

Needs Assessment Plan - Pennsylvania Collaboration

Introduction

The Pennsylvania collaboration consists of the Disability Rights Network (DRN), the PA Coalition Against Domestic Violence (PCADV) and the PA Coalition Against Rape (PCAR). Approximately 15 years ago, the Disability Rights Network of Pennsylvania (DRN) joined efforts with the Pennsylvania Coalition Against Rape (PCAR) with the intent to eliminate sexual violence in the lives of persons with disabilities. In the summer of 2004, DRN and PCAR joined efforts again, this time in conjunction with other organizations including the Pennsylvania Coalition Against Domestic Violence (PCADV), who became a member of the team a year later. Our work together has focused on improving physical, programmatic and attitudinal accessibility to victims' services for people with disabilities. Additionally, it has focused on raising awareness on the part of disability services providers of the prevalence and higher risk to violence of persons with disabilities and the existing community resources available to the individuals they support.

In October of 2007, with the overall goal of improving services for survivors with disabilities we received a three-year grant from the U.S. Department of Justice, Office on Violence Against Women that provides technical assistance and the opportunity of a planning phase at the beginning of the funding period and an implementation phase at the end of the grant. Our work during the planning phase has focused on formalizing our collaboration by documenting our process, shared values and shared vision for our work. Our shared vision will guide and direct the work of our collaboration throughout implementation and for years to come:

Vision Statement

People with disabilities¹ in Pennsylvania who have experienced sexual or domestic violence will receive appropriate, responsive and accessible supports and services.

Our funding also affords us the opportunity to assess the needs of selected Pennsylvania communities around the issue of violence against persons with disabilities, Deaf or hard of hearing. Based on our shared vision for Pennsylvania, our collaboration has decided that our work is going to be cross-disability and cross-violence against women. Additionally, we developed a set of criteria to assist in selecting the communities in which we will work. Some of the elements taken into account included geographic and cultural diversity, willingness among community members to take part in this process, and areas where collaboration among disability and victims' services providers was already in existence or about to occur. Ultimately, we decided to conduct our needs assessments in Dauphin/Perry and Lancaster counties.

¹ Persons with disabilities include adults with physical, sensory, and cognitive disabilities as well as persons who are deaf, hard of hearing, or in mental health recovery.

While the work of our organizations takes place at the state level, this grant requires us to limit the number of participating communities in this project. In addition to the requirements of the grant, considering the size of the state of Pennsylvania makes it impossible for our collaborative to assess the needs of all the communities within the timeframe of the grant. However, based on the selection criteria stated above, these pilot sites exhibit demographic characteristics representative of our state. An analysis of their strengths and needs around the delivery of services to victims/survivors with disabilities, Deaf or hard of hearing persons will provide us with the opportunity to utilize the results of the needs assessment in the future, as they will continue to inform our work for many years to come. The information and data collected from this needs assessment will be used to develop a strategic plan that will guide our work throughout the remaining grant years.

Participation of Partner Organizations

One of the most important elements of this grant for our collaboration consists of assessing our own organizations (DRN, PCAR and PCADV) in regards to accessibility and safety. We have each committed to following a process similar to what will be taking place within the pilot sites. Honoring such a process will provide critical information that will influence how we modify our policies and procedures in regards to accessibility and safety in the near future. Additionally, subjecting our organizations to a process similar to that of the pilot sites will assist us in relating to these communities on a much closer and concrete level. Our collaborative appreciates this opportunity particularly because of the statewide focus that characterizes the work of our organizations. The local organizations with each of us are partnered look to our state-level organizations as models for their own policy development and practice. Although focus groups of our own staff will not be conducted for reasons of confidentiality, objectivity and feasibility, our collaborative will administer online surveys to members of our staff and to a sample of each of our board of directors. These surveys will be slightly different as we are aware of the diverse levels of involvement with the day-to-day activities of our organizations for both members of our staff and the board of directors.

Participating Pilot Sites' Organizations

As stated in the previous section, Dauphin/Perry and Lancaster counties are the selected communities for this project. Dauphin and Perry counties have the characteristic of sharing resources and services in both the disability and the victims' services fields and will serve as one of the pilot sites. Lancaster does not share this profile but has its own unique characteristic in that it houses the largest Deaf and hard of hearing community in our state. Both pilot sites exhibit a wide array of ethnic and cultural groups and specific geographic characteristics representative of the diversity existent among Pennsylvanians and their communities. The organizations listed below, a total of 13 agencies, were invited to participate in our project as part of the pilot sites. Utilizing our talking points, each member of our team contacted each organization, based on their already existing

relationships or knowledge of such entities. This initial contact involved the ED/CEO and occurred via phone. Following that step, our group organized an *information gathering/meet and greet session* in each of the two pilot areas. We asked that all the EDs and their designees attend this session. The goal of the meeting was to introduce all the potential pilot site members to one another as well as to share the goals of our project in more depth. Additionally, we informed each agency of their recruitment role in identifying and keeping track of participants for the focus groups that will take place later in the process.

The organizations contained in the following table are the members of each pilot site:

County	Victims' Services	Services to persons with Intellectual Disabilities	Services to persons with physical disabilities	Services to persons in mental health recovery	Services to Deaf and hard of hearing individuals	Disability Services' Providers (for individuals with Developmental Disabilities)
Dauphin/ Perry	Domestic Violence/Sexual assault- YWCA of Harrisburg (Dauphin & Perry counties. Domestic Violence Services of Cumberland/ Perry counties.	Arc of Dauphin County. Arc of Cumberland/Perry Counties.	Center for Independent Living (CIL) of Central PA	Dauphin County Clubhouse		Cumberland/ Perry Arc
Lancaster	Domestic Violence Services of Lancaster County. YWCA of Lancaster County (sexual assault)	Arc of Lancaster County.	Disability Empowerment Center (CIL)	Arch St. Center	Deaf and Hard of Hearing Services of Lancaster County	Shared Supports

Following the meet and greet sessions, a follow-up with face-to-face meetings with each ED and designee at their individual sites will take place. These in-person meetings will offer our collaborative an opportunity to initially assess the physical accessibility of each site. We will informally assess the meeting space and accessibility of the building. However, it is our understanding that disability specific organizations are already located in accessible locations. We will make sure that the same holds true for victims' services. If physical access is an issue, we will coordinate and hold the focus groups at alternative sites.

What We Know

For the past several years, through cross-systems work and collaboration among members of the disability and anti-violence communities in Pennsylvania, we have gathered some useful information about victims/ survivors with disabilities. There is increased awareness on the part of violence against women services' providers of the needs of women with disabilities and Deaf women. Along the same lines, there is also a gradual increase in understanding of the roles and responsibilities on the part of disability services in their response to victims/survivors with disabilities. However, much more needs to be done and improved in both fields to enhance the responsiveness and access to services for persons with disabilities and Deaf individuals who experience violence in their lives. Although there are some programs in the state that model best practices in both fields, the work continues to be in the early stages for many of our violence against women and disability services' providers.

For persons with disabilities, the availability of services and access to them vary greatly, depending on the region of the state. For example, rural areas face the majority of challenges related to transportation issues and limited or lack of options. Additionally, obstacles resulting from lack of attitudinal access on the part of service providers across the board contribute to these challenges. Nevertheless, the existing collaboration among some disability and victims' services entities serves to provide a model for best practices.

In the case of Deaf individuals, work is still needed in the areas of establishing and fostering partnerships between Deaf and hard of hearing organizations and victims' services groups. However, although that effort is in its infancy at this point, a commitment and the desire to move in this direction are present in some communities.

Based on what we know at this stage, gaps and lack of services continue to exist for victims/survivors with disabilities trying to access necessary and appropriate supports.

Needs Assessment Goals

During our planning for the needs assessment, our collaborative arrived at a series of questions that will guide our work with the selected communities. What follows are the general themes our team will explore with the pilot sites:

- What are the strengths and barriers that victims/survivors with disabilities experience within victims' services and disability service providers when seeking safety?
- What do persons with disabilities and victims/survivors need from victims' services and disability providers to experience welcoming, comfortable and responsive environments? What exists and what is still needed? How do persons with disabilities know an organization is welcoming and comfortable?

- What are the strengths, challenges and barriers experienced by disability and victims' services providers when serving victims/survivors with disabilities?
- What are organizations' understanding (including DRN, PCAR and PCADV) of access and safety and how is this incorporated into policy, practice, training, budgets, community connections etc.? How can it be improved upon?
- To what extent do relationships among organizations exist and how do they function together?

Audience/Methods

For the purpose of gathering information that will allow us to meet our goals, we will work with the following individuals and entities utilizing specific data collection methods:

- Persons with disabilities will participate in focus groups and interviews.
- Victims/survivors will participate in focus groups and interviews.
- Sexual assault, domestic violence and disability advocates and line staff will participate in focus groups or interviews.
- Information from the leadership of all the organizations represented in the pilot sites will be gathered, including the boards of directors. Interviews will be utilized for the leadership at each organization. In order to maximize resources, we will administer surveys to a sample of the board of directors of each pilot site.
- For the partner agencies (DRN, PCAR and PCADV) surveys will be administered around accessibility and safety. Members of our staff and our boards of directors will receive electronic surveys.
- Interviews will be conducted with leadership of each partner organization (DRN, PCAR, PCADV).

Note: When the number of participants sharing the same role (i.e. consumers or line staff) is greater than three, we will conduct focus groups. However, consumers will be offered the option of an interview, if there is an expressed desire on the part of the person due to safety and/or confidentiality concerns.

The following table illustrates the projected number of participants for all needs assessment activities:

Site	Board of Directors- # of Surveys	Board of Directors- # of Interviews	Leadership- # of Interviews	Advocates & Staff-# of Surveys	Advocates & Staff- # of Participants (Focus Groups/Interviews)	Consumers & Survivors- # of Participants (Focus Groups/Interviews)
<i>Dauphin/ Perry Pilot Site</i>						
YWCA	N/A	4	4	N/A	8	16
DV Services	N/A	4	3	N/A	8	16
CIL of Central PA	N/A	4	5	N/A	8	16
Dauphin Clubhouse	N/A	4	2	N/A	5	16
Arc of Dauphin	N/A	4	4	N/A	8	16
CPARC	N/A	5	5	N/A	8	16
<i>Lancaster Pilot Site</i>						
YWCA	N/A	4	4	N/A	8	16
DV Services	N/A	4	4	N/A	8	16
Empowerment Ctr CIL*	N/A	4	2	N/A	N/A	8
Arch St. Clubhouse	N/A	4	4	N/A	5	16
Arc of Lancaster*	N/A	4	3	N/A	N/A	10
Shared Supports*	N/A	4	3	N/A	N/A	10
Deaf & HOH	N/A	4	3	N/A	5	16

<i>Collab. Partners</i>	-	-	-	-	-	-
DRN	7	N/A	3	30	N/A	N/A
PCADV	15	N/A	3	25	N/A	N/A
PCAR	15	N/A	3	25	N/A	N/A
TOTAL	37	53	55	80	66	188

** Due to the small size of these organizations, only interviews will be conducted.*

Structural Considerations

Focus Groups

As illustrated above, numerous focus groups will take place at each pilot site. Depending upon the size of the organization, 1-3 focus groups will be conducted for each audience. This data collection method will give us the ability to collect qualitative information from numerous participants in a relatively short amount of time. We will provide a meal at the beginning of each session. The distribution of gift cards will follow the meal (\$10 gift cards per participant as an incentive for agreeing to participate in the project). The following components will be present in order to provide safety and maximize confidentiality, preserve the integrity of the information collected during the sessions, and facilitate the manageability of this process:

- **Facilitator** – this person will lead the discussion, primarily the project director but other members of the collaborative will take this responsibility when feasible or necessary.
- **Advocate(s)** – a staff person from one of the local sa/dv program(s) will be stationed outside the room to provide support as needed. Participants will be informed of their presence at the beginning of each session.
- **Note Taker** – a member from the partner organizations will take notes using a standard template and a laptop. No audiovisual recording or photographs will take place.
- **Observer** – a member of our collaboration who will be paying attention to the interactions among participants.
- **Duration** – the focus groups will be between an hour to an hour and a half in length. This does not include meal time.

In person Interviews – This data collection method will be utilized when gathering information from the leadership or in the case of consumers and/or survivors requesting this method. A member of our collaboration will perform the duties of the interviewer while another partner will act as the note taker. There might be situations where the roles of an interviewer and the note taker are performed by the same person. This data collection method will provide us with qualitative information and will offer the participant a private forum where to share information. This method will be offered when requested by a consumer/survivor or in the event our collaborative is dealing with a very small organization where focus groups would not be appropriate. An advocate will also be available on site to assist consumers in the event they request their support.

Surveys – This method will be designed to obtain information from larger numbers of individuals belonging to organizations, either those serving in the capacity of members of the Board of Directors or staff from the partner organizations. This data collection method will be administered to partner organizations (DRN, PCAR, PCADV). These tools will be administered electronically. This method will provide us with both quantitative and qualitative information while participants can respond to questions anonymously.

Incentives for People with Disabilities & Victims/Survivors - \$10 in the way of gift cards to grocery or book stores. Our collaborative will rely on recruiting agencies to learn about participants' preferences. Staff participating in focus groups will not receive incentives (disability line staff and sa/dv staff).

Accessibility Considerations

Location

Our collaborative will visit each recruiting agency with the purpose of assessing its physical accessibility. If the agency is to be the site of the focus groups, we will review the existing space to ensure physical access to the focus groups. Additionally, we will design RSVPs for the focus groups that will include requests for reasonable accommodations. The recruiting agency will be responsible for collecting this information on an individual basis. A summary that will include the anticipated number of participants and any requested or identified accommodations will be submitted to the project director by the recruitment agency, two weeks after the recruitment process starts. DRN will rely on its internal mechanisms to financially work out the details and arrange for the requested accommodations.

Written Materials

If written materials are provided to participants, we will accommodate individual needs using alternative formats as requested by individuals. Questions used in the focus groups will be projected on a screen or wall. We will also utilize pictures to ensure individuals at diverse reading levels are able to fully participate. This system will also allow us to keep participants on track by bringing them back to the projected pictures/questions if

digression occurs. Electronic information will be made available if needed and the questions will also be read to participants. Requests for materials in Braille will also be accommodated.

Attendants and Interpreters

Personal care attendants and interpreters will be contracted by DRN to provide their services when needed. These individuals will not be affiliated with participating agencies (See 'Maximizing Safety' section).

Maximizing Safety

Safety – Maximizing safety is an element of crucial importance to our collaborative. In that regard, several measures will be put in place with the intent of avoiding disclosures and situations that could potentially place participants at risk prior to, during or following the focus groups. Additionally, these measures will assist in and avoiding disclosures. What follows are some of the issues that will be taken into account:

- Personal Care Attendants (PCAs) - our collaborative is aware of the possible need for PCAs during the focus groups and will contract for these services on behalf of focus group participants. The contracted PCAs will remain available outside the room where focus groups are taking place. In the event that a participant requires the assistance of a PCA in the room during the focus group, this individual (the PCA) will sign a confidentiality form prior to the beginning of that session. We will adopt the confidentiality forms already in use by the participating organizations. PCAs will be identified by the recruitment agency during the RFP process. In the event a consumer requests to have the support of his/her regular PCA during the focus groups, our collaborative will honor such request.
- Interpreters – American Sign Language (ASL) interpreters will not be affiliated with the Deaf and hard of hearing services organization that will be participating in the pilot sites. The Deaf and Hard of Hearing services agency will help us identify appropriate interpreters.
- Legal guardians – they will remain outside the room during the focus groups. Our collaborative will rely on recruiters to determine when an individual has a legal guardian during the recruitment process. If the person with the disability who has a guardian desires to participate, a consent form signed by the guardian will have to be obtained prior to the focus group.
- Interviews - participants will be given the option of an interview, in the event the idea of a focus group is unsettling or causes discomfort or fear.
- Recruiters' training - designated staff from the recruiting agencies will undergo a training that will clarify their responsibilities and provide them with specific measures to maximize the safety of all participants in the focus groups.
- Participation of advocates - an advocate from the local sa/dv center will be available on-site, outside the room, to speak with individuals and to offer a list of accessible, local resources.

- Incentives- gift cards will be provided to individuals (persons with disabilities and survivors) as incentives for their participation in the amount of \$10.00 at a vendor of the participant's choice (choice of grocery store or book store). Recruiters will assess whether there are safety concerns associated with the gift cards. An alternative option will be provided in the event that a participant is unable to take the gift card home. Additionally, individuals will be informed that leaving the focus group at any time is an option that will not jeopardize their incentive.
- Contact information of project representative – during the recruitment phase of the project, only the contact information of the project director will be provided to all individuals who agree to participate in the focus groups. This measure will be implemented because the project director is not affiliated with a victims' services organization. This precautionary measure will be utilized in case an abuser has access to the participant's personal belongings. Carrying the phone number and contact information of the other members of our collaborative could create a safety problem for the participant.
- If needed, informal one-on-one chats will precede each focus group. The members of our collaborative will arrive at the focus group location an hour early and will stay after the session concludes to share with participants who desire or need some extra contact time. In addition to having advocates on site during the focus groups, they will also be available after and before each session. Advocates will offer participants accessible resources if requested.
- The questions administered in the focus groups or interviews have been designed in a way to minimize disclosures. However, if a disclosure occurs, the facilitator will make every effort to redirect participants to the point in question and will offer the possibility to speak with an advocate if desired.

Consent and Confidentiality

Our collaborative will utilize a passive consent process. Participants will show their consent to participate by remaining in the room during the focus groups or interviews. Personally identifying information of participants will not be recorded in any form. In the case of a legal guardian, this person will provide a signed consent. However, when information gathered from participants involves a specific organization, some general information pertaining to the agency will be collected. Based on that, we will produce two slightly different reports: one for the organization, and a second for the rest of the community that reflects aggregate, non-identifying information.

The issue of mandatory reporting does not apply to our Pennsylvania collaboration. The note taker, facilitator and observer are not mandatory reporters. Therefore, they are not obligated to report any disclosures of violence. However, if someone with a disability discloses abuse to any of us we would provide the person with referrals and offer that they contact the advocate present if desired.

We will explain to the participants that every effort on our part will be made to maximize confidentiality. On the other hand, we recognize that other members of the focus group

may share information beyond the session, so participants will be periodically reminded to honor each other's privacy and to exercise caution when divulging any information about what transpires during the focus group. Through the course of the focus group, participants will be addressed and or referred to by nothing more than a first name if they choose to provide one. None of this information will be recorded.

The collected data will be stored in a locked file cabinet at DRN. Names of participants will not be recorded during the note taking process. This mechanism will be consistent regardless of the utilized data collection method. Our collaborative will keep the original notes until the strategic plan is approved, once this process is finalized; these original documents will be shredded.

ADA Violations and DRN's Responsibilities

Our collaboration sees part of the purpose of the grant as working collectively with our partners to resolve access issues. DRN would use the means available within the grant (along with our partners) to encourage the pilot sites to become accessible. We would not consider it appropriate, while involved in a grant, the purpose of which is to promote access, to take adverse action against a subcontractor of one of our partners because we had not yet been successful. Therefore, the results of our Needs Assessment will not be used against participating organizations.

Training of Recruiters

Preceding the focus groups and interviews of participating organizations, persons with disabilities, and survivors, our collaboration will train individuals designated by each ED/CEO to represent the member organizations preceding the focus groups and interviews of participating organizations, persons with disabilities, and survivors. These individuals will assume the role of recruiters in the next phases of this project. The training will provide them with the necessary tools to recruit participants for the focus groups (or interviews when requested). Both disability and victims' services organizations will post information about the upcoming focus groups provided by our collaboration and will also announce these events when appropriate to the individuals they are currently serving. Additionally, recruiters will be the contact person within their own organizations in charge of tracking RSVPs. The training of recruiters will take place in two phases. Approximately, seven recruiters per pilot site will attend the training, for a total of 14 recruiters to be trained.

Phase I:

The information covered in this training phase will include topics not necessarily related to our Needs Assessment Plan but as determined by our collaboration as crucial to guide recruiters through the next phases of this project. The main goal of this training phase is to lay the foundation for the work ahead. Information related to our shared values, history of our movements, and other relevant areas will be among the topics addressed during the trainings. It is expected that these training sessions will not last over 3 hours.

What follows is a list of the planned training topics:

- a) What we know about violence against women with disabilities and Deaf/HOH women in Pennsylvania through the work of our collaboration. What we know about this issue in the U.S.
- b) Information on the disabilities' right movement and the anti-violence against women movement. Definitions, differences, shared values, etc.
- c) Disabilities: Deinstitutionalization, person centeredness, people first language, community integration, recovery, independent living philosophy, peer support etc.
- d) Violence against women: Advocacy, systems and social change, empowerment, feminist approach to helping, survivor, victim-centered services and advocacy, safety focused, confidentiality, history of the two coalitions in Pennsylvania, etc.
- e) Deaf: Top cultural issues, living in a hearing world, ASL as first language, assistive devices.
- f) HOH: Challenges faced by the HOH population. Cultural issues, etc.
 - a. Confidentiality (absolute vs. qualified). Understanding that sexual assault and domestic violence providers under no circumstance are considered to be competent to provide testimony while disability providers could be subpoenaed under specific situations.
 - b. How to honor differences related to confidentiality protections while always working towards the safety of persons with disabilities, survivors, and participants in general.
- g) Confidentiality and third parties: ASL interpreters, PCAs etc.

Phase II:

The information that will be covered in this training phase will relate to the specifics of the recruiters' roles. Recruiters will be trained on how to approach potential participants, how to determine the need for accommodations, screening for safety etc. The following topics reflect what we have determined to be important under this section:

- a) Screening for accommodations and accessibility. Recruiters will identify and report the number of individuals needing accommodations and the nature of each accommodation (ASL interpreters, personal care attendants, etc.)
- b) Providing recruitment techniques and materials to recruiters (recruiters' script and other info if necessary).
- c) Screening for safety in general and tying safety to the provision of incentives.
- d) Reviewing responsibilities and expectations for recruitment phase.

Recruitment Plan

Overview

Pilot sites members will become familiar with the recruitment process in two ways: during our meetings and later in the training of recruiters where detailed information will

be shared with the individuals designated by each organization to play this role. The topics that will be covered during the training of recruiters are outlined in that section of this plan. Once recruiters are trained, our collaborative will begin the recruitment process. There are multiple layers involving this phase of our project because we will utilize different data collection methods. What follows is an outline of what this process will entail.

Interviews

Members of the leadership of each pilot site organization will be interviewed. Our collaborative will set up times to begin interviewing the leadership of each participating organization. This first contact will occur via EDs/CEOs who will direct us to the rest of the members of the leadership. As a matter of practice, PCAR and PCADV will set up those interviews with the victims' services organizations while DRN will do the same with disability services' agencies. Considering the organizational structure there might be slight differences in the number of individuals who will be interviewed from the leadership of each organization. It is our intention to set up interviews that will take place either simultaneously or back to back at each organization. A member of our collaborative will serve as both an interviewer and note taker in these situations. This approach will allow us to move through this process in a more organized and manageable way.

DRN/PCAR/PCADV:

We will conduct interviews within the leadership of our own organizations following the method described above.

Focus Groups

Persons with Disabilities/Victims/Survivors

Information related to the focus groups will be posted in common areas at each of the participating organizations (see attached flyer). Additionally, recruiters, advocates, and counselors (when appropriate) will verbally advertise the upcoming focus groups. In this category, we are referring to counselors who facilitate support groups for survivors. In the case of disability organizations, this role may apply to advocates. Once initial contact is made with potential participants, recruiters will follow up with each individual who has expressed the desire to participate. At this point in time, recruiters will utilize the 'Recruiters' script' to communicate more information to potential participants (see attached). Recruiters will provide each individual with the project director's contact information in case some questions arise before the focus groups. It is also at this time that recruiters will offer the option of an interview in case potential participants share some hesitation related to the structure of these meetings or other concerns. Additionally, recruiters will inform participants of the incentive and collect requests for accommodations.

Line staff/Advocates

The recruitment of participants for the focus groups for line staff from disability organizations and dv/sa programs will follow a slightly different process. Staff members will be informed of the focus groups and invited to participate by recruiters and/or EDs. Recruiters will keep track of participants and will provide the necessary information to the project director, similarly to how this part of the process is handled with the survivors/persons with disabilities/Deaf or hoh participants. Although issues of safety will not apply to this set of participants in the same ways as the survivor and consumer focus groups, every effort will be made to guarantee their confidentiality with the goal of facilitating an environment conducive to the sharing of information in an honest and open manner. The focus group facilitator will encourage participants to keep the information shared in the group among its members. Additionally, individuals' names will not be recorded anywhere. Only staff members sharing equal status within the organization will be part of the same focus group (i.e. supervisors will not participate in the same focus groups as their supervisees).

Assessing Safety

While this process is taking place, recruiters are also assessing for safety by asking questions such as whether it is safe to take home the gifts cards, printed materials, whether individuals have hesitation about participating in public meetings, etc. Recruiters will also explain to participants that PCAs will be available to assist those who need this support however, these individuals will not be their regular attendants unless the person requests otherwise. This approach will allow us to eliminate situations where the PCA is abusing an individual. We will be able to alleviate the potential risks to these persons and will provide participants with a forum to share information and seek assistance if desired.

Handling the RSVP Process by Recruiters

After recruiters finish meeting with each individual who has expressed the desire to participate in the focus groups, they will begin recording information related to the number of attending participants, and the necessary accommodations requested by each individual. Recruiters will fill out the provided form (see RSVP form attached) and will submit it to the project director. The project director will not receive any personally identifying information related to the participants for the focus groups.

Setting the Dates

Our collaboration will rely on recruiters to set up the best date for the focus groups in advance. This information will be posted as part of the flyer advertising the focus groups.

Recruitment Plan Summary

Participating Organizations	Posting flyers/verbal announcements	Recruiter (RSVP)	Agency	Who is being invited
<i>Dauphin/Perry Pilot Site</i>				
YWCA	x	YWCA-counselor/group facilitator		Survivors, Advocates, counselors
DV Services	x	Counselor/group facilitator		Survivors, advocates
CIL of Central PA	x	Advocate		Persons with disabilities, advocates, direct care staff
Dauphin Clubhouse	x	Director		Mental health consumers
CPARC	x	Director of advocacy		Persons with developmental disabilities, advocates, direct care staff
<i>Lancaster Pilot Site</i>				
YWCA	x	Group facilitator/counselor		Survivors, advocates
DV Services		Group facilitator/counselor		Survivors, advocates
Empowerment Ctr CIL*	x	Advocate/ED		Persons with disabilities
Arch St. Clubhouse	x	ED		Mental health consumers, advocates
Arc of Lancaster*	x	ED, advocate		Persons with developmental disabilities
Shared Supports*	x	ED		Persons with developmental disabilities
Deaf & HOH	x	Case manager		Deaf and HOH individuals, case managers

Surveys

EDs/CEOs will inform their board of directors and members of their staff (for partner organizations) of the upcoming electronic surveys. We anticipate to survey participating organizations within our pilot sites first followed by our own partner organizations.

Work Plan

Finalize needs assessment plan.....	December '08
Finalize survey instruments	December '08
Approval of needs assessment plan by OVW.....	January '09
Conduct focus groups and interviews.....	Jan. '09, Feb. '09
Conduct surveys.....	January '09
Analyze data.....	February/ March '09
Draft report.....	March '09
Finalize report.....	March/April '09
Approval of report by OVW.....	April/May '09