

Alaska Safety Planning & Empowerment Network

ASPEN

NEEDS ASSESSMENT PLAN



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Introduction

The ASPEN Collaborative

The Alaska Safety Planning and Empowerment Network (ASPEN) is a collaborative composed of five organizations from the domestic violence/sexual assault advocacy movement and the disability services sector. ASPEN is funded by a three year Office on Violence Against Women (OVW) grant for Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities. The three-year project, which began in October 2007, consists of five phases:

- 1) Strengthening the Collaboration;
- 2) Identifying the Focus;
- 3) Conducting a Needs Assessment;
- 4) Developing a Strategic Plan; and
- 5) Implementation.

ASPEN came together to foster sustainable, systemic change to improve services for individuals with disabilities who are survivors of violence and abuse. ASPEN members are:

- 1.) **Access Alaska, Inc.** (Access), incorporated in 1983, is a federally funded Center for Independent Living (CIL) with two regional centers for Southcentral, Western, Interior, and Northern Alaska. Services include information/referral, advocacy, peer mentoring/support, independent living skills training, and deinstitutionalization.
- 2.) **The Alaska Native Justice Center** (ANJC) is a private, non-profit agency created in 1993 to address the civil and criminal justice needs of Alaska Natives. ANJC addresses a wide range of issues: victim advocacy services, prisoner re-entry services, training/technical assistance, and tribal court development. ANJC staff has expertise and extensive knowledge regarding Alaska Native culture, history and values.
- 3.) **Alaska Network on Domestic Violence and Sexual Assault** (ANDVSA) is a nonprofit statewide coalition of 20 direct service domestic violence and sexual assault programs promoting social change to eliminate personal and societal violence in the lives of women and children in Alaska. ANDVSA has provided legislative and legal advocacy, training, technical assistance, coalition building, policy development and public education for over 28 years.
- 4.) **Center for Human Development** (CHD) is the University of Alaska Anchorage's center for disability education, training, and research; 30% of its employees experience disabilities or are parents of individuals with disabilities. In 1991, CHD founded a nonprofit clinic to fill service gaps for women with cognitive disabilities who were violent crime victims. CHD specializes in staff development, multi-media and distance training/education, and research and evaluation and is needs assessment project lead. CHD is the fiscal manager of the project.

5.) Governor’s Council on Disabilities and Special Education (GCDSE) is a state agency composed of people with disabilities and family members (60%) and state agency, service provider, and special education representatives appointed by the governor. Its 28 years of experience and expertise in capacity building, systems change and integration, advocacy and interagency collaboration reflect its mission to create change that improves the lives of people with disabilities. GCDSE is the lead agency on the project.

RainStorm Concepts is ASPEN’s independent contract project manager. Richard Rainery, RainStorm Concepts’ principal, was previously executive director of the Alaska Mental Health Board and associate director of the GCDSE. He brings experience in behavioral health and developmental disability systems, traumatic brain injury services, and project management.

ASPEN intends to achieve systems change by enhancing partnerships, changing policies and procedures, developing relationships, changing organizational culture, improving accessibility and responsiveness, and raising awareness of the issues surrounding survivors with disabilities. A needs assessment that helps us identify what can be done to improve services for survivors with disabilities is an element critical to the success of our work. This document details how ASPEN will conduct that needs assessment.

Our common goal and vision, developed over a period of several months as the foundation of our Collaboration Charter is:

...survivors with disabilities will encounter a system where they feel empowered, can tell their stories, be believed without judgment, and receive appropriate services that are attitudinally, physically, culturally, and programmatically accessible. Service delivery systems in Alaska will have expertise and a clear understanding of their roles and responsibilities and will provide collaborative, effective person-centered services for survivors with disabilities.

ASPEN formed to build capacity and change systems to better meet the needs of survivors with disabilities. To realize our vision, we will collect community level information on current system resources and strengths; existing relationships, partnerships, and collaborations between agencies; and gaps in knowledge, education, and services. This information will help ASPEN and its local partners develop a strategic plan leading to sustainable systems change.

ASPEN’s shared mission and objectives were framed to support our vision:

...building capacity of the service delivery systems (e.g., disability, victim advocacy, and others) by creating systems change designed to enhance the provision of collaborative, effective person-centered services for survivors with disabilities. This includes:

- 1.) fostering local collaborations to link survivors with disabilities to services and resources;

- 2.) identifying and resolving barriers (e.g. attitudinal, physical, cultural, and programmatic) to safety, empowerment and access to appropriate, non-judgmental services provided by both the disability and DVSA systems;
- 3.) providing cross-training, technical assistance, and information that changes organizational cultures and practices; and
- 4.) developing sustainable, innovative policies and practices designed to prioritize safety, empowerment and access.

History of ASPEN

The partnership between Alaskans from the disability sector and the violence against women sector began in 2004. Its first concrete product was “Alaskans Speak Up,” a cross-disciplinary curriculum intended to give both victim advocates and disability program staff insight into the needs of women with disabilities who are the victims of domestic violence, sexual assault and stalking (DV/SA/S). Developing the curriculum created a close working relationship among the partners. It began a process, continuing to this day, of identifying tools to help advocates and disability service providers to understand and work with each other as part of a coordinated community response to reduce service barriers for women with disabilities who are impacted by DV/SA/S.

We also worked together to develop a coordinated community response to support survivors with disabilities by introducing the Disability Assault Response Team (DART) concept to Alaska. A collaborative approach to addressing violence and abuse against people with disabilities, DART is based on the Sexual Assault Response Team model. The process of writing and implementing the “Alaska Speaks Up” curriculum as well as our early attempts to establish local DART teams helped us recognize the need to explore ways to strengthen our partnership.

As a collaborative, we had worked together to develop and provide training and other initiatives. As our work unfolded, we realized we were only scratching the surface. We recognized a critical need to move beyond curriculum development and training to change the two systems in fundamental ways. For example, “Alaskans Speak Up” had allowed us to train workers in the victim advocacy system and in the disability services system to recognize and work with women with disabilities who were the victims of domestic violence, sexual assault, or stalking. It had done nothing, however, to foster systemic change so that women would encounter more capable and better-informed systems when seeking help. This realization and subsequent commitment to system change led us to seek funding from Office on Violence against Women (OVW) in 2006 to support our vision of system change. Our request for funding was unsuccessful. The result was a yearlong opportunity to reflect on our purpose and to coalesce as a group with a unified vision and voice. We examined our strengths, gaps in knowledge, and barriers to working collaboratively on behalf of survivors with disabilities.

The Governor’s Council on Disabilities and Special Education took the lead, organizing a series of teleconference and face-to-face meetings. During our year in the “wilderness,” we examined our attitudes and beliefs as well as our capacities to support services for survivors with disabilities. We realized before we could support social change in Alaskan

communities, we had to make those sorts of changes first ourselves. Our early conversations revealed different philosophies and superficial knowledge of each other's programs, expertise, and service delivery systems. With continued dialogue, we grew to recognize our similarities and respect our differences. Our discussions identified a number of steps we could take to prepare us to work together on behalf of survivors with disabilities at the statewide level as well as to enhance service delivery systems.

During this yearlong informal needs assessment, the Governor's Council helped partners identify disability and advocacy issues from the perspective of service recipients in both systems. The council provided guidance on capacity building, systems change, and advocacy. The Alaska Network on Domestic Violence and Sexual Assault provided information on DV/SA/S issues to all the partners that helped them to understand simple steps to improve safety for consumers. The Center for Human Development, with input from GCDSE and Access Alaska, conducted disability audits for the Network - whose member programs provided valuable feedback and simple solutions to begin making ANDVSA more welcoming and accessible for people with disabilities. The Alaska Native Justice Center expanded its partnership with ANDVSA and both agencies lobbied the Council on Domestic Violence and Sexual Assault to include CHD, GCDSE and Access Alaska in its Tribal State Forums, a crucial link to the Alaska Native community.

As we looked at our own systems from various perspectives and began to make small, incremental changes, we realized much more was needed beyond what we could do at the state level. We strengthened our commitment to our collaborative process and recognized we needed input from local community service providers as well as survivors and people with disabilities. We applied again for funds to support our commitment to better address the needs of survivors with disabilities in 2007. Successful this time, the ASPEN collaborative was born.

ASPEN Process

ASPEN is committed to foster change within our collaborative. As part of that initiative, the ASPEN partners spent 12 months examining the systems each was associated with even before receiving funding. OVW funding gave the partners support and resources to look deeper at ASPEN as a collaborative entity as well as to develop a charter to formalize a collaborative process. Developing the charter proved revealing - we explored attitudes and beliefs as well as discussed needs, defined terms, and identified options for our work together as a collaborative. As part of the development of the charter, ASPEN members completed a root cause analysis to help us understand the motives for social change within our own organizations and member perceptions of survivors with disabilities. Each member of the collaborative shared their perceptions of critical unmet needs and service gaps for survivors with disabilities using our own (and each other's) systems.

Additionally, during the Charter development process, each member of the ASPEN collaborative completed a two-page questionnaire designed to identify members' perspectives on four key topics:

- 1) What disability providers believe DV/SA/S advocates need to know to provide appropriate services for people with disabilities;
- 2) What disability providers believe they need to know to provide appropriate services for survivors;
- 3) What DV/SA/S advocates believe disability providers need to know to provide appropriate services for Survivors; and
- 4) What DV/SA/S advocates believe they need to know to provide appropriate services for people with disabilities.

Both the root cause analysis and the responses to the questionnaire were tabulated as aggregate data that provided context each time we met to discuss the charter. Much of what we discovered through this process was too broad in scope to address in this project. However, we identified similarities, differences, and gaps in understanding, which led us to develop and implement a series of internal cross-trainings that ensured a shared knowledge base. This was crucial to developing the consensus that is a hallmark of our effort and facilitated the narrowed focus defining our project. These discussions also exposed areas of need we could address at the state level by leveraging resources beyond the scope of this grant. The time spent narrowing our focus ensured our commitment to developing additional funding sources beyond this project for work needed in the future. This ability to be intentional in our process, to discuss, reflect, and plan rather than to rush, react, and stumble, has been one of the most positive outcomes of this project to date. The process of developing our charter and narrowing our focus enabled us to identify the population we should begin with and to select our initial sites of change.

Project Focus

Identified population.

Our conversations defining our focus led us to identify the key criteria concerning the population and locations we wanted to work with to effect system change:

- Individuals experiencing both violence (e.g. domestic violence, sexual assault, stalking) and disabilities (defined in our charter).
- Sites with significant Alaska Native populations, reflecting the disproportionate level of violence and disabilities experienced by that segment of Alaska's populace.

Sites of change

As a statewide collaborative, ASPEN members share an on-going commitment to foster change within our own agencies as well as in our state. In a state the size of Alaska this would prove to be a daunting task unless we chose to go "deep instead of wide." Given our history and resources and grant requirements, we believed the most manageable and feasible means to achieve our goals in the project framework was to narrow our focus to two pilot sites.

ASPEN sought sites of change of manageable, relatively compact size and, most importantly, with a history of willingness to engage in social change work and strong

commitment to improving accessibility. ASPEN also sought communities with the ability to provide reasonable accommodations and the willingness to engage in trauma informed services provision rooted in the experience of survivors. After considering some 20 communities, ASPEN identified Dillingham and Ketchikan as the sites most fully meeting our criteria.

Pilot sites and local agencies.

Demographics and logistics: **Dillingham** is a community in Bristol Bay about 330 air miles west of Anchorage, Alaska’s largest city. It has a population of about 2,500, just over half of which is Alaska Native. Dillingham’s economy is based on commercial fishing, fish processing, fishing industry support, and cold storage. Many residents also support themselves through subsistence activities such as trapping, hunting, fishing, and gathering (Bristol Bay Area Health Corporation, retrieved May 4, 2009, <http://www.bbahc.org/dillingham.html>). **Ketchikan**, population 14,000 (15% Alaska Native), is 235 miles south of Juneau, Alaska’s capital. Ketchikan’s economy is based upon tourism and commercial fishing, and the city bills itself as the “Salmon Capital of the World” (Chamber of Commerce, Ketchikan).

The two sites span Alaska geographically, one on the west coast and the other at the southeastern tip, significant for a statewide project. (Please see map below to grasp how distances within Alaska compare to those in the contiguous United States). Although not precisely equal in air miles, traveling from Ketchikan to Dillingham is comparable to traveling from NY City to Omaha, Nebraska, via Minneapolis (flying between the two Alaska sites requires a stop in Anchorage).

Alaska and Continental U.S. Size Comparison



Both communities are accessible by regular and reasonably priced commercial air or water transportation. There are no roads into either community, which is not unusual in Alaska. Juneau, our state capital and home to some ASPEN members, is also not accessible by road (the ONLY state capital in the U.S. not so accessible). The ASPEN members assigned to conduct the focus groups and local interviews must either fly to our partner communities or take a ferry (from Juneau to Ketchikan only).

Services, relationships, and change potential.

Dillingham: ASPEN team members have extensive personal experience and strong connections with local agencies in Dillingham. Leadership at these agencies has been at the forefront of systems change in Dillingham. Disability Abuse Response Team (DART) trainings have been conducted in the community. ASPEN's local partners in Dillingham are:

- Safe and Fear-Free Environment (SAFE), the DV/SA shelter, was a participant in Alaskans Speak Up and in the Delta Project. SAFE also collaborates with the local children's services agency and provides innovative collaborative services in partnership with their local substance abuse program.
- Access Alaska's independent living services in Dillingham reflect a unique circumstance. Access Alaska in Anchorage provides services to Dillingham, when requested and Dana Spinney, of ASPEN, manages Access Alaska services in Dillingham.
- Hope Community Resources is Dillingham's only developmental disabilities provider and works with a variety of stakeholders and partners to improve systems for people with developmental disabilities (DD) and is one of the founders and leaders of the Key Coalition, which advocates for system improvements. Hope has a long history as one of the more innovative DD providers in the state.
- Curyung Village Corporation, Dillingham's Alaska Native Claims Settlement Act village corporation, is a central point for social and economic development for the local Alaska Native population and an enthusiastic participant in Alaska Native Justice Center initiatives to reform rural justice.

Finally, Dillingham is a community that welcomes new ideas and has demonstrated the capacity to shape concepts originating elsewhere into unique, locally appropriate adaptations.

Ketchikan: As in Dillingham, ASPEN team members have extensive personal experience and strong connections with local agencies in Ketchikan. Management at these agencies has been open to systems innovation; DART training was conducted in Ketchikan in 2008. ASPEN's local partners in Ketchikan are:

- Southeast Alaska Independent Living (SAIL) is a CIL known for its innovative outlook.

- Women in Safe Homes (WISH) is a strong local DV/SA shelter program that interacts regularly with ANDVSA. The Executive Director of WISH is committed to social change work and has strong links with Ketchikan Indian Corporation and other Ketchikan programs.
- Community Connections, is the local DD provider and has a long-standing history of working with the Center for Human Development and the Governor's Council on Disabilities.
- Ketchikan Indian Corporation (KIC) is an active Alaska Native village corporation with strong ANJC ties. The Tribal Health Clinic, which runs a model domestic violence program will be the division we work with at KIC.

Purpose of Needs Assessment

A needs assessment is a critical element and deliverable of this project and will be conducted independently in ASPEN's two sites of change: Our needs assessment process will engage key providers of victim advocacy services, disability services, women who have been the victims of violence, and people who experience disabilities from both communities.

The purpose of engaging these groups is to learn what qualities, processes, and relationships in each system and community must be understood and improved in order to build service delivery system (disability, victim advocacy, and others) capacity. The needs assessment will illuminate elements of these systems in need of strengthening and identify opportunities to enhance provision of collaborative, effective, person-centered services for survivors with disabilities. The needs assessment will also provide foundational information guiding development of a strategic plan for system change initiatives in each community. Ultimately, the strategic plans stemming from these needs assessments will serve as a blueprint to help our sites of change better respond to identified needs and to support the development of integrated, comprehensive, and timely responses to the service needs of survivors with disabilities.

ASPEN's needs assessment activities aim to determine strengths, weaknesses, gaps and barriers to supports for survivors with disabilities and to inform strategic planning process for ASPEN's two pilot sites. These aims require we pursue several activities:

- Develop needs assessment methodologies
- Employ those methodologies to collect data from people with disabilities, service providers, and survivors.
- Analyze the data collected from these sources.
- Commit our findings to written report form.

Goals

1. Identify strengths, gaps, and barriers of existing community service delivery systems in providing accessible and appropriate services to people with disabilities and survivors.

2. Determine existing relationships between community partner organizations and the extent to which these meet the needs of survivors with disabilities.
3. Identify the existing policies, procedures, and practices of community partners and their strengths and barriers from the perspectives of people with disabilities, survivors, and staff and management community partners.
4. Identify the similarities and differences between the ideal set of effective person-centered services and supports from the perspectives of people with disabilities, survivors, and staff and management of community partners
5. Identify options that enhance collaboration between systems of service, better link survivors with those systems of service, and improve the services provided.

Information Sources

Existing Data

The University of Alaska Anchorage Center for Human Development recently conducted two statewide surveys of disability providers and domestic violence/sexual assault providers to identify the nature and scope of the needs of crime victims with disabilities. These surveys asked domestic violence programs and disability service providers to provide a self-report on referral patterns, barriers to supporting crime victims with disabilities, and disability/victimization demographics. Two reports present the results, *Justice Initiative Strategy 6.2 Report Crime Victims with Disabilities* (Ward, Heath, & Williams, 2006) and a forthcoming manuscript by Smith and Ward (in preparation) based on data from 2008. Additionally, the Council on Domestic Violence and Sexual Assault collects data on survivor disability from domestic violence/sexual assault providers. Calendar year 2006 disability data is included in *Justice Initiative Strategy 6.2 Report Crime Victims with Disabilities* (Ward, Heath, & Williams, 2006). We will use this information to compare the reported barriers and referral patterns with barriers and referral patterns identified during this needs assessment.

During the collaborative charter building phase of this grant, ASPEN conducted a root cause analysis to identify member perceptions of why women with disabilities within our existing systems cannot access DV/SA/S services as readily as women who do not experience disabilities and why disability agencies are not responsive to the needs of survivors. Because we intend that our efforts on behalf of survivors with disabilities will continue beyond the life of this 2007 OVW grant, when conducting the root cause analysis we were open to all ideas and opinions, not just those germane to this grant. Our intent, either individually or as members of ASPEN, is to continue working to improve the lives of survivors with disabilities, be it through continuing to encourage collaboration between DV/SA/S and disability agencies, addressing societal issues, and/or addressing marketing and outreach so survivors with disabilities can access an array of appropriate services.

Conducting the root cause analysis interviews and discussing the results helped our collaborative better understand the perspectives of fellow members as well as recognize that, although we come from different fields, we have similar concerns and understanding of the difficulties faced by survivors with disabilities. The results of these interviews were presented to charter members in a working document “Prioritizing Worksheet: OVW Root Cause Analysis.” In this needs assessment, we have already used this information to help guide development of goals and the questions we will ask our communities. After completing needs assessment data collection, we will use this information to compare ASPEN’s perceptions to those of our pilot sites. The data from the root cause analysis will also be used to identify areas of potential change.

New Data

During this needs assessment, new data will be collected through focus groups and individual interviews. Focus groups (with individual interviews as an option) will be conducted with survivors of domestic violence/sexual assault/stalking in Dillingham and Ketchikan. Focus groups (again with interviews as an option) will be also conducted with people with disabilities in Dillingham and Ketchikan. Interviews will be conducted with staff, management, and selected members of Boards of Directors at both sites of change.

Overview of Methods

As noted, we will use focus groups and individual interviews to collect new information. This section describes why we chose each method, and the audience, number, recruitment strategies, consent process, stipends, safety considerations, and access considerations for each method. The table below lists the community/agency, audience, methodology and proposed number of participants for each collection point.

Focus Groups with Interview Option

Purpose/Audience/Number.

Based on community engagement dialogs (see p. 26 for details), collaborative discussions, and our team’s experience soliciting input from individuals residing in rural areas, we chose focus groups for individuals with disabilities and for survivors of domestic violence/sexual assault in the two sites (Ketchikan and Dillingham). Focus groups are primarily used for exploration and discovery of a topic. Unlike individual interviews, focus groups provide a unique opportunity for individuals to share and compare information. In this environment, group participants will help us explore and discover what is needed to better serve survivors and people with disabilities as they provide information about services in their community and service delivery in general. We felt that focus groups, as opposed to interviews, would allow participants to explore questions more deeply and that the peer setting would offer a comfort and support not available in an interview.

| Community/Agency | Audience | Methodology | Potential # Participants |
|-------------------------|----------------------------|--------------------|---------------------------------|
| Dillingham | Survivors of DV/SA | Focus Group #1 | 5-10 |
| Dillingham | Survivors of DV/SA | Optional interview | Unknown |
| Dillingham | Survivors of DV/SA | Focus Group #2 | 5-10 |
| Dillingham | Survivors of DV/SA | Optional interview | Unknown |
| Dillingham | Individuals w/Disabilities | Focus Group #1 | 5-10 |
| Dillingham | Individuals w/Disabilities | Optional interview | Unknown |
| Dillingham | Individuals w/Disabilities | Focus Group #2 | 5-10 |
| Dillingham | Individuals w/Disabilities | Optional interview | Unknown |
| Ketchikan | Survivors of DV/SA | Focus Group #1 | 5-10 |
| Ketchikan | Survivors of DV/SA | Optional interview | Unknown |
| Ketchikan | Survivors of DV/SA | Focus Group #2 | 5-10 |
| Ketchikan | Survivors of DV/SA | Optional interview | Unknown |
| Ketchikan | Individuals w/Disabilities | Focus Group #1 | 5-10 |
| Ketchikan | Individuals w/Disabilities | Optional interview | Unknown |
| Ketchikan | Individuals w/Disabilities | Focus Group #2 | 5-10 |
| Ketchikan | Individuals w/Disabilities | Optional interview | Unknown |
| Dillingham SAFE | Staff | Interviews | 4 |
| Dillingham SAFE | Board Members | Interview | 2 |
| Dillingham SAFE | Executive Directors | Interview | 1 |
| Dillingham Access AK | Staff | Interviews | 1 |
| Dillingham Access AK | Board Members | Interview | 2 |
| Dillingham Access AK | Executive Directors | Interview | 1 |
| Dillingham Hope | Staff | Interviews | 2 |
| Dillingham Hope | Board Members | Interview | 2 |
| Dillingham Hope | Executive Directors | Interview | 1 |
| Dillingham Curyung | Staff | Interviews | 2 |
| Dillingham Curyung | Board Members | Interview | 2 |
| Dillingham Curyung | Executive Directors | Interview | 1 |
| Ketchikan SAIL | Staff | Interviews | 2 |
| Ketchikan SAIL | Board Members | Interview | 2 |
| Ketchikan SAIL | Executive Directors | Interview | 1 |
| Ketchikan WISH | Staff | Interviews | 2 |
| Ketchikan WISH | Board Members | Interview | 2 |
| Ketchikan WISH | Executive Directors | Interview | 1 |
| Kkn Comm Connections | Staff | Interviews | 10 |
| Kkn Comm Connections | Board Members | Interview | 2 |
| Kkn Comm Connections | Executive Directors | Interview | 1 |
| Ketchikan KIC | Staff | Interviews | 3 |
| Ketchikan KIC | Board Members | Interview | 2 |
| Ketchikan KIC | Executive Directors | Interview | 1 |
| Total | | | 90-130 |

Their unique perspective and personal experience makes survivors of domestic violence/sexual assault the best source of specific information about safety, confidentiality and what is welcoming as related to service delivery. Likewise individuals with disabilities are the best source of information about accessibility and accommodation issues and what is welcoming with service delivery.

Group Facilitation

Three ASPEN members will conduct the focus groups: one each with domestic violence/sexual assault, disability, and Alaska Native cultural expertise. This balance of DVSA, disability, and Alaska Native perspectives will result in effective, nuanced facilitation - each individual brings expertise in their field and a grasp of subtleties that someone from another field cannot possess. An advocate from site community will be available in a safe room if needed. ASPEN focus group facilitators will be required to complete the University of Alaska Anchorage Institutional Review Board certification process in order to ensure the protection of focus group participants (please see section on Data Storage, Access, and Protection).

The ASPEN teams will visit each pilot site for two days, conducting four focus groups at each. Each focus group will last 60-90 minutes with two held each day. Because all ASPEN members are equally qualified for each of the three facilitation roles – group facilitator, note taker/recorder, and observer - these roles will be rotated from group to group. This will help alleviate fatigue associated with repeating a single role. Facilitators' responsibilities during the focus group sessions are as follows:

- **The Group Facilitator** will read the session guide and passive consent script to potential participants and ensure that consent is obtained. Facilitators will ask the questions and follow-up probes, and facilitate the group in a manner that encourages participants to express their opinions by ensuring a safe, pressure-free environment.
- **The Note taker/recorder** will take written notes and, if consent by the entire group is obtained for audio recording, operate the audio recorder. S/he will be responsible for completing the Post Focus Group/Optional Interview Sheet (see appendix, p. 52). The note taker/recorder will document areas/themes that elicit significant verbal and nonverbal response from the group. S/he will also provide these notes to the other two members of the team, for later analysis.
- **The Observer** will assist both the note taker/recorder and facilitator. The observer will also assist participants during the group, and, if needed, escort participants to the safe room or to the room where family or personal care assistants will wait during the session. If the facilitator requests assistance, the observer may ask follow-up questions and probes. S/he will also jot down notes, but will not be the primary note taker.

All three members of the team will be in the community together expressly for the purpose of conducting this needs assessment, therefore, prior to the focus group, all three

will set up the room and food, and obtain gift cards for participants. These activities may be divided among team members, depending on the circumstances in a community.

For individuals opting not to participate in a focus group, but who still want to provide input, we will offer an semi-standardized interview option. In the semi-standardized interview, interviewers use a set of questions, including probes for follow-up questions. This will allow the interviewers from the ASPEN team to use the same questions and probes used in the focus group, permitting collection of consistent data.

| Community | Audience | Methodology | Proposed # Participants |
|------------------|----------------------------|---------------------|--------------------------------|
| Ketchikan | Survivors of DV/SA | Focus Group #1 | 5-10 |
| Ketchikan | Survivors of DV/SA | Focus Group #2 | 5-10 |
| Ketchikan | Survivors of DV/SA | Optional interviews | Unknown |
| Ketchikan | Individuals w/Disabilities | Focus Group #1 | 5-10 |
| Ketchikan | Individuals w/Disabilities | Focus Group #2 | 5-10 |
| Ketchikan | Individuals w/Disabilities | Optional interviews | Unknown |
| Dillingham | Survivors of DV/SA | Focus Group #1 | 5-10 |
| Dillingham | Survivors of DV/SA | Focus Group #2 | 5-10 |
| Dillingham | Survivors of DV/SA | Optional interviews | Unknown |
| Dillingham | Individuals w/Disabilities | Focus Group #1 | 5-10 |
| Dillingham | Individuals w/Disabilities | Focus Group #2 | 5-10 |
| Dillingham | Individuals w/Disabilities | Optional interviews | Unknown |
| Total | | | 40-80 |

Given our resources, and the expense and time incurred for travel to our sites of change (see map of Alaska), focus groups will be held over a two-day period. The goal is 5-10 participants at each focus group. Due to the remote location of the communities and the small populations, we expect participant numbers to vary from group to group. We will conduct the focus group even if fewer than 5 individuals attend a particular session. We believe we can generate good conversation with even two people. Our experience with rural populations, and especially Alaska Native populations, has taught us that communication styles are such that individuals may be more comfortable discussing things when a peer is present than when only an interviewer is present. While our goal is to conduct two groups for each population at each location, if we have participants sign up for one only group, we will rely on information from that single group. If a second group only draws one participant we will conduct an interview with that one person. If any individuals uncomfortable participating in a focus group accept the offer of an individual interview, said interview(s) will be conducted during the two-day period and scheduled around focus groups.

Recruitment strategies.

Site of change organizations from Ketchikan and Dillingham will assist with the recruitment of focus group participants, designating staff for that purpose. ASPEN focus group facilitators will provide recruitment tools and protocols (see appendix, p. 36-44) to Alaska Safety Planning and Empowerment Network
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local staff conducting recruitment. Tools will include the invitation and other forms, which will be shared with potential participants but retained by recruiters. The invitation covers purpose, meeting logistics, risk factors, gift card incentive, and provision of food and describes arrangements for Personal Care Assistants (PCA) and other care providers during the focus group sessions, accommodation requests, passive consent, focus group protocol, focus group questions, and the interview option protocol and questions for those individuals who wish to give input, but not participate in a focus group.

Risk factors will be explained (see section on risk factors) by recruiters while recruiting. Recruitment staff will be selected based on the recommendation of the local manager or executive director, with emphasis on direct service staff that has contact with the widest array of clients seeking services at the agency. ASPEN will use the recruitment tools and protocols to provide on-site orientation to recruitment staff in each community.

These trained recruiters will directly solicit participation in focus group sessions and/or interviews from the population each provider serves. Each agency, or in some cases, a pair of agencies (see below), will recruit for one focus group. ASPEN will make it clear during recruitment orientation that recruitment should not be based on a presumption that an individual is a survivor with a disability. Recruiters will provide assistance, as necessary, to potential participants (e.g., reading the invitation to them, explaining things in more detail, etc.). Participants may request accommodations during the recruitment process by completing an accommodation request form that will not include names, but will include a list of possible accommodations and the date/time of the focus group or individual interview in which the individual will participate. Recruiters will forward these completed forms to the ASPEN project director to ensure provision of accommodations. Additionally, a transportation/child care request form will be completed and kept by the organization. Transportation and childcare needs will be fulfilled by the organizations.

Focus Group for individuals with disabilities in Ketchikan

As agreed during community engagement, staff from Southeast Alaska Independent Living (SAIL), Community Connections, and Ketchikan Indian Corporation (KIC) will conduct recruitment of potential participants by direct contact. Community Connections will recruit for Focus Group #1, and SAIL and KIC will recruit for Focus Group #2. Because KIC will also recruit for a focus group of survivors of DV/SA/S, KIC recruiters will be reminded not to recruit based on a presumption that an individual is a survivor with a disability. SAIL and Community Connections recruiters will also be so instructed. Recruiters will present the opportunity to participate to clients through face-to-face, private communication.

Focus Group for individuals with disabilities in Dillingham

As agreed during community engagement, staff from Access Alaska, Hope Community Resources, and Curyung Village Corporation will conduct recruitment by direct contact with potential participants. Hope Community Resources will recruit for Focus Group #1, and Access Alaska and Curyung Village Corporation will recruit for Focus Group #2. Because Curyung Village Corporation will also recruit for a focus group of survivors of DV/SA/S, recruiters will be reminded not to recruit based on a presumption that an

individual is a survivor with a disability. Of course Access Alaska and Hope Community Resource recruiters will also be so instructed. Recruiters will present the opportunity to participate to clients through face-to-face, private communication.

Focus Group of survivors residing in Ketchikan

As decided during community engagement, staff from Women in Safe Homes (WISH), and Ketchikan Indian Corporation (KIC) will conduct recruitment by direct contact with potential participants. WISH will recruit for Focus Group #1, and KIC will recruit for Focus Group #2. Because KIC will also recruit for a focus group of individuals with disabilities, recruiters will be specifically instructed not to recruit based on a presumption that an individual is a survivor with a disability. Of course WISH recruiters will also be similarly instructed. Recruiters will present the opportunity to participate to clients through face-to-face, private communication.

Focus Group of survivors residing in Dillingham

As agreed during community engagement, staff from Safe and Fear-Free Environment and Curyung Village Corporation will conduct recruitment by direct contact with potential participants. Safe and Fear-Free Environment will recruit for Focus Group #1 and Curyung Village Corporation will recruit for Focus Group #2. Because Curyung Village Corporation will also recruit for a focus group of individuals with disabilities, recruiters will be specifically instructed not to recruit based on a presumption that an individual is a survivor with a disability. Of course Safe and Fear-Free Environment recruiters will also be so instructed. Recruiters will present the opportunity to participate to clients through face-to-face, private communication.

Consent process.

We will use passive consent with focus group and optional interview participants. Passive consent is a process that allows individuals to participate in a focus group or interview without providing identifying information. Individuals are advised that they give consent if they chose to remain at a focus group or interview. This will allow facilitators, all of whom are mandated reporters, to have limited information with which to report in case the need arises (also see Safety section). The following procedures will be employed during the consent process:

- 1) The Focus Group Facilitator will read the passive consent script (see appendix, p. 45) to the participants, going through each step of the consent with participants, ensuring that participants understand what they consent to and that all participant questions are answered. Note: For some individuals with cognitive disabilities, literacy or language challenges, including lengthy, complex information may not make things clearer. It may increase the chance that an individual will not read or understand any of it. Information will be provided in people-first, succinct and clear verbiage designed to be understandable to individuals targeted for inclusion in the focus groups. Please refer to the previously noted recruitment forms and passive consent scripts.
- 2) As indicated at the end of the consent, participants will give consent by agreeing to stay and participate. If they chose to not participate, they will receive their \$20 gift card (see the safety provisions outlined in “Safety” of this section) and leave.

- 3) The Note Taker/Recorder will document the number of individuals who have given passive consent and agreed to participate and the number who have opted not to participate. The University of Alaska Anchorage requires verification that gift cards are distributed to eligible individuals and this documentation will serve that purpose.
- 4) Individuals who require the consent of a guardian to participate will be ineligible to participate to ensure the safety of all participants (reflecting the safety provisions outlined in the “Safety” subsection of this section).

Access considerations.

ASPEN’s collaboration charter commits us to supporting equal attitudinal, physical, cultural, and programmatic access to individuals with disabilities and survivors of domestic violence/sexual assault. This means providing a welcoming and supportive environment appropriate for the widest range of potential users and circumstances.

- Focus Group and Interview Tools: Focus group and interview questions have been reviewed by disability experts on our team to ensure accessibility (e.g., readability, appropriate language) and will be provided in alternative formats as requested. Team members with Alaska Native cultural expertise have reviewed the questions as well. The recruitment process includes an Accommodation Request Form that will give ASPEN the information to identify any such needs. ASPEN will have final responsibility (except as noted below) to ensure that accessibility and other related requests are accommodated. These may include, but are not limited to, the following:
 - Written materials in large print, Braille, electronic or disk format, audiocassette, or adaptive versions.
 - Interviews and focus group session resources such as:
 1. ASL and language interpreters (see below)
 2. Note takers
 3. Assistive listening devices
 4. Open captioning
 5. Wheelchair access (see below)
 6. Transportation needs differ between communities. Ketchikan has public transit, which was a factor in site selection. Dillingham does not; local partners will accommodate transportation requests. OVW grant funds will not be used for any transportation costs; other funding, if needed, will be used.
 7. Orientation to facility
 8. Personal care assistants (PCA) may not be present at the focus group or interviews. A separate room will be provided for both PCAs and family members who come with participants (See Safety section for more information). CHD will provide alternate PCAs as requested or necessary (as fully detailed in the Safety section).
 9. Local DV/SA agencies will provide childcare during focus groups or individual interviews if necessary. OVW grant funds will not be used for childcare costs; other funding, if needed, will be used.

- **Accessible Communication:** Although all languages will be considered, special consideration will be accorded to oral translation of Alaska Native languages, as Dillingham's population is 50% and Ketchikan's 15% Alaska Native. Our site of change organizations identified more than one local oral interpreter of choice during our engagement visits.

For some individuals with cognitive disabilities, literacy or language challenges, including lengthy, complex information may increase the likelihood that an individual will not read or understand any of it. We will provide information in people-first, succinct, and clear content and format, designed to be understandable to all participants. We have applied accessible communication principles to all documents found in the appendix.

ASL and language interpretation needs will be determined during the recruitment process and interpreters will be available as needed. ASL interpreters may provide services on site or via the Internet. A specialized Internet service has been adopted by other disability organizations serving rural Alaska and found effective: it is becoming accepted practice among organizations working in rural Alaska. We will try to secure local ASL interpreters, however, the web option may be necessary as a consequence of limited availability.

- **Focus Group and Optional Interview Locations:** ASPEN sought guidance from site of change organizations regarding accessible locations for focus groups and optional interviews. We will use facilities in both communities familiar to participants. During the community engagement process, ASPEN and local partners closely reviewed options for safe and accessible meeting places. Dillingham, the smaller and more remote of the two communities, has only one suitable location—the facility of our local DV/SA/S partner, SAFE. Using that location will not create undue safety concerns primarily because the section of the building we will use for all focus groups (which is separate from shelter operations) is frequently the site of community events and will not arouse undue attention. Ketchikan, the larger community, has several suitable locations, including conference rooms at a facility of local partner Ketchikan Indian Corporation. ASPEN community engagement events took place at the WISH and KIC facilities and team members surveyed both facilities and judged them to be appropriately accessible. KIC will host disability focus groups and WISH will host survivor's groups.

Chemical Sensitivity Concerns: ASPEN will request, on both the invitation and accommodation request form that persons participating in needs assessment activities refrain from using perfumed products such as perfumes, colognes, hair care products, lotions, heavily scented laundry soaps, fabric softeners, or bug spray. All facilities used will be smoke-free. The goal is to create a safe environment for all participants who are affected by Environmental Illness, Multiple Chemical Sensitivities, allergies, or asthma.

Safety considerations.

ASPEN defines safety as a core value that encompasses freedom from abuse, neglect, and exploitation and requires environments in which survivors with disabilities are welcomed, valued, and respected. ASPEN recognizes that, by agreeing to participate in focus groups or optional interviews, individuals, especially those who experience domestic violence or sexual assault, may encounter some risks, which we consider below. ASPEN is committed to minimizing these risks through the strategies below.

- **Recruitment:** Because people impacted by DV/SA/S may face risks to personal safety or confidentiality by agreeing to participate in a focus group or interview on domestic violence services, ASPEN has summarized safety considerations on recruitment forms and in passive consent scripts. For some individuals with cognitive disabilities, literacy or language challenges, lengthy, complex information may increase the chance an individual will not read or understand any of it. Format and content will reflect people-first, succinct and clear design appropriate for individuals participating in the focus groups. Please refer to the recruitment forms and passive consent scripts in the appendix as an illustration.
- **Safe Location:** Because people experiencing DV/SA/S may be at risk while participating in focus group or interviews, ASPEN worked with site of change organizations to find locations that are not only accessible, but also convey a feeling of safety to participants. We will use familiar locations in the community that will not create or increase safety concerns. (Also see the Focus Group and Interview Locations section).
- **Self-Determination:** We believe survivors are experts in their own safety. Because there are many risks associated with participating in this type of activity for people who experience DV/SA/S, ASPEN recruiters (during recruitment) and facilitators (during the passive consent process at focus group/interview) will explain safety risks to participants and honor their decisions whether to participate (\$20 gift cards will be provided even to all, including those opting not to participate).
- **Group Confidentiality (See Confidentiality Section):** Divulging private information may put individuals at risk of having a mandated report generated about their situation, and/or at risk of having their confidentiality breached. ASPEN's passive consent protocol does not employ a written consent form and does not generate any identifying information. Because our sites of change are small communities, it is likely that some participants will know each other. Because ASPEN cannot guarantee anonymity, ASPEN will explain focus group confidentiality to all participants and ask them to respect that value, stressing that, while facilitators and other project personnel are bound by the rules of confidentiality, other group participants are not. Names will neither be shared nor used, rather we will use pictorial nametags and individuals will be referred to by the picture (e.g., common Alaska flower names) or number.
- **Personal Care Assistants:** Because PCAs may be perpetrators, some individuals may not be comfortable participating in a focus group because of concerns of retaliation. ASPEN will provide alternate PCAs if requested. Because ASPEN has self-determination as a core value, we will not require individuals participating in focus groups and/or optional interviews to use alternate PCAs. However, unless medically necessary, PCAs and other care providers accompanying participants to a focus

group, will wait in a separate room (refreshments provided). The ASPEN Observer will be responsible for escorting a participant to that room if a participant requests assistance during the focus group. Participants will be notified of this arrangement during the recruitment process.

- Emotional Safety Risks: ASPEN will discourage disclosure during focus groups by explaining that all focus group facilitators are mandated reporters and will be required to report any disclosures that indicate children or vulnerable adults are at risk. If we feel a disclosure is imminent, we will remind participants of our duty to report. However, we recognize that disclosure may occur and could put participants at risk of having their confidentiality breached. Disclosure of past history of violence, substance issues, or mental health concerns by participants will require extra sensitivity and assurance of confidentiality by the facilitators. We will provide a list of available support resources (see appendix, p. 74) to all participants and have a DV/SA/S advocate on site in a safe room for individuals who may need one.
- Mandated Reporting: Disclosure of abuse or neglect of children or vulnerable adults will result in a mandated report. While ASPEN facilitators will discourage disclosure during the focus groups and interviews, we recognize that disclosure may occur. Facilitators will explain during the consent process that they are mandated reporters and explain why it is important that participants not disclose. However, because names will not be known, nor any written consent forms generated, the likelihood that ASPEN facilitators will encounter a reporting situation will be limited. This will also be explained to participants.
- Immediate Risk: ASPEN is committed to safety, confidentiality and autonomy. All participants will be informed focus group or interview participation can pose a variety of risks to both confidentiality and safety. Information about safety and confidentiality risks is included in the recruitment protocol and documents so that survivors can make an informed decision about whether or not to participate.
 - ASPEN recruiters will personally discuss safety and confidentiality with participants.
 - Participants will be advised the focus group is to discuss their experiences of services not experiences of abuse or disability.
 - Participants will be advised the focus group is solely for individuals who are currently not experiencing concerns about their on-going safety from an abuser. Should potential participants disclose current safety concerns from an abuser that could put themselves or others at risk they will be referred to their local victim service provider.
 - ASPEN will provide the option of a one on one interview for any participant who prefers to share in that setting rather than in a group. This may or may not be due to confidentiality concerns about past receipt of services.
 - ASPEN believes survivors of domestic violence, sexual assault, or stalking who have been informed of safety risks, made aware of options available to them, and are capable of informed consent, are the best judges of whether it is safe for them to engage with ASPEN. Since individuals with a guardian may be at risk and are unable to engage in informed consent without involving the guardian, these individuals will not be permitted to participate in the focus group as participation could put them or others at risk.

- Advocates: If during a focus group ASPEN facilitators discover a participant is at risk for immediate danger from a perpetrator, the participant will be referred to the DVSA facilitator and offered the opportunity to speak to an advocate (on site in a safe room, see “Emotional Safety Risk” above). Onsite options and support including safety planning information and referrals will be offered as well. Should these offers be declined, the participant will be advised how to seek assistance in the future.
- Project Materials: Materials provided to participants by the project (resource information and gift card) found by a perpetrator might encourage questioning and/or retaliation by the perpetrator, which in turn could put the survivor at risk. Facilitators will explain to participants the risks entailed in taking home or possessing materials on their person, allowing them to make an informed choice on whether to accept such materials. If it is unsafe for the participant to take project materials home, the participant will have the option to leave materials with the advocate or at an agency where he/she receives services. Depending on the survivor’s accessibility needs, materials will be provided in an appropriate format (language, Braille, etc.) ASPEN recruiters will identify accessibility needs from the recruitment process and will provide appropriately accessible resource information. ASPEN will not provide resources in, for example, Braille or Spanish, if no participant requests such an accommodation (See Accessibility Section).
- Gift Cards: All focus group participants will receive a \$20 gift card. Returning home with unexplained money or gift cards may risk survivors’ safety. For participants who feel such risk exists, ASPEN will offer to mail the card to a safe location or leave it at a safe location of the survivor’s choice, such as an agency they use.

Purpose/Audience/Number.

We chose interviews for staff, management, and boards at sites of change, based on input from the community engagement process and from our team’s decision that staff and directors would feel more comfortable, and thus potentially more candid, in interviews than in focus groups. Because of their unique perspective and individual experience within the service delivery system, we felt that staff, executive directors, managers (in agencies in which there are managers in addition to the executive directors) and board members would provide us differing information.

From staff we want to garner an understanding of service delivery realities, policies and procedures on the ground as related to survivors with disabilities and barriers to providing services to survivors with disabilities. We also seek an understanding of their knowledge about resources, agencies, and services specific to disability and DV/SA/S and their history of working with other agencies related to the needs of survivors with disabilities. We hope to gain an understanding of their comfort working with survivors with disabilities and what would help them better support survivors with disabilities. Finally, we want their perspective on what they do well and what they would like to do better.

Agency Staff and Board Interviews

| Community/Agency | Audience | Methodology | Proposed # Participants |
|---------------------------------|---------------------|--------------------|--------------------------------|
| Dillingham SAFE | Staff/Managers | Interview | 4 |
| Dillingham SAFE | Board Members | Interview | 2 |
| Dillingham SAFE | Executive Directors | Interview | 1 |
| Dillingham Access Alaska | Staff/Managers | Interviews | 1 |
| Dillingham Access Alaska | Board Members | Interview | 2 |
| Dillingham Access Alaska | Executive Directors | Interview | 1 |
| Dillingham Hope | Staff/Managers | Interviews | 2 |
| Dillingham Hope | Board Members | Interview | 2 |
| Dillingham Hope | Executive Directors | Interview | 1 |
| Dillingham Curyung | Staff/Managers | Interviews | 3 |
| Dillingham Curyung | Board Members | Interview | 2 |
| Dillingham Curyung | Executive Directors | Interview | 1 |
| Ketchikan SAIL | Staff/Managers | Interviews | 2 |
| Ketchikan SAIL | Board Members | Interview | 2 |
| Ketchikan SAIL | Executive Directors | Interview | 1 |
| Ketchikan WISH | Staff/Managers | Interviews | 3 |
| Ketchikan WISH | Board Members | Interview | 2 |
| Ketchikan WISH | Executive Directors | Interview | 1 |
| Ketchikan Community Connections | Staff/Managers | Interviews | 10 |
| Ketchikan Community Connections | Board Members | Interview | 2 |
| Ketchikan Community Connections | Executive Directors | Interview | 1 |
| Ketchikan KIC | Staff | Interviews | 3 |
| Ketchikan KIC | Board Members | Interview | 2 |
| Ketchikan KIC | Executive Directors | Interview | 1 |
| TOTAL | | | 52 |

From executive directors we hope to gain an understanding of their budgeting process, relationship with their board, information about organization policies, procedures, and existing collaborations. We also want to understand how change occurs in their organization, and how they prioritize programs and service provision. Finally, we want their perspective on what they do well and what they would like to do better. In the smaller organizations where there are no managers, additional “manager” questions will be asked, for example around budgeting.

From managers we hope to gain an understanding of their budgeting process (if this is part of their job duty) information about their policies, procedures, and existing collaborations. We also want to understand both the informal and formal process for changing policies and procedures. We want to understand how they support staff

including recruitment, training and retention. We want to understand their conflict resolution and mediation process. We also hope to gain an understanding of their documented and undocumented history of working with other agencies in support of survivors with disabilities. Finally, we want their perspective on what they do well and what they would like to do better.

From board members we seek to garner an understanding of their mission, process for collaborating with other organizations, how change occurs in their organization, how their strategic plan addresses survivors with disabilities, how well they think their organization responds to the needs of survivors with disabilities and what they think are unserved or underserved populations they should be serving, but are not, and the reasons (budget, expertise, etc.). Finally, we want their perspective on what their organization does well and what they would like it to do better.

We will use a 30-45 minute semi-standardized interview, (as described in Berg, B., *Qualitative Research Methods for the Social Sciences*, 2001 A Pearson Education Company, Needham Heights, MA). A semi-standardized interview involves, “the implementation of a number of predetermined questions and/or special topics. These questions are typically asked of each interviewee in a systematic and consistent order, but the interviewers are allowed freedom to digress; that is, the interviewers are permitted to probe far beyond the answers to their prepared and standardized questions” (p. 70). This method will allow us to get questions to specific answers, while also allowing interviewees to give us more details about topics or issues they believe are important.

We also felt this process will be a good opportunity for team members to interact with staff at our site of change organizations and will foster open and honest communication. We believe that every member of our collaborative is important, and that every member should have an opportunity to interact with staff members at our site of change organizations.

Because most Alaskans communicate effectively and regularly by telephone and we cannot easily or inexpensively (cost and time) travel to Dillingham or Ketchikan for numerous interviews (see map on p. 9), most interviews will be conducted by telephone. All team members will be assigned to conduct one or more staff interviews. These assignments will be made at a team meeting once OVW approval of the needs assessment plan has been secured. Two team members, one from each discipline, will conduct each interview with participants.

The interviewers will be responsible for setting up interview dates/times, posing interview questions, recording answers (written at a minimum, or audiotape with consent), ascertaining key themes based on answers to each question, and forwarding all data to the team member responsible for compiling the information. Interviewers will provide resource information if a disclosure is made (appendix, p.74). In order to gain an inclusive perspective, we have adapted our lists of questions for each discipline.

Directors at the time of this proposal submission are listed below.

| Community | Organization | Role | Name |
|------------------|--|--------------------|-----------------|
| Dillingham | Safe and Fear-Free Environment (SAFE) | Executive Director | Ginger Baim |
| Dillingham | Access Alaska | Executive Director | Jim Beck |
| Dillingham | Hope Community Resources | Executive Director | Steve Lesko |
| Dillingham | Curyung Village Corporation | Executive Director | Dorothy Larsen |
| Ketchikan | Southeast Alaska Independent Living (SAIL) | Executive Director | Joan O'Keefe |
| Ketchikan | Women in Safe Homes (WISH) | Executive Director | Naomi Michalsen |
| Ketchikan | Community Connections | Executive Director | Bess Clark |
| Ketchikan | Ketchikan Indian Corporation (KIC) | Executive Director | Debbie Patton |

Recruitment strategies.

Sites of change organizations' executive directors from Ketchikan and Dillingham will assist with the recruitment of staff, manager, and board member interview participants from their organizations, by providing a complete staff list to the ASPEN project director. ASPEN already has a list of the executive directors. During community engagement, ASPEN explained to directors their role if they chose to be involved and their commitment was secured at that time. The engagement process began with a series of phone calls and emails introducing the project to prospective community partners. These communications outlined the basic purpose of the project and described ASPEN and its members. On this basis, our eight partner agencies agreed to meet with ASPEN representatives to learn more about the project and to decide whether they wished to participate. Those face-to-face meetings took place in February and March 2009 and consisted of several hours of detailed project overviews and dialog among the participants. At those meetings, all eight agencies enthusiastically agreed to participate.

Directors will provide complete staff lists with work contact information to the ASPEN director and explain to their staff that an ASPEN representative may call during working hours to ask them to participate in an interview. We will require complete lists to prevent handpicking of staff to be interviewed. Because this is not sensitive information, directors will send this information to the ASPEN director via whatever means they have access to - email, mail, telephone, or fax. The ASPEN director will select a sample for each site of change organization (see chart on page 24 for sample numbers in each agency) via random sampling:

- 1) Assign a number to each staff name;
- 2) Using a random number generator, insert parameters - for 90 staff and a sample of 9, parameters would be 1-90 and the request 9 randomly generated numbers;
- 3) Match these randomly generated numbers to the staff assigned the numbers (for example, if one of the numbers was 5, and Jane Doe was assigned the number "5"; Jane will be a randomly selected participant;

- 4) Sample lists provided ASPEN interviewers will include alternate names should some individuals choose not to participate.

We used the following guidelines to determine interview sample at each site:

- 1) Executive Director of each site of change organization
- 2) Board of Director President and one selected board member from each site of change organization
- 3) 10% of staff/managers from each site of change organization, with a minimum goal of 3 per site (in some cases, organizations have fewer than 3 staff/managers).

The ASPEN project director will provide interview recruitment tools and protocols (see appendix, pp. 36-44) to ASPEN team members assigned to conduct interviews. Tools will cover the invitation script which includes risk factors, purpose, how information will be used, accommodation request form, verbal consent script, and list of questions for each interview group (staff, managers, executive directors, and board members). ASPEN team members will explain risk factors (see section on risk factors) during the invitation phone call.

Assigned ASPEN team members will set up the interviews with assigned organizations and groups (board member, staff, manager, executive director). If a potential participant, as determined by the sampling procedure defined above, does not wish to participate, the ASPEN member will refer to the alternate list until s/he has secured interviews with the appropriate number of individuals.

Consent process.

We will employ verbal consent for staff and directors taking part in phone interviews to avoid creating documentation with identifying information. Interviewers will be instructed to read the verbal consent and obtain verbal consent prior to beginning interviews. Unlike passive consent used during the focus groups, verbal consent implies that the interviewer will receive a verbal response from the participant agreeing to participate. For example, the interviewer will say to a potential participant after reading the consent out loud or conveying the consent in a manner the participant can understand, “Are you willing to participate?” and then wait for a yes or no response. This differs from the passive consent process we will employ in focus groups, in which staying in the room constitutes agreeing to participate. We will also explain that the interviews are voluntary, that potential participants don’t have to participate if they don’t want to, that their employment will not be impacted by their choice to participate or not, that these interviews are confidential, that their employer will not know who decided to participate and who decided not to.

Access considerations.

ASPEN is committed to supporting equal attitudinal, physical, cultural, and programmatic access. This means providing accommodations on request, using the Accommodation Request Form:

- Interview Questions: The interview tool has been reviewed to ensure accessibility, safety, and cultural competency. Interview participants will be asked about

accessibility needs specifically during the invitation process, so we can respond to their needs. Any requests will be forwarded to the ASPEN project director, who will have responsibility to ensure that accessibility requests are accommodated. These may include the following:

- Written materials will be sent to interviewees in advance and, as needed, in large print, Braille, electronic or disk format, audiocassette, and adaptive versions.
- Interview accommodations may include:
 - ASL or language interpreters
 - Note takers
- Accessible Communication: ASPEN will work with site of change organizations to ensure interview tools are translated into appropriate languages. Although all languages will be considered, special attention will be given to Alaska Native language translation needs, given that Dillingham's population is 50% Alaska Native and Ketchikan's is 15%. Both ASL and language interpreters will be available as requested. ASL interpreters may be provided via web-based interpretation, or relay for phone interviews. We obtained guidance from our site of change organizations during our community engagement visits; both communities identified more than one local native language interpreter of choice.

Safety considerations.

ASPEN believes safety includes freedom from abuse, neglect, and exploitation and requires environments in which survivors with disabilities are welcomed, valued, and respected. We will hew to this value during the interview process with our community partners' staffs.

ASPEN recognizes that, agreeing to participate in these interviews, individuals, especially those who experience domestic violence or sexual assault, may experience risks to personal safety or anonymity. Further, staff at site of change organizations may feel that participating in these interviews and providing honest answers (that might not be popular with their boss) may impact their employment. ASPEN is committed to minimizing these risks through a variety of strategies.

- Keeping Identity Confidential: Participant names will not be included in any written documentation. Names will be not connected to responses. In agencies with small staffs, there is a possibility that a report reader may be able to connect responses to participant identity. Participants will be informed of this possibility during the consent process.
- Safe Location: ASPEN will work with interviewees to ensure the interviews are conducted on a safe phone and at a safe time. Invitations to participate will be made using the work phone numbers provided by the executive director of each organization. Participants will be encouraged to leave the interview if at any time it feels unsafe.
- Emotional Safety Risks: ASPEN will discourage disclosure during the interview, by explaining that all interviewers are mandated reporters and will be required to report any disclosures that indicate children or vulnerable adults are at risk. If

- interviewers feel a disclosure is imminent, we will remind participants of our duty to report. However, we recognize that disclosure may occur. Disclosure of past history of violence, substance issues, or mental health concerns by interviewees will require extra sensitivity and assurance of confidentiality by interviewers. We will provide information on available support resources to all participants.
- **Mandated Reporting:** Disclosure could put an individual at risk of having a mandated report generated, so ASPEN interviewers will discourage disclosure during the interviews. We recognize, however, that disclosure may occur. Interviewers will explain in detail (see appendix, pp. 58, 62, and 63) during the consent process, that they are mandated reporters and explain why interviewees should avoid disclosure. The interviewers, as mandated reporters, are required to make a report of harm when, in the performance of their professional duties, they have reasonable cause to believe that a vulnerable adult or child suffers from abandonment, exploitation, abuse, neglect, or self-neglect (see Mandatory Reporting). Although no written consent forms will be generated, the interviewer will have the name of the interviewee and be required to report it in the event of a disclosure. This will also be explained to participants.
 - **Immediate Risk:** Participants who are in immediate danger from a perpetrator will be referred to a DVSA advocate and offered options and support including safety planning information and referral.
 - **Project Materials:** Any materials referring to the project that may be found by a perpetrator could engender questioning and/or retaliation by the perpetrator, which could put the survivor at risk. Therefore, interviewers will explain to interviewees the risks entailed in bringing any project materials home or having it on their person, and then allowing them to make an informed choice. If it is unsafe for the interviewee to take written resource information home, the interviewee will have the option to retain a folder containing resources and safety planning information with the advocate or at an agency where he/she receives services or works.

Confidentiality

ASPEN partners came together to build capacity and create systems change to better meet the needs of survivors with disabilities. In our continued work to realize this mission, we will collect community level information on: current system resources and strengths; existing relationships, partnerships and collaborations between agencies; and gaps in knowledge, education, and services. Our data collection process will use a variety of assessment tools (principally focus groups and interviews). Several standards require ASPEN to protect the confidentiality of individuals and data. In our commitment to good and safe practice, we will adhere to the following principles regarding Mandatory Reporting, Handling of Identifying Information, Data Storage, Access and Protection, and Reporting and Dissemination for all participants involved in interviews or focus groups/optional interviews. There is a slight difference, as noted below, between handling of the raw data from focus groups/optional interview and the interviews of staff, managers, executive directors, and board members (see Data Storage, Access and Protection).

Needs assessments conducted by University of Alaska staff (including ASPEN's CHD team members) that involve human participants (as does this project) requires sanction by the University's Institutional Review Board (IRB standards are discussed in detail later in this section). IRB sanction is not required for ASPEN interviews of board members, executive directors, managers, or staff. Individuals with disabilities and survivors of domestic violence/sexual assault are considered vulnerable populations by the IRB; hence IRB approval will be sought for the focus groups and optional interviews.

ASPEN's needs assessments will occur in two small communities and in each community will involve staff from four agencies and individuals that utilize the services of those agencies. Partner agency staffs range in number from as few as three to as many as 100. On the lower end of this spectrum, maintaining the confidentiality of staff becomes a real concern. During our community engagement meetings with the leadership of these agencies, we discussed in depth the significance of allowing staff to speak their minds without fear of retribution from management. Data will be presented in aggregate, to the extent possible.

The population size of each community (less than 2,500 in Dillingham) also presents some risk for individuals participating in focus groups and interviews. Again ASPEN will protect identifying information and data will be reported only as originating from focus groups or interviews with people with disabilities or survivors receiving participating agencies.

ASPEN will ensure that confidentiality serves as a guiding principle in promoting the safety of and respect for all participating individuals. All project members agree that no communication, documents, or other information that could identify an individual will be shared unless that individual has signed a release indicating that their name may be associated with their data or unless compelled under Alaska statute.* Any and all information gathered during any phase of the project is for the sole purpose of assisting ASPEN in supporting strategic plan development and sustainable systems change in the two pilot sites.

**See appendix (p.75) for Alaska statutes defining mandatory reporters.*

ASPEN understands that, while working together, some information pertaining to collaborative members, agencies, or community partners will be shared. During community engagement, community partners agreed to respect the confidentiality of all participants via a passive consent mechanism as a condition of participating in the project.

Those individuals who take part in focus groups will be asked to keep the other participant's identities and the information discussed confidential via a passive consent mechanism. All participants will be assigned numbers or symbols and the use of names will be discouraged and will not appear in any written documents.

Mandatory Reporting

ASPEN will make clear during introductory overviews that focus groups and interviews do not seek information on any individual's experience of domestic and sexual violence and/or abuse or stalking; and/or child abuse. However this does not guarantee that disclosures that trigger mandatory reporting under Alaska Statutes will not occur.

If possible, prior to responding per statute, facilitators will advise disclosing participants of any mandatory report they are required to make and will offer disclosing participants the option of making a report themselves or with the facilitators. (Note: A report made by disclosing participants themselves will not relieve facilitators from their obligation to report). Safety planning and referral options will also be provided to participants.

ASPEN will put safety first while respecting the integrity of any needs assessment activity. Absent immediate danger, ASPEN will defer any legal response prompted by a disclosure until the activity concludes. Should circumstances dictate immediate response; a 15 minute break will occur, allowing one facilitator to engage in immediate response outside the needs assessment activity. The other two facilitators will resume the focus group while the reporting facilitator is engaged. Should immediate danger threaten the safety of focus group participants (e.g. abuser phones in a threat to blow up the building) the group will be concluded, a police report will be made, and safety planning provided.

ASPEN interprets Alaska's statutes to mean that all ASPEN members who participate in needs assessment activities, and all community partner staff, are mandatory reporters (see below). ASPEN interviewers and focus group facilitators (and any other ASPEN team members involved in needs assessment activities) will notify stakeholders of their statutory reporting obligations during introductory overviews to all needs assessment activities. Alaska's mandated reporting requirements are threefold - a report must include:

- (1) the name and address of the child or vulnerable adult;
- (2) information relating to the nature and extent of the harm; and
- (3) other information that the reporting person believes might be helpful in an investigation of the case or in providing protection for the vulnerable adult or at risk child.

Because of this standing as mandatory reporters, we have designed our processes and tools to discourage voluntary disclosures. Overviews introducing focus groups and interview sessions will clearly inform participants of the process triggered by disclosure and will give examples of what constitutes a disclosure. Should any reportable disclosures come to light, ASPEN members and/or community partners will follow these procedures:

- Give the disclosing party the opportunity to make the initial report to the appropriate agency prior to submitting a report.
- Regardless of the disclosing party's decision to report, ASPEN members will make the required report within 24 hours. Because focus group/optional interview facilitators

will not have names of participants, only limited information will be available to report. In cases involving interviews with staff, managers, executive directors and boards, names of participants will be reported.

- ASPEN will not retain records of mandatory reports.
- Individual organizations will retain mandatory reporting records according to their policies and procedures.

Handling of Identifying Information

Personal data collected from interviews or focus groups will not contain any personal identifiers nor be linked in any way to the participant. Focus group interviews and some interviews will be audio taped, with consent. Participants will be fully informed that the interviews are being recorded and that such recording represents a risk to confidentiality. Participants may opt out of recording. Where portions of audiotapes are transcribed, no personal identifiers will be included. All tapes will be disposed of as described in the Data Storage, Access, and Protection section.

Community partners understand the purpose of this project is to create systems change, which can occur only if stakeholders are free to identify strengths, weaknesses, gaps, or other concerns they perceive in existing services. The purpose of stakeholder comments is meant to be constructive, not destructive. No comment will be associated with any individual. However, the information provided by participants will be used to inform the strategic planning process; otherwise meaningful system change cannot occur. ASPEN will continue to devote significant effort to informing agency leadership of the value of protecting the ability of staff to honestly and candidly share their experiences without fear of consequences.

During ASPEN's community engagement activities in Ketchikan and Dillingham, we discussed needs assessment reporting and extracted commitments from agency leadership to support identifying and sharing agency specific information. All community partners agreed that this level of reporting is necessary to construct a compelling case for implementing the system changes proposed in each community's strategic plan.

Data Storage, Access and Protection

Physical access to data collected by ASPEN will be restricted to protect confidentiality. As described in our collaborative charter, paper data and audiotapes will be stored in a locked filing cabinet at CHD for three years. Electronic data will be stored on secure research servers at CHD. This server is only available to the CHD Research Team and server administrator. De-identified data in an electronic format will be archived.

Each participant will be fully informed orally of project purpose, benefits, and risks to participants. They will have fully described procedures involving participants, the voluntary nature of participation, and accommodations to language barriers. We will also detail time commitment in terms of hours, and time-span; days, weeks, months, required. Any forms used by ASPEN will state that focus group facilitators are not acting as advocates. Although confidentiality of data will be maintained, information disclosed will

not be subject to protection as privileged communication under the victim advocate confidentiality statute (Note: Advocate privilege is not protected when third party disclosures occur nor when advocates are operating outside their role as victim service providers). All ASPEN forms that contain any data collected from participants, included any data that could be used to identify individuals, will be stored in a locked file cabinet within the CHD Research Team offices.

UAA, under the guidelines of the U.S. Department of Health and Human Services requirements for the protection of human research subjects (45 CFR 46 as amended/revised) recommends retaining data for a period of three years. Paper data and forms will be shredded in a crosscut shredder after three years. Audio recordings will be destroyed after three years or after the data has been extracted.

ASPEN members will have access to de-identified (individual names deleted; agency names retained) raw data of interviews of staff and board members. All ASPEN members will have access to analyzed data from focus groups, but only the three team members (the facilitator, note-taker, and observer) approved by the University of Alaska Anchorage (UAA) Institutional Review Board (IRB) will have access to focus group raw data. The IRB protects the interests of needs assessment subjects, reviewing all human subjects needs assessment conducted at UAA to ensure that it meets the requirements of federal regulations. The IRB reviews needs assessment proposals based on three criteria:

1. Are the risks to subjects minimized?
2. Are the risks reasonable in relation to anticipated benefits?
3. Is the selection of subjects equitable?

In the context of this needs assessment, ASPEN must submit a protocol that spells out its methodology. Once the IRB approves the protocol, it becomes ASPEN's responsibility to ensure the needs assessment is conducted according to the protocol. ASPEN will ensure:

- Informed consent is properly obtained from all needs assessment participants.
- The needs assessment is appropriately designed and will yield valid information.

Reporting and Dissemination

ASPEN will share reports developed from needs assessment data collection with all site of change organizations as the foundation for strategic planning activities. ASPEN will inform all needs assessment participants that the report it shares with its funder (OVW) are for OVW's internal use only and will not be made public. Reports shared with its technical assistance provider, the Vera Institute, will also be for internal use only, unless Vera obtains prior consent to other use from ASPEN. In turn, ASPEN will not consent to any public use of needs assessment reports without consent from its community partners.

Agency-specific data will be shared only with that agency unless said agency agrees to share their data with other partners. Aggregated data, including data from all focus groups and interviews, and themes and recommendations based on all data, will be shared with ASPEN partners, but will note significant community differences or similarities in

order to facilitate the strategic planning processes in each community. Each community will receive a report that focuses on the needs assessment for that community, but will also note significant differences and similarities identified in the other pilot community.

Work Plan

| Dates | Activities | Deliverable |
|-------------------------------------|--|--|
| February-November 2009 | Needs Assessment Proposal Development | Needs Assessment Proposal and Tools |
| March 2009 | Vera 2-day TA Site Visit | N/A |
| May 2009 | All Site meeting/Indianapolis | N/A |
| December 2009-February 2010* | Conduct interviews or surveys with site of change organizations staff, directors and board members. Conduct focus groups with individuals with disabilities and survivors | N/A |
| March-April 2010* | Needs Assessment Report: <ul style="list-style-type: none"> Analyze data and develop report | Needs Assessment Report |
| April-June 2010* | Strategic Plan: <ul style="list-style-type: none"> Review findings from needs assessment Agree upon priority areas Develop strategies for change Draft and finalize plan | Strategic Plan |
| June 2010-September 2010 | Implementation Phase | N/A |

*** Pending approval of deliverable by OVW**

Appendices

Recruitment Training Protocol

Trainings for recruiters in Dillingham and Ketchikan will take place in each community at a pre-arranged time in each site with the recruiters provided by each of the four local partners.

Thank you and (organization name) for agreeing to help ASPEN recruit participants in focus groups in (community name). My name is _____ and with me is _____. Let's begin by talking a little bit about ASPEN and its purpose and then move into a dialog about the recruitment process and all our roles in it.

The Alaska Safety Planning and Empowerment Network formed in 2007 under a Department of Justice Office on Violence Against Women grant to help improve services in Alaska for individuals with disabilities who experience domestic violence/sexual assault/stalking. ASPEN consists of five organizations: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development at the University of Alaska Anchorage, and the Governor's Council on Disabilities and Special Education. ASPEN's mission is to help the disability, victim advocacy, and other related service systems identify how they can improve services so that they are more collaborative, effective, and person-centered.

ASPEN is working in Ketchikan and Dillingham with the collaboration of eight local providers to conduct needs assessments as the basis for strategic plans. The needs assessments will gather information on strengths, weaknesses, gaps, and barriers in services provided to people with disabilities or Deafness and survivors of domestic violence/sexual assault/stalking. As part of those needs assessments, we will conduct four focus groups for individuals who have been served by (local organizations names). We will also offer the option for an individual interview for those uncomfortable with a group setting. The groups/interviewees will provide perspective on how to improve local services and collaboration. ASPEN and its local partners will use this information to change services.

Recruitment Targets

We want you to recruit individuals to participate in the focus groups (or optional interviews) scheduled in (Dillingham or Ketchikan). There are three initial requirements for potential focus group participants

- They must be at least 18 years of age;
- They may not have a legal guardian;
- They must have received services from (Community Connections/SAIL/KIC/WISH)

Recruitment Method

You must recruit participants only by direct, face-to-face contact. In order to preserve the confidentiality rights and protect the personal safety of potential participants, we ask that you refrain from using any written or electronic means of contact (i.e. anything that leaves a record).

Once you are in contact with a potential participant, you begin the recruitment process by going through the Focus Group Invitation (see below). This is something you can allow them to read themselves or you may read it too them. They may ask questions. Should the potential participant read the invitation themselves, be sure to recover that document from them to minimize safety and confidentiality risks.

The key is that every potential recruit is given the same invitation and that you are sure they understand what it involves; particularly:

- the purpose of the focus groups
- the option for an individual interview
- what we will do to protect their personal safety and the safety of the data we collect
- that participating in a focus group or interview will not affect their access to services or quality of services
- that they can contact you if they have questions
- that family members, PCAs, or other care providers will not be allowed in the room, but that a separate room will be provided for them
- that alternate PCAs can be provided as necessary
- that accommodations can be made so that they can participate fully
- the gift card for participation

Once the invitation has been covered, give the potential participant the accommodations request form and transportation/child care request form and ask them to note any requests they have in those respects and to return the forms to you before they leave the recruiting session (again to minimize safety and confidentiality risks).

You will return any accommodation requests to ASPEN and we will arrange for necessary accommodations. Your organization will keep the transportation/child care request forms and make arrangements for those needs.

Recruitment Resources

You will have four documents to guide your recruitment efforts:

1. Invitation - Focus Groups Individuals with Disabilities OR Survivors of DV/SA/Stalking
2. Accommodation Request Form for Focus Groups and Optional Interviews
3. Transportation/Child Care Request Form
4. Focus group and optional interview schedule

In addition, you have access to ASPEN staff if questions arise during the recruitment process. Call or email project co-facilitators Patti Bland (pjmbland@hotmail.com; 907-586-3650) or Richard Rainery (rrainery@gmail.com; 242-3235).

We welcome you to contact (list name and contact information of recruiters here)

Focus Group and Optional Interview Tools and Protocols

Sample Invitation Focus Groups - Individuals with Disabilities

Recruiters: When you meet face-to-face with potential focus group participants, please read this invitation to the potential participant or, if they request, allow them to read it themselves. If a potential participant does read it themselves, be sure to recover the invitation from them before the end of the meeting.

Do You Receive Services At (Community Connections/SAIL/ Ketchikan Indian Corporation)?

If You Do, Please Help Us Improve Those Services!

The Alaska Safety Planning and Empowerment Network (ASPEN) is holding focus groups for individuals with disabilities or Deafness who have received services from Community Connections (CC), Southeast Alaska Independent Living (SAIL), or Ketchikan Indian Corporation (KIC). The groups will make suggestions on how to improve services CC/SAIL/KIC provide and how to work better with other organizations.

ASPEN was formed in 2007 under a Department of Justice, Office on Violence Against Women grant to help improve services in Alaska for individuals with disabilities and survivors of domestic violence/sexual assault. ASPEN consists of five organizations: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development, and the Governor's Council on Disabilities and Special Education. ASPEN seeks to change the disability, victim advocacy, and other service systems. We believe that services for people with disabilities should be more collaborative, effective and person-centered.

ASPEN will conduct needs assessments in two Alaskan communities, including Ketchikan. This needs assessment will gather information on strengths, weaknesses, gaps, and barriers related to services provided to people with disabilities. ASPEN will conduct interviews and focus groups with people who have received services from programs that serve people with disabilities, people who have received services from domestic violence/sexual assault programs, and staff, directors and board members from those programs. ASPEN and its local partners will use this information to change services. The goals are that local providers will work together better and serve you in a way that reflects what you tell us works and what you need.

You are invited to participate if:

- You are at least 18 years of age and do not have a legal guardian;
- You received services from (Community Connections/SAIL/KIC);

These groups will be led by facilitators from ASPEN and will include up to 10 other people from Ketchikan. The sessions will last about 90 minutes and be held at a

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Needs Assessment Draft Proposal

11/11/09

convenient time and safe place. We will provide accessibility and other accommodations necessary for you to participate. You will receive a \$20 gift card for participating. If it is not safe for you to bring this gift card home, please let us know and we will mail it to or leave it at a place you designate as safe, or make other arrangements.

The information we gather will be used only in aggregate form. We will securely store it in ASPEN offices and destroy it after three years. We will not collect any information that might identify any individual to protect your confidentiality and privacy. If you want to help, but prefer not to join a group session, we can interview you privately. By agreeing to participate, you consent to our using the information we gather.

Taking part in this focus group will not impact the care or support you receive.

We welcome you to contact (list name and contact information of recruiters here)

Sample Invitation Focus Groups - Survivors of Domestic Violence, Sexual Assault or Stalking

Recruiters: When you meet face-to-face with potential focus group participants, please read this invitation to the potential participant or, if they request, allow them to read it themselves. If a potential participant does read it themselves, be sure to recover the invitation from them before the end of the meeting.

Do You Receive Services at (WISH/Ketchikan Indian Corporation)

If so, we need your help!

The Alaska Safety Planning and Empowerment Network (ASPEN), a state-wide collaborative team, is sponsoring focus groups for survivors of domestic violence, sexual assault, or stalking who have used related services at Ketchikan Indian Corporation (KIC) or Women in Safe Homes (WISH). The groups will make suggestions on how to improve services at these two organizations and how they work with other local organizations.

ASPEN was formed in 2007 under a Department of Justice, Office on Violence Against Women grant to help improve services in Alaska for individuals with disabilities who experience domestic violence/sexual assault. ASPEN consists of five organizations: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development, and the Governor's Council on Disabilities and Special Education. ASPEN seeks to change the victim advocacy, disability and other service systems. We believe that services should be more collaborative, effective, and person-centered.

To achieve this mission, ASPEN is conducting a needs assessment in two Alaskan communities, including Ketchikan. This needs assessment will gather information on the strengths, weaknesses, gaps, and barriers in services from WISH/KIC for women who have experienced domestic violence/sexual assault/stalking. ASPEN will conduct interviews and focus groups with people who have received services from programs that serve people with disabilities, people who have received services from domestic violence/sexual assault/stalking programs, and staff, directors and board members from those programs. ASPEN and its local partners will use this information to change services. The goals are that local providers will work together better and serve you in a way that reflects what you tell us works and what you need.

You are invited to participate if:

- You are at least 18 years of age and do not have a legal guardian;
- You received services from one of the two programs.

These groups will be led by facilitators from ASPEN and will include up to 10 other people from Ketchikan. The sessions will last about 90 minutes and be held at a convenient time and safe place. We will provide accessibility and other accommodations necessary for your participation. You will receive a \$20 gift card for participating. If it is not safe for you to bring this gift card home, please let us know and we will mail it or leave it at a place you designate as safe, or make other arrangements.

The information we gather will be used only in aggregate form. We will securely store it in ASPEN offices and destroy it after three years. We will not collect any information might identify any individual to protect your confidentiality and privacy. If you want to help, but prefer not to join a group session, we can interview you privately. By agreeing to participate, you consent to our using the information we gather.

Taking part in this focus group will not impact the care or support you receive.

We welcome you to contact (list name and contact information of recruiters here)

Accommodation Request Form for Focus Groups and Optional Interviews

This accommodation request form will be used for all focus groups and optional interviews for individual with disabilities or survivors of dv/sa/stalking. (insert the appropriate community and organization name(s) and date/time)

ASPEN Accommodation Request Form (Community and Organization(s) names) Focus Group

The focus group will be held on (Date and Time) at (Location)

What accommodations will you need in order to participate fully?

- Written materials in large print
- Written materials in Braille
- Written materials in electronic or disk format
- Audio recording (specify format) _____
- Written material in other format (please specify) _____
- ASL interpreter (interpretation may be provided via web-based system that has been used in Alaska successfully. The interpreter will work with you via the internet and web-cams.)
- Language interpreter (please specify) _____
- Note taker
- Assistive listening device
- Open captioning
- Wheelchair access
- Orientation to facility

Alternate Personal Care Assistant (We will ask your regular PCA or family members to wait in another room nearby during the focus group or interview. If you need your PCA or family during the focus group, one of us will escort you to them).

Food Allergies, please specify _____

As a further means of accommodation, you may ask for a private interview instead of participating in a focus group (optional interview date/time will be listed here).

Other, please specify _____

Accommodation requests received by (DATE-2 weeks prior to the date of focus group) will be provided.

Environmental/Chemical Sensitivities

ASPEN supports people with disabilities, including chemical and environmental sensitivities. We request that persons participating in this focus group refrain from using perfumed products such as perfumes, colognes, hair care products, lotions, heavily scented laundry soaps, fabric softeners or bug spray.

The focus group will also be smoke-free. The goal is to create a safe environment for all participants who are affected by Environmental Illness, Multiple Chemical Sensitivities, allergies, or asthma.

(ORGANIZATION NAME) PLEASE FORWARD THIS FORM TO ASPEN DIRECTOR, RICHARD RAINERY.) ACCOMMODATIONS WILL BE PROVIDED BY ASPEN.

Transportation/Child Care Request Form

This form will be used for all focus groups and optional interviews for individuals with disabilities or survivors of dv/sa/stalking. (insert the appropriate community and organization name(s) and date/time). ASPEN is not responsible for providing childcare or transportation.

ASPEN Request Form (Community and Organization) Focus Group

The focus group will be held on (Date and Time) at (Location)

I need childcare – I have ___ children, ages _____.

I need transportation to and from this location _____.

TRANSPORTATION AND CHILDCARE WILL BE PROVIDED BY (insert ORGANIZATION NAME).

RECRUITER: FORWARD THIS FORM TO (insert appropriate name) at (appropriate agency).

Focus Group Facilitators' Guide, Including Passive Consent Script for Focus Groups with Survivors and Individuals with Disabilities

(adapted from Portland State University Consent Form)

Introduction:

Hello, my name is (insert names here). We are here because (agency names) were chosen to receive support and funding to look at better ways to serve individuals with disabilities who experience domestic violence, sexual assault, or stalking. We represent ASPEN, the Alaska Safety Planning and Empowerment Network. We are doing a needs assessments on domestic violence, sexual assault and disability services provided by agencies in (Ketchikan) (Dillingham). We will use the information from this and other focus groups and interviews to write a report. This report will be used to develop a strategic plan. We hope this information will improve services from the four organizations that have committed to this system change.

Our session today will gather information on the strengths, weaknesses, gaps, and barriers to services from these organizations. We hope your answers will provide us with an understanding of how services worked or did not work for you. There are no right or wrong answers. It is helpful to hear about both positive and negative experiences. We will ask seven or eight questions and hope that everyone will be willing to share their answers with the group, even if their view differs from others. We will record the discussion, if all of you consent to that. We will also take written notes. This gives a record of the answers people give to the questions. Your names will not be used at any time. Nobody will know who said what. Instead we will refer to you by the flower name in front of you.

We expect to go until (insert end time here). We will use a circle format. We will go around the circle allowing each participant to answer each question. Then there will be an opportunity for brief discussion once everyone has had a chance to answer. You do not have to answer any questions that you do not want to. If you choose not to answer a question, please just let us know and we will pass you. If you decide to add a comment later you are free to do so.

Ground rules: We have a few ground rules for the focus group. First, try not to interrupt others. Second, we want everyone to have a chance to share so we ask you keep your answers to the point, thus allowing others time to share.

Only (facilitators) have to keep things said here confidential. However, we strongly encourage each of you to keep the information shared during this discussion to yourself. This allows mutual trust, preserves safety, and shows respect for other members of the group.

(Facilitators) are mandated reporters under Alaska state law. So, if you tell us anything about the abuse of a child or abuse you experience, we are required to report it to Office of Children's Services or Adult Protective Services. We ask you not to volunteer any information that would require us to file a report about you or your situation.

If you came with a Personal Care Assistant or a family member and at any time during the focus group you need that individual, please let (Facilitator) know and she will take you to them. If at any time you need to talk with an advocate, please let (facilitator) know and she will accompany you to the safe room. Finally, please make sure that cell phones are turned off or to vibrate. This is so nobody is interrupted while speaking and to ensure the safety of all participants.

What Will I Be Asked to Do?

If you decide to be a part of this focus group, you will be asked to participate in a 90 minute discussion.

The purpose of this focus group is to collect input from survivors of domestic violence and sexual assault and individuals with disabilities about services in (Ketchikan OR Dillingham).

During the focus group we will ask you to share your experiences with and ideas about domestic violence or disability services. Members of ASPEN will lead this discussion. The discussion will be recorded, with the group's permission. We will also take written notes. No personal identifying information, such as your name, will be included in the notes or recordings.

Safety Issues

During the group discussion you may hear information shared by others that makes you feel uncomfortable or causes you to become emotionally upset. You can choose to stay in the room and not talk or you can choose to leave the room. If you want, you can talk with (name of advocate) in the safe room. We will give you a resource card that lists crisis line phone numbers. We can also help you to make arrangements to talk with someone who can discuss your concerns or provide additional emotional support. As part of safety, we ask group participants not to talk to anyone outside of the group about what was shared during the discussion. However, we cannot guarantee other participants will keep the shared information confidential and "in the room" once the group discussion is over. A good way to protect your privacy is to limit the personal information you share. Talk about services not about yourself or other individuals.

What Will I Get in Return for Participating?

Your participation may help improve the services that you and others get from local organizations. Those services may become more responsive, individualized, and effective for you and others who get services.

You will receive a \$20 gift card to a local store, even if you decide not to participate. If it is not safe for you to take this home please let us know. We will assist you by mailing it or leaving it at a safe place designated by you.

How We Will Protect Your Privacy

Your safety is very important to us. Here is what will be done to protect you:

We will use flower name tags and you will be referred to by the flower name at your seat. Even if you know the name of someone else in the room, please refer to them by their “flower” name. This will help protect everyone’s confidentiality. ASPEN will not record your name or any other personally identifying information on the focus group transcripts or in notes taken by ASPEN members.

What is said during the focus group will be tape recorded, with group consent. Your name will not be known by any of us, but even if it does become known it will not be written in any report or in any notes. Only members of our team will have access to the tapes and notes to use to create reports that will help local organizations improve their services. All focus group materials will be stored in locked ASPEN offices in another location and will be destroyed after three years.

All data will be identified by your flower name and not linked with your name.

Under Alaska state law, all of us facilitators are mandated reporters. This means that if you tell us anything about the abuse of a child or abuse of a vulnerable adult, we will be required to report it to the Office of Children Services or Adult Protective Services. However, we will not know if anyone has experienced abuse unless you choose to tell us directly. For this reason we ask you to not disclose any abuse. Because we will not know your name, we will have limited information to report, however, we will still be required to report.

Your choice of whether or not to participate in this focus group will not affect your individual services.

Any Questions?

If you have questions about this needs assessment, this form, or the focus group you can talk to those of us here leading the group discussion. We are including our contact information here: Karen Heath (907-264-6273, email anklh8@uaa.alaska.edu), Patti Bland (907-586-3650 email pjmbland@hotmail.com), or Linda McLaughlin (907-793-3568 email lmclaughlin@anjc.net).

If you have any questions about your rights as a research participant, please contact Dr. Bob White, Vice Provost in UAA’s Office of Research and Graduate Studies (907-786-1099).

We use a passive consent process, which means we will not ask you to sign anything. It does mean that if you stay, you consent to have your answers combined with others in the group.

It also means the following:

You have read this form and/or have had it read to you and you understand what it means.

You are willing to take part in this focus group by participating in the group discussion.

You know you do not have to take part in this discussion. And even if you agree to begin the focus group, you can change your mind and stop or leave at any time. The gift card is yours to keep.

If you found out about this focus group at an organization or social service provider, you know that taking part in this study has nothing to do with the care or support you get there. You will be treated the same.

You will get a copy of this form to keep for yourself if you want one. If it is not safe for you to bring this home, please let us know where we should leave a copy for you, if you want one.

We will now hand out the gift cards and you are free to go if you choose not to participate.

Focus Group/Optional Interview Protocol (pre and post) and Checklists

Community _____

Program Name _____

Focus Group Type (circle) Survivors People with disabilities

Date/Time _____

Assigned Facilitator _____

Assigned Note-taker _____

Assigned Observer _____

Pre

- 1) Conduct recruitment training with designated staff at site of change organizations
- 2) Secure site and date for focus groups and optional interviews, including separate room for PCAs/family members/care providers who come with participant and separate safe room, with assistance from site of change organization representatives.
- 3) Provide advocate to staff safe rooms during focus groups.
- 4) Send the invitation to trained recruiters from each site of change organization and request they let people know about the opportunity to participate in a focus group or optional interview.
- 5) Collect focus group accommodation request. Request that site of change recruiters send ASPEN accommodation requests via snail mail, email or fax. No participant names will be included on these forms.
- 6) Arrange for accommodations at least 2 weeks prior to focus groups and optional interviews.
- 7) Call two days before focus group/optional interview to ensure site is still reserved
- 8) Call two days before focus group/optional interview to make sure accommodations are in place

Bring to Focus Group/Optional Interview

- 1) Flower name cards
- 2) Audio Recorder and extra batteries
- 3) Copies of consent and script forms and questions in alternate formats, as needed
- 4) Notebook and pen for taking written notes

Day of Focus Group/Optional Interviews

- 1) Buy food for focus groups/optional interviews
- 2) Arrive early enough to set up room, set up snacks
- 3) Arrange accommodations, if necessary

- 4) Greet participants as they arrive. If family members/caregivers or non-essential (as determined by participant) PCAs come, observer will show them to the family and care provider room.
- 5) Once everyone arrives, go over script and passive consent form in detail, explaining every aspect and ensuring that individuals understand what they are consenting to, understand that participation is voluntary and they may leave at any time. Stop prior to reading the last part about “staying means that you have given passive consent to participate”.
- 6) Prior to completing the passive consent, hand out gift cards, explaining that if it is not safe for them to bring this gift card home, to please let us know and we will make other arrangements to get it to them (leave it at an organization or mail it to a safe place).
- 7) Complete the passive consent, allowing individuals to decide whether or not to stay and participate.
- 8) Allow individuals to get food
- 9) Conduct focus group
- 10) Thank them for coming

Post

- 1) Focus Group facilitators complete post focus group sheet
- 2) Clean up room and prepare for next focus group (if there is one)

Post Focus Group/Optional Interview Sheet

Immediately after the focus group, each facilitator will complete a debriefing sheet independently. Then they will discuss their results and the assigned note taker will complete a final combined sheet for use in writing the final report. The group facilitator, as assigned above, will be responsible for listening to the audiotape, if there was one, and writing out exact quotes that were mentioned in the debriefing process. S(he) will provide that to the assigned note taker to include in her/his final combined sheet.

Community Name _____ # of Participants _____

Program Name _____

Total # of Individuals who received gift cards _____

Focus Group/Interview Type (circle) Survivors People with disabilities

Date/Time _____

Assigned Facilitator _____

Assigned Note-taker _____

Assigned Observer _____

Interviewer (for optional interview only) _____

1) What were the most important themes or ideas discussed? (focus on answers to questions specific to this group, e.g., welcoming vs. not welcoming. If lists were provided, list those out: challenges, barriers, services, etc.)

2) How did these differ from what was expected (what did you find surprising)?

3) How did these differ from what occurred in other ASPEN focus groups (if you have facilitated any others)?

4) What points need to be included in the report?

5) What quotes should be remembered and possibly included in the report? (even if you don't have exact quotes, include the general idea—if the group was audio taped we will search for the exact quote)

6) Were there any unexpected or unanticipated findings?

7) Should we do anything differently for the next focus group? (what went well, what should be changed/modified, what was difficult)

8) Were there any topics or discussions about which the group seemed especially excited or responsive? If so, what were they?

(modified from Analyzing & Reporting Focus Group Results: Focus Group Kit 6 by Richard A. Krueger)

Focus Group Questions

ASPEN

Individuals with Disabilities Focus Group Questions

1. What does (agency names) do that helps you? What do they do that does not help?
 - a. How do they show they can be trusted to help you?
 - b. What other things could they do to help you?
2. If you need help, how do you know where to go?
 - a. Who would you call/talk to?
 - b. How did you find out about (agency name(s))?
3. When you ask for help for the first time, what makes you feel safe, welcome and comfortable?
 - a. What can staff do to make you feel safe, welcome and comfortable?
 - b. What about a building or space makes you feel safe, welcome or comfortable?
 - c. What else makes you feel safe, welcome or comfortable enough to come back?
4. When you ask for help for the first time, what makes you feel unsafe, unwelcome and/or uncomfortable?
 - a. What does staff do that makes you feel unsafe, unwelcome and uncomfortable?
 - b. What makes a building unsafe, uncomfortable or inaccessible to you?
 - c. What else makes you feel unsafe, uncomfortable or unwelcome to not want to go back?
5. What can staff do to show you they understand and respect your needs and choices?
 - a. How do people show respect in your culture?
 - b. What actions or words show that staff respects you as an individual?
 - c. How does a service provider show they understand your disability?
6. Has (agency names) helped you find other services that you need?
 - a. If so, how did they help you do that?
 - b. How could they do it better?
7. Is there anything else you'd like to tell us?

ASPEN

Survivors Focus Group Questions

1. What does (agency names) do that helps you? What do they do that does not help?
 - a. How do they show they can be trusted to help you?
 - b. What other things could they do to help you?

2. If you need help, how do you know where to go?
 - a. Who would you call/talk to?
 - b. How did you find out about (agency names)?

3. When you ask for help for the first time, what makes you feel welcome, comfortable, and safe?
 - a. What can people who work there do to make you feel welcome, comfortable, and safe?
 - b. What about a place makes you feel welcome, comfortable and safe?
 - c. What makes you feel welcome comfortable, and safe enough to go back?

4. What makes you feel unsafe, uncomfortable, or unwelcome when asking for help from a new place?
 - a. What do people who work there do to make you feel unsafe, uncomfortable, or unwelcome?
 - b. What about the place makes you feel unsafe, uncomfortable, or unwelcome?
 - c. What else makes you feel so unsafe, uncomfortable, or unwelcome that you don't want to go back?

5. Survivors tell us that confidentiality is very important. What makes you feel your confidentiality is protected and respected?
 - a. What do people who work at (agency name) do that assures you that your confidentiality is protected?
 - b. What makes you feel safe enough to disclose personal information?
 - c. What can they do to better protect your confidentiality?
 - d. How did people at (agency name) respond to concerns about your confidentiality?

6. What can staff do to show you they understand and respect your needs and choices?
 - a. How do people show respect in your culture?
 - b. What actions or words show that staff respects you as an individual?
 - c. How does a service provider show they understand your situation?

7. Has (agency names) helped you find other services that you need?
 - a. If so, how did they help you do that?
 - b. How could they do it better?

8. Is there anything else you'd like to tell us?

Interview Tools and Protocols

Interview Protocol (pre and post)

Each pair of interviewers should complete the following checklist

Pre

- 1) Work with partner interviewer to determine available times for interviews and to **divide list of potential interviewees**
- 2) Contact individuals on list provided by ASPEN director
- 3) Read invitation script to potential interviewees
- 4) If individual agrees to participate, **set up phone interview, providing toll free conference number, and notifying partner interviewer of time/date**
- 5) Arrange for accommodations as needed

Day of Interview

- 1) Phone potential interviewee on morning of appointed day **and provide toll free number and code again.**
- 2) Join call at appointed time
- 3) Read consent and get verbal consent before continuing
- 4) Conduct interview
- 5) Thank individual for participating

Post

- 1) After completion of interview, fill out **post interview sheet**
- 2) Send post interview form and written notes to ASPEN director

Post Interview Sheet

Immediately after the interview, each interviewer will complete the post interview sheet independently. Then they will discuss their results and will complete a final combined sheet for use in writing the final report.

Community Name _____

Organization Name _____

Organization Interview Type (circle) *Staff* *Manager* *Director* *Board Member*

Date/Time _____

Assigned Interviewers _____

- 1) Review the questions, and write out responses to each question.
- 2) What were important themes or ideas discussed?
- 3) How did these differ from what we expected (what did you find surprising)?
- 4) What points need to be included in the report?
- 5) What quotes should be remembered and possibly included in the report (even if you don't have exact quotes, include the general idea—if the interview was audio taped find the exact quote)?
- 6) Were there any unexpected or unanticipated responses?
- 7) Should we do anything differently for the next interview (what questions were confusing, etc.)?
- 8) Were there any topics or questions about which the interviewee seemed especially excited or responsive? If so, what were they?

Staff/Manager Interview: Sample Invitation for randomly selected staff

Hello my name is _____. (Director's name) gave me your name and permission to contact you to ask if you would participate in a confidential interview about your work with (name of program). Your employment will not be affected in any way by your decision to participate or not participate in this interview.

First, let me give you a little background about who we are. ASPEN, the Alaska Safety Planning and Empowerment Network, was formed in 2007 under a grant from the Office on Violence Against Women in the U.S. Department of Justice to create system change in the state of Alaska for individuals with disabilities who experience domestic violence/sexual assault/stalking. Five organizations comprise the collaborative: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development, and the Governor's Council on Disabilities and Special Education.

The mission of ASPEN is to build capacity of service delivery systems (e.g., disability, victim advocacy, and others) by creating systems change designed to enhance the provision of collaborative, effective person-centered services for survivors with disabilities.

To achieve this mission, ASPEN is conducting a needs assessment in two Alaskan communities. This needs assessment will gather information on service system strengths, weaknesses, gaps, and barriers in supporting survivors with disabilities. ASPEN will conduct interviews and focus groups with individuals with disabilities, survivors of domestic violence/sexual assault/stalking, and program staff, directors and board members. The information will be used to inform ASPEN on how to help create systems change within your community that enhances the provision of collaborative, effective person-centered services for survivors with disabilities.

Two ASPEN members will conduct the 30-45 minute phone interview. You do not have to participate if you don't want to, but if you choose to we can set up the interview today. Your answers will be combined to the extent possible with those of others in your organization. The interview will be scheduled at a convenient and safe time for you using a toll free conference number. I can schedule the interview with you now if you are interested in participating. Will you require any accommodations for a phone interview? How can we send you a form listing possible accommodations?

(If individual agrees to participate, set up time/place, give toll free number and code. Let interviewee know that you will be calling the day of the interview to give the phone number and code again. If he/she declines to participate, thank him/her for his/her time).

We welcome you to contact Patti Bland, or Richard Rainery for more information
Patti Bland 907-586-3650, pjmbland@hotmail.com, Richard Rainery 907-242-3235
rrainery@gmail.com

Director Interview: Sample Invitation

Hello my name is _____. Richard Rainery and Patti Bland, who, as you may recall, are part of the Alaska Safety Empowerment Network, or ASPEN, gave me your name. They spoke with you back in February or March about your organization being involved in a project focused on survivors with disabilities and you agreed to take part in a strategic planning process with ASPEN. As part of that process, we are conducting a needs assessment. The reason I'm calling is to ask you to participate in a confidential interview about your organization.

First, let me remind you who we are. ASPEN was formed in 2007 under a Department of Justice, Office on Violence Against Women grant to create system change in the state of Alaska for individuals with disabilities who experience domestic violence/sexual assault/stalking. Five organizations comprise the collaborative: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development, and the Governor's Council on Disabilities and Special Education. ASPEN's mission is to build capacity of the service delivery systems (e.g., disability, victim advocacy, and others) by creating systems change designed to enhance the provision of collaborative, effective person-centered services for survivors with disabilities.

To achieve this mission, ASPEN is conducting a needs assessment in two Alaskan communities. This needs assessment will gather information on the strengths, weaknesses, gaps, and barriers of service systems related to supporting survivors with disabilities. ASPEN will conduct interviews and focus groups with individuals with disabilities, survivors of domestic violence/sexual assault/stalking, and program staff, directors, and board members. The information will be used to inform ASPEN on how to create system change within these communities to enhance the provision of collaborative, effective person-centered services for survivors with disabilities.

As part of this process, we are asking all directors to participate in a 30-45 minute interview with ASPEN. Two ASPEN members will conduct the phone interview. Phone interviews will be scheduled at a convenient and safe time for you, using a toll free conference number. I can schedule the interview with you now if that is convenient. We suggest that you take the call in a private place. Will you require any accommodations for a phone interview? How can we send you a form listing possible accommodations?

(Set up time, give toll free number and code. Let interviewee know that you will be calling the day of the interview to give the phone number and code again.)

We welcome you to contact Patti Bland, or Richard Rainery for more information

Patti Bland 907-586-3650, pjmbland@hotmail.com

Richard Rainery 907-242-3235, rainery@gmail.com

We gladly accept relay calls

Alaska Safety Planning and Empowerment Network
Needs Assessment Draft Proposal

11/11/09

Board Member Interview: Sample Invitation for selected board members

Hello my name is _____. I was given your name by the director at _____(organization name)(for the board chair). I'm calling to ask you to participate in a confidential interview about (name of organization) and your role as a board member.

First, let me give you a little background about who we are. ASPEN, Alaska Safety Planning and Empowerment Network, was formed in 2007 under a grant from the Department of Justice Office on Violence Against Women to create system change in the state of Alaska for individuals with disabilities who experience domestic violence/sexual assault/stalking. Five organizations comprise the collaborative: Access Alaska, The Alaska Native Justice Center, Alaska Network on Domestic Violence and Sexual Assault, Center for Human Development, and the Governor's Council on Disabilities and Special Education.

The mission of ASPEN is to build capacity of the service delivery systems (e.g., disability, victim advocacy, and others) by creating systems change designed to enhance the provision of collaborative, effective person-centered services for survivors with disabilities.

To achieve this mission, ASPEN is conducting needs assessments in two Alaskan communities. These needs assessments will gather information on service system strengths, weaknesses, gaps, and barriers related to supporting survivors with disabilities. ASPEN will conduct interviews and focus groups with individuals with disabilities, survivors of domestic violence/sexual assault/stalking, and program staff, directors and board members. The information will be used to inform ASPEN on how to create systems change within your community to enhance the provision of collaborative, effective person-centered services for survivors with disabilities.

Two ASPEN members will conduct the 30-45 minute phone interview. You do not have to participate if you don't want to, but if you choose to we can set up the interview today. The interview will be scheduled at a convenient and safe time for you using a toll free conference number. We suggest you find a private place for the interview. I can schedule the interview with you now if you are interested in participating. Will you require any accommodations for a phone interview? How can we send you a form listing possible accommodations?

(If individual agrees to participate, set up time/place, give toll free number and code. Let interviewee know that you will be calling the day of the interview to give the phone number and code again. If he/she declines to participate, thank him/her for his/her time).

Interviewer's Guide and Verbal Consent Form for Interview with Staff/Managers

Interview Guide and Consent Form Alaska Safety Planning and Empowerment Network (ASPEN) Staff/Manager Interview

(To be read by the assigned interviewer to the individual)

Introduction:

My name is _____ and this is (introduce other interviewer). We arranged earlier to interview you to help get a better sense about services in your community, and your organization in particular. There are no right or wrong answers and it is helpful to hear both positive and negative experiences. We will be asking ___(#) questions. We may or may not audio-tape the interview, depending on your wishes. We will take written notes. Your name will not be connected to any of the answers you give. You do not have to answer any questions that you do not want to.

Because both of us, (indicate the interviewers) are mandated reporters, we ask that you don't disclose any information that would require us to file a report about you or your situation.

Description

You have been invited to participate in a 30-45 minute interview with ASPEN. If you agree to participate, you will take part in an interview about your organization and your role at your organization.

Confidentiality

No participants' names will appear in any written document. ASPEN will provide reports to the granting organization, Office on Violence Against Women, the project's national technical assistance provider, and to the participating organizations in your community. No reports may be released without ASPEN's permission.

The interview may be audio-taped with your permission. If you choose not to be audio-taped, the interviewers will only take written notes. Audio tapes and/or written notes recorded during the interview will be stored in a locked cabinet at an ASPEN member's office. The tapes will be erased and written notes shredded after all of the information is collected or kept no longer than three years.

Confidentiality cannot be totally guaranteed because your personal information may be shared, if required by law. Both interviewers are mandated reporters, which means that there may be situations that require us to release personal information about you (for instance, if a judge requires such release in a lawsuit or if you tell us you wish to harm yourself or you tell us you are harming a child).

Your employment will not be affected in any way by your decision to participate or not participate in this interview.

Potential Benefits and Risks

There are no known benefits to you from participating in this interview. The results of this needs assessment may benefit survivors with disabilities in your community. While we will make every effort to protect your anonymity, there is a risk your identity may be deduced by readers' of these reports.

Voluntary Nature of Participation

- Participating in this interview is voluntary. You do not have to participate in this interview if you do not want to.
- You have the right to change your mind and leave the interview at any time. Nothing will happen if you choose to stop.
- Any new information that may make you change your mind about participating in this interview will be given to you.
- You do not give up any legal rights by agreeing to participate.

Contacts

If you have any questions about this interview, please call Patti Bland or Richard Rainery (Give phone numbers and give opportunity for them to write it down.)

Your verbal consent means that you have had this read to you, understand what is being asked, and agree to participate in this study. If you have any questions, please feel free to ask them now or at any time during the study. Do you agree to continue? (If yes, continue with interview. If no, thank him/her for his/her time)

Patti Bland 907-586-3650
Richard Rainery 907-242-3235

Interviewers Guide and Verbal Consent Form for Interview with Directors

Interview Guide and Consent Form Alaska Safety Planning and Empowerment Network (ASPEN) Director Interview

(To be read by the assigned interviewer to the individual)

Introduction:

My name is _____ and this is (introduce other interviewer). We arranged earlier to interview you to help get a better sense about services in your community, and your organization in particular. There are no right or wrong answers and it is helpful to hear both positive and negative experiences. We will be asking ___(#) questions. We may or may not audio-tape the interview, depending on your wishes. We will take written notes. Your name will not be connected to any of the answers you give. You do not have to answer any questions you do not want to.

Because both of us (indicate the interviewers) are mandated reporters, we ask that you don't disclose information that would require us to file a report about you or your situation.

Description

When ASPEN came to Ketchikan/Dillingham to initially describe this project, you agreed to participate in an interview with ASPEN about your organization. The interview will take about 30-45 minutes.

Confidentiality

No participants' names will appear in any written document. ASPEN will provide reports to the granting organization, Office on Violence Against Women, the project's national technical assistance provider, and to the participating organizations in your community. No reports may be released without ASPEN's permission.

The interview will be audio-taped with your permission. If you choose not to be audio-taped, the interviewers will only take written notes. Audiotapes and/or written notes of the interview will be stored in a locked cabinet at an ASPEN member's office. The tapes will be erased and written notes shredded after all information is collected or kept no longer than three years.

Confidentiality cannot be totally guaranteed - personal information may be shared, if required by law. Both interviewers are mandated reporters, which means there may be situations that require us to release personal information about you (for instance, if a judge requires such release in a lawsuit or if you tell us you wish to harm yourself or you tell us you are harming a child).

Potential Benefits and Risks

There are no known benefits to you from participating in this interview. The results of this needs assessment may benefit survivors with disabilities in your community. While we will make every effort to protect your anonymity, there is a risk your identity could be deduced by readers' of these reports.

Voluntary Nature of Participation

- Participating in this study is voluntary. You do not have to participate in this interview if you do not want to.
- You have the right to change your mind and leave the interview at any time. Nothing will happen if you choose to stop.
- Any new information that may make you change your mind about participating in this interview will be given to you.
- You do not give up any legal rights by agreeing to participate.

Contacts

If you have any questions about this interview, please call Patti Bland or Richard Rainery (Give phone numbers and give opportunity for them to write it down.)

Your verbal consent means that you have had this read to you, understand what is being asked, and agree to be in this study. If you have any questions, please feel free to ask them now or at any time during the study. Do you agree to continue? (If yes, continue with interview. If no, thank him/her for his/her time)

Patti Bland 907-586-3650
Richard Rainery 907-242-3235

Interviewers Guide and Verbal Consent Form for Interview with Board Members

Interview Guide and Consent Form Alaska Safety Planning and Empowerment Network (ASPEN) Board Member Interview

(To be read by the assigned interviewer to the individual.

Introduction:

My name is _____ and this is (introduce other interviewer). We arranged earlier to interview you to help get a better sense about services in your community, and your organization in particular. There are no right or wrong answers and it is helpful to hear both positive and negative experiences. We will be asking __(#) questions. We may or may not audio-tape the interview, depending on your wishes. We will take written notes. Your name will not be connected to any of the answers you give. You do not have to answer any questions that you do not want to.

Because both of us, (indicate the interviewers) are mandated reporters, we ask that you don't disclose any information that would require us to file a report about you or your situation.

Description

You are invited to participate in a 30-45 minute interview with a member of ASPEN. If you agree to participate, you will take part in an interview about the organization of which you are a board member.

Confidentiality

No participants' names will appear in any written document. ASPEN will provide reports to the granting organization, Office on Violence Against Women, the project's national technical assistance provider, and to the participating organizations in your community. No reports will be released without ASPEN's permission.

The interview may be audio-taped with your permission. If you choose not to be audio-taped, the interviewers will only take written notes. Tapes and/or written notes recorded or taken during the interview will be in a locked cabinet at an ASPEN member's office. The tapes will be erased and written notes shredded after all information is collected or kept no longer than three years.

Confidentiality cannot be totally guaranteed because your personal information may be shared if required by law. Both interviewers are mandated reporters which means there may be situations that require us to release personal information about you (for instance, if a judge requires such release in a lawsuit or if you tell us you wish to harm yourself or you tell us you are harming a child).

Potential Benefits and Risks

There are no known benefits to you from participating in this interview. The results of this needs assessment may benefit survivors with disabilities in your community. While we will make every effort to protect your anonymity, there is a risk your identity may be deduced by readers' of these reports.

Voluntary Nature of Participation

- Participating in this study is voluntary. You do not have to participate in this interview if you do not want to.
- You have the right to change your mind and leave the interview at any time. Nothing will happen if you choose to stop.
- Any new information that may make you change your mind about participating in this interview will be given to you.
- You do not give up any legal rights by agreeing to participate.

Contacts

If you have any questions about this interview, please call Patti Bland or Richard Rainery (Give phone numbers and give opportunity for them to write it down.)

Your verbal consent means that you have had this read to you, understand what is being asked, and agree to be in this study. If you have any questions, please feel free to ask them now or at any time during the study. Do you agree to continue? (If yes, continue with interview. If no, thank him/her for his/her time)

Patti Bland 907-586-3650
Richard Rainery 907-242-3235

Staff, Managers, Executive Directors, and Board Members Interview Questions

Line Staff Disability and DV/SA Programs Questions

The interview employs a simple skip logic protocol. Our skip logic protocol includes two sets of questions. Which set an interviewer uses (or “skips” to) depends on the participant response to Question 1. The survey will be conducted via a paper or electronic survey. Although combined for both below, the paper and/or electronic survey will be specific to Disability Programs or DV/SA/S Programs. If we decide to have the interviewers input the answers directly into an electronic survey, the response to the first question will bring the interviewer directly to the correct question. Regardless of the method, electronic or paper, the interviewers will be trained in the protocol.

- 1) Have you have ever provided services for a program participant [with a disability, who was a survivor of domestic violence/sexual assault/stalking] at your current organization? (If yes, use the following questions. If no, use the second set of questions on the next page).

For Line Staff who say they have worked with individuals with disabilities (for DV/SA/S staff) OR with individuals who have experienced domestic violence or sexual assault or stalking (for disability staff).

Think about that experience you had working with an individual [with a disability OR who was a survivor of domestic violence/sexual assault/stalking] at your current organization and I’m going to ask you a series of questions.

- 2) How did you know or find out this person [had a disability, experienced domestic violence or sexual assault or stalking]?
 - a. What tools or procedures does your organization use to help you identify [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]? Examples might include intake or assessment forms.
- 3) Are there policies and procedures in place to guide you in how to provide services to the [individual with disabilities, survivor of domestic violence/sexual assault/stalking]?
 - a. If yes, tell us about those policies and/or procedures.
 - b. How have you used these in your service to survivors of domestic violence/sexual assault/stalking with disabilities?
 - c. What other resources are available to help you work with an individual?
 - d. What partnerships do you have with other agencies that help you respond?
 - e. Have you received training to help you work with these individuals?

- 4) What services were you able to provide that individual?
 - a. How were you able to tailor services to meet the specific needs of [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?

- 5) Tell us about a time when you could not provide services that met the needs of [individuals with disabilities or survivors of domestic violence/sexual assault/stalking].
 - a. What were the barriers to providing such services – for example, policy, resources, training?
 - b. What would help you to provide appropriate services? (resources/referrals, skills, etc.)

- 6) What do you think your organization could do better to serve [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?
 - a. Programs or resources
 - b. Training
 - c. Policies and procedures
 - d. Partnerships

- 7) What organizations in [Ketchikan/Dillingham] does your organization work with?
 - a. How often?
 - b. In what capacity?

- 8) Is there anything else you would like to tell us?

Line Staff Disability and DV/SA/S Programs Questions
For Line Staff who indicate they have *not* worked with individuals [who have a disability, who have experienced domestic violence or sexual assault]

- 2) How would you determine that a person seeking services at your organization [has a disability, is experiencing or has experienced domestic violence/sexual assault/stalking]?
 - a. What tools or procedures does your organization use to help you identify [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]? Examples might include intake or assessment forms.

- 3) Are there policies and procedures in place to guide you in how to provide services to an [individual with disabilities, survivor of domestic violence/sexual assault/stalking]?
 - a. If yes, tell us about those policies and/or procedures.
 - b. What other resources are available to help you work with such individuals?
 - c. What partnerships do you have with other agencies that help you respond?
 - d. Have you received training to help you work with these individuals?

- 4) Are you aware of other staff in your program that have worked with [individuals with disabilities, individuals experiencing domestic violence/sexual assault/stalking]?
 - a. If yes, tell us what you observed - what did they do?
 - b. What barriers to providing such services, for example policy, resources, or training, did they encounter?
 - c. What do you think would be helpful in providing appropriate services to [individuals with disabilities, individuals experiencing domestic violence/sexual assault/stalking]? Examples might include resources/referrals, skills, etc.

- 5) What do you think your organization could do better to serve [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?
 - a. Programs or resources
 - b. Training
 - c. Policies and procedures
 - d. Partnerships

- 6) What organizations in [Ketchikan/Dillingham] does your organization work with?
 - a. How often?
 - b. In what capacity?

- 7) Is there anything else you would like to tell us?

Manager Questions

- 1) What are your policies and procedures specific to working with [individuals with disabilities, survivors of domestic violence/sexual assault]?
 - a. How do you ensure your staff implements these policies and procedures?
 - b. How do these policies and procedures help staff working with survivors of domestic violence/sexual assault with disabilities?
 - c. Are there policies that are barriers to working with [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]? In what ways?
- 2) What input do you have in the process for changing policies and procedures?
 - a. What input does line staff have?
 - b. If you observe that a particular procedure or practice isn't working, what do you do?
- 3) Do you participate in any groups or committees intended to reduce barriers to service or to support you in your work with [individuals with disabilities/survivors]?
 - a. Within your own agency?
 - b. With other agencies in your community?
- 4) Do you recruit staff for expertise in [DVSAS/disability] and for cultural diversity?
 - a. Does your staff reflect the cultural diversity of the program participants?
 - b. Do you recruit for the cultural diversity of the program participants?
- 5) How do you ensure the services resonate with the cultures of program participants?
- 6) Do you provide training to line staff to work with [individuals with disabilities, survivors of domestic violence/sexual assault]? If so, tell us about this training.
- 7) What is your organization's process for developing its budget?
 - a. What input do you have?
 - b. What input does line staff have?
 - c. Do you have control over expenditures? Please describe.
- 8) What does your program do well in meeting the needs of [DVSAS/disability]? What do you think you could do better?
- 9) What other local organizations does your program work with?
 - a. How often?
 - b. In what capacity?
- 10) Is there anything else you would like to tell us?

Executive Director Questions

- 1) Does your organization have a strategic plan?
 - a. What process was used to develop this plan?
 - b. How were you involved in that development?
 - c. Does it address service delivery issues specifically for [domestic violence/sexual assault/disabilities]?
- 2) Do you have board members [with disabilities, or who are survivors of domestic violence/sexual assault/stalking] or with expertise in [disabilities, domestic violence/sexual assault/stalking]?
 - a. If so, tell us about them.
 - b. Does the inclusion of such members the result of intentional action or agency policy?
- 3) How are budgets prepared for the local program?
 - a. What responsibility/autonomy does the local manager have in budget development and decisions?
 - b. Are there any line item expenses allocated for [domestic violence/sexual assault/stalking or/ disabilities]?
- 4) Do you have any policies or procedures specifically related to serving [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?
 - a. If so, what are they?
 - b. How do these polices and procedures help in serving these individuals?
 - c. How do they impede appropriate service to these individuals?
- 5) What does your program do well in meeting the needs of [DVSAS/disability]?
 - a. What do you think you could do better?
 - b. What are the barriers to serving [DVSAS/disability]?
- 6) If you find you need to be more effective in serving survivors with disabilities, how would your organization make those changes?
- 7) What other local organizations does your program work with?
 - a. How often?
 - b. In what capacity?
- 8) Is there anything else you would like to tell us?

Board Member Interview Questions

1. Is service for [individuals with disabilities, survivors of domestic violence/sexual assault/stalking] part of your organization's mission?
 - a. How well do you think your organization responds to the needs of [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?
- 2) Do you have board seats reserved for [individuals with disabilities/survivors of domestic violence/sexual assault/stalking]?
 - a. If so, how has this impacted your capacity to respond to the needs of [individuals with disabilities/survivors of domestic violence/sexual assault/stalking]?
- 3) How does the board collaborate with other local boards whose mission is to serve [DVSAS/disability]?
 - a. Which boards do you collaborate with?
 - b. How would the board be involved in community efforts to improve services?
- 4) What is the board's role in service delivery change at your organization?
- 5) How does your board shape policies/procedures addressing concerns of [individuals with disabilities, survivors of domestic violence/sexual assault/stalking]?
 - a. What do you believe is working well?
 - b. What do you think is missing?
- 6) What role does your board have in funding and budget decisions?
 - a. How much autonomy does staff have in funding and budget decisions?
 - b. Does your organization's budget include funding for {DVSAS/disability} services?
- 7) If you found you needed to be more effective in serving [individuals with disabilities, survivors of domestic violence/sexual assault/stalking], how would your organization make those changes?
- 8) Is there anything else you would like to tell us?

Domestic Violence, Sexual Assault and Stalking Resources

Ketchikan Resources

Emergency - 911

Shelter - Women in Safe Homes

(907) 225-9474

Protective Orders - Clerk of Court

415 Main Street, Room 400

Ketchikan, AK 99901-6399

(907) 225-3197 TTY

(907) 225-3195

Dillingham Resources

Emergency - 911

Shelter - Safe and Fear-Free Environment

(907) 842-2316 or (800) 478-2316

Protective Orders - Superior Court Judge

715 Steward Street

Dillingham, AK 99576

(907) 842-5215

Alaska Statutes: Mandatory Reporting

V. Alaska Statutes: Mandatory Reporting /Vulnerable Adults

Sec. 47.24.010. Reports of harm.

(a) Except as provided in (e) and (f) of this section, the following persons who, in the performance of their professional duties, have reasonable cause to believe that a vulnerable adult suffers from abandonment, exploitation, abuse, neglect, or self-neglect shall, not later than 24 hours after first having cause for the belief, report the belief to the department's central information and referral service for vulnerable adults:

- (1) a physician or other licensed health care provider;
- (2) a mental health professional as defined in [AS 47.30.915](#)(11) and including a marital and family therapist licensed under AS 08.63;
- (3) a pharmacist;
- (4) an administrator of a nursing home, residential care or health care facility;
- (5) a guardian or conservator;
- (6) a police officer;
- (7) a village public safety officer;
- (8) a village health aide;
- (9) a social worker;
- (10) a member of the clergy;
- (11) a staff employee of a project funded by the Department of Administration for the provision of services to older Alaskans, the Department of Health and Social Services, or the Council on Domestic Violence and Sexual Assault;
- (12) an employee of a personal care or home health aide program;
- (13) an emergency medical technician or a mobile intensive care paramedic;
- (14) a caregiver of the vulnerable adult;
- (15) a certified nurse aide.

(b) A report made under this section may include the name and address of the reporting person and must include

(1) the name and address of the vulnerable adult;

(2) information relating to the nature and extent of the abandonment, exploitation, abuse, neglect, or self-neglect;

(3) other information that the reporting person believes might be helpful in an investigation of the case or in providing protection for the vulnerable adult.

(c) The department or its designees shall report to the Department of Law any person required by (a) of this section to report who fails to comply with this section. A person listed in (a) of this section who, because of the circumstances, should have had reasonable cause to believe that a vulnerable adult suffers from abandonment, exploitation, abuse, neglect, or self-neglect but who knowingly fails to comply with this section is guilty of a class B misdemeanor. If a person convicted under this section is a member of a profession or occupation that is licensed, certified, or regulated by the state, the court shall notify the appropriate licensing, certifying, or regulating entity of the conviction.

(d) This section does not prohibit a person listed in (a) of this section, or any other person, from reporting cases of abandonment, exploitation, abuse, neglect, or self-neglect of a vulnerable adult that have come to the person's attention.

(e) If a person making a report under this section believes that immediate action is necessary to protect the vulnerable adult from imminent risk of serious physical harm due to abandonment, exploitation, abuse, neglect, or self-neglect and the reporting person cannot immediately contact the department's central information and referral service for vulnerable adults, the reporting person may make the report to a police officer or a village public safety officer. The police officer or village public safety officer shall take immediate action to protect the vulnerable adult and shall, at the earliest opportunity, notify the department. A person may not bring an action for damages against a police officer, village public safety officer, the state, or a political subdivision of the state based on a decision under this subsection to take or not to take immediate action to protect a vulnerable adult. If a decision is made under this subsection to take immediate action to protect a vulnerable adult, a person may not bring an action for damages based on the protective actions taken unless the protective actions were performed with gross negligence or intentional misconduct; damages awarded in the action may include only direct economic compensatory damages for personal injury.

(f) A person listed in (a) of this section who reports to the long term care ombudsman under [AS 47.62.015](#), or to the Department of Health and Social Services, that a vulnerable adult has been exploited, abused, or neglected in an out-of-home care facility is considered to have met the duty to report under (a) of this section.

VI. Alaska Statutes: Mandatory Reporting/Child Abuse and Neglect

Sec. 47.17.010. Purpose.

In order to protect children whose health and well-being may be adversely affected through the infliction, by other than accidental means, of harm through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment, the legislature requires the reporting of these cases by practitioners of the healing arts and others to the department. It is not the intent of the legislature that persons required to report suspected child abuse or neglect under this chapter investigate the suspected child abuse or neglect before they make the required report to the department. Reports must be made when there is a reasonable cause to suspect child abuse or neglect in order to make state investigative and social services available in a wider range of cases at an earlier point in time, to make sure that investigations regarding child abuse and neglect are conducted by trained investigators, and to avoid subjecting a child to multiple interviews about the abuse or neglect. It is the intent of the legislature that, as a result of these reports, protective services will be made available in an effort to

- (1) prevent further harm to the child;
- (2) safeguard and enhance the general well-being of children in this state; and
- (3) preserve family life unless that effort is likely to result in physical or emotional damage to the child.

Sec. 47.17.020. Persons required to report.

(a) The following persons who, in the performance of their occupational duties, or with respect to (8) of this subsection, in the performance of their appointed duties, have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect shall immediately report the harm to the nearest office of the department:

- (1) practitioners of the healing arts;
- (2) school teachers and school administrative staff members of public and private schools;
- (3) peace officers and officers of the Department of Corrections;
- (4) administrative officers of institutions;
- (5) child care providers;
- (6) paid employees of domestic violence and sexual assault programs, and crisis intervention and prevention programs as defined in AS 18.66.990;

(7) paid employees of an organization that provides counseling or treatment to individuals seeking to control their use of drugs or alcohol;

(8) members of a child fatality review team established under AS 12.65.015(e) or 12.65.120 or the multidisciplinary child protection team created under [AS 47.14.300](#).

(b) This section does not prohibit the named persons from reporting cases that have come to their attention in their non-occupational capacities, nor does it prohibit any other person from reporting a child's harm that the person has reasonable cause to suspect is a result of child abuse or neglect. These reports shall be made to the nearest office of the department.

(c) If the person making a report of harm under this section cannot reasonably contact the nearest office of the department and immediate action is necessary for the well-being of the child, the person shall make the report to a peace officer. The peace officer shall immediately take action to protect the child and shall, at the earliest opportunity, notify the nearest office of the department.

(d) This section does not require a religious healing practitioner to report as neglect of a child the failure to provide medical attention to the child if the child is provided treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by an accredited practitioner of the church or denomination.

(e) The department shall immediately notify the nearest law enforcement organization if the department

(1) concludes that the harm was caused by a person who is not responsible for the child's welfare;

(2) is unable to determine

(A) who caused the harm to the child; or

(B) whether the person who is believed to have caused the harm has responsibility for the child's welfare; or

(3) concludes that the report involves

(A) possible criminal conduct under [AS 11.41.410](#) - 11.41.458; or

(B) abuse or neglect that results in the need for medical treatment of the child.

(f) If a law enforcement organization determines that a child has been abused or neglected and that (1) the harm was caused by a teacher or other person employed by the school or school district in which the child is enrolled as a student, (2) the harm occurred

during an activity sponsored by the school or school district in which the child is enrolled as a student, or (3) the harm occurred on the premises of the school in which the child is enrolled as a student or on the premises of a school within the district in which the child is enrolled as a student, the law enforcement organization shall notify the chief administrative officer of the school or district in which the child is enrolled immediately after the organization determines that a child has been abused or neglected under the circumstances set out in this section, except that if the person about whom the report has been made is the chief administrative officer or a member of the chief administrative officer's immediate family, the law enforcement organization shall notify the commissioner of education and early development that the child has been abused or neglected under the circumstances set out in this section. The notification must set out the factual basis for the law enforcement organization's determination. If the notification involves a person in the teaching profession, as defined in [AS 14.20.370](#), the law enforcement organization shall send a copy of the notification to the Professional Teaching Practices Commission.

(g) A person required to report child abuse or neglect under (a) of this section who makes the report to the person's job supervisor or to another individual working for the entity that employs the person is not relieved of the obligation to make the report to the department as required under (a) of this section.

(h) This section does not require a person required to report child abuse or neglect under (a)(6) of this section to report mental injury to a child as a result of exposure to domestic violence so long as the person has reasonable cause to believe that the child is in safe and appropriate care and not presently in danger of mental injury as a result of exposure to domestic violence.

(i) This section does not require a person required to report child abuse or neglect under (a)(7) of this section to report the resumption of use of an intoxicant as described in [AS 47.10.011](#)(10) so long as the person does not have reasonable cause to suspect that a child has suffered harm as a result of the resumption.