

# **ILLINOIS IMAGINES**

## **NEEDS ASSESSMENT PLAN**

## **ILLINOIS IMAGINES – NEEDS ASSESSMENT PLAN**

### **INTRODUCTION**

In 2006, the Illinois Department of Human Services received a three year award from the Office on Violence Against Women (OVW), Education and Technical Assistance Grants to End Violence Against Women with Disabilities Grant Program. The lead agency for the grant is the Illinois Department of Human Services (DHS). DHS' project, entitled Illinois Imagines, is a sexual assault systems change initiative designed to strengthen the service delivery system infrastructure and develop a statewide model for integrated community response to sexual violence against women with disabilities. This initiative will assess the systems' strengths and challenges and identify opportunities for enhancement, such as policy development, enhancement of a regional support system, improved training requirements, and resource development.

The Illinois Imagine collaboration membership includes representatives of key agencies working in the fields of disability and sexual assault. Each brings a wealth of expertise and resources to the project: members represent DHS Divisions of Community Health and Prevention, Rehabilitation Services, Mental Health, and Developmental Disabilities, and representatives from the Illinois Coalition Against Sexual Assault, Illinois Family Violence Coordinating Council, Illinois Network of Centers for Independent Living, Illinois Voices, the Blue Tower Training Center, as well as self advocates. While bringing together partners from various disciplines can be challenging, consortium members share a number of core values which shape this project, such as survivor-driven, justice, sustainability, and empowering.

### **APPROACH**

As a first step in the project, Illinois Imagines will conduct a needs assessment to identify the problems to be addressed in the state's response to women with disabilities who are affected by sexual violence. The project vision is: "All women with disabilities will be guaranteed an environment free from sexual violence, where they are empowered to speak and act for themselves. Survivors of sexual violence will be assured a proactive, individualized, compassionate response to their experience."

To accomplish this vision, Illinois Imagines must first understand the current systems strengths and challenges in responding to the problem of sexual violence as it affects women with disabilities. This requires gathering information from the women themselves, the local agencies that serve (or fail to serve) them and the statewide agencies that regulate, monitor and fund local sexual violence and disability provider agencies. IDHS regional teams which currently work directly with service providers and communities will be targeted through the needs assessment. This regional framework provides a link between the state system and local communities and it is anticipated that this structure will play a vital role in implementation of the workplan.

## **NEEDS ASSESSMENT FOCUS**

Illinois Imagines will conduct a needs assessment with four key groups:

- Women with disabilities.
- Community-based providers of service to women with disabilities.
- Community-based providers of service to sexual assault survivors.
- State agencies that fund, regulate and monitor the local service providers, including regional support staff, training, policy and administrative personnel.

The needs assessment will evaluate strengths and gaps in the statewide support system that influences the daily practices of service providers and the individual experiences of people with disabilities who are affected by sexual violence. The assessment will focus on:

- Women with disabilities who may have been sexually assaulted or know someone who has been and their experiences in accessing services
- Policies, procedures, & practices of the state service delivery system responsible for the administration of disability and sexual assault services
- Policies, procedures, & practices of disabilities service providers and sexual violence service providers at the community level
- Capacity of sexual assault centers to provide services to women with disabilities
- Capacity of disability service providers to identify sexual violence and link women with disabilities to sexual assault services
- Linkages among agencies serving women with disabilities and sexual violence survivors
- Involvement of women with disabilities in making and implementing policy/protocol of agencies that serve them

The needs assessment with women with disabilities will focus on what they say would be useful to a woman with disabilities who experiences sexual violence. Input from women with disabilities will be the driving force shaping the direction of systems change. This information will provide a baseline for workplan development when addressing service provider supports such as, development of screening tools, training curriculum, and policies and procedures, and other intervention strategies. With service providers and state agencies, the needs assessment will focus on awareness, knowledge, skills, and resources related to women with disabilities and sexual violence. Attitude assessment will be woven throughout the assessment. Collectively the process will inform the project about opportunities for organizational change.

**GLOBAL QUESTIONS**

The global questions in Illinois Imagine’s needs assessment will derive from its mission statement.

Illinois Imagine’s mission is “to develop, implement, formalize, and sustain integrated systems in Illinois that will:

1. Empower women with disabilities to actively shape those systems.
2. Prohibit and interrupt sexual violence perpetrated against women with disabilities.
3. Support and empower women to report sexual violence to any provider, agency or law enforcement official.
4. Provide survivor-centered crisis response, advocacy and counseling for women with disabilities.
5. Remove all obstacles faced by women with disabilities who are survivors of sexual violence.”

In line with the mission, needs assessment tools and strategies will revolve around key question areas directed toward women with disabilities and those individuals and agencies in a position to address sexual violence and intervene when sexual violence affects a woman with disabilities. A summary of the broad question areas for each group follows.

MISSION	QUESTION AREAS FOR EACH AUDIENCE		
	Individual	Service Providers	State Systems
<b>Empower women with disabilities to actively shape those systems</b>	1. What advice would you give about how to better serve women with disabilities who have experienced sexual violence?	1. Do women with disabilities serve on agency committees/ board? 2. How are women with disabilities involved in policy making?	1. Do women with disabilities have adequate input into state policies, regulations, training programs, etc.? 2. How could input opportunities expand?

MISSION	QUESTION AREAS FOR EACH AUDIENCE		
	Individual	Service Providers	State Systems
<b>Prohibit and interrupt sexual violence perpetrated against women with disabilities</b>	<ol style="list-style-type: none"> <li>1. What do you think should be done to help women with disabilities that experience sexual violence? (How should the system look?)</li> </ol>	<ol style="list-style-type: none"> <li>1. Does staff have the knowledge and skills necessary to identify sexual violence against women with disabilities?</li> <li>2. Does staff have the knowledge and skills necessary to provide services to women with disabilities who experience sexual violence?</li> </ol>	<ol style="list-style-type: none"> <li>1. Is there state-mandated training for disability service provider agencies regarding sexual violence?</li> <li>2. Does ICASA mandated training include sexual violence and women with disabilities?</li> </ol>
<b>Support and empower women to report sexual violence to any provider, agency or law enforcement official</b>	<ol style="list-style-type: none"> <li>1. What would make you or a person you know trust someone to tell him/her about sexual violence?</li> <li>2. If you or someone you know were going to tell someone else about being sexually assaulted, who would that person be?</li> </ol>	<ol style="list-style-type: none"> <li>1. Do you have a link with the local rape crisis center? Disability service provider?</li> <li>2. Describe policy to respond to and assist women with disabilities who report sexual violence.</li> </ol>	<ol style="list-style-type: none"> <li>1. What guidelines are in place to link disability providers and sexual assault agencies?</li> <li>2. What are the challenges to a collaborative response between disability and sexual assault providers? What works well?</li> </ol>

MISSION	QUESTION AREAS FOR EACH AUDIENCE		
	Individual	Service Providers	State Systems
<p><b>Provide survivor centered crisis response, advocacy and counseling for women with disabilities.</b></p>	<ol style="list-style-type: none"> <li>1. If you or someone you know were sexually assaulted what would you want to happen?</li> <li>2. What kind of help would you want or would you want for a friend, if you were being sexually assaulted?</li> </ol>	<ol style="list-style-type: none"> <li>1. Does staff at disability provider agencies know how to respond when someone discloses sexual violence?</li> <li>2. Does staff at disability provider agencies know how to access services for disabilities that experience sexual violence?</li> <li>3. Do sexual assault centers have the skills, resources, and willingness to provide services to women with disabilities?</li> </ol>	<ol style="list-style-type: none"> <li>1. Do you require providers to have written policies and procedures regarding the handling of sexual violence?</li> <li>2. How well does your Division respond to women with disabilities who are survivors of sexual violence?</li> <li>3. What promising practices are occurring at the community or state level, which promote a survivor centered response to women with disabilities?</li> </ol>

MISSION	QUESTION AREAS FOR EACH AUDIENCE		
	Individual	Service Providers	State Systems
<b>Remove all obstacles faced by women with disabilities who are survivors of sexual violence</b>	<ol style="list-style-type: none"> <li>1. If you or someone you know wanted to access sexual assault services, what do you think would work best? What obstacles do you think may stand in the way?</li> <li>2. What advice would you give to a sexual assault provider on how to best serve women with disabilities?</li> </ol>	<ol style="list-style-type: none"> <li>1. What keeps women with disabilities from reporting sexual violence?</li> <li>2. What challenges exist for providers in serving women with disabilities who experience sexual violence?</li> <li>3. What resources are needed to better serve women with disabilities who experience sexual violence?</li> </ol>	<ol style="list-style-type: none"> <li>1. What policies and procedures pose obstacles for women with disabilities after sexual violence?</li> <li>2. What policies and procedures could facilitate removal of any obstacles?</li> <li>3. What changes in rules, policies or practices would better serve women with disabilities who are survivors of sexual violence?</li> </ol>

Each of these questions will be expanded upon in surveys, interview questionnaires and focus group questions to bring the broad description of needs into sharper focus.

**AUDIENCE**

Illinois Imagine’s needs assessment has four primary target audiences; women with disabilities; local disability service providers, local sexual assault service providers and state systems. Each will be approached separately using needs assessment tools and strategies specific to the group.

**Individuals** – Women with disabilities who participate (or have participated) in services with:

- Self-advocate groups
- Centers for Independent Living (CILS)
- Community Mental Health Centers (CMHCs)
- Sexual Violence Crisis Centers

## **Service Providers**

- Sexual Violence Crisis Centers (directors, direct service staff)
- Disability Service Providers affiliated with the Division of Developmental Disabilities, Division of Mental Health and Division of Rehabilitative Services (clinical directors, case managers/direct service staff, personal assistants)
- CILS (directors, direct service staff)

## **State Systems**

- Illinois Coalition Against Sexual Assault (ICASA) (local center directors, Program Committee, Training Committee)
- Illinois Department of Human Services (IDHS) (policy experts, training staff, regional administrators/staff, network managers/staff)

## **METHODOLOGY**

The needs assessment will rely on several methods, which will vary depending on the audience and the information being sought. Methods to collect information will include interviews with key individuals, written surveys, facilitated focus groups and existing data analysis.

Each assessment method will be matched with the targeted populations identified below.

**Interviews** – Interviews will be used with the following needs assessment audiences: some women with disabilities and sexual assault survivors and key informants in state agencies (policy, training, and administrative staff in program divisions and regional team members). Illinois Imagines will develop specific interview questionnaires to guide the individual interviews with these audiences.

**Surveys** – Illinois Imagines will create written surveys to gather information from state employees of the Illinois Department of Human Services, local agencies serving women with disabilities and local agencies serving sexual assault survivors. Surveys will contain questions specifically developed for each group.

**Focus Groups** – Illinois Imagines will conduct focus groups to gather anecdotal information, from women with disabilities in a variety of settings (e.g., CILS, day treatment, sheltered workshops), local disabilities provider agencies, DHS implementation teams and sexual assault programs. Focus group facilitators will use questions specifically developed for each group.

## **Process**

*Recruitment* – Women with disabilities will be recruited from a variety of sources including, advocacy organizations (Illinois Voices, Arc of Illinois, INCIL), disability service providers (home services program, vocational rehabilitation, employment support programs), sexual assault centers, and IDHS. The recruiting agencies will inform participants of the subject matter to be covered. Focus groups will be the primary method utilized for women with disabilities; however, individual interviews, either by phone or in-person will be scheduled to accommodate individual needs. -A sample that is diverse, in terms of disability type and geographic area will be sought. Focus groups will be held across the state in places where women receive services or attend meetings to increase participation. Women with disabilities will receive \$10 each for participation in an interview or focus group, and all their transportation costs will be paid. The time commitment is expected to be one hour; thus the ten dollar stipend is purposely set above Illinois minimum wage. Prior to the interview/focus group, accommodation needs will be secured as a part of the recruitment process. See *accommodation section for more detail*.

Recruitment of service providers in the needs assessment will be conducted by IDHS, ICASA, and INCIL. All service providers working with the aforementioned state bodies will be provided the opportunity to complete the service provider survey thereby promoting a comprehensive study of the issues. Surveys will be specific to each group. Surveys will be sent by e-mail, fax or regular mail depending on the preferred method for each group.

Recruitment of service providers for focus groups will also be channeled through the state system, i.e. IDHS, ICASA, INCIL. As much as possible, focus groups will be conducted as a part of existing regional meetings to reach more participants. Service provider meetings/trainings and DHS staff meetings will provide the avenue for tapping into previously scheduled events. This format will allow focus groups to be conducted with all three disability service provider types (DD, MH, RS) in at least 3 of the 5 regions across the state. Sexual assault providers and Centers for Independent Living will be reached through their existing meeting structure. Meeting notices and published agendas will inform meeting participants of the needs assessment. As these groups will be conducted as a part of existing meetings, any special accommodation requests will have been addressed through the meeting host.

### *Consent, confidentiality, and safety* –

Participation in the needs assessment is voluntary for both individuals and service providers. Prior to all individual interviews and focus groups, participants will be informed that involvement is voluntary and they may choose to discontinue at any time. Interviewers and facilitators will check for understanding before beginning the activity.

Prior to individual interviews or focus groups, participants will be informed that all information shared is confidential. Participants in focus groups will be asked to respect the confidentiality of others. To ensure confidentiality, all interviews and groups will be

staffed by individuals who are not mandated reporters. Notes from each group and interview will be recorded by a designated recorder. Sessions will not be audio taped or video taped. Data obtained through the needs assessment will not be linked to specific individuals or agencies. Recorders from focus groups and individual interviews will turn in documentation (flipcharts, individual notes) to the Project Director following the needs assessment activity. The project director is responsible for ensuring that data collected through the needs assessment process is kept secure. Following the compilation of data and completion of the needs assessment report, the documentation will be shredded. Collaborative team members working on the data analysis will have access to session notes and surveys. Only aggregate level information will be available to entities outside of the collaboration.

Focus groups for women with disabilities will be all female groups, including facilitators. If a woman with a disability wishes for a male personal assistant to be present in a focus group, she will be offered the option to participate in an individual interview instead. This will preserve the focus group as an all female space, providing maximum emotional safety for all women in the group. A trained sexual assault crisis intervention worker will be present to provide support to group participants who wish to talk privately during or after the focus group meeting.

*Accommodations -*

Information about accommodation needs will be collected as a part of the recruitment process. Recruiting entities (IDHS, provider agencies, ICASA, INCIL) will ask participants about any needed accommodations and inform the project director of any such requests. The project director will arrange for accommodations for individuals with disabilities participating in the needs assessment process, including payment for services if necessary. Meeting facilities for individual interviews and focus groups will be accessible.

*Facilitation -* Every effort will be made to create teams with a facilitator and recorder who will work together, preferably with the same population (e.g., one team will interview all women with disabilities, another will interview all provider agencies, etc. Facilitators will primarily come from the collaboration team; however, outside personnel will be utilized with interviews and focus groups with women with disabilities. These facilitators and recorders will be non-mandated reporters and have experience and expertise in working with women with disabilities. Illinois Voices and IDHS will assist with securing appropriate staff.

**NEEDS ASSESSMENT TOOLS**

Illinois Imagines will develop all of the needs assessment tools, including survey instruments, questions for focus groups and questions for individual interviews. Survey tools will primarily feature objective questions (e.g., yes or no, true or false, scales, more/less or agree/disagree) to permit ease in summarizing and analyzing data.

Individual questionnaires and focus group questions may include some objective questions, but will largely focus on questions that elicit anecdotal response. The data from those tools will be summarized thematically.

Tool development will be a group effort, with the entire collaboration giving final approval of all of the tools before implementation. Based on expertise, individuals or subgroups of the task force will draft the tools for each group method. A summary of assignments follows:

AUDIENCE	NUMBER REACHED	DHS STAFF	ICASA STAFF	BLUE TOWER
<b>Individual interviews questionnaire</b>				
Women with disabilities	15	✓		✓
Sexual assault victims/ women with disabilities	5		✓	
DHS key informants	10	✓		
<b>Focus group interview instruments</b>				
Women with disabilities	200	✓		✓
Sexual assault crisis centers	50		✓	
Disability provider agencies	50	✓		
<b>Surveys</b>				
Disability provider agencies	135	✓		
Sexual assault crisis centers	30		✓	
DHS employees	25	✓		

### Data Analysis

Data analysis will be conducted by members of the collaboration as well resources available through the partner organizations, especially IDHS. Information collected through interviews, focus groups, and surveys will be combined with archival data (see section below) to create the workplan.

Once the group has gathered and analyzed information from all of these sources, Illinois Imagines will be positioned to craft remedies that fill service gaps; bolster promising practices; change policies, procedures and practices; and affect other changes that address sexual violence against women with disabilities.

**Archival Data** – Illinois Imagines will assess data from a variety of sources regarding the population of women with disabilities in Illinois, the incidence of sexual violence among women with disabilities and sexual assault crisis response available to women with disabilities. Data sources include the IDHS, OIG annual report (incidents reported, investigated and outcomes), the Illinois Coalition Against Sexual Assault data summary

(number of women with disabilities served by rape crisis centers), the Department of Human Services (number of women with disabilities served by all departments and all local providers, including living arrangements of women with disabilities in Illinois). This existing data will provide a foundation to compliment information collected through interviews, focus groups, and surveys. It will also be used as a baseline for comparison after implementation of project activities.

### **WORK PLAN/TIMELINE**

October 3, 2007	Conference call to review draft language of needs assessment plan
October 9, 2007	Group members mail questions for all needs assessment tools to ICASA staff
October 15, 2007	Collaboration call/meeting - tools to VERA
November 7, 2007	Needs assessment plan to the Office of Violence Against Women (OVW)
November 20, 2007	Needs assessment revised tools to VERA
January 4, 2008	Needs assessment tools to OVW
January 2008	Schedule outreach
January & February	Conduct surveys, focus groups, interviews
March 2008	Analyze data from needs assessment and write report
March 19-20, 2008	Strategic planning retreat
April 16, 2008	Submit strategic plan to VERA
April 30, 2008	Strategic plan to OVW

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# **SURVEY TOOLS**

Appendix A

**WOMEN WITH DISABILITIES  
INTERVIEW QUESTIONS FOR  
FOCUS GROUPS/INDIVIDUAL INTERVIEWS**

Date: \_\_\_\_\_

*(Please choose type of interview)*

Individual Interview

Focus Group

Number of Focus Group Participants: \_\_\_\_\_

Focus Group Site (e.g., agency, town): \_\_\_\_\_

Facilitators: \_\_\_\_\_

Recorder: \_\_\_\_\_

**INSTRUCTIONS:**

**Interviewer:**

- Ask questions conversationally.
- Go slowly.
- Provide structure but allow multiple women plenty of time to answer each question. It is okay to follow the group tempo and direction if the women in the group want to focus on a particular issue with services for women with disabilities who experience sexual violence.
- Feel free to ask follow up or clarifying questions.
- Please have available a list of rape crisis centers.

**Recorder:**

- Record group proceedings on separate pages, numbering each set of responses to correspond to survey questions.
- Summarize responses to each question.
- Lengthy narrative is not necessary; phrases and lists are satisfactory.

**INTRODUCTION:**

Hello. Thank you for being here today. Our names are \_\_\_\_\_. We are working as part of the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working with the Illinois Department of Human Services (DHS) to improve services for women with disabilities who experience sexual violence. As part of this project, we are traveling across the state to conduct groups like this to assess the services provided to and available to women with disabilities who have been victims of sexual violence. Your participation in this project is invaluable and we thank you again for taking part in this project.

I will read each question and ask for responses. More than one person can respond to each question. Please ask me questions if I am unclear. \_\_\_\_\_ will write notes so we remember what you tell us. She will not write down your name or identify who said what and no one outside this room will know what you say to us today. Also, we are not required to report anything you tell us to anyone.

If this conversation is upsetting to you and you would like to leave the room that is fine. And if you would like to talk with someone privately during or after the meeting, \_\_\_\_\_ is here from the rape crisis center and will meet with you alone. Just step outside the room and she'll go with you. If you feel that you need to stop participating in the group, you may choose to do so.

Your participation in today's group is appreciated. Now that you know more about the purpose of the group discussion, I want to let you know that you are not obligated to stay. If you choose to stay it is important that all of us honor the statements and opinions of other group members. I ask that you keep the stories or comments shared by other group members remain confidential. *Share ground rules.*

Let me start by first explaining what I mean when I use the word sexual violence. Sexual violence is non-consensual or coercive sexual conduct. Sexual violence includes any unwanted behavior or contact of a sexual nature, from sexual harassment/bullying to sexual assault. *Check for understanding before proceeding into focus group questions.*

1. What would make you or someone you know trust someone else to tell her/him that you were sexually abused?
2. Raise your hand if you or someone you know would trust a (fill in with list below) ..... to tell them about sexual abuse.

- \_\_\_\_\_ Family member
- \_\_\_\_\_ Friend
- \_\_\_\_\_ Staff (disability service, sexual assault)
- \_\_\_\_\_ Caregiver
- \_\_\_\_\_ Police
- \_\_\_\_\_ Other person

*Note to Recorder:* Record approximate number for each.

3. Do you think that service providers working with women with disabilities, such as, job training programs, group homes, independent living centers, or community mental health centers should ask women whether they have been sexually assaulted? Would this be a good way to help for victims? When should this be done?
4. If you or someone you know were sexually assaulted, what would you want to happen? What kind of response would be helpful? What can disability service providers do? Mental health centers? Sexual assault centers?
5. Do you feel you know what resources are available to get assistance for sexual violence? If sexual assault centers want to talk to women with disabilities, where should they go to talk about services? What do you think would work to get more women to go to sexual assault programs?
6. If you or someone you know wanted to access sexual assault services, what do you think would work best? What obstacles do you think may stand in the way? What would make you or someone you know trust someone else to tell her/him that you needed an accommodation? How could sexual assault programs be more welcoming to women with disabilities?
7. What advice would you give about how to better serve women with disabilities who have experienced sexual violence? Disability providers? Sexual assault?
8. Are there rules to help you if you are sexually abused? How did you learn about the rules? Are the rules followed where you live? Where you work? What would you do if you or someone you know was being a victim of sexual violence? What do staff need to know or do to be helpful? *Provide examples of rules.*
9. In what ways does the agency you receive services from involve women with disabilities in making decisions or influencing programs or policies? Do you feel engaged in policy-making or advocacy efforts? If you are not involved with an agency, what role can you play in getting involved in advocacy or policy making?

**WRAP UP:**

That is all the questions we have for today. Thank you again for participating in this project. Your assistance is greatly needed and greatly appreciated. If you have any questions, please don't hesitate to call me. And if you want to talk to someone privately, \_\_\_\_\_ is still here. Let me know or tell her and we'll make sure you get a chance to meet with her. (Give cards, contact information)

Appendix B

**RAPE CRISIS CENTERS  
INTERVIEW QUESTIONS FOR  
FOCUS GROUPS**

Date: \_\_\_\_\_

*(Please choose type of interview)*

Individual Interview

Focus Group

Participants Length of Employment at Agency:  
\_\_\_ up to 1 yr \_\_\_ 2-5 yrs \_\_\_ 5+ yrs

Number of Focus Group Participants: \_\_\_\_\_

Focus Group Site (e.g., agency, town): \_\_\_\_\_

Facilitators: \_\_\_\_\_

Recorder: \_\_\_\_\_

**INSTRUCTIONS:**

**Interviewer:**

- Ask questions conversationally.
- Go slowly.
- Provide structure but allow multiple participants plenty of time to answer each question. It is okay to follow the group tempo and direction if the individuals in the group want to focus on a particular service issue.
- Feel free to ask follow up or clarifying questions.

**Recorder:**

- Record group proceedings on separate pages, numbering each set of responses to correspond to survey questions.
- Summarize responses to each question.
- Lengthy narrative is not necessary; phrases and lists are satisfactory.

## **INTRODUCTION:**

Hello. Thank you for being here today. Our names are \_\_\_\_\_. We are working as part of the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working in concert with the Illinois Department of Human Services focused to improve services for women with disabilities who experience sexual violence. As part of this project, we are traveling across the state to conduct groups like this to assess the services provided to and available to women with disabilities who have been victims of sexual violence. Your participation in this project is invaluable and we thank you again for taking part in this project.

I will read each question and ask for responses. More than one person can respond to each question. Review ground rules and emphasize environment of trust and open dialogue.

For this project, we believe that disability is not something that a person has but, instead, something that occurs outside of the person – the person has a functional limitation. Disability occurs in the interaction between a person, his or her functional ability, and the environment. A person's environment can be the physical environment, communication environment, information environment, and social and policy environment. Illinois Imagines is focusing upon women with cognitive disabilities, physical disabilities or mental illness.

1. What do you know about sexual violence and women with disabilities?
2. Has your agency served any women with disabilities during the past 2-3 years? If yes, what types of disabilities did the women report? i.e. cognitive, physical, mental illness. What type of disability is reported most often?
3. What have you learned from your experiences in providing services to women with disabilities? What went well? What could be improved? What are the barriers, if any, this agency faces when working with women with disabilities? Have those barriers prevented services from being delivered? What do you need to feel more comfortable with serving women with disabilities?
4. Does your agency have policies and procedures around serving women with disabilities? If not, why not? If yes, please share an example of a policy which makes it easier/more difficult to serve women with disabilities. If yes, how are the policies enforced? *Get a copy of policy.*
5. Describe any training you have received about ways to serve women with disabilities who have experienced sexual violence? What topics were covered? How often have you received training? How long was the training? Is this included at orientation or ongoing staff training? Did a person with a disability conduct the training?

6. What supports do you have in place that are working well in serving women with disabilities who are survivors of sexual violence?
7. Is your agency networking and communicating on a regular basis with local agencies serving women with disabilities? If yes, what types of disability service providers are represented i.e. employment workshops, CILAs, advocacy organizations, community mental health centers. Describe your relationship and any joint activities including training, community outreach, referrals, and formal linkage agreements.
8. What are the barriers, if any, to when working with local disability services providers? What are the successes you have experienced when working with local disability services providers?
9. Do you trust local disability services providers to contact you in regards to providing services to women with disabilities? If not, what would help resolve that issue?
10. Do you have the resources necessary to work with women with disabilities? If not, what more do you need? Training? Policies? Accommodations support? Connections with disability organizations? Help with building collaboratives with agencies that serve women with disabilities?

**WRAP UP:**

That is all the questions we have for today. Thank you again for participating in this project. Your assistance is greatly needed and greatly appreciated. If you have any questions or want to share additional information about this issue, please don't hesitate to call me. (Give cards, contact information)





10. How many times each year do representatives from agencies serving women with disabilities train your agency staff?  
 0       1       2       3+

11. Do you have outreach efforts that target women with disabilities who have experienced sexual violence?  
 Yes       No       Don't Know

12. Do you ask women if accommodations are needed to support participation in services?  
 Yes       No       Don't Know

Describe accommodations your agency has in place \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Are women with disabilities involved in policy and program decisions in your agency?  
 Yes       No       Don't Know

If yes, how? *Check all that apply.*

- Board members  
 Hiring of staff  
 Training of staff  
 Needs assessment  
 Evaluation of services  
 Other: \_\_\_\_\_

14. Do you feel your agency has the resources needed to serve women with disabilities?  
 Yes       No       Don't Know

If not, what is needed? *Check all that apply.*

- policy       training       physical accommodations support       interpreters  
 alternative format materials (large print, Braille, audio recording)  
 specialized staff       linkage with disability service provider  
 other, specify: \_\_\_\_\_

15. Are there any comments or suggestions you would like to make regarding providing services to women with disabilities? *Please comment below.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix D

**ILLINOIS DEPARTMENT OF HUMAN SERVICES  
SERVICE PROVIDER  
INTERVIEW QUESTIONS FOR  
FOCUS GROUPS**

Date: \_\_\_\_\_

*(Please choose type of interview)*

Individual Interview

Focus Group

Participants Length of Employment at Agency:  
\_\_\_ up to 1 yr \_\_\_ 2-5 yrs \_\_\_ 5+ yrs

Number of Focus Group Participants: \_\_\_\_\_

Focus Group Site (e.g., agency, town): \_\_\_\_\_

Facilitators: \_\_\_\_\_

Recorder: \_\_\_\_\_

**INSTRUCTIONS:**

**Interviewer:**

- Ask questions conversationally.
- Go slowly.
- Provide structure but allow multiple participants plenty of time to answer each question. It is okay to follow the group tempo and direction if the individuals in the group want to focus on a particular sexual violence issue.
- Feel free to ask follow up or clarifying questions.

**Recorder:**

- Record group proceedings on separate pages, numbering each set of responses to correspond to survey questions.
- Summarize responses to each question.
- Lengthy narrative is not necessary; phrases and lists are satisfactory.

## **INTRODUCTION:**

Hello. Thank you for being here today. Our names are \_\_\_\_\_. We are working as part of the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working in concert with the Illinois Department of Human Services focused to improve services for women with disabilities who experience sexual violence. As part of this project, we are traveling across the state to conduct groups like this to assess the services provided to and available to women with disabilities who have been victims of sexual violence. Your participation in this project is invaluable and we thank you again for taking part in this project.

For this project, sexual violence means non-consensual or coercive sexual conduct. Sexual violence includes any unwanted behavior or contact of a sexual nature, from sexual harassment/bullying to sexual assault.

I will read each question and ask for responses. More than one person can respond to each question. Review ground rules and emphasize environment of trust and open dialogue.

1. What do you know about sexual violence and women with disabilities?
2. Has your agency served any women with disabilities during the past year that disclosed a history of sexual violence or reported a recent incidence?
3. What have you learned from working with women with disabilities who have experienced sexual violence? What went well? What could be improved? What are the barriers, if any, this agency faces when working with women with disabilities who have experienced sexual violence? Have those barriers prevented services from being delivered? What do you need to feel more comfortable with identifying and responding to sexual violence against women with disabilities?
4. Does your agency have policies and procedures around responding to women with disabilities who disclose sexual violence? If not, why not? If yes, please describe agency response to sexual violence including client safety, offender issues, reporting, and linkage to services. If yes, please share an example of a policy which makes it easier/more difficult to serve women with disabilities. If yes, how are the policies enforced?  
*Move discussion beyond rule 50 reporting. Get a copy of policy.*
5. Describe any training you have received about how to identify and respond to sexual violence against women with disabilities. What topics were covered? How long was the training? How often have you received training? Is this included at orientation or ongoing staff training? Did a person from the local rape crisis center conduct the training?
6. What supports do you have in place that are working well in serving women with disabilities who are survivors of sexual violence?

7. Is your agency networking and communicating on a regular basis with local rape crisis centers? Describe your relationship and any joint activities including training, community outreach, referrals, and formal linkage agreements.
8. What are the barriers, if any, to when working with local rape crisis centers? What are the successes you have experienced when working with local rape crisis centers?
9. Do you trust the local rape crisis center to serve women with disabilities? If not, what would help resolve that issue?
10. Do you have the resources necessary to respond to sexual violence against women with disabilities? If not, what more do you need? Training? Policies? Connections with rape crisis centers? Help with building collaboratives with rape crisis centers?

**WRAP UP:**

That is all the questions we have for today. Thank you again for participating in this project. Your assistance is greatly needed and greatly appreciated. If you have any questions or want to share additional information about this issue, please don't hesitate to call me. (Give cards, contact information)

Appendix E

# ILLINOIS DEPARTMENT OF HUMAN SERVICES SERVICE PROVIDER SURVEY

Hello. Thank you for filling out this survey. The survey is part of a needs assessment for the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working with the Illinois Department of Human Services (DHS) to improve services for women with disabilities who experience sexual violence. As part of this project, we are conducting surveys with service providers in order to assess services for women with disabilities who are victims of sexual violence. Your participation in this project is invaluable, and we thank you for taking part in this project.

## SURVEY QUESTIONS FOR DHS SERVICE PROVIDERS

For purposes of this survey, sexual violence means non-consensual or coercive sexual conduct. Sexual violence includes any unwanted behavior or contact of a sexual nature, from sexual harassment/bullying to sexual assault.

1. How big of a problem do you believe sexual violence is for women with disabilities?

<u>Huge</u>					<u>Minor</u>
5	4	3	2		1

2. Do you know what agencies in your community serve women with disabilities who have experienced sexual violence??

Yes       No       Don't Know

3. Is your agency networking and communicating on a regular basis with local rape crisis centers?

Yes       No       Don't Know

In general, how would you rate your relationship with local rape crisis centers?

<u>Collaborative</u>		<u>Cooperative</u>		<u>Detached</u>
5	4	3	2	1

4. Has your agency served any women with disabilities who have disclosed a history of sexual violence or reported a recent incident during the past 2-3 years?

Yes       No       Don't Know

If yes, who was the offender? *Check all that apply.*

Peer    Guardian    Staff    Community member    Other    Don't know

5. How frequently do you think your agency responds to sexual abuse against women with disabilities? *Response includes reporting, referrals to rape crisis centers or counseling programs, advocacy, etc.*

Never    1-2x annually    3-6x annually    Monthly    Weekly



10. How many times each year does the sexual assault center conduct training with your agency staff?  
 0       1       2       3+

11. Do you have outreach efforts that target women with disabilities who have experienced sexual violence?  
 Yes       No       Don't Know

12. Does your intake tool include questions to screen for sexual violence?  
 Yes       No       Don't Know

Do you have educational materials about sexual assault available for women with disabilities?  
 Yes       No       Don't Know

13. Are women with disabilities involved in policy and program decisions in your agency?  
 Yes       No       Don't Know

If yes, how? *Check all that apply.*

- Board members
- Hiring of staff
- Training of staff
- Committees
- Needs assessment: surveys, focus groups
- Evaluation of services
- Other: \_\_\_\_\_

14. Do you feel your agency has the resources needed to serve women with disabilities who have experienced sexual violence?  
 Yes       No       Don't Know

If not, what is needed? *Check all that apply.*

- policy       training       physical accommodations support       interpreters
- educational materials for women with disabilities       peer support programs
- specialized staff       linkage with sexual assault center
- other, specify: \_\_\_\_\_

15. Are there any comments or suggestions you would like to make regarding responding to sexual violence against women with disabilities? *Please comment below.*

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Appendix F

**ICASA**  
**INTERVIEW QUESTIONS FOR**  
**INDIVIDUAL INTERVIEWS**

Date: \_\_\_\_\_

*(Please choose type of interview)*

Individual Interview

Focus Group

Participants Length of Employment at Agency:

\_\_\_ up to 1 yr \_\_\_ 2-5 yrs \_\_\_ 5+ yrs

Number of Focus Group Participants: \_\_\_\_\_

Focus Group Site (e.g., agency, town): \_\_\_\_\_

Interviewer: \_\_\_\_\_

Recorder: \_\_\_\_\_

**INSTRUCTIONS:**

**Interviewer:**

- Ask questions conversationally.
- Go slowly.
- Provide structure to the interview, but allow participant plenty of time to answer each question.
- Feel free to ask follow up or clarifying questions.

**Recorder:**

- Record proceedings on separate pages, numbering each set of responses to correspond to survey questions.
- Summarize responses to each question.
- Lengthy narrative is not necessary; phrases and lists are satisfactory.

## **INTRODUCTION:**

Hello. Thank you for being here today. Our names are \_\_\_\_\_. We are working as part of the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working in concert with the Illinois Department of Human Services focused to improve services for women with disabilities who experience sexual violence. As part of this project, we are traveling across the state to conduct groups like this to assess the services provided to and available to women with disabilities who have been victims of sexual violence. Your participation in this project is invaluable and we thank you again for taking part in this project.

For this project, we believe that disability is not something that a person has but, instead, something that occurs outside of the person – the person has a functional limitation. Disability occurs in the interaction between a person, his or her functional ability, and the environment. A person's environment can be the physical environment, communication environment, information environment, and social and policy environment. Illinois Imagines is focusing upon women with cognitive disabilities, physical disabilities or mental illness.

1. What obstacles to service do you think exist for women with disabilities when they experience sexual violence?
2. Does ICASA have policies regarding rape crisis center services to women with disabilities? If so, what is covered in the policies?
3. How does ICASA monitor local rape crisis center services to women with disabilities who experience sexual violence?
4. Does ICASA require training on providing services to women with disabilities? If so, how many hours? If yes, please describe.
5. Does ICASA have women with disabilities facilitate trainings? Please describe their involvement.
6. How does ICASA support accessible services for women with disabilities?
7. Does ICASA provide material specifically for women with disabilities or for centers in working with women with disabilities? (brochures, website, etc.) Please describe the types of materials available, i.e., training, outreach.
8. What changes in rules, policies or practices would better serve women with disabilities who are survivors of sexual violence?
9. How could ICASA and rape crisis centers create meaningful ways for women with disabilities to provide input into policies, regulations, training programs, etc.?
10. Does ICASA require linkage agreements between rape crisis centers and disability service providers? If yes, please describe.

11. How do you see rape crisis centers and disability services working together to respond to violence against women with disabilities?
12. How can we promote collaborative efforts among rape crisis centers and provider agencies to address the service needs of women with disabilities who experience sexual violence?
13. What are the challenges to a collaborative response? What strategies or successes can be built upon to enhance collaboration?
14. Describe the ideal service system for addressing sexual violence against women with disabilities. What role would rape crisis centers play? What role would disability service providers play?

**WRAP UP:**

That is all the questions we have for today. Thank you again for participating in this project. Your assistance is greatly needed and greatly appreciated. If you have any questions or want to share additional information about this issue, please don't hesitate to call me. (Give cards, contact information)

Appendix G

**ILLINOIS DEPARTMENT OF HUMAN SERVICES  
STAFF  
INTERVIEW QUESTIONS FOR  
INDIVIDUAL INTERVIEWS**

Date: \_\_\_\_\_

*(Please choose type of interview)*

Individual Interview

Focus Group

Participants Length of Employment at Agency:  
\_\_\_ up to 1 yr \_\_\_ 2-5 yrs \_\_\_ 5+ yrs

Number of Focus Group Participants: \_\_\_\_\_

Focus Group Site (e.g., agency, town): \_\_\_\_\_

Interviewer: \_\_\_\_\_

Recorder: \_\_\_\_\_

**INSTRUCTIONS:**

**Interviewer:**

- Ask questions conversationally.
- Go slowly.
- Provide structure to the interview, but allow participant plenty of time to answer each question.
- Feel free to ask follow up or clarifying questions.

**Recorder:**

- Record group proceedings on separate pages, numbering each set of responses to correspond to survey questions.
- Summarize responses to each question.
- Lengthy narrative is not necessary; phrases and lists are satisfactory.

## **INTRODUCTION:**

Hello. Thank you for being here today. Our names are \_\_\_\_\_. We are working as part of the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working in concert with the Illinois Department of Human Services (DHS) focused to improve services for women with disabilities who experience sexual violence. As part of this project, we are traveling across the state to conduct groups like this to assess the services provided to and available to women with disabilities who have been victims of sexual violence. Your participation in this project is invaluable and we thank you again for taking part in this project.

For purposes of this project, sexual violence means non-consensual or coercive sexual conduct. Sexual violence includes any unwanted behavior or contact of a sexual nature, from sexual harassment/bullying to sexual assault.

1. What obstacles to service do you think exist for women with disabilities when they experience sexual violence?
2. Does your Division require disability service providers to have policies and procedures in place to identify and respond to sexual violence against women with disabilities? If so, what does the policy say?
3. How does your Division monitor disability service providers response to women with disabilities who experience sexual violence?
4. Does your Division require training on identifying and responding to sexual violence against women with disabilities? If so, how many hours? If yes, please describe.
5. Does the Division have women with disabilities facilitate trainings? Rape crisis center staff?
6. How does your Division support accessible services for women with disabilities who experience sexual violence?
7. Does your Division provide materials for women with disabilities about sexual violence and available resources? (brochures, website, etc.) Please describe the types of materials available, i.e. training, outreach, peer programs.
8. What changes in rules, policies or practices would better serve women with disabilities who are survivors of sexual violence?
9. How could DHS and provider agencies create meaningful ways for women with disabilities to provide input into state policies, regulations, training programs, etc.?
10. Does your Division require linkage agreements between disability service providers and rape crisis centers? If yes, please describe.

11. How do you see disability service providers and rape crisis centers working together to respond to violence against women with disabilities?
12. How can we promote collaborative efforts among rape crisis centers and provider agencies to address the service needs of women with disabilities who experience sexual violence?
13. What are the challenges to a collaborative response? What strategies or successes can be built upon to enhance collaboration?
14. Describe the ideal service system for addressing sexual violence against women with disabilities.
15. How does state policy support personal choice in the area of sexual violence? What role do women with disabilities who are survivors of sexual violence play in determining the response to sexual violence?

**WRAP UP:**

That is all the questions we have for today. Thank you again for participating in this project. Your assistance is greatly needed and greatly appreciated. If you have any questions or want to share additional information about this issue, please don't hesitate to call me. (Give cards, contact information)

Appendix I

# ILLINOIS DEPARTMENT OF HUMAN SERVICES STAFF SURVEY

Hello. Thank you for filling out this survey. The survey is part of a needs assessment for the Illinois Imagines Project, which is a group of disability services organizations and rape crisis centers working in concert with the Illinois Department of Human Services (DHS) to improve services for women with disabilities who experience sexual violence. As part of this project, we are conducting surveys with service providers in order to assess services for women with disabilities who are victims of sexual violence. Your participation in this project is invaluable, and we thank you for taking part in this project.

## SURVEY QUESTIONS FOR DHS STAFF

For purposes of this survey, sexual violence means non-consensual or coercive sexual conduct. Sexual violence includes any unwanted behavior or contact of a sexual nature, from sexual harassment/bullying to sexual assault.

1. How big of a problem do you believe sexual violence is for women with disabilities?  

<u>Huge</u>					<u>Minor</u>
5	4	3	2		1
  
2. How big of a priority do you believe services to women with disabilities that have been sexually abused is for the Department?  

<u>Huge</u>					<u>Minor</u>
5	4	3	2		1
  
3. How well does your Division respond to sexual violence against women with disabilities?  

<u>Great</u>					<u>Poor</u>
5	4	3	2		1
  
4. Does your Division require provider agencies to have written agreements to contact local rape crisis centers in regards to disclosures of sexual violence against women with disabilities?  
 Yes       No       Don't know
  
5. How frequently do you think your service providers respond to sexual abuse against women with disabilities? *Response includes reporting, referrals to rape crisis centers or counseling programs, advocacy, etc.*  
 Never     1-2x annually     3-6x annually     Monthly     Weekly

6. Does your Division require provider agencies to have policies and procedures in place around serving women with disabilities who have experienced sexual violence? If yes, what areas are covered? *Check all that apply.*

- Screening for sexual violence
- Reporting
- Referrals to rape crisis centers
- Coordination of services with rape crisis centers
- Training on sexual violence
- Advocacy for survivors with mental illness, cognitive, and physical disabilities
- Victim safety and offender services
- Background checks for job applicants for possible history of sexual violence
- Other: \_\_\_\_\_

7. In the past 2 -3 years, has your agency made any changes in policies and procedures to enhance identification and response to sexual violence against women with disabilities?

- Yes       No       Don't Know

If yes, in what area: \_\_\_\_\_

8. How comfortable are you discussing sexual violence with women with disabilities? who experience sexual violence?

<u>Very</u>					<u>Not at all</u>
5	4	3	2	1	

How prepared are you to provide services to women with disabilities who experience sexual violence?

<u>Very</u>					<u>Not at all</u>
5	4	3	2	1	

What additional knowledge or skills are needed? *Check all that apply.*

- Awareness of sexual violence
- Identification of sexual violence
- Responding to sexual violence
- Local and state resources for women with disabilities who experience sexual violence
- Implications of sexual violence on program planning
- Implications of sexual violence on policy development
- Other: \_\_\_\_\_

9. How many hours of staff training on sexual violence and women with disabilities does your Division require service providers to have in a year?

- 0       1-5       6-10       over 10

10. Thinking through your current strategies, what could you build upon to reach more women with disabilities who have experienced sexual violence?

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11. Does your Division require provider agencies to include women with disabilities on committees, boards, or other decision-making entities?  
 Yes       No       Don't know

12. How are women with disabilities involved in policy and program decisions in your Division? *Check all that apply.*

Advisory Councils  
 Training  
 Committees  
 Needs assessment: surveys, focus groups  
 Evaluation  
 Other: \_\_\_\_\_

13. Do you feel your Division has the resources needed to serve women with disabilities who have experienced sexual violence?  
 Yes       No       Don't know

If not, what is needed? *Check all that apply.*

policy       training       administrative support  
 educational materials for women with disabilities       peer support programs  
 specialized staff       linkage with sexual assault system  
 other, specify: \_\_\_\_\_

14. Are there any comments or suggestions you would like to make regarding responding to sexual violence against women with disabilities?  
*Please comment below.*

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