Boston Area Rape Crisis Center
Universal Screening Policy

We believe that it is our responsibility to provide services that are accessible and responsive to individual needs. We strive to create a safe and comfortable office space for all survivors and their support people. We also make every effort to have our trainings and community engagement activities accessible and inclusive. In order to provide the best assistance possible, we ask all individuals, agencies and communities who request services whether they require accommodations due to a disability. In addition, we assess the accessibility and inclusiveness of community locations where our services will be provided.

BARCC Universal Screening Protocol
BARCC volunteers, interns, and staff will receive information on BARCC’s Universal Screening Policy at our required rape crisis counselor training. They will also obtain additional guidance and support on how to implement the policy in their program specific training and ongoing meetings.

**Universal Screening:**

BARCC volunteers, interns, and staff will ask all individuals, agencies, and communities who request direct client services, community engagement events, or trainings “Whether they require accommodations due to a disability?”. Prior to asking this question, BARCC will explain to the individual, agency, or community why we are requesting such information. Their answer will guide the manner in which we respond to a request and ensure that we are providing them with quality service(s) responsive to their specific need(s). Anyone who would prefer to not respond to the question may decline to answer.

**Accessing and Documenting Accommodation Need:**
If any individual, agency, or community needs an accommodation, the BARCC volunteer, intern, or staff person will explore the details of what is required. A BARCC intern or staff person will document this information in a Request for Services, Program Request Form or Intake. The intern or staff person will store this documentation in accordance with the relevant program’s file keeping policy and procedures.\(^1\) The information will only be accessible to the staff within that program.

**Responding to Accommodation Need:**

The intern or staff person who receives the Request for Services, Program Request Form or conducts the Intake will make every effort to ensure that BARCC or a comparable agency/provider provides the accommodation. The intern or staff person, with assistance from their supervisor, will make the necessary arrangements within BARCC for the accommodation. If BARCC is able to meet the accommodation need, staff will follow up with the individual, agency, or community to confirm the accommodation. If BARCC cannot meet the need, BARCC staff will research and present an alternative option to the individual, agency, or community.

\(^1\) Please refer to program specific protocols for information on record keeping policies.
Meeting Accommodation Needs Off-Site:

Prior to agreeing to an off-site meeting, training or other community engagement event, the intern or staff person will inquire as to the accessibility of the space, materials, and trainers. They will suggest the changes that should be implemented to ensure the accessibility and inclusiveness of the environment. The intern or staff person, with guidance from their supervisor, may decline to provide BARCC services in a site determined to be inaccessible to people with disabilities.