or interview. The mental health professional will be available at the women with disabilities focus groups and interviews. The IEAC will collaborate with the Independent Living Centers (ILC) to identify mental health professionals in their community who can staff the focus groups for women with disabilities. The ILC was selected to help identify these individuals based on conversations with them indicating that they have an existing resource base for identifying these professionals in their communities. If a participant experiences a delayed reaction to the focus group or interview, they will have been directed to call the toll-free 24 hour Idaho State Domestic Violence Hotline - 1-800-669-3176, the National Domestic Violence Hotline – 1-800-799-7233 (SAFE), 1-800-787-3224 (TTY), and/or the National Sexual Assault Hotline – 1-800-656-4673 (HOPE). The IEAC will also provide a list with contact information for the local dv/sa and disability service providers, including the local dv/sa crisis line.
- Questions asked at the focus groups and interviews will be intentionally designed not to ask about events that would re-traumatize any victims/survivors among the participants.
- Participants are informed that they may leave the focus group and interviews at any time they wish.
- Focus group members and interviewees will be provided with contact information for the local disability, domestic violence/sexual assault service providers. The service providers will have the contact information for Boise State University, the State Independent Living Council, and the Idaho Coalition Against Sexual and Domestic Violence in case they have questions from focus group participants after the focus group or interview.
- Participants will be provided with a consent form, which also documents the risks and benefits of participating in the focus group or interview.

3. Participant Confidentiality

- All efforts will be expended to ensure participant confidentiality. Participants will not be asked for any personally identifying information. Since this is a small- to mid-size community, it is possible that some focus group participants may know one another. The IEAC cannot guarantee protection against other focus group participants disclosing what is discussed at the focus group however, the IEAC will strongly caution participants not to disclose any personally sensitive information or any information discussed in the focus group in order to maintain the safety of all

participants. Acceptance of a consent form will indicate that the participant agrees not to do so.

- The IEAC will collect audio recordings of the focus group meetings or interviews but without personally identifying respondents with responses. An IEAC member may also take notes, in case the audio recording fails. It is the intent of this process to ensure that detailed answers to the questions are documented accurately without compromising participant confidentiality. The information provided in participant responses will be aggregated with the responses of other participants from this pilot site and from other pilot site communities throughout the state. The results may be made public, but none of participant responses will be specifically attributed to individuals. All recordings and transcriptions of those recordings will be kept by the IEAC and not made available to the general public. The IEAC takes confidentiality very seriously and will make every effort necessary to protect participant confidentiality.

4. Safe Recording, Storage, and Destruction of Results

- At each of the focus groups and interviews an IEAC representative will ask the questions (see Methodology) and an audio recorder will be used to record the participants' answers verbatim for later transcription, without personally identifying the participant. It is the intent of this process to ensure that detailed answers to the questions are documented accurately. The IEAC partners and administrative assistant shall also take notes, in case the audio recording fails.
- Participants will be informed that the discussion will be recorded verbatim by an audio recording device. No participant response will be linked to a particular individual. All recordings or subsequent transcriptions will be kept by the IEAC in a locked cabinet, for a minimum of 120 days, accessible only by authorized staff, and not made available to the general public. All original and copied focus group and interview recordings and transcriptions will be erased or shredded no later than 12 months after being recorded or transcribed.

ANALYZING & INTERPRETING INFORMATION – DOCUMENTATION OF FINDINGS

The IEAC will analyze the information from the focus groups and individual interviews and compile the information gathered at each pilot site into a report that documents the findings of the strengths and needs assessment. Selecting from the reported strengths and needs of each pilot site, the IEAC will create a “menu of initiatives” for each site. This will be the first step toward narrowing the focus of the final pilot site project. Upon completion of the “menu of initiatives,” the IEAC will again narrow the focus by selecting the initiatives for each pilot site that appear to be obtainable and sustainable. The IEAC, in cooperation with the dv/sa and disability service providers, will then schedule a series of site visits to discuss the selected initiatives with the pilot site partners and further narrow the focus to those initiatives which the pilot sites perceive to be most useful. The IEAC will then begin strategic planning to implement the initiative(s).

It is the goal of the needs assessment plan to identify initiatives that will ensure commitment and participation between the IEAC and the pilot sites in order to increase access to services, capacity and community building and to create attitudinal and systemic change.

The IEAC is firmly committed to sustaining the pilot project sites when Department of Justice, Office on Violence Against Women funding is no longer available and will commit available resources, to include time, in-kind contributions, and award funds. All IEAC partners have the internal capacity to solicit additional public and private funds in order to sustain the pilot site projects.

TIMELINE

- Submission of Needs Assessment Plan to DOJ Office on Violence Against Women: May 4, 2008.
- Submission of focus group questions from Boise State University's Institutional Internal Review Board: May 2008.
- Visits to pilot sites to conduct focus groups and interviews: July 30 – August 30, 2008.
- Compiling information and analysis: September 1 – October 15, 2008.
- Production of report of findings, including feedback and editing by IEAC members: October 16 – November 15, 2008.

ADDENDUM 1
QUESTIONS FOR FOCUS GROUPS/INTERVIEWS

A. Domestic Violence/Sexual Assault Service Providers Focus Group/Interview

1. Please describe some successful experiences your agency has had serving women with disabilities.
Can you give some examples of how you individualized her services so that her needs were met?
2. What challenges or barriers does your organization face when trying to provide services to women with disabilities? For example, is there any discomfort present among staff and volunteers when a woman with a disability, such as a mental disability, or when a Deaf woman seeks services? *What would your organization need to overcome these challenges?*
3. How does your organization find out that there is a need for providing reasonable accommodations to women with disabilities who are victims of domestic abuse or sexual assault? For example, a reasonable accommodation could include an assistive devices or an American Sign Language interpreter.
What do staff and volunteers at your organization do if a women requests a reasonable accommodation?
Do you have policies, procedures or protocols in place? Are these policies or protocols written or recorded? Are both regular staff and volunteers informed about these policies or protocols?
4. Could you describe any types of resources for providing reasonable accommodations that staff and/or volunteers have to assist them when serving women with disabilities who are victims of domestic abuse or sexual assault? *What other types of resources are there? For example, an assistive device program or a telecommunication relay service.*
5. Have staff and volunteers at your organization been trained about the complexities of disability-specific abuse, such as the withholding of assistive devices, personal care, or medical care? Please describe.
6. Has your organization and disability organizations in your community ever worked together in the past? Can you describe what happened and what the results were?
Currently, does your organization receive referrals of women from local disability service providers?
Do you ever refer women to disability service providers in your area? If so, how does this process typically work? Is there a follow up process to see if the women accessed the service?
7. If you could picture the "ideal" working relationship between your organization and disability organizations in your community, what would it look like? *How close are you to this ideal? Explain. How could we help you develop your relationships with disability organizations to help you reach this goal?*
8. Are there any other ideas or information that have come to mind today that you think would be useful for us to know if we are to better serve these women?

B. Disability Service Providers Focus Group/Interviews

1. Please describe some successful experiences your agency has had serving women with disabilities who are victims or survivors of domestic violence or sexual assault.
When a women with a disability who is a victim or survivor of domestic violence or sexual assault needs information about available services what resources are you familiar with to assist her?
2. How does your organization currently provide women with disabilities information about domestic violence, sexual assault and the resources available to them in your community?
3. Does your organization ask questions aimed at determining if an individual is a victim of domestic violence and sexual assault, including disability-specific abuse, such as the withholding of assistive devices, personal care, or medications? If so, when does this take place?
What do individuals at your organization do if a woman discloses such abuse or violence?
Does your organization have protocols or procedures in place that instruct staff or volunteers about how best to serve women with disabilities who are victims of domestic abuse or sexual assault? Are these protocols written or recorded? Are both regular staff and volunteers informed about these protocols?
4. Could you describe any type of specialized information that staff and volunteers have received on how to serve women with disabilities who are victims of domestic abuse or sexual assault? What [additional] information would be helpful?
5. What are the biggest challenges or barriers your organization faces when trying to provide services to women with disabilities who have become victims of sexual assault or domestic violence? What do you need to overcome these challenges?
6. Have your organization and Domestic Violence/Sexual Assault service providers in your community ever worked together in the past? Can you describe what happened and what the results were?
Currently, does your organization receive referrals of women from local DV/SA organizations?
Do you ever refer women with disabilities to Domestic Violence/Sexual Assault service providers in your area? Can you describe how the process typically works? For example, is there a follow-up process to see if the woman used the referral?
7. If you could picture the "ideal" working relationship between your organization and Domestic Violence/Sexual Assault organizations in your community, what would it look like? How close are you to this ideal? Explain. How could we help you develop your relationships with these organizations to help you reach this goal?
8. Are there any other ideas or information that have come to mind today that you think would be useful for us to know if we are to better serve these women?

.C. 1. Introduction for Focus Groups/Interviews with Women with Disabilities

We work all over the state and so we do often work with the (name of CIL) and (name of SA/DV program.) We do not work for them, but are here to help them find ways of improving their services. Your input will help us do that. The things you tell us will stay confidential. We will tell them about the things discussed in the group, but will not tell them who attended or what they said.

This meeting is so we can learn more ways to help people with disabilities and survivors of violence.

We will listen to you carefully. You know the community best and know the most about what things need to change.

It is okay to tell us about what services work well in your community and what has not worked well. It is also okay if there are things you don't want to tell us. We encourage you to keep very sensitive personal information to yourself.

If you know of a complaint about a local program, it is okay to tell us. We cannot fix the situation, but hearing about it may help us understand problems and improve future services in your community.

Your knowledge is very important. Thank you for sharing it with us.

C.2. Questions for Focus Groups with Women with Disabilities/Interviews

1. In your experience, which services in your community serve you the best when you need assistance? How did you learn about the services that you accessed?
In your opinion, what did you like best about the services? (If discussion hovers around disability service providers) Are there non-disability service providers that serve you well?
2. What would ideal services, advocacy, or programs look like? What would you tell service providers and advocates about providing excellent advocacy?
3. When someone is working with an advocate or service provider what makes it hard to talk about sensitive topics or try to get help? What makes you feel uncomfortable or unwelcome?
4. What is the best way to get information to people with disabilities about available services? Where is the best place to access this information? How can we assist in making this information more available to people with disabilities?
5. Is there anything that you feel is important for us to know about the experience women with disabilities have when seeking services in your community?

D. Questions for Domestic Violence/Sexual Assault Service Provider Executive Director/Board Member Interviews

1. Please describe successful experiences your organization has had serving women with disabilities who are victims or survivors of domestic violence or sexual assault.
2. What do you feel are your organization's greatest strengths in providing services for women with disabilities who are victims or survivors of domestic violence or sexual assault?
3. What are the biggest challenges or barriers your organization faces when trying to provide services to women with disabilities who are victims or survivors of sexual assault or domestic violence? *How can the IEAC assist you in overcoming these challenges or barriers?*
4. Do you currently have policies, procedures, or protocols in place to assist women with disabilities who are victims or survivors of domestic violence or sexual assault? *Are these policies, procedures or protocols written or informal? If not would you be willing to create and implement policies, procedures, or protocols to assist women with disabilities who are victims or survivors of domestic violence or sexual assault?*
5. What are the barriers within your organization to changing policies, procedures, and protocols?
6. How does your organization determine funding priorities? *Does your organization include line items in the budget for accommodations for women with disabilities who are victims or survivors of domestic violence or sexual assault?*
7. Does your organization have a plan to increase accessibility? How could accessibility become a funding priority?
8. How does change happen within your organization? What is the best way to make change happen within your organization?

E. Questions for Disability Service Provider Executive Director/Board Member Interviews

1. Please describe successful experiences your organization has had serving women with disabilities who are victims or survivors of domestic violence or sexual assault.
2. What do you feel are your organization's greatest strengths in providing resources for women with disabilities who are the victims or survivors of domestic violence?
3. What are the biggest challenges or barriers your organization faces when trying to provide services to women with disabilities who are victims of sexual assault or domestic violence?
4. Do you currently have policies, procedures, or protocols in place to assist women with disabilities who are victims or survivors of domestic violence or sexual assault? *Are these policies, procedures or protocols written or informal? If not would you be willing to create and implement policies, procedures or protocols?*
5. What are the barriers within your organization to changing policies and protocols? *How can the IEAC assist to overcome those challenges and barriers?*
6. How does your organization determine funding priorities? *Does your organization include line items in the budget to provide domestic violence or sexual assault resources for women with disabilities who are victims or survivors of domestic violence or sexual assault?*
7. *Does your organization have a plan to increase awareness about domestic violence and sexual assault? How could raising awareness about domestic violence and sexual assault become a funding priority?*
8. How does change happen within your organization? *What is the best way to make change within your organization?*

ADDENDUM II Consent Form

The Idaho Equal Access Collaborative, the IEAC, appreciates your willingness to participate in this focus group or interview and values your input. An individual from the IEAC that is assisting in conducting this focus group or interview will explain the focus group or interview process and assist you with this consent form. If you have any questions about participating in this focus group or interview or about this consent form, please let a representative of the IEAC know so that we can assist you. Again, thank you for your time and input.

Procedures:

If I agree to participate in the focus group/interview, I understand the following:

- I will participate in a focus group with other individuals from my community. If I desire, I may request a private interview.
- I understand that it will take approximately 1-1/2 to 2 hours to complete the focus group/interview and a break will be provided.
- I understand that I must be at least 18 years of age to participate in this focus group or interview.
- I understand that a counselor and/or advocate shall also be present to support participants as needed.
- I understand that I do not have to answer any question I do not want to, and I may leave the focus group/interview at any time I wish.
- I understand that I will receive a \$25 gift card when I arrive at the focus group. I understand that the gift card is mine to keep, whether I leave the focus group early or not.

Confidentiality:

Participation in the focus group or interview may involve a loss of privacy; however, every effort will be expended to ensure participant confidentiality. You will not be asked for any personally identifying information. Since this is a small- to mid-size community, it is possible that some participants may know one another. The IEAC is highly committed to maintaining confidentiality for participants during the focus groups or interviews. The things you tell us will stay confidential. We will tell the (name of CIL) and (name of DV/SA program) about the things discussed in the group, but will not tell them who attended or what they said. In order to maintain the safety of all participants we strongly encourage all participants to keep the confidence of the group and never share anything said by others in the group. However, the IEAC cannot guarantee that other focus group participants will never disclose what is discussed at the group. Therefore, we strongly caution you not to disclose any sensitive information in the group without carefully considering the possibility that other group members might share your information with other people. Acceptance of the consent form indicates agreement not to do so.

The IEAC will collect audio recordings of the focus group meetings or interviews but without personally identifying respondents with responses. An IEAC member may also take notes, in case the audio recording fails. It is the intent of this process to ensure that detailed answers to the questions are documented accurately without compromising your confidentiality. The information provided in your responses will be aggregated with the responses of other participants from your community and from other communities throughout the state. The results

may be made public, but none of your responses will be specifically attributed to you. All recordings and transcriptions of those recordings will be kept by the IEAC and not made available to the general public. I understand that the IEAC takes my concerns for confidentiality very seriously will make every effort to protect my confidentiality.

Benefits:

The information I provide may help the IEAC better understand the experiences of women with disabilities in Idaho who are victims and/or survivors of domestic violence and/or sexual assault and better enable service providers to ensure the safety of all women who become victims of domestic or sexual violence.

Risks:

The main risks of participation are

- re-traumatization of victims/survivors among the focus group/interview participants
- endangering of victims/survivors among the focus group participants if an abuser found information connected to a dv/sa organization or activity or if focus group participants spoke later about the content of the focus group.

The IEAC has taken the following measures to minimize your risks:

- The IEAC will have a counselor and/or an advocate available at the focus groups or interview for women with disabilities.
- Questions asked at the focus groups and interviews have been intentionally designed not to ask about events that would re-traumatize any victims/survivors among the participants.
- Should you feel discomfort at any time due to participation in this focus group/interview, you may contact the toll-free 24 hour Idaho State Domestic Violence Hotline - 1-800-669-3176, the National Domestic Violence Hotline – 1-1-800-799-7233 (SAFE), 1-800-787-3224 (TTY), and/or the National Sexual Assault Hotline – 1-800-656-4673 (HOPE). You will also be provided with contact information for local domestic violence, sexual assault, and disability service providers, including the local domestic violence/sexual assault crisis line.
- You may leave the focus group and interviews at any time you wish.
- As mentioned above, we will strongly caution all participants not to disclose any information discussed in the group in order to maintain the safety and privacy of all participants, and acceptance of the consent form indicates agreement not to do so.
- Be advised that this consent form is specifically linked to a domestic violence/sexual assault project and service organizations and, if found by a potential or actual abuser, might endanger you, so care should be taken with this form.

Costs:

There will be no costs to me as a result of participating in this focus group/interview, other than the time spent to participate.

Questions:

If you have any questions concerning the focus group/interview, contact any of the following: (local contact information for that pilot site) **This information will be changed to reflect the three pilot sites domestic violence and sexual assault contact information when conducting the focus groups or interviews.**

Consent:

You will be given a copy of this consent form. Your attendance and/or participation in the focus group/interview will be taken as an acknowledgment of the receipt of this informed consent and agreement to participate in the focus group/interview. Be advised that this consent form is specifically linked to a domestic violence/sexual assault project and service organizations and, if found by a potential or actual abuser, might endanger you, so care should be taken with this form. Acceptance of the consent form indicates agreement not to disclose any information discussed in the group in order to maintain the safety of all participants.

Your participation in this focus group/interview is voluntary. If you should come to any question that you do not wish to answer, or feel uncomfortable with, you do not have to answer. You may withdraw from the focus group/interview at any time after you begin. If you choose not to participate or to withdraw from the focus group/interview, you will not be impacted in any way.

The Boise State University Institutional Review Board has reviewed this project for the protection of human participants. You understand that BSU, its employees, students or representatives involved in this focus group/interview will not be held liable for any care (mental or physical) that may be needed as a result of your participation in this focus group/interview.

Consent Form-Service Providers

The Idaho Equal Access Collaborative, the IEAC, appreciates your willingness to participate in this focus group or interview and values your input. An individual from the IEAC that is assisting in conducting this focus group or interview will explain the focus group or interview process and assist you with this consent form. If you have any questions about participating in this focus group or interview or about this consent form, please let a representative of the IEAC know so that we can assist you. Again, thank you for your time and input.

Procedures:

If I agree to participate in the focus group/interview, I understand the following:

- I will participate in a focus group with other individuals from my organization or, if I desire, I may request a private interview.
- I understand that it will take approximately 1-1/2 to 2 hours to complete the focus group/interview and a break will be provided.
- I understand that I must be at least 18 years of age to participate in this focus group or interview.
- I understand that I do not have to answer any question you do not wish to, and you may leave the focus group/interview at any time you wish.

Confidentiality:

Participation in the focus group or interview may involve a loss of privacy; however, all effort will be expended to ensure participant confidentiality. You will not be asked for any personally identifying information. The IEAC cannot protect against other focus group participants disclosing what is discussed at the group. We strongly caution you not to disclose any information discussed in the group. Acceptance of the consent form indicates agreement not to do so.

The IEAC will collect audio recordings of the focus group meetings or interviews but without personally identifying respondents with responses. An IEAC member may also take notes, in case the audio recording fails. It is the intent of this process to ensure that detailed answers to the questions are documented accurately without compromising your confidentiality. The information provided in your responses will be aggregated with the responses of other participants from your community and from other communities throughout the state. The results may be made public, but none of your responses will be specifically attributed to you. All recordings and transcriptions of those recordings will be kept by the IEAC and not made available to the general public. I understand that the IEAC takes my concerns for confidentiality very seriously and will make every effort to protect my confidentiality.

Benefits:

There are no direct benefits to me from participating in this focus group/interview, however the information I provide may help the IEAC better understand the experiences of service providers in Idaho and better enable service providers to ensure the safety of all women who become victims of domestic or sexual violence.

Risks:

The main risks of participation are

- re-traumatization of victims/survivors among the focus group/interview participants
- endangering of victims/survivors among the focus group participants if an abuser found information connected to a dv/sa organization or activity or if focus group participants spoke later about the content of the focus group.

The IEAC has taken the following measures to minimize your risks:

- The IEAC will have a counselor and/or an advocate available at all focus groups and interviews.
- Questions asked at the focus groups and interviews have been intentionally designed not to ask about events that would re-traumatize any victims/survivors among the participants.
- Should you feel discomfort at any time due to participation in this focus group/interview, you may contact the toll-free 24 hour Idaho State Domestic Violence Hotline - 1-800-669-3176, the National Domestic Violence Hotline – 1-1-800-799-7233 (SAFE), 1-800-787-3224 (TTY), and/or the National Sexual Assault Hotline – 1-800-656-4673 (HOPE). You will also be provided with contact information for local domestic violence, sexual assault, and disability service providers, including the local domestic violence/sexual assault crisis line.
- You may leave the focus group and interviews at any time you wish.
- As mentioned above, we will strongly caution all participants not to disclose any information discussed in the group in order to maintain the safety and privacy of all participants, and acceptance of the consent form indicates agreement not to do so.
- Be advised that this consent form is specifically linked to a domestic violence/sexual assault project and service organizations and, if found by a potential or actual abuser, might endanger you, so care should be taken with this form.

Costs:

There will be no costs to me as a result of participating in this focus group/interview, other than the time spent to participate.

Questions: If you have any questions concerning the focus group/interview, contact any of the following:

Robbi Barrutia
SILC
208-334-3800
Email: robbi.barrutia@silc.idaho.gov

Susan Clark
ICASDV
208-384-0418
Email: sclark@idvsa.org

Lisa McClain
BSU

208-426-1985

Email: lmcclain@boisestate.edu

If for any reason you do not wish to contact Dr. McClain personally, you may contact the Boise State University Institutional Review Board, which is concerned with the protection of volunteers in research projects. Refer to protocol number EX 015-08-051. You may reach the board office between 8:00 am and 5:00 pm Monday through Friday by calling (208) 426-1574, or by writing to: Institutional Review Board, Office Research Compliance, Boise State University, 1910 University Dr., Boise, ID 83725-1135.

Consent:

You will be given a copy of this consent form to keep. Your attendance and/or participation in the focus group/interview will be taken as an acknowledgment of the receipt of this informed consent and agreement to participate in the focus group/interview and be audio taped. Again, be advised that this consent form is specifically linked to a domestic violence/sexual assault project and service organizations and, if found by a potential or actual abuser, might endanger you, so care should be taken with this form.

Your participation in this focus group/interview is voluntary. If you should come to any question that you do not wish to answer, or feel uncomfortable with, you do not have to answer. You may withdraw from the focus group/interview at any time after you begin. If you choose not to participate or to withdraw from the focus group/interview, you and your organization will not be impacted in any way.

The Boise State University Institutional Review Board has reviewed this project for the protection of human participants. You understand that BSU, its employees, students or representatives involved in this focus group/interview will not be held liable for any care (mental or physical) that may be needed as a result of your participation in this focus group/interview.

Addendum III Pilot Site Fact Sheet

The Idaho Equal Access Collaborative

The Idaho Equal Access Collaborative (IEAC) is comprised of the Idaho State Independent Living Council (SILC), the Idaho Coalition Against Sexual and Domestic Violence (ICASDV), and the Boise State University Gender Studies Program (BSU). The IEAC is funded by the Department of Justice, Office on Violence Against Women Educational and Technical Assistance Grant to End Violence Against Women with Disabilities, for a three year period, beginning October of 2006. This grant funding will be used to achieve the grant goals of creating attitudinal and systemic change among the collaborating IEAC pilot site partners. The Idaho pilot sites are geographically dispersed across the state consisting of disability and domestic violence/sexual assault service providers.

The IEAC values and strives for equity and shared responsibility in our collaborative structure and our roles and responsibilities reflect that commitment to equity. Further, the IEAC values and respects the unique contributions of all roles, individuals and agencies.

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 the Domestic Violence, Sexual Assault, and Disability Organizations. The IEAC has developed the following guiding principles that reflect the embodiment of their commitment to facilitate systemic and attitudinal change to end violence against women with disabilities.

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.

We recognize that the needs of all victims and survivors are valid.

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.

We recognize and respect that it is imperative to provide fully accessible services for individuals with disabilities.

We strive to identify, utilize and build upon the strengths and resources of those who provide disability, domestic violence and sexual assault services.

We recognize that domestic and sexual violence against individuals with disabilities is pervasive and there are significant barriers to reporting.

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.

We promote practices that do not re-victimize individuals with disabilities who are victims or survivors of domestic violence or sexual assault.

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.

We recognize that confidentiality is an essential component for all individuals who are accessing disability, sexual assault and/or domestic violence services.

We recognize and respect that everyone is entitled to information in an alternative format to make informed decisions.

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.

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.

With those guiding principles in place it is the vision of the Idaho Equal Access Collaborative that any victim, regardless of ability, has equal access to the comprehensive service the individual chooses, no matter where the individual accesses the integrated network of service.

Benefits of the IEAC and Pilot Site Collaboration

The IEAC shall assist its pilot site partners in the following ways:

- Strengths and Needs Assessment – Conduct an in-depth strengths and needs assessment of each program during intensive site visits and focus groups. Identify aspects of the monitoring and delivery of services to women with disabilities who are the victims of domestic violence and sexual abuse which may be improved through collaborative work with the IEAC and its partners.
- Pilot Site Initiative – Assist with developing a pilot site initiative that will enhance and improve aspects of the monitoring and delivery of services to women with disabilities who are the victims of domestic violence and sexual abuse. Assistance will be provided to the three pilot sites through intensive site visits and technical assistance to ensure success in implementing their pilot site initiative.

Investments of the IEAC and Pilot Site Projects

IEAC will provide the following to ensure success of the pilot site projects:

- Financial support for accessible facilities for focus groups and meetings initiated by the IEAC;
- ASL and language interpreters for focus groups and meetings;
- A licensed counselor or other mental health professional to attend each women with disabilities focus group; and

- Accessible transportation costs, if required, to attend the focus groups for women with disabilities.

Pilot Site Partners will be asked to provide the following to ensure success of the project:

- All expenses related to the partner's own staff and volunteers; including, but not limited to, transportation, salary, overtime, and/or other payments or compensation provided to staff attending focus groups and meetings;
- Participation of the executive director, staff and partner-selected volunteers in intensive site visits and focus groups; and
- Identify and secure an accessible location for the focus groups, identify local counselors and interpreters, and recruit for the focus groups as requested.

The Boise State University Institutional Review Board has reviewed this project for the protection of human participants.