

The Planning & Development Phase for Local Collaborations

Beginning Your Journey: Laying the Foundation for Success in the Office on Violence Against Women's Disability Grant Program

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Workshop Objectives

- > Provide an overview of the planning and development phase of the Disability Grant program.
- > Discuss key considerations for a successful planning process.
- > Answer your pressing questions about this phase of the grant.

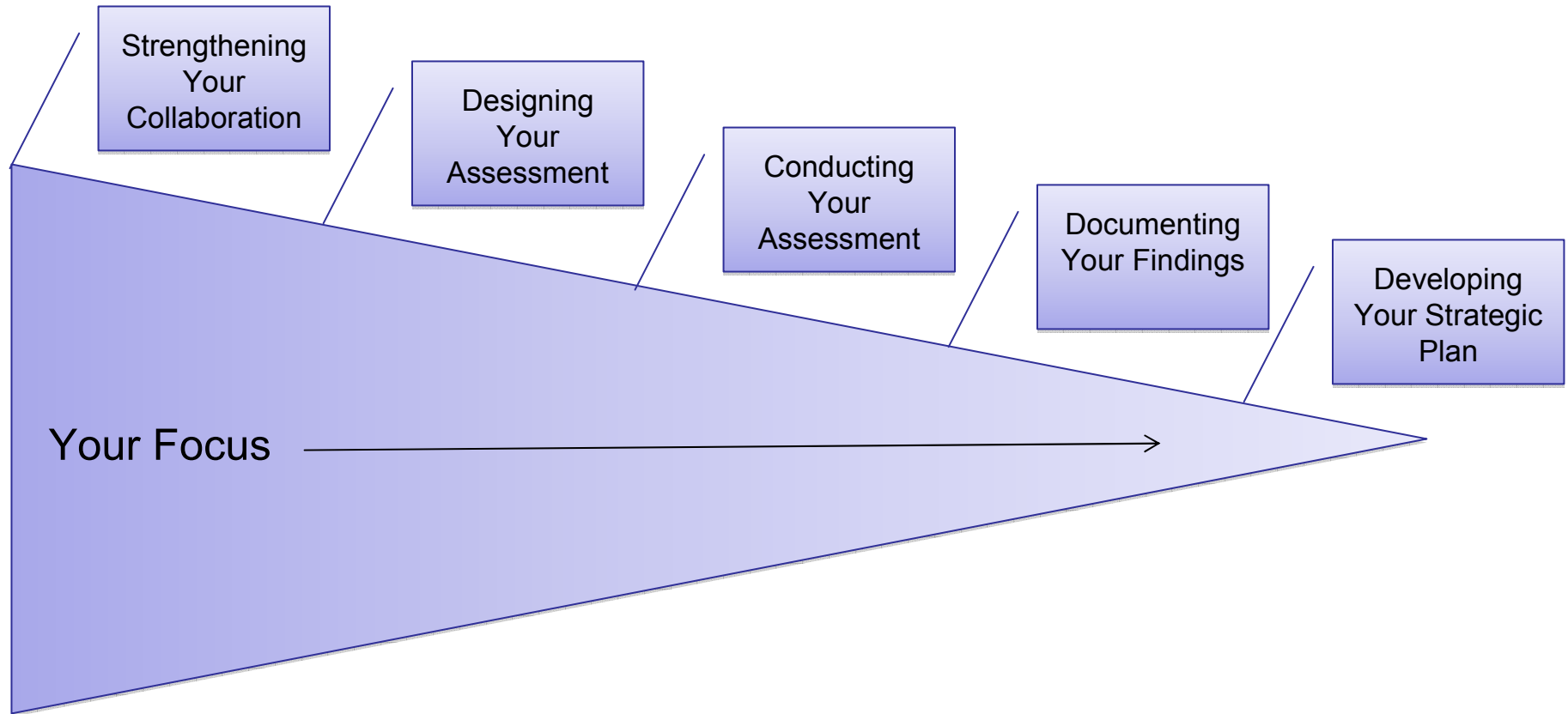
Overview

Purpose
The Process
The Deliverables

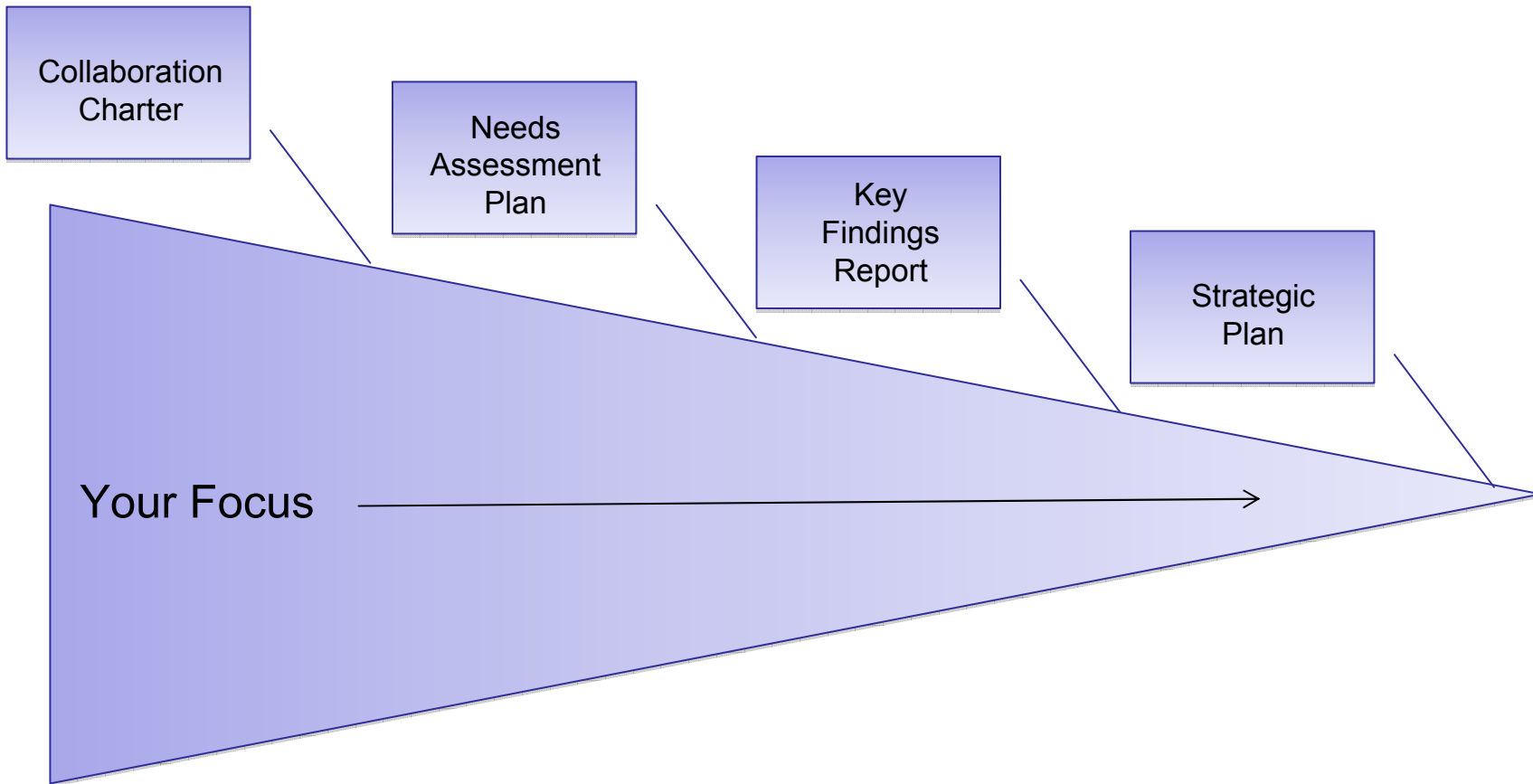
Purpose

- > The planning and development phase is designed to help you develop relationships, knowledge, and skills needed for the implementation phase.
- > It is also designed to help you identify/narrow your focus.
 - > Identify the specific needs/gaps you will be addressing during implementation.
 - > Identify the activities you will implement to address those needs and promote change in your organizations.
- > It is an evolving and unfolding process.

The Process



The Deliverables



Strengthening Your Collaboration

Goals
Sample Topics to Explore
Guiding Principles
Deliverable

Goals

- > Learn about the agencies and people that make up your collaboration.
- > Explore the philosophical perspectives, foundational issues and principles that underlie this work.
- > Develop a joint vision, mission, and values to guide your work together on this project.
- > Agree upon your work process.

Examples of Questions to Explore

- > What do we mean when we use common words like domestic or sexual violence, disability, safety, empowerment, etc.?
- > What do we believe about mandatory reporting, and what will our process be for mandatory reporting?
- > How can we build off of our past work to make the most of this grant opportunity?
- > Who can make decisions on behalf of their organizations, and, for those who can't, how can we best engage the decision-maker?
- > What strategies can we use to get buy-in for this work within our organizations?

Deliverable 1: Collaboration Charter

- > Vision Statement
- > Mission Statement
- > Values & Assumptions
- > Member Agencies
- > Contributions & Commitments
- > Decision-Making Process
 - > Process
 - > Authority
- > Conflict Resolution Plan
- > Confidentiality Agreement
 - > Mandated Reporting Req.
- > Communications Plan
 - > Internal
 - > External
- > Draft Work Plan
- > Glossary of Key Terms



Why Write a Charter?

Identifying Your Collaboration's Strengths and Needs

Purpose & Goals
Key Activities
Deliverables

Purpose

> Short-term

- > Provide **practical** information on services for survivors with disabilities and Deaf survivors, and how to improve them
- > Inform your selection of implementation activities
- > Increase buy-in and support for your collaboration's work

> Long-term

- > Collect data to use in future grant proposals

Basic Goals

- > Identify organizational strengths
- > Identify organizational barriers
- > Assess connections between organizations
- > Identify opportunities to enhance the capacity of individual organizations and improve the connections among them

The Assessment is Not...

- > A study of the incidence and prevalence of violence against women with disabilities
- > A study of how people with disabilities experience violence and abuse in their lives
- > A community-wide assessment
- > An opportunity to publish your findings in a scholarly journal



Scope

- > The strengths and needs assessment should focus on the organizations that are a part of your collaboration.
- > It should collect more qualitative data than quantitative.
- > It should engage all levels of the organizations involved.
 - > Board
 - > Leadership
 - > Front-Line Staff
 - > Volunteers
- > It should engage survivors, people with disabilities, and Deaf individuals, as appropriate.

Scope cont'd...

- > The size of your needs assessment will depend on:
 - > Availability of existing, relevant information
 - > Size, structure, and staffing of organizations
 - > Resource allocation (time, staffing, etc.)

Key Activities

- > Determine the goals for your assessment.
- > Design your methodology, create your questions, and develop supporting materials.
- > Assemble your assessment plan and submit to OVW.
- > Get approval from OVW.
- > Pilot your assessment on a small scale.
- > Make any necessary changes to the process.
- > Discuss what you are learning.
- > Identify your key findings and their implications.
- > Document and share what you learned.

Deliverable 2: Needs Assessment Plan

> Introduction

> Goals

> Information Sources

- Existing
- New

> Overview of Methods

- Purpose
- Audience
- Number (engagements/people)
- Recruitment Strategies
- Incentives
- Consent & Confidentiality
- Safety Considerations
- Access Considerations

> Training Plans

> Work Plan

> RSVP Forms

> Scripts

> Questions

> Consent Forms (if applicable)

> Other Written Materials

Why Write a Needs Assessment Plan?

- > Fosters a thorough and thoughtful process to determine needs among your agencies.
- > Allows your collaboration to proactively identify and determine all of the aspects that will go into your needs assessment process.
- > Documents agreements among collaborative members about resource allocation (including individual roles, responsibilities, and timeframes).
- > Ensures consistency in conducting the needs assessment process.
- > Communicates plan to OVW.

Deliverable 3: Key Findings Report

- > Overview of Collaboration
- > Overview of Planning Phase
- > Purpose/Goals of Needs Assessment
- > Brief Summary of Methodology
- > Key Findings & Implications
- > Conclusion

Developing Your Strategic Plan for Change

Purpose
Guidelines
Deliverable

Purpose

> Short-term (thru end of grant)

- > Proposal to OVW for your implementation activities
- > Explains key initiatives and activities
- > Outlines work plan for accomplishing activities

> Long-term (beyond the life of the grant)

- > Road map for the future
- > States areas of interest for future work and provides justification

General Guidelines for Activities

- > Consistent with grant program vision and parameters
- > Consistent with collaboration's vision and mission
- > Fosters change in both disability and violence against women organizations
- > Emphasizes increased accessibility and responsiveness

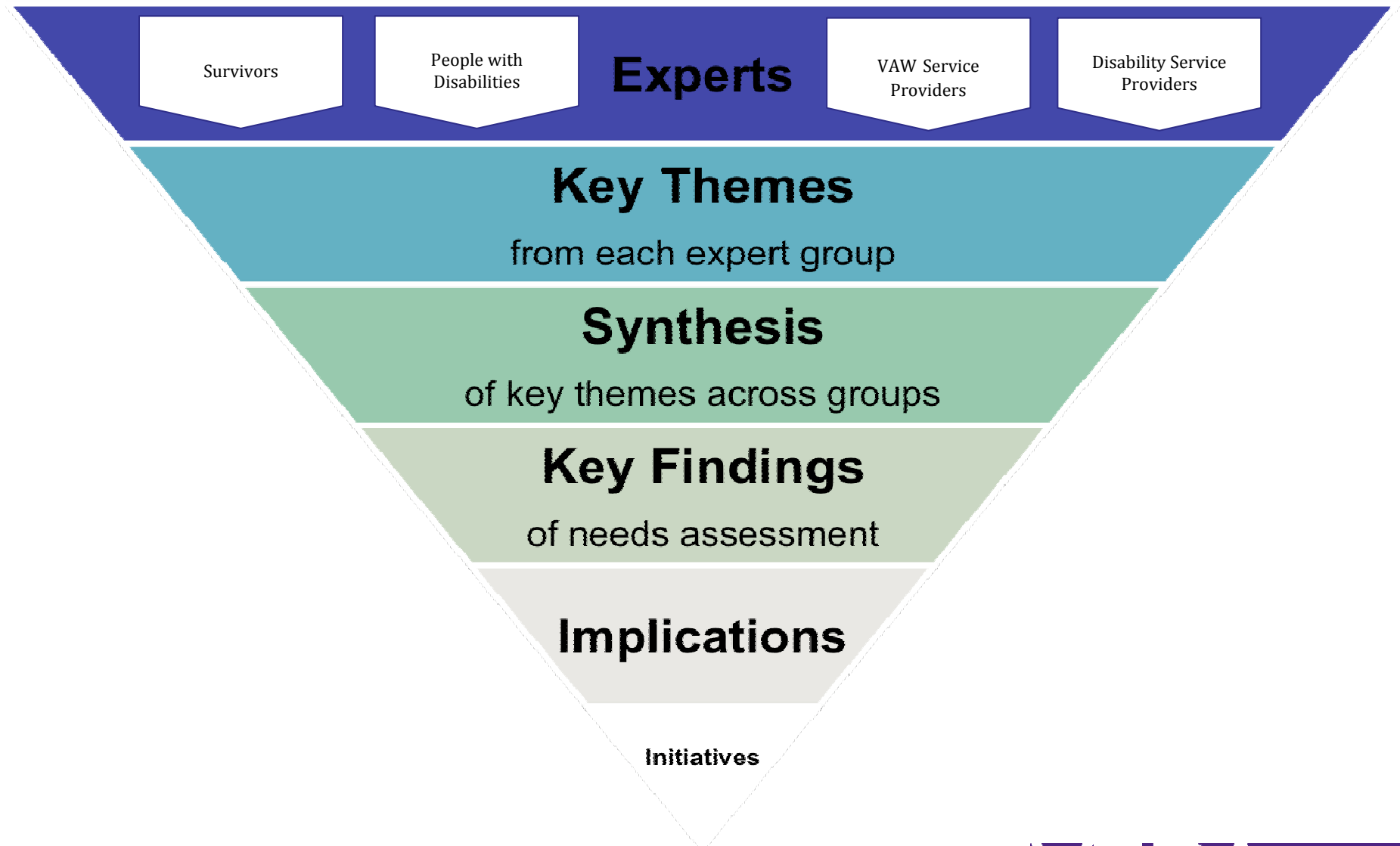
Guidelines cont'd...

- > Improvements are made to inter-agency relationships and individual agencies' budgets, policies, practices, knowledge, etc.
- > Responds to needs that emerged in the needs assessment
- > Strategic sequencing and appropriate timing of initiatives
- > Positions your collaboration for future work

Deliverable 4: Strategic Plan

- > Overview of Collaboration
- > Overview of Planning Phase
- > Brief Summary of Needs Assessment Findings
- > Overview of Key Short-Term Initiatives
 - > Justification of why those initiatives were selected

From Needs Assessment to Strategic Plan



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