



NEEDS ASSESSMENT PLAN

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GLOSSARY OF MAIN TERMS

Accessibility:

People with disabilities have the right to an equal chance to participate in the community. This includes employment, accessing government programs, public spaces, and transportation, and that both written and spoken information is provided in plain language. Accessibility means that disability is accounted for in all aspects of life. Structures, processes and locations are made accessible for people with disabilities to get the most out of the community.

Advocacy:

Advocacy is the act of providing a voice on behalf of someone else that may not be able to speak for themselves.

Facilitator or Co-Facilitator:

Person(s) who run the focus group or interview and provide the rules of the discussion. Facilitators or Co-Facilitators provide the following:

- Welcome and introductions,
- Talk about the role of the Co-Facilitator (person(s) who run the focus group),
- Ask the Note Taker, Helper, and Guide (someone to talk to) to talk about their roles and introduce themselves,
- Talk about the purpose of the focus group,
- Where the snacks for survivors and people with I/DD focus groups are,
- Where the bathrooms are, and
- Where to find Guide (someone to talk to),
- Talk about privacy (confidentiality),
- Keep the discussion on topic,
- Keep track of the time

Focus Group:

According to Merriam-Webster.com, a small group of people whose thoughts about something (such as services) are studied to learn the thoughts that can be expected from a larger group.

Guide:

Person to talk to privately during the focus group

KCSDV Kansas BELIEVE staff member will:

- Be in a separate, private room for anyone who needs support during the focus group
- Be able to talk about the feelings that may come up during the focus group
- Have a list of local resources in the community and help people connect with the needed resource

Helper:

Person who makes sure the participants are comfortable and will:

- Help with snacks for the survivors and people with I/DD focus group and room set up
- Help make sure the meeting space is comfortable and safe
- Help anyone who wants to see the Guide or their personal care assistant leave the room
- Help people with their needs

Inclusion:

Inclusion is the experience of being accepted as part of a larger group and be treated the same as everyone else.

Intellectual and Development Disabilities (I/DD):

According to the American Association on Intellectual and Developmental Disabilities, “intellectual disability is one type of a larger universe of many types of developmental disabilities. Developmental disabilities are defined as severe chronic disabilities that can be cognitive or physical or both.

Intellectual disability encompasses the ‘cognitive’ part of this definition that is a disability that is broadly related to thought processes. Because intellectual and other developmental disabilities often co-occur, intellectual disability professionals often work with people who have both types of disabilities.”

Interview:

According to Merriam-Webster.com, a meeting at which information is gained (as by a reporter, television commentator, or pollster) from a person.

Needs Assessment:

According to Study.com, a needs assessment is a process used by organizations to make a list of important activities to make organizations better or decide where to spend money and effort. It involves finding the needs, or gaps, between where the organization wants itself to be in the future and where the organization is. You then develop a plan of action to fix the needs (close the gaps) to bring the organization closer to where it wants to be.

Note Taker:

Person who writes down what is said during the focus group or interview. The Note Taker has the following jobs:

- Write down what is said during the focus group and not talk during the discussion
- Ask for something to be repeated if it was hard to hear or did not make sense
- Write down what each person says with the emotions that are shown
- Keep identifying information out of the notes
- Keep all written information and notes in a safe and private (confidential) place
- Be responsible for putting notes into “note summaries” which will be provided to the Kansas BELIEVE Team

Plain language:

Any written or spoken information is created with the group that will read it in mind. The information does not have professional terms (jargon) or abbreviations. The information is easy to read and understand for the group that will use the information.

Safety:

Emotional, financial, physical and spiritual safety means that there is a lack of fear, danger or risk of harm. People are free to express thoughts and feelings without fear.

Self-advocate:

According to Wrights Law, “self-advocacy is learning how to speak up for yourself, making your own decisions about your own life, learning how to get information so that you can understand things that are of interest to you, finding out who will support you in your journey, knowing your rights and responsibilities, problem solving, listening and learning, reaching out to others when you need help or friendship, and learning about self-determination.”

Self-determination:

According to the National Gateway to Self-Determination, “...being self-determined means making things happen in a person’s own life, instead of having others do things to, or for them. People who are self-determined know what they want and how to get it. They choose and set goals, then work to reach them. They advocate on their own behalf, and are involved in solving problems and making decisions about their lives. They don’t have to do everything for themselves, but instead, they make or cause things to happen in their lives that improve the quality of their lives.”

Sexual violence:

Sexual violence is any type of sexual activity to which a person has not freely agreed. It is a form of violence that uses sex and sexuality to shame, bully, control, or create fear in another person. Sexual violence can be committed by the use or threat of force, or under circumstances where a person is incapable of agreeing. It ranges from bullying, to touching that is wrong, to intercourse. It also can be verbal, visual, audio, or any other form which forces a person to participate in unwanted sexual contact or attention. Sexual violence includes rape, attempted rape, child molestation, watching other people undress or have sex, showing of one’s genitals in public, incest, sexual harassment, and many other actions. Sexual violence can happen in different situations and by anyone, such as a personal assistant or domestic or intimate partner, or by a stranger.

Support Staff:

Support Staff provide unconditional and nonjudgmental support to self-advocates to empower their independence. Support Staff also help self-advocates to be involved in the community as a person.

Survivor:

A survivor is a person who continues to function and thrive in spite of harm, pain, difficulties, violence or abuse they have experienced.

INTRODUCTION

Kansas BELIEVE Partnership

(Building and Expanding Leaders and Individuals, Experience the Vision of Empowerment)

The Kansas BELIEVE is the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-advocate Coalition of Kansas (SACK).

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

The partnership between KCSDV and SACK began in 2012 when gaps in services for people with I/DD who are survivors of sexual violence were noticed. Sexual assault advocacy programs are not well informed about how to provide services in an accessible way to survivors with I/DD. The service providers for people with I/DD are not always aware of sexual assault advocacy program services and options available to survivors.

As a result of the wish to address the gaps in services, KCSDV and SACK sought funding from the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program from the Office on Violence Against Women (OVW). In the fall of 2014, OVW funded our partnership. OVW has chosen the Vera Institute of Justice (Vera) as the national technical assistance provider. Help from Vera and OVW offer

the support needed for lasting systems change.

The Kansas BELIEVE Team is made up of staff members from both KCSDV and SACK. The Kansas BELIEVE Team includes:

- Hal Schultz, SACK Self-advocate
- Jessica Nasternak, KCSDV Director of Legal and Policy
- Jessica Slocum, SACK Support Staff
- Kathy Ray, KCSDV Director of Advocacy, Education & Rural Projects
- Kelly Smith, SACK Self-advocate
- Sarah Terwelp Hussain, KCSDV Disabilities Project Coordinator
- Shirley Fessler, KCSDV Rural Sexual Assault Project Manager
- Stephanie Sanford, SACK Support Staff



The Kansas BELIEVE partnership made a vision of the future where ALL survivors are believed.

Vision: People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people

with I/DD who have experienced sexual violence. We will do this through our:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

We will also build our ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

The Kansas BELIEVE team has worked to create all our documents in plain language (easy to understand language) to make them accessible. Our charter and focus memo are in plain language. This needs assessment plan is also in plain language. The needs assessment report will be used to help us make our strategic plan as a path to improving response to survivors with I/DD and will be in plain language.

NEEDS ASSESSMENT PURPOSE

Information gathered through the needs assessment process from all participants will help Kansas BELIEVE to increase awareness and skills within KCSDV and SACK. Also, it will increase awareness and skills in member programs to improve services statewide for survivors of sexual violence with I/DD. Kansas BELIEVE will work to create improvements where survivors with I/DD will be believed and can make their own decisions.

NEEDS ASSESSMENT GOALS

During the needs assessment, Kansas BELIEVE will talk with members of KCSDV and SACK as stated below:

- KCSDV decision makers, KCSDV staff, and domestic and sexual assault programs, sexual violence survivors served by the member programs
- SACK decision makers, SACK staff, self-advocate group advisors, and individual members with intellectual and developmental disabilities (I/DD) of the local self-advocate groups

Our goals are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we support members of our organizations.
2. The things that work well and those that need improvement when we provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

INFORMATION SOURCES

Information about People with Disabilities and Sexual Violence

Studies about people with disabilities and sexual violence in the United States often look at sexual violence of people with all disabilities. Most of the studies are before 2011. There are few studies about people with I/DD who have experienced sexual violence.

Kansas BELIEVE found three reports that provide information about people with I/DD and the sexual violence they experience. The three report titles are below.

1. Abuse of People with Disabilities, Victims and Their Families Speak Out: A Report on the 2012 National Survey on Abuse of People with Disabilities paid for and printed by the Spectrum Institute Disability and Abuse Project.
<http://disability-abuse.com/survey/survey-report.pdf>
2. Violence, Abuse and Bullying with Intellectual/Developmental Disabilities paid for and printed by The Arc's National Center on Criminal Justice and Disability.
<http://www.thearc.org/document.doc?id=5145>
3. Sexual Abuse of Individuals with Developmental Disabilities, Analysis and Recommendations for Ohio paid for and printed by Disability Rights Ohio.
http://www.disabilityrightsohio.org/sites/default/files/sites/default/files/u62/DRO_Sexual_Abuse_Combined_Report.pdf

These reports show many problems for people with I/DD who have experienced sexual violence that keep them from telling anyone about their personal story of sexual violence. The most common problems are lack of information, fear, and people with I/DD being taught to do as they are told.

One of the most common problems for a person with I/DD who experiences sexual violence is that they feel like they are doing something wrong by telling someone about what happened to them. The person with I/DD might

also be scared that the person who is abusing them will get in trouble and lose their job. It is the usual practice for people with I/DD to be taught to do what they are told without asking questions. People with I/DD who do not do as they are told may be punished by a Personal Care Attendant, Case Manager, Service Provider, or even family members.

Another common problem is that people with I/DD who experience sexual violence do not have enough information about sexuality to tell about the sexual violence that happened to them. People with I/DD are often not taught about personal space, sexual acts like kissing, oral sex, and sexual intercourse, or that they can agree or disagree with doing these things. Many people think that people with I/DD do not have thoughts and feelings about sex. Because of this, many family members and service providers do not think they need to give that information to people with I/DD. Many people with I/DD who experience sexual violence have trouble telling someone about their experience because they do not know the right words for body parts or they do not know what is okay and what is not okay.

Another common problem for people with I/DD who experience sexual violence is fear. They can be afraid for many reasons including a fear of not being believed, fear of losing the ability to make choices about their lives, fear of losing their freedom, and a fear of getting in trouble or losing services.

The Kansas BELIEVE Team could not find a Kansas study about the problems of people with I/DD telling someone about their personal story of sexual violence.

New Information

There is information about Kansas people with all types of disabilities and sexual violence. The information is not about people with I/DD who are survivors of sexual violence. KCSDV became aware of this lack of information and service gaps in 2012. By talking with local sexual assault programs, it was found that sexual assault programs are not well informed about how to provide services for survivors with I/DD. By talking with the Arc and SACK, it was also found that disability service providers are not always aware of sexual assault programs.

The Kansas BELIEVE Team will gain new information through the use of focus groups and interviews about sexual violence of people with I/DD in Kansas. The Team will ask Decision Makers, Staff, Local members/groups, and People Who Receive Services to participate in our needs assessment focus groups and interviews.

METHODS

Information Will Help Make Things Better

Information comes from the questions asked during the focus groups and interviews.



A focus group is a small group of people who are asked about their experiences to get a better understanding of an issue. For the Kansas BELIEVE focus groups, the issue is about the ability for KCSDV and SACK and member programs and local groups to provide services to people with I/DD who have experienced sexual violence.



Interviews, meeting with individuals to get information, will also be used for certain people.

The questions in the focus groups and interviews are asked to get people to describe their understandings and their experiences. The answers to the questions will help the Kansas BELIEVE Team:

- increase our understanding about the needs of people with I/DD who have experienced sexual violence
- increase our understanding of what is needed by those who work for KCSDV and SACK
- increase our understanding of what is needed by sexual assault programs that are members of KCSDV and local self-advocate groups of SACK

The table that follows provides a summary of the people who we will talk to, the organizations we will talk to and how we will talk to them.

Who We Will Talk To	Organization We Will Talk To	How We Will Talk To Them
Decision Makers	KCSDV	Focus Group
Decision Makers	SACK	Focus Group
Staff	KCSDV	Focus Group
Staff	SACK	Focus Group
Sexual Assault Program Executive Director	Sexual Trauma & Abuse Care Center	Interview
Sexual Assault Program Executive Director	Family Crisis Center, Inc.	Interview
Sexual Assault Program Director	Family Crisis Center, Inc.	Interview
Sexual Assault Program Staff	Sexual Trauma & Abuse Care Center	Focus Group
Sexual Assault Program Staff	Family Crisis Center, Inc.	Focus Group
Sexual Assault Program Staff working with survivors with I/DD	Sexual Trauma & Abuse Care Center	Interview
Advisor	Self-Advocates of Lawrence	Interview
Advisor	Rosewood Miracle Workers	Interview
Advisor	TUFF	Interview
Local Self-Advocate group	Self-Advocates of Lawrence	Focus Group
Local Self-Advocate group	Rosewood Miracle Workers	Focus Group
Local Self-Advocate group	TUFF	Focus Group
Sexual violence survivors	Sexual Trauma & Abuse Care Center	Focus Group
Sexual Violence survivors	Family Crisis Center, Inc.	Focus Group
Sexual violence survivors with I/DD	Sexual Trauma & Abuse Care Center	Interviews

Each group will share their thoughts on what worked well and what needs improvement. KCSDV will use this information when it supports sexual assault programs that are members of KCSDV. SACK will use this information when it supports local self-advocate groups. Information from each group will provide important views of services to people with I/DD who have experienced sexual violence.

Members of the Kansas BELIEVE Team will work during each focus group or interview as a Facilitator or Co-Facilitator (people who run the focus group or interview), a Note Taker (person who writes down what is said during the focus group or interview), a Helper (person who makes sure the participants are comfortable), or as a Guide (person to talk to privately during the meeting). To help the participants see which person is serving in which role at the focus groups, the Kansas BELIEVE Team members will wear ribbons the same color as the icon for each role.

Each role is defined below.



Facilitator or Co-Facilitator (people that run the focus group or interview) – Gold ribbon

- Welcome and introductions
- Talk about the role of the Co-Facilitator (People who run the focus group),
- Ask the Note Taker, Helper, and Guide (someone to talk to) to talk about their roles and introduce themselves
- Talk about the purpose of the focus group, where the snacks for survivors and people with I/DD are, where the bathrooms are, and where to find Guide (someone to talk to)
- Talk about privacy (confidentiality)
- Keep the discussion on topic
- Keep track of the time



Note Taker (person that writes down what is said during the focus group or interview) – Purple ribbon

- Write down what is said during the focus group and not talk during the discussion
- Ask for something to be repeated if it was hard to hear or did not make sense
- Write down what each person says with the emotions that are shown
- Keep identifying information out of the notes
- Keep all written information and notes in a safe and private (confidential) place
- Be responsible for putting notes into “note summaries” which will be provided to the Kansas BELIEVE Team



Helper (person that makes sure the participants are comfortable) – Salmon ribbon

- Help with snacks for survivors and people with I/DD and room set up
- Help make sure the meeting space is comfortable and safe
- Help anyone who wants to see the Guide or their personal care assistant leave the room
- Help people with their needs



Guide (person to talk to privately during the meeting) – Teal ribbon
KCSDV Kansas BELIEVE staff member

- Be in a separate, private room for anyone who needs support during the focus group
- Be able to talk about the emotions that may come up during the focus group
- Have a list of local resources in the community and help people connect with the needed resource

The roles for each of the focus groups and interviews are assigned by organization. The questions and scripts for each organization are included

at the end of this document. Team members from KCSDV facilitate the focus groups and interviews for SACK decision makers, staff, and the three local self-advocate group advisors interviews. Team members from SACK facilitate the focus groups for KCSDV decision makers and staff. SACK will also interview local member sexual assault program executive directors, program director, and staff serving people with I/DD who received sexual assault services. More privacy and comfort for the people in the focus groups and interviews is provided when the people running the focus group or interview are not people the same people they work with every day.

The focus groups or interviews are described along with the roles for each focus group or interview.

Decision Makers



The Kansas BELIEVE Team will use three roles for the Decision Makers focus groups. The three roles are Co-Facilitators, Note Taker, and Helper. The role of Guide is not needed for these focus groups because we are asking decision makers about the organizations policies and not about personal experiences.

KCSDV Decision Makers

KCSDV has a team of decision makers which include an Executive Director, Director of Finance & Administration, the Director of Advocacy, Education & Rural Projects, and the Director of Legal & Policy.

It is important to talk to people who are Decision Makers at KCSDV because they run the organization and know what is important to the organization. They also decide if changes will work for the organization and understand how changes to the organization can impact how money is spent in the organization.

We will use a focus group to talk with 1 to 3 people who are Decision Makers of KCSDV. We want to learn the following information from them:

- We want to learn what works well and what can get better when we give support to sexual assault programs that are members of KCSDV
- We want to learn what works well and what can get better when we provide training to sexual assault programs that are members of KCSDV
- We want to learn how things should run at KCSDV to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if KCSDV is ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to and to have their personal story heard and kept

private. For example, there is a ramp to enter into the building and the conference room has space at the table for a wheel chair

- We want to learn if sexual assault programs that are members of KCSDV are ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private. For example, the person needing service is spoken to directly instead of the personal care attendant
- We want to learn if more resources are needed

Kansas BELIEVE Team members from SACK will run the focus group for KCSDV Decision Makers. KCSDV Decision Makers will be more comfortable answering questions about the organization and policies of KCSDV asked by SACK staff instead of KCSDV staff.

Roles for the KCSDV Decision Maker Focus Group



Co-Facilitators – SACK Self Advocates Kelly Smith and Hal Schultz



Note Taker – SACK Support Staff Jessica Slocum



Helper– SACK Advocacy Coordinator Stephanie Sanford

SACK Decision Makers

The person responsible for making the larger decisions (such as budget issues, policy issues, etc.) is the director of SACK. The director has a person who assists with these decisions and that person is the lead self-advocate.

It is important to talk to people who are Decision Makers at SACK because they run the organization and know what is important to the organization. They also decide if changes will work for the organization and understand how changes to the organization can impact how money is spent in the organization.

We will use a focus group to talk with 1 to 3 people who are Decision Makers of SACK. We want to learn the following information from them:

- We want to learn what works well and what can get better when we give support to local self-advocate groups
- We want to learn what works well and what can get better when we provide training to local self-advocate groups
- We want to learn how things should run at SACK to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if SACK is ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if local self-advocate groups are ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if more resources are needed

Kansas BELIEVE Team members from KCSDV will run the focus group for SACK Decision Makers. SACK Decision Makers will be more comfortable answering questions about the organization and policies of SACK asked by KCSDV staff instead of SACK staff.

Roles for the SACK Decision Maker Focus Group



Facilitator – KCSDV Director of Advocacy Kathy Ray



Note Taker – KCSDV Rural SA Project Manager Shirley Fessler



Helper – KCSDV Director of Policy Jessica Nasternak

Staff



The Kansas BELIEVE Team will use three roles for the Staff focus groups. The three roles are Co-Facilitators, Note Taker, and Helper. The role of Guide is not needed for the KCSDV Staff focus group because they are used to talking about sexual violence. A Guide will be used for the SACK Staff focus group because they are not used to talking about sexual violence.

Staff of KCSDV

It is important to talk with the staff of KCSDV because they experience the result of changes to the organization and the result of what is important to the organization. Staff members also provide support and training to sexual assault programs that are members of KCSDV. Staff members hear from sexual assault programs that are members of KCSDV about support and training.

We will use a focus group to talk with 3 to 7 staff members of KCSDV. We want to learn the following information from them:

- We want to learn what works well and what can get better when we give support to sexual assault programs that are members of KCSDV
- We want to learn what works well and what can get better when we provide training to sexual assault programs that are members of KCSDV
- We want to learn how things should run at KCSDV to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if KCSDV is ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private. For example, there is a ramp to enter into the building and the conference room has space at the table for a wheel chair

- We want to learn if sexual assault programs that are members of KCSDV are ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private. For example, the person needing service is spoken to directly instead of the personal care attendant
- We want to learn if more resources are needed

Kansas BELIEVE Team members from SACK will run the focus group for KCSDV staff members. KCSDV Staff will be more comfortable answering questions about the organization and policies of KCSDV asked by SACK staff instead of KCSDV staff. Also, KCSDV Kansas BELIEVE Team members can be participants in the focus group.

Roles for the KCSDV Staff Members Focus Group



Co-Facilitators – SACK Self-Advocates Hal Schultz and Kelly Smith



Note Taker – SACK Support Staff Jessica Slocum



Helper - SACK Advocacy Coordinator Stephanie Sanford

Staff of SACK

It is important to talk with the staff of SACK because they experience the result of changes to the organization and the result of what is important to the organization. SACK staff members provide support and training to local self-advocate groups of SACK. SACK staff members hear from local self-advocate groups of SACK about support and training.

We will use a focus group to talk with 3 to 7 staff members of SACK. We want to learn the following information from them:

- We want to learn what works well and what can get better when we give support to local self-advocate groups
- We want to learn what works well and what can get better when we provide training to local self-advocate groups
- We want to learn how things should run at SACK to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if SACK is ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if local self-advocate groups are ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private
- We want to learn if more resources are needed

Kansas BELIEVE Team members from KCSDV will run the focus group for SACK staff members. SACK Staff will be more comfortable answering questions about the organization and policies of SACK asked by KCSDV staff instead of SACK staff. Also, SACK Kansas BELIEVE Team members can be participants in the focus group.

Roles for the SACK Staff Member Focus Group



Facilitator – KCSDV Director of Policy Jessica Nasternak



Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler



Helper – KCSDV Disabilities Project Coordinator Sarah Hussain



Guide – KCSDV Director of Advocacy Kathy Ray

Local members/groups



Sexual Assault Program Executive Directors that are Members of KCSDV

Kansas BELIEVE Team members from SACK will interview for the Executive Directors of the KCSDV sexual assault member programs. The Executive Directors will be more comfortable with SACK staff running the interviews instead of KCSDV staff. Only a Facilitator and Note Taker are needed for the interviews.

Sexual assault programs have an Executive Director, sometimes a Program Director, who makes decisions about how the organization is ran and what is important to the organization. They also decide if changes will work for the organization and understand how changes to the organization can impact how money is spent in the organization.

We will interview the Directors of the two sexual assault programs that are participating in the needs assessment:

1. Sexual Trauma & Abuse Care Center (Care Center) in Lawrence
2. Family Crisis Center, Inc. in Great Bend

We want to learn the following information from them.

- We want to learn what works well and what can get better when KCSDV supports sexual assault programs
- We want to learn what works well and what can get better when KCSDV provides training to sexual assault programs
- We want to learn if sexual assault programs that are members of KCSDV are ready to begin working to make sure people with I/DD who have experienced sexual violence are able to feel safe, and to have their personal story heard and kept private. For example, the person needing service is spoken to directly instead of the personal care attendant
- We want to learn if more resources are needed

Roles for the Care Center Executive Director Interview



Facilitator – SACK Self Advocates Kelly Smith



Note Taker – SACK Support Staff Jessica Slocum

Roles for the Family Crisis Center Executive Director and Program Director Interviews



Facilitator – SACK Self Advocates Hal Schultz



Note Taker – SACK Advocacy Coordinator Stephanie Sanford

Staff of the Sexual Assault Programs that are Members of KCSDV



Kansas BELIEVE Team members from KCSDV and SACK will run the focus groups for the staff members of the KCSDV sexual assault member programs. Only the roles of Co-Facilitator, Note Taker, and Helper will be used for these focus groups. A Guide will not be needed because the questions are about the organizations and not about personal experiences.

It is important to talk with the sexual assault programs that are members of KCSDV because they experience the support and training that KCSDV provides to them. Sexual assault programs experience the results of their own policies and procedures. Sexual assault programs experience the results of their own values and beliefs of the organization.

We will speak with the staff members of two sexual assault programs that are members of KCSDV:

1. Sexual Trauma & Abuse Care Center (Care Center) in Lawrence
2. Family Crisis Center, Inc. in Great Bend

We will use a focus group to talk with 3 to 8 staff members from each of the two sexual assault programs. We want to learn the following information from them:

- We want to learn what works well and what could get better when KCSDV provides support
- We want to learn what works well and what could be better when KCSDV provides training
- We want to learn what works well and what could be better in the sexual assault programs that are members of KCSDV when helping survivors of sexual violence with I/DD
- We want to learn if the sexual assault programs are ready to begin

working to make sure people with I/DD who have experienced sexual violence feel safe, and to have their personal story heard and kept private

- We want to learn if more resources are needed

Roles for the Care Center Staff Members Focus Group



Co-Facilitators – SACK Self Advocates Kelly Smith and
KCSDV Director of Advocacy Kathy Ray



Note Taker – KCSDV Director of Policy Jessica Nasternak



Helper - SACK Support Staff Jessica Slocum

Roles for the Family Crisis Center Staff Members Focus Group



Co-Facilitators – SACK Self Advocates Hal Schultz and
KCSDV Disabilities Project Coordinator Sarah Hussain



Note Taker – KCSDV Rural SA Project Manager Shirley Fessler



Helper – SACK Advocacy Coordinator Stephanie Sanford

Sexual Trauma & Abuse Care Center (Care Center) Staff Working with Survivors with I/DD Interview in Lawrence



Kansas BELIEVE Team members from SACK will interview the Care Center staff member who works with survivors with I/DD. Only a Facilitator and Note Taker will be used for the interview for privacy and comfort of the staff person.

It is important to talk with the Care Center staff who has experience providing the services to people with I/DD who are survivors of sexual violence.

We will interview Sexual Trauma & Abuse Care Center staff members who work with survivors with I/DD.

We want to learn the following information from them:

- We want to learn what works well and what could get better when KCSDV provides support
- We want to learn what works well and what could be better when KCSDV provides training
- We want to learn what works well in the sexual assault programs that are members of KCSDV when helping survivors of sexual violence with I/DD
- We want to learn what could be better in the sexual assault programs that are members of KCSDV when helping survivors of sexual violence with I/DD
- We want to learn if more resources are needed

Roles for the Sexual Assault Program Staff Who Serve Survivors with I/DD Interview:



Facilitator – SACK Self Advocates Kelly Smith



Note Taker – SACK Support Staff Jessica Slocum

Local Self-Advocate Group Advisors

Kansas BELIEVE Team members from KCSDV will interview the advisor of the local self-advocate groups. Only a Facilitator and Note Taker will be used for the interview for privacy and comfort of the advisor.

It is important to talk with the advisors of local self-advocate groups of SACK because they experience the support and training that SACK provides to the local self-advocate groups. The local self-advocate group advisors know the policies and procedures of the local group.

We have chosen two SACK local self-advocate groups:

1. Self-Advocates of Lawrence in Lawrence
2. Rosewood Miracle Workers and TUFF in Great Bend

We will interview the advisors for each group. We want to learn the following information from them:

- We want to learn what information is available to people with I/DD about sexuality and sexual violence
- We want to learn what works well and what could get better when SACK provides support
- We want to learn what works well and what could be better when SACK provides training
- We want to learn what works well and what could be better in the SACK local self-advocate groups
- We want to learn if the SACK local self-advocate groups are ready to begin working to make sure people with I/DD who have experienced sexual violence feel safe, have their personal story heard and kept private
- We want to learn are more resources needed

Roles for the SAL Advisor Interview



Facilitator – KCSDV Director of Advocacy Kathy Ray



Note Taker – KCSDV Director of Policy Jessica Nasternak

Roles for the Rosewood Miracle Workers and TUFF Advisor Interviews



Facilitator – KCSDV Disabilities Project Coordinator Sarah Hussain



Note Taker – KCSDV Rural SA Project Manager Shirley Fessler

Local self-advocate groups

Kansas BELIEVE Team members from KCSDV and SACK will run the focus groups for the local self-advocate groups. All roles (Co-Facilitator, Note Taker, Helper and Guide) will be used for these focus groups because questions about personal experiences will be asked.

It is important to talk with the local self-advocate groups of SACK because they experience the support and training that SACK provides to the local self-advocate groups. Local self-advocate groups experience the results of their own policies and procedures. Local self-advocate groups experience the results of their own values and beliefs of the group.

We have chosen two SACK local self-advocate groups:

1. Self-Advocates of Lawrence in Lawrence
2. Rosewood Miracle Workers and TUFF in Great Bend

We will use a focus group to talk with 3 to 8 self-advocates from each of the local self-advocate groups. We want to learn the following information from them:

- We want to learn what information is available to people with I/DD about sexuality and sexual violence
- We want to learn what works well and what could get better when SACK provides support
- We want to learn what works well and what could be better when SACK provides training
- We want to learn what makes a person with I/DD comfortable in looking for services
- We want to learn what the troubles are for people with I/DD experience in looking for services (accessibility)
- We want to learn what are the best ways to educate people with I/DD about the services that are available
- We want to learn how important privacy is to people with I/DD
- We want to learn what are the best ways to serve people with I/DD that makes sure they feel safe and that their personal story is kept private

Roles for the SAL Members Focus Group



Co-Facilitators – SACK Self Advocates Kelly Smith and
SACK Advocacy Coordinator Stephanie Sanford



Note Taker – KCSDV Director of Policy Jessica Nasternak



Helper – SACK Support Staff Jessica Slocum



Guide – KCSDV Director of Advocacy Kathy Ray

Roles for the Rosewood Miracle Workers and TUFF Focus Groups



Co-Facilitators – SACK Self Advocates Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford



Note Taker – KCSDV Rural SA Project Manager Shirley Fessler



Helper – KCSDV Disability Disabilities Project Coordinator Sarah Hussain



Guide – local advocate from the Family Crisis Center

People who receive services

Kansas BELIEVE Team members from KCSDV and SACK will run the focus groups for the sexual violence survivors who have received services focus groups. All roles (Co-Facilitator, Note Taker, Helper and Guide) will be used for these focus groups because questions about personal experiences will be asked.

Sexual Violence Survivors who have Received Sexual Violence Program Services



It is important to talk with the people who have experienced sexual violence working with the sexual assault programs that are members of KCSDV because they are the experts of their own personal experience and know what is best for them. Survivors have personal stories about receiving services from sexual assault programs that are members of KCSDV and can share what they feel is working well and what could be better.

We have chosen two sexual assault programs that are members of KCSDV:

1. Sexual Trauma & Abuse Care Center in Lawrence
2. Family Crisis Center, Inc. in Great Bend

We will use a focus group to talk with 3 to 8 survivors who have received sexual violence services from one of the two sexual assault programs. We want to learn the following information from them:

- We want to learn what makes a survivor of sexual violence comfortable in looking for services
- We want to learn what a survivor of sexual violence experiences when trying to find services
- We want to learn the best ways to teach survivors of sexual violence about services that are available

- We want to learn if privacy is important to survivors of sexual violence
- We want to learn the best ways to serve survivors of sexual violence at the sexual violence program

Roles for the Care Center Survivor Focus Group



Co-Facilitators – SACK Self Advocates Kelly Smith and
SACK Advocacy Coordinator Stephanie Sanford



Note Taker – KCSDV Director of Policy Jessica Nasternak



Helper – SACK Support Staff Jessica Slocum



Guide – KCSDV Director of Advocacy Kathy Ray

Roles for the Family Crisis Center Survivor Focus Group



Co-Facilitators – SACK Self Advocates Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford



Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler



Helper – KCSDV Disabilities Project Coordinator Sarah Hussain



Guide – local advocate from the Family Crisis Center

Survivors of Sexual Violence with I/DD who have Received Sexual Violence Program Services



The Sexual Trauma & Abuse Care Center (Care Center) staff will interview the survivors who have I/DD that receive services from the Care Center. The Care Center staff member will provide by email the completed interview questions from the interviews to the KCSDV Disabilities Project Coordinator within a week of the interview. The Care Center Staff will shred or delete any paper or electronic copies of the interviews submitted to the KCSDV Disabilities Project Coordinator.

It is important to talk to people with I/DD who have experienced sexual violence and who have received services from sexual assault programs that are members of KCSDV because they are the experts of their own experience and know what is best for them. Survivors of sexual violence with I/DD have personal experience receiving services from sexual assault programs that are members of KCSDV and local self-advocate groups, and can share what they feel is working well and what could be better.

There will be 3 to 8 individual interviews of survivors of sexual violence with I/DD who received services from the Sexual Trauma & Abuse Care Center.

We want to learn the following information from them:

- We want to learn if there were problems finding services
- We want to learn if there were problems getting to these services
- We want to learn what makes a survivor of sexual violence comfortable in looking for services
- We want to learn what a survivor of sexual violence experiences when trying to find services
- We want to learn the best ways to teach survivors of sexual violence about services that are available

- We want to learn if privacy is important to survivors of sexual violence
- We want to learn the best ways to serve survivors of sexual violence at the sexual violence program

Role for Survivors of Sexual Violence with I/DD Who Received Services at the Care Center Interviews

- The Sexual Trauma & Abuse Care Center (Care Center) staff

PLAN FOR FINDING PARTICIPANTS

The plan for finding the participants for each focus group or interview is explained below.

- Decision Makers and Staff
 - KCSDV Kansas BELIEVE Team members will invite decision makers and staff of KCSDV to participate in focus groups. The KCSDV Disabilities Project Coordinator will send an email to the KCSDV decision makers to invite and schedule the focus group. Another email will be sent to KCSDV staff to invite and schedule their focus group.
 - SACK Kansas BELIEVE Team members will invite decision makers and staff of SACK to participate in focus groups. The KCSDV Disabilities Project Coordinator will send an email to the SACK decision makers to invite and schedule the focus group. Another email will be sent to SACK staff to invite and schedule their focus group.
- Local members / groups
 - The KCSDV Disabilities Project Coordinator will invite The Sexual Trauma & Abuse Care Center Executive Director and the Family Crisis Center Executive Director to participate as organizations.
 - The Sexual Trauma & Abuse Care Center (Care Center) Executive Director will invite the Care Center staff to participate in the focus group and interview.
 - The Family Crisis Center Executive Director will invite the Family Crisis Center staff to participate in the focus group.
 - The KCSDV Disabilities Project Coordinator will invite Self-Advocates of Lawrence Advisor, Rosewood Miracle Workers Advisor, and TUFF Advisor to participate in an interviews and focus groups for self-advocates.
- The Self-Advocates of Lawrence (SAL) Advisor will invite self-advocates to participate in the focus group for SAL.
- The Rosewood Miracle Workers Advisor will invite self-advocates to participate in the focus group for Rosewood Miracle Workers.
- The TUFF Advisor will invite self-advocates to participate in the focus group for TUFF.

- People who receive services
 - The Care Center will invite people receiving services at the Care Center to participate in a focus group or interview.
 - The Family Crisis Center will invite people receiving services at the Family Crisis Center to participate in a focus group.

Ways to Find Participants

The sexual assault program executive directors and self-advocate group advisors will follow the scripts that have been made for their programs/groups to find people to participate in the focus groups.

The executive director or advisor will:

- Explain the purpose of the focus group and the overall goal of the Kansas BELIEVE.
- Review the response form and Questions that are Asked Often.
- Explain that participants in the focus groups or interviews will receive a \$20 VISA gift card at the beginning of the focus group or interview for their time.
- Review the date, time, and location of the focus group or interview once the date and time is set.
- Review accommodation options on the response form.
- Confirm whether or not the individual is willing to participate.
- Answer any additional questions.

The executive directors and advisors are to collect the response forms of the people who want to participate. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately.

Forms and Information Used to Find Participants

The executive directors and advisors will use the following things to help find participants. The documents will be read aloud to survivors and self-advocates.

Response Form

All people interested in participating in the focus group will receive a response form. The response form will ask for the person's first name and what accommodations they need. Names collected from the response forms will only be used to connect participants with their requested accommodations. If someone wants to participate but does not need an accommodation, the executive director or advisor will count that person and let the KCSDV Disabilities Project Coordinator know the number of people who want to participate that do not need accommodations.

The KCSDV Disabilities Project Coordinator will be keeping track of all response forms and accommodation requests for all focus groups and interviews. The response forms will be brought to each focus group as needed, and will be destroyed within 24 hours following the focus group. All emailed response forms will be deleted after each focus group has ended. Having the first name of participants will not be linked to any information shared by participants during the focus group.

The executive directors or advisors will provide the response form and request it be completed while the executive director or advisor is waiting. The executive directors or advisors will go through each section of the response form, explaining what is needed and making sure participants understand what they are being asked. Given the safety risks of sending information about the focus group home with people served, Kansas BELIEVE has decided not to provide any information to be taken home.

Questions that are Asked Often Sheet

The Questions that are Asked Often sheet will answer general questions about what the focus groups/interviews are like. This sheet will be read to and offered for review by all participants during the process to find people to participate in the focus groups/interviews. The Questions that are Asked

Often sheet and the response form will be returned before the participants leave the information session about the Kansas BELIEVE needs assessment. Therefore, participants will not be able to keep the Questions that are Asked Often sheet to reduce risks to their safety.

Training for the Executive Directors and Advisors

- The executive director and advisors who will help find participants will be required to participate in training by phone. The training will last approximately 1.5 hours and will be conducted by the KCSDV Disabilities Project Coordinator. The Sexual Trauma & Abuse Care Center and Family Crisis Center executive directors will find participants for the focus groups of survivors of sexual violence. The Self-Advocates of Lawrence, Rosewood Miracle Workers and TUFF advisors will find participants for the focus groups of self-advocates. The Care Center staff serving survivors with I/DD will also provide information to survivors with I/DD about the needs assessment interview.

Training will include:

- An overview of the grant through a review of the Charter and needs assessment process
- Important things to consider around safety, privacy, Kansas BELIEVE's response to reporting requirements, and accessibility
- Ways to find people for the focus groups
- How to find the 8 participants for focus group/interview and keep track of the number planning to participate

Compensation

Kansas BELIEVE will provide light refreshments at each focus group. The KCSDV Disabilities Project Coordinator will make accommodations for any food/drink restrictions and requirements as needed.

We will provide survivors and people with I/DD with a \$20 VISA card to cover their time and travel to the focus group/interview. At the beginning of each focus group/interview with people served, the Kansas BELIEVE Team member serving as the Helper will give each participant the VISA cards. Participants

will be offered the chance to talk with the Helper about storing the VISA card if there is a concern about taking it home with them. Participants will also be told that they can stop talking or leave at any time during the focus group/interview. Participants can keep their VISA card if they stop talking or leave early.

The Note Taker will count the number of participants and VISA cards given out and keep a record of this total for Kansas BELIEVE records. The Facilitator will sign off that this number is correct. For the interviews with survivors with I/DD, the Care Center staff will ask the Care Center executive director to confirm the number of VISA cards given out and the number of survivors with I/DD interviewed. This information will be provided to the KCSDV Disabilities Project Coordinator by the Care Center staff.

AGREEMENT PROCESS FOR PARTICIPATION

We will be using a passive consent process for all focus groups and interviews as it provides for more privacy of participants, stops a paper trail, and removes time spent on paperwork in the focus group or interview itself. Passive consent means that people who attend the focus group or interview are agreeing to involvement in the focus group or interview by their attendance. Participants will be told they do not have to answer any questions they do not want to and can leave at any time. Once this information is shared with the focus group or interview participants, those who choose to stay will be giving agreement for their participation. Participants of focus groups and interviews are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

PRIVACY

Kansas BELIEVE understands and agrees that privacy is important for the trust and safety of everyone participating in the needs assessment. Written and spoken information must be kept private. The needs assessment has four types of information: Personal Identifying Information, Focus Groups and Interviews Information, Notes from the Focus Groups and Interviews, and the Needs Assessment Report. Below are the ways the information for each type is kept private.

Personal Identifying Information

The sexual assault program executive directors and the self-advocate group advisors will receive the focus group response forms. Personally identifying information will only be collected on the response form when a participant has requested an accommodation and will be asked their first name for the purpose of linking them with their accommodations. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately. The response forms will be brought to each focus group as needed, and will be destroyed within 24 hours following the focus group. All emailed response forms will be destroyed after each focus group has ended.

Guardians Who Make Decisions about Services

The self-advocate group advisors will provide a letter and permission form for people with I/DD who have guardians who make decisions about their services. Any self-advocates who want to participate in the focus group and has a guardian who makes decisions about services will be provided with the letter and permission form for their guardian to sign. Any self-advocate with a signed guardian permission form has the right to decide at any time that they do not want to participate in the focus group.

Focus Group/Interview Information

Mandatory Reporting – according to the Mandatory Reporting laws in Kansas (KSA 39-1431), staff members at KCSDV and SACK are not mandatory (required) reporters of abused adults. However, both organizations agree to share information about the good and bad of self-reporting the abuse with the person who was abused.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not participate in their focus group. Also, participants will be asked not to discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their services due to any information shared during the focus group or interview. The number of participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifying information will be shared.

Notes from the Focus Groups and Interviews

The Note Taker will not link personal identifying information to comments made during any focus groups or interviews. The Note Taker will review the information following each focus group and interview to make sure all information is captured and consistent. The Note Taker will provide the information to the KCSDV Disabilities Project Coordinator within a week of the focus group or interview date. The KCSDV Disabilities Project Coordinator will share the summary of the focus group or interview with the Team. The Note Taker will delete the electronic file after getting notice from the KCSDV Disabilities Project Coordinator that the file was received. The KCSDV Disabilities Project Coordinator will use the notes from each focus group and interview for the complete summary of all focus groups and interviews.

The Sexual Trauma and Abuse Care Center Staff who serves survivors with I/DD will not link personal identifying information to comments made during any

of the interviews of survivors with I/DD. The Care Center Staff will review the information following each interview to make sure all information is captured and consistent. The Care Center Staff will provide the information to the KCSDV Disabilities Project Coordinator within a week of the interview date. The KCSDV Disabilities Project Coordinator will share the summary of the completed interviews of survivors with I/DD with the Team. The Care Center Staff will delete the electronic file after getting notice from the KCSDV Disabilities Project Coordinator that the file was received. The KCSDV Disabilities Project Coordinator will use the notes from each interview for the complete summary of all interviews.

Needs Assessment Report

Any information gathered through the needs assessment process will be kept according to KCSDV privacy rules by the KCSDV Disabilities Project Coordinator. Draft copies of the needs assessment report will be kept in password protected computer that only the KCSDV Disabilities Project Coordinator has access to. The needs assessment report will identify what works well and what needs improvement at KCSDV and SACK. The information will help Kansas BELIEVE make our plan to fix what needs improvement. The needs assessment report will not be shared with anyone outside of the Kansas BELIEVE Team until it has been reviewed and approved by the Kansas BELIEVE Team, the Vera Institute of Justice, and the Office on Violence Against Women. All notes, records, and anything else in writing that is related to the needs assessment will be destroyed after the needs assessment report and strategic plan has been approved by the Office on Violence Against Women and KCSDV and SACK have approved it.

ACCESSIBILITY CONSIDERATIONS

Kansas BELIEVE is committed to providing fully accessible focus groups and interviews for all participants throughout the needs assessment process. To the best of our ability, accessibility will be made certain through the following:

- Reasonable accommodation will be provided to those participating. The response form for focus groups will include a checklist of available accommodations. The checklist asks about the need for an interpreter, different format for materials, any concerns about snacks for survivors and people with I/DD, and any other needs. The Disability Project Coordinator will be responsible for overseeing requested accommodations.
- Accessible space will be used for all focus groups and interviews. Focus groups and interviews will take place in a space that is commonly used by the participants, so that they are already used to the space and have been provided with what is needed for accessibility. The focus group or interview will be held in place of a regular meeting that the participant is already scheduled to attend.
- The local member programs/groups are expected to provide transportation or assist the participant with transportation and childcare.
- All participants will be asked not to wear perfume or scented lotions.
- The information and scripts provided to advisors, executive directors of the sexual assault programs and Kansas BELIEVE Team members has been written in plain language to make it accessible to all participants.
- All print materials and needs assessment tools are written in plain language. They will be made available in a different format as a requested accommodation such as Braille, compatible with screen readers, etc.
- Because participants' own Personal Care Attendants (PCAs) will not be allowed in the room during focus groups or interviews, the Helper will take the participants requesting their PCA out of the room to that individual. If it is a requested accommodation that a participant will need a PCA during the focus group or interview, we will accommodate this by providing a different PCA.

SAFETY CONSIDERATIONS

Physical and psychological safety is a primary consideration of Kansas BELIEVE. We understand that safety looks different for each individual. Every effort will be made to protect the safety of individuals participating in the needs assessment process.

When talking about the needs assessment to get participants, and at the beginning of each focus group and interview, it will be made clear to participants that:

- Questions are intended to get information about KCSDV, SACK and the local sexual assault program or self-advocate groups and the services they provide. Questions are not meant to get information about personal experiences of violence, abuse, or neglect.
- Each focus group for survivors of violence and self-advocates is limited to 8 participants. Only participants and Kansas BELIEVE Team members and anyone present to provide an accommodation will be in the focus groups. No other people will be allowed.
- For people served: A Guide will be present to provide emotional support during or just following the focus group in case the discussion of services brings up memories or feelings. A private, accessible space will be made available to provide privacy and safety. Participants will be told that the Guide is available and the Helper can take them to the Guide when they need to go. Participants will be asked to only share information that is not private at the focus group. Participants can share personal stories with the Guide if they want to.
- For people served: A list local services will be offered to anyone needing the information.
- Anyone can stop participating or leave at any point if they are feeling uncomfortable.
- No one has to answer any question that makes him or her uncomfortable.
- There will be no consequence to employment or services for anyone who chooses to participate or not participate in the needs assessment process.
- No personally identifying information will be linked to those participating in the focus groups or interviews, other than to provide them with their requested accommodations.
- For people served: Anyone can ask to talk with the Helper or Guide after

the focus group if they want to share their personal story.

- For people served: Anyone has the option to ask the Helper to talk about a plan for storing their VISA card until they are ready to use it.
- For people served: The Questions that are Asked Often and response forms will be collected at the end of the information session about the Kansas BELIEVE needs assessment.

The following steps will be taken to help ensure safety for all participants:

- No advertising of the focus groups or interviews will happen. All participants are already participating in services or groups of KCSDV and SACK or are staff members.
- We will be asking for the first name of all participants on the response form for the purpose of connecting individuals with their requested accommodations and will not be linked to any individually identifying information shared in the focus groups.
- Any print materials and signage at focus groups and interviews for participants will not list Kansas BELIEVE or use language regarding sexual violence and disabilities.
- An individual's own Personal Care Attendant (PCA) will not be permitted in the room during focus groups or interviews. However, if requested on the response form, we will make special accommodations for anyone requiring the assistance of a PCA.
- The location of the focus groups and interviews will be where participants already feel safe. The date and time of the focus groups and interviews will take place when participants would be attending a group or activity already scheduled when possible.
- Self-advocates who are receiving services for sexual violence will be offered the chance to participate in the needs assessment when they are already at the Care Center receiving services when possible.
- Self-advocates who are part of a local self-advocate group will be offered the chance to participate in the focus group in place of their usual monthly self-advocate meeting when possible.
- Survivors of sexual violence who are receiving services from the local sexual assault program will be offered the chance to participate in the focus group in place of their usual support group when possible.

WORK PLAN

Activity	Timeframe
OVW Grant Awarded	September 2014
Site Visit – Collaboration Building	May 2015
Collaboration building and Charter development	January–October 2015
Submit Collaboration Charter to OVW	November 2015
Develop Statement of Focus Memo	December 2015
Submit Memo to OVW	January 2016
Develop Needs Assessment Plan	February 2016 – October 2016
Submit Plan to OVW	November 2016
Conduct sessions with people served	January 2017 – February 2017
Compile Findings and Analyze Data	March 2017
Submit Needs Assessment Report to OVW	March 2017
Create Strategic Plan	April 2017
Submit Strategic Plan to OVW	May 2017
Implement Strategic Plan	June 2017 – September 2017

PACKETS FOR THE NEEDS ASSESSMENT BY ORGANIZATION

Organization	Packet Type	Page
KCSDV	Ways to Find People to Participate (Recruitment)	<u>56</u>
KCSDV	Scripts for Focus Groups	<u>61</u>
KCSDV	Checklist and Note Forms for Focus Groups	<u>71</u>
SACK	Ways to Find People to Participate (Recruitment)	<u>77</u>
SACK	Scripts for Focus Groups	<u>82</u>
SACK	Checklist and Note Forms for Focus Groups	<u>91</u>
Sexual Trauma & Abuse Care Center	Ways to Find People to Participate (Recruitment)	<u>98</u>
Sexual Trauma & Abuse Care Center	Scripts for Interviews and Focus Groups	<u>108</u>
Sexual Trauma & Abuse Care Center	Checklist and Note Forms for Interviews and Focus Groups	<u>133</u>
Family Crisis Center	Ways to Find People to Participate (Recruitment)	<u>147</u>
Family Crisis Center	Scripts for Interviews and Focus Groups	<u>156</u>
Family Crisis Center	Checklist and Note Forms for Interviews and Focus Groups	<u>176</u>
Self-Advocates of Lawrence	Ways to Find People to Participate (Recruitment)	<u>187</u>
Self-Advocates of Lawrence	Scripts for Interview and Focus Group	<u>201</u>
Self-advocates of Lawrence	Checklist and Note Forms for Interview and Focus Group	<u>212</u>
Rosewood Miracle Workers	Ways to Find People to Participate (Recruitment)	<u>219</u>
Rosewood Miracle Workers	Scripts for Interview and Focus Group	<u>235</u>
Rosewood Miracle Workers	Checklist and Note Forms for Interview and Focus Group	<u>246</u>
TUFF	Ways to Find People to Participate (Recruitment)	<u>253</u>
TUFF	Scripts for Interview and Focus Group	<u>269</u>
TUFF	Checklist and Note Forms for Interview and Focus Group	<u>280</u>

KANSAS COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

Email for KCSDV Decision Makers

Dear KCSDV Management Team (Decision Makers):

As you know, Kansas BELIEVE (partnership with Self-Advocate Coalition of Kansas) is completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence. with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use.

We plan on taking 45 minutes for the focus group. You are able to leave at any time. Please confirm the scheduled time of date:_____and time:_____ works for you to participate. We will use hold the focus group in the KCSDV Training Center and SACK Kansas BELIEVE Team members will run the focus group.

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

Please let me know if you have questions.

Sincerely,

KCSDV Disabilities Project Coordinator

Email for KCSDV Staff

Dear KCSDV Staff:

Kansas BELIEVE (a partnership between KCSDV and Self-Advocate Coalition of Kansas) is completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence. with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use.

We plan on taking 45 minutes for the focus group. You are able to leave at any time. Please confirm the scheduled time of date:_____and time:_____ works for you to participate. We will use hold the focus group in the KCSDV Training Center and SACK Kansas BELIEVE Team members will run the focus group.

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

Please let me know if you have questions.

Sincerely,

KCSDV Disabilities Project Coordinator

KANSAS COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE

SCRIPTS FOR FOCUS GROUPS

KCSDV Decision Makers Focus Group

It is important to talk to people who are Decision Makers at KCSDV because they run the organization and know what is important to the organization.

KCSDV has a team of decision makers

- Executive Director
- Director of Finance & Administration
- Director of Advocacy, Education & Rural Projects
- Director of Legal & Policy

Roles for the KCSDV Decision Maker Focus Group

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Kelly Smith and I am a staff member of the SACK.

My name is Hal Schultz and I am a staff member of the SACK.

We will be running the focus group today.

Note Taker:

My name is Jessica Slocum and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Stephanie Sanford and I am a staff member of the SACK.

I am here to help answer questions and make sure you have what you need for the focus group.

Co-facilitator Kelly:

As you know, we are also team members of Kansas BELIEVE. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Hal:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have

experienced sexual violence. with I/DD who have experienced sexual violence.

6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how KCSDV responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Kelly and I will take turns asking questions.

Do you have any questions for us before we get started?

Hal:

Tell us (Describe) how KCSDV responds to a sexual assault program who asks for help after a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence requests services from the sexual assault program.

Kelly:

In cases where a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence contacts KCSDV, tell us (Describe) how KCSDV responds to the person.

Hal:

How does KCSDV help sexual assault programs who ask for model policies and procedures for serving a person with I/DD who has experienced sexual violence?

Kelly:

What is the process for making policy changes within KCSDV?

How are new policies put into effect within KCSDV?

Hal:

In the KCSDV budget, are there line items to pay for accommodations for people with disabilities who attend training and who work at KCSDV?

What are the funding sources?

Kelly:

What is the procedure for staff members to ask for an accommodation for themselves?

Hal:

Describe the willingness & capacity of sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Kelly:

How could the coalition provide support to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

Hal:

How could the coalition provide training to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

Kelly:

What resources are needed to support sexual assault programs to serve people with I/DD who have experienced sexual violence?

KCSDV Staff Members

It is important to talk with KCSDV staff members because they experience the result of changes to the organization and the result of what is important to the organization. Staff members also provide support and training to sexual assault programs that are members of KCSDV. Staff members hear from sexual assault programs that are members of KCSDV about support and training.

Kansas BELIEVE Team members from SACK will run the focus group for KCSDV staff members.

Roles for the KCSDV Staff Members Focus Group

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Kelly Smith and I am a staff member of the Self –Advocate Coalition of Kansas (SACK).

My name is Hal Schultz and I am a staff member of the SACK.

We will be running the focus group today.

Note Taker:

My name is Jessica Slocum and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Stephanie Sanford and I am a staff member of the SACK.

I am here to help answer questions and make sure you have what you need for the focus group.

Co-facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Hal:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?

5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how KCSDV responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time. By staying in the room, you are agreeing to participate.

Kelly and I will take turns asking questions.

Do you have any questions before we get started?

Kelly:

How does KCSDV provide support to member programs?

Hal:

How does KCSDV make sure that you are meeting the support needs of the KCSDV member programs?

Kelly:

In your work at KCSDV, how often do you receive support requests about the topic of sexual assault and I/DD from KCSDV member programs?

Hal:

Tell us (Describe) how KCSDV responds to a sexual assault program who needs support after hearing the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.

Kelly:

How does KCSDV provide trainings?

Hal:

How does KCSDV provide trainings to handle request for support on the topic of sexual assault survivors and I/DD?

Kelly:

How does KCSDV make sure that trainings are safe, accessible, and welcoming to participants?

Hal:

What is the procedure to ask for an accommodation for yourself?

Kelly:

How could the coalition provide support to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

KANSAS COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE

CHECKLIST AND NOTE FORMS FOR FOCUS GROUPS

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Jessica S

Name of the Organization: Kansas Coalition Against Sexual and Domestic Violence

Roles for the KCSDV Decision Maker Focus Group

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

Do you have any questions before we get started?

1. Tell us (Describe) how KCSDV responds to a sexual assault program who asks for help after a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence requests services from the sexual assault program.
2. In cases where a person with intellectual and developmental disabilities (I/DD) who have experienced sexual violence contacts KCSDV, tell us (Describe) how KCSDV responds to hearing the person.

3. How does KCSDV help sexual assault programs who ask for model policies and procedures for serving a person with I/DD who has experienced sexual violence?
4. What is the process for making policy changes within KCSDV? How are new policies put into effect within KCSDV?
5. In the KCSDV budget, are there line items to pay for accommodations for people with disabilities who attend training and who work at KCSDV? What are the funding sources?
6. What is the procedure for staff members to ask for an accommodation for themselves?
7. Describe the willingness & capacity of sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
8. How could the coalition provide support to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. How could the coalition provide training to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

10. What resources are needed to support sexual assault programs to serve people with I/DD who have experienced sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Jessica S

Name of the Organization: Kansas Coalition Against Sexual and Domestic Violence

Roles for the KCSDV Staff Members Focus Group

- Co-facilitators – SACK Self-Advocates Kelly Smith and Hal Schultz
- Note Taker – SACK Support Staff Jessica Slocum
- Helper– SACK Advocacy Coordinator Stephanie Sanford

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

1. How does KCSDV provide support to member programs?
2. How does KCSDV make sure that you are meeting the support needs of the KCSDV member programs?
3. In your work at KCSDV, how often do you receive support requests about the topic of sexual assault and I/DD from KCSDV member programs?

4. Tell us (describe) how KCSDV responds to a sexual assault program who needs support after hearing the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.
5. How does KCSDV provide trainings?
6. How does KCSDV provide trainings to handle request for support on the topic of sexual assault survivors and I/DD?
7. How does KCSDV make sure that trainings are safe, accessible, and welcoming to participants?
8. What is the procedure to ask for an accommodation for yourself?
9. How could the coalition provide support to sexual assault member programs to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

SELF-ADVOCATE COALITION OF KANSAS

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

Email for SACK Decision Makers

Dear SACK Decision Makers:

As you know, Kansas BELIEVE (partnership with Kansas Coalition Against Sexual and Domestic Violence of Kansas) is completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use.

We plan on taking 45 minutes for the focus group. You are able to leave at any time. Please confirm the scheduled time of date:_____and time:_____ works for you to participate. We will use hold the focus group in the United Way room you reserve and KCSDV Kansas BELIEVE Team members will run the focus group.

- Facilitator – KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Director of Policy Jessica Nasternak

Please let me know if you have questions.

Sincerely,

KCSDV Disabilities Project Coordinator

Email for SACK Staff

Dear SACK Staff:

Kansas BELIEVE (a partnership between KCSDV and Self-Advocate Coalition of Kansas) is completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use.

We plan on taking 45 minutes for the focus group. You are able to leave at any time. Please confirm the scheduled time of date:_____and time:_____ works for you to participate. We will use hold the focus group in the United Way room you reserve and KCSDV Kansas BELIEVE Team members will run the focus group.

- Facilitator – KCSDV Director of Policy Jessica Nasternak
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Coordinator Sarah Hussain
- Guide – KCSDV Director of Advocacy Kathy Ray

Please let me know if you have questions.

Sincerely,

KCSDV Disabilities Project Coordinator

SELF-ADVOCATE COALITION OF KANSAS

SCRIPTS FOR FOCUS GROUPS

SACK Decision Makers

It is important to talk to people who are Decision Makers at SACK because they run the organization and know what is important to the organization.

The person responsible for making the bigger decisions (such as budget issues, policy issues, etc.) is the Director of SACK. The director has a person who assists with these decisions and that person is the lead self-advocate.

Kansas BELIEVE Team members from KCSDV will run the focus group for SACK Decision Makers.

Roles for the SACK Decision Maker Focus Group

- Facilitator – KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Director of Policy Jessica Nasternak

SCRIPT

Introduce yourselves:

Facilitator:

My name is Kathy Ray with KCSDV and I will be running the focus group today.

Note Taker:

My name is Shirley Fessler with KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Jessica Nasternak with KCSDV. I am here to help answer questions and make sure you have what you need for the focus group.

Facilitator Kathy:

As you know, we are also team members of Kansas BELIEVE. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how SACK responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Do you have any questions before we get started?

1. Describe how SACK provides support to a local self-advocate group who heard the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.
2. Describe how SACK responds to hearing the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.
3. What are the SACK policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?

4. What is the process for making policy changes at the SACK? How are new policies put into effect within SACK?
5. How does SACK support the safety needs of survivors and staff?
6. Describe the willingness & capacity of SACK local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could SACK provide support to local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could SACK provide training to local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources are needed for SACK to respond to people with I/DD who are survivors of sexual violence?
10. What resources are needed for SACK to respond to local self-advocate groups to support people with I/DD who are survivors of sexual violence?

SACK Staff Members

It is important to talk with SACK staff members because they experience the result of changes to the organization and the result of what is important to the organization. SACK staff members provide support and training to local self-advocate groups of SACK. SACK staff members hear from local self-advocate groups of SACK about support and training.

Kansas BELIEVE Team members from KCSDV will run the focus group for SACK staff members.

Roles for the SACK Staff Member Focus Group

- Facilitator – KCSDV Director of Policy Jessica Nasternak
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Coordinator Sarah Hussain
- Guide – KCSDV Director of Advocacy Kathy Ray

SCRIPT

Introduce yourselves:

Facilitator:

My name is Jessica Nasternak with KCSDV and I will be running the focus group today.

Note Taker:

My name is Shirley Fessler with KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Sarah Hussain with KCSDV. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is Kathy Ray with KCSDV. I will be in another room if you need to talk with someone during the meeting about how you feel or if you have questions about services you need.

Facilitator Jessica:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?

5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how SACK responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Do you have any questions before we get started?

1. How does SACK provide support to local self-advocate groups?
2. How does SACK make sure that you are meeting the support needs of the SACK local self-advocate groups?

3. In your work at SACK, how often do you receive support requests about the topic of sexual violence from SACK local self-advocate groups?
4. Tell us (describe) how SACK responds to local self-advocate groups who needs support after hearing the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.
5. What training and support is provided to staff members to handle being told about sexual violence experiences?
6. How does SACK provide trainings?
7. What is the procedure to respond to safety concerns of staff members?
8. How would SACK staff members know how to respond to someone they are working with who has a safety need due to sexual violence?
9. Does SACK have policies that show staff how to respond to someone who has a personal safety concern due to sexual violence?
10. How could SACK provide support to local self-advocate programs to help people with I/DD who have experienced sexual violence?

SELF-ADVOCATE COALITION OF KANSAS

CHECKLIST AND NOTE FORMS FOR FOCUS GROUPS

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: SACK

Roles for the SACK Decision Maker Focus Group

- Facilitator – KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Director of Policy Jessica Nasternak

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

Do you have any questions before we get started?

1. Describe how SACK provides support to a local self-advocate group who heard the personal story of a person with I/DD who has experienced sexual violence.
2. Describe how SACK responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
3. What are the SACK policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?

4. What is the process for making policy changes at the SACK? How are new policies put into effect within SACK?
5. How does SACK support the safety needs of survivors and staff?
6. Describe the willingness & capacity of SACK local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could SACK provide support to local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could SACK provide training to local self-advocate groups to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources are needed for SACK to respond to people with I/DD who are survivors of sexual violence?
10. What resources are needed for SACK to respond to local self-advocate groups to support people with I/DD who are survivors of sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?

- Important comments from participants
- Was there any consistent message during the focus group?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: SACK

Roles for the SACK Staff Member Focus Group

- Facilitator – KCSDV Director of Policy Jessica Nasternak
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Coordinator Sarah Hussain
- Guide – KCSDV Director of Advocacy Kathy Ray

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

Do you have any questions before we get started?

1. How does SACK provide support to local self-advocate groups?
2. How does SACK make sure that you are meeting the support needs of the SACK local self-advocate groups?
3. In your work at SACK, how often do you receive support requests about the topic of sexual violence from SACK local self-advocate groups?

4. Tell us (describe) how SACK responds to local self-advocate groups who needs support after hearing the personal story of a person with intellectual and developmental disabilities (I/DD) who has experienced sexual violence.
5. What training and support is provided to staff members to handle being told about sexual violence experiences?
6. How does SACK provide trainings?
7. What is the procedure to respond to safety concerns of staff members?
8. How would SACK staff members know how to respond to someone they are working with who has a safety need due to sexual violence?
9. Does SACK have policies that show staff how to respond to someone who has a personal safety concern due to sexual violence?
10. How could SACK provide support to local self-advocate programs to help people with I/DD who have experienced sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants

- Was there any consistent message during the focus group?

SEXUAL TRAUMA AND ABUSE CARE CENTER

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

For Sexual Trauma & Abuse Care Center Executive Director

Thank you for your willingness to help the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK) Kansas BELIEVE partnership with our needs assessment.

We ask that you (the Care Center Executive Director) agree to the following tasks for our needs assessment:

1. Training on Kansas BELIEVE partnership and needs assessment process
2. Taking time for a 45 minute interview with two SACK Kansas BELIEVE Team members
3. Providing information to the Care Center Staff about the Kansas BELIEVE Care Center Staff focus group – date and time to be determined after OVW approval of the Kansas BELIEVE needs assessment plan
4. Asking the staff member that provides services to survivors with I/DD to:
 - a. Take time for a 45 minute interview with two SACK Kansas BELIEVE Team members
 - b. Provide information to survivors with I/DD receiving services at your organization about the interviews (only 8 spaces available for the interviews)
 - c. Provide up to 8 interviews for survivors with I/DD for the needs assessment using the script, VISA gift cards, and questions provided by Kansas BELIEVE
 - d. The Sexual Trauma and Abuse Care Center Staff who serves survivors with I/DD will not link personal identifying information to comments made during any of the interviews of survivors with I/DD. The Care Center Staff will review the information following each interview to make sure all information is captured and consistent. The Care Center Staff will provide the information to the KCSDV Disabilities Project Coordinator within a week of the interview date. The KCSDV Disabilities Project Coordinator will share the summary of the completed interviews of survivors with I/DD with the Team. The Care Center Staff will delete the electronic file after getting notice from the KCSDV Disabilities

Project Coordinator that the file was received. The KCSDV Disabilities Project Coordinator will use the notes from each interview for the complete summary of all interviews

5. Providing information to survivors receiving services at your organization about the focus group and the interviews (only 8 spaces available for the focus group) in person
6. Providing the response form to those interested in participating and ask them to fill it out and return at that time
7. Collecting the response forms of the people who plan to attend the focus group. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately
8. Allowing Kansas BELIEVE to use one support group session to hold the focus group at the location of the Care Center support group. Offer the usual options to the survivors attending. For example, provide childcare or transportation for those attending the support group if you usually do so
9. Providing a list of services available in the community for the focus group participants

Care Center Executive Director Training

The Charter will be provided to the Care Center Executive Director. The KCSDV Disabilities Project Coordinator will call the Executive Director to review the Charter, list of tasks, and script for finding survivors to participate in the needs assessment focus group. The KCSDV Disabilities Project Coordinator will ask the Care Center Executive Director if there are any questions or if anything else is needed to be ready to talk with survivors about participating in the Kansas BELIEVE needs assessment focus group.

Care Center Executive Director Script:

Kansas BELIEVE needs focus group participants for their needs assessment.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing

and providing unconditional support.

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Their needs assessment will gather information about the ability of KCSDV, the Care Center, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?

5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The focus group will take place during a support group time (date to be determined) at the Care Center. Only 8 people can participate in the focus group. A \$20 VISA gift card will be provided at the beginning of the focus group for the 45 minutes spent participating in the focus group. The Helper at the focus group can talk about storing the VISA card if there is a concern about taking it home. Participants can stop talking or leave at any time during the focus group. Participants can keep their VISA card if they stop talking or leave early.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not participate in their focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their services due to any information shared during the focus group or interview. The number of participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifying information will be shared.

Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. The notes taken at the focus group will be a summary of the session and will not have any identifying information such as your names. All information gathered from this focus group will be used for the purpose of this project and no other use.

Participants are asked not to wear scented lotions or perfumes to the focus group. Anyone interested in being a participant is asked to complete the response form to share any accommodations needed during the focus group and return it to me (Care Center Executive Director).

Response Form

Organization Name: Sexual Assault & Abuse Trauma Care Center

First Name of Participant: _____

Please let us know what services you need (check all that apply):

Interpreter

☐ ASL interpreter

☐ Other language interpreter - Please state: _____

Different format for materials

☐ Braille

☐ Large print

☐ Other Please state: _____

Concerns for snacks

☐ Diabetic

☐ Other - Please state: _____

Other needs

☐ Personal Care Attendant for the focus group

☐ Other Please state: _____

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the Care Center, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the Care Center, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, the Care Center and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

SEXUAL TRAUMA AND ABUSE CARE CENTER

SCRIPTS FOR INTERVIEWS AND FOCUS GROUPS

Sexual Trauma & Abuse Care Center Executive Director

Sexual assault programs have an Executive Director who makes decisions about how the organization is ran and what is important to the organization. They also decide if changes will work for the organization and understand how changes to the organization can impact how money is spent in the organization. The Sexual Trauma & Abuse Care Center (Care Center) is the sexual assault KCSDV member program in Lawrence.

Kansas BELIEVE Team members from SACK will interview for the Sexual Trauma & Abuse Care Center.

Roles for the Care Center Executive Director Interview

- Facilitator – SACK Self Advocate Kelly Smith
- Note Taker – SACK Support Staff Jessica Slocum

SCRIPT

Introduce yourselves:

Facilitator:

My name is Kelly Smith and I am a staff member of the Self –Advocate Coalition of Kansas (SACK). I will be running the interview today.

Note Taker:

My name is Jessica Slocum and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK.

We are completing a needs assessment to determine what we can do to

improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Two sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Three Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.

6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is my job to ask you questions about how KCSDV and the Care Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this interview will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation.

Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the interview. You are able to leave at any time.

Do you have any questions for us before we get started?

1. Describe how the Sexual Trauma & Abuse Care Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

2. What are the Care Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Care Center? How are new policies put into effect within the Care Center?
4. In the Care Center's budget, are there line items to pay for accommodations for people with disabilities both survivors and staff? What are the funding sources?
5. What is the procedure for the Care Center staff members to ask for an accommodation for themselves?
6. Describe the willingness & capacity of the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?

9. What resources can KCSDV provide to support the work of the Care Center to serve people with I/DD who have experienced sexual violence?

Sexual Trauma & Abuse Care Center Staff Members

It is important to talk with the Care Center staff members because they experience the support and training that KCSDV provides to them. The Care Center staff members experience the results of their own policies and procedures. The Care Center staff members experience the results of their own values and beliefs of the organization.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for the Care Center staff members.

Roles for the Care Center Staff Members Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper - SACK Support Staff Jessica Slocum

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Kelly Smith and I am a staff member of the Self –Advocate Coalition of Kansas (SACK).

My name is Kathy Ray and I am a staff member of the KCSDV. We will be running the focus group today.

Note Taker:

My name is Jessica Nasternak and I am a staff member of KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Jessica Slocum and I am a staff member of the SACK.

I am here to help answer questions and make sure you have what you need for the focus group.

Co-facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Kathy:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?

5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

Co-facilitator Kelly:

It is our job to ask you questions about how KCSDV and the Care Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Kathy and I will take turns asking questions. Do you have any questions before we get started?

Kelly:

Has the Care Center served survivors of sexual violence with I/DD?

If yes, how did you know? What worked well in meeting the needs of survivors with I/DD?

Kathy:

What challenges does the Care Center face in serving survivors of sexual violence with I/DD?

a. Are there values of the Care Center that affect serving people with I/DD such as attitudes, assumptions and more?

b. Does the type of disability affect the Care Center's ability to provide services and why?

Example: Staff responds to the accommodation needs of someone with crutches by moving objects out of the person's way. When someone arrives with a personal care attendant, the advocate only speaks to the personal care attendant.

Kelly:

What policies does the Care Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?

Kathy:

What policies does the Care Center have to meet the accommodation needs of staff?

Kelly:

How are the training needs of staff members decided?

Kathy:

How does the Care Center get support and training from KCSDV?

Kelly:

What training does the Care Center receive from disability service providers or advocacy groups?

Kathy:

What resources does the Care Center need to serve survivors with I/DD?

Sexual Trauma & Abuse Care Center Staff Who Serve Survivors with I/DD

It is important to talk with the Care Center staff who has experience providing the services to people with I/DD who are survivors of sexual violence. Kansas BELIEVE Team members from SACK will interview the Care Center staff member(s).

Roles for the Sexual Assault Program Staff Who Serve Survivors with I/DD Interview

- Facilitator – SACK Self Advocate Kelly Smith
- Note Taker – SACK Support Staff Jessica Slocum

SCRIPT

Introduce yourselves:

Facilitator:

My name is Kelly Smith and I am a staff member of the Self –Advocate Coalition of Kansas (SACK). I will be running the interview today.

Note Taker:

My name is Jessica Slocum and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Two sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Three Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is my job to ask you questions about how KCSDV and the Care Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so

that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement to participate. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the interview. You are able to leave at any time.

Do you have any questions before we get started?

1. How did you know you were serving a person with I/DD?
2. What works well in meeting the needs of survivors with I/DD?
3. What challenges does the Care Center face in serving survivors of sexual violence with I/DD?
4. What challenges do you face in serving survivors of sexual violence with I/DD?

5. What prepared you to provide advocacy services to survivors with I/DD?
6. What ways does the Care Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?
7. How does the Care Center get support and training from KCSDV?
8. What training does the Care Center receive from disability service providers or advocacy groups?
9. What resources does the Care Center need to serve survivors with I/DD?

Sexual Violence Survivors Who Received Services at the Care Center

It is important to talk with the people who have experienced sexual violence and receive services from the Care Center. Survivors have personal stories about receiving services from the Care Center and can share what they feel is working well and what could be better.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for Survivors who have received services at the Care Center.

Roles for the Survivor Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper – SACK Support Staff Jessica Slocum
- Guide – KCSDV Director of Advocacy Kathy Ray

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Kelly Smith with SACK and my name is Stephanie Sanford with SACK. We will be running the focus group today.

Note Taker:

My name is Jessica Nasternak with Kansas Coalition Against Sexual and Domestic Violence (KCSDV). I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Jessica Slocum with SACK. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is Kathy Ray with KCSDV. I will be in another room if you need to talk with someone during the meeting about how you feel or if you have questions about services you need.

Co-facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

First, a definition of Intellectual and Development Disabilities (I/DD):

According to the American Association on Intellectual and Developmental Disabilities, “intellectual disability is one type of a larger universe of many types of developmental disabilities. Developmental disabilities are defined as severe chronic disabilities that can be cognitive or physical or both. Intellectual disability encompasses the ‘cognitive’ part of this definition that is a disability that is broadly related to thought processes. Because intellectual and other developmental disabilities often co-occur, intellectual disability professionals often work with people who have both types of disabilities.”

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Stephanie:

Our goals for this needs assessment are to improve services to people with I/DD

who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about your experiences. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation.

Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Co-facilitator Kelly:

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We have a gift card for you which Jessica S. is passing out to you. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Stephanie and I will be taking turns asking questions.

Do you have any questions before we get started?

Stephanie:

1. How did you learn about the Sexual Trauma & Abuse Care Center (Care Center) services available to survivors of sexual violence?

Kelly:

2. How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?

Stephanie:

3. What does safety mean to you?

Kelly:

4. How does the Care Center make you feel safe and welcome?

Stephanie:

5. What makes you like a place?
 - a. What makes you feel welcome?

- b. What makes you feel comfortable?
- c. What makes you want to go back to that place?
- d. What makes you feel safe about a place?

Kelly:

- 6. What makes you not like a place?
 - a. What makes you feel scared?
 - b. What makes you feel mad?
 - c. What makes you confused?
 - d. What makes you want stay away from that place?

Stephanie:

- 7. What Care Center services were most helpful to you? What Care Center services were least helpful? What services would have been helpful that were not provided?

Kelly:

- 8. What does privacy (confidentiality) mean to you?

Stephanie:

9. What makes you feel believed? What could service providers do to help you feel comfortable talking about your experience of sexual violence?

Kelly:

10. What would you like community service providers (such as doctors, therapists, or community agencies) to know about how to best support survivors of sexual violence?

Survivors of Sexual Violence with I/DD Who Received Services at the Care Center

It is important to talk to people with I/DD who have experienced sexual violence and who have worked with the Care Center. Survivors of sexual violence with I/DD have personal experience receiving services from the Care Center and can share what they feel is working well and what could be better. The Sexual Trauma & Abuse Care Center (Care Center) staff will interview the survivors who have I/DD that receive services from the Care Center. The Care Center staff member will provide the results of the interviews to the KCSDV Disabilities Project Coordinator Sarah Hussain.

SCRIPT

I am assisting Kansas BELIEVE, a partnership between the Kansas Coalition Against Sexual and Domestic Violence and Self-Advocate Coalition of Kansas. They are completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Two sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Three local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is my job to ask you questions about your experience receiving services. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs

assessment. A gift card has been provided for your time (give the gift card). The interview will take 45 minutes. You are able to leave at any time.

Do you have any questions before we get started?

1. How did you find out about the Sexual Trauma & Abuse Care Center?
2. How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?
3. What does safety mean to you?
4. How does the Sexual Trauma & Abuse Care Center make you feel safe and welcome?
5. What makes you like a place?
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?

6. What makes you not like a place?
 - a. What makes you feel scared?
 - b. What makes you feel mad?
 - c. What makes you confused?
 - d. What makes you want stay away from that place?
7. Tell us what people should do to help you understand information and what it means to you?
8. What services would have been helpful that are not available at the Care Center?
Examples: Legal services, shelter
9. What could people do to help you feel comfortable talking about your experience of sexual violence and needs as a person with I/DD?
10. What would you like other people to know about how to support survivors with disabilities?

**SEXUAL TRAUMA & ABUSE CARE CENTER
CHECKLIST AND NOTE FORMS FOR
INTERVIEWS AND FOCUS GROUPS**

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Jessica S

Name of the Organization: Sexual Trauma & Abuse Care

Roles for the Care Center Executive Director Interview

- Facilitator – SACK Self Advocate Kelly Smith
- Note Taker – SACK Support Staff Jessica Slocum

Date:

Start time:

End time:

Do you have any questions for us before we get started?

1. Describe how the Sexual Trauma & Abuse Care Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
2. What are the Care Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Care Center? How are new policies put into effect within the Care Center?

4. In the Care Center's budget, are there line items to pay for accommodations for people with disabilities both survivors and staff? What are the funding sources?
5. What is the procedure for the Care Center staff members to ask for an accommodation for themselves?
6. Describe the willingness & capacity of the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Care Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources can KCSDV provide to support the work of the Care Center to serve people with I/DD who have experienced sexual violence?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Jessica N

Name of the Organization: Sexual Trauma & Abuse Care Center

Roles for the Care Center Staff Members Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper - SACK Support Staff Jessica Slocum

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

Do you have any questions before we get started?

1. Has the Care Center served survivors of sexual violence with I/DD?
If yes, how did you know? What worked well in meeting the needs of survivors with I/DD?
2. What challenges does the Care Center face in serving survivors of sexual violence with I/DD?
 - a. Are there values of the Care Center that effect serving people with I/DD such as attitudes, assumptions and more?

- b. Does the type of disability effect the Care Center's ability to provide services and why?
Example: Staff responds to the accommodation needs of someone with crutches by moving objects out of the person's way. When someone arrives with a personal care attendant, the advocate only speaks to the personal care attendant.
3. What policies does the Care Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?
4. What policies does the Care Center have to meet the accommodation needs of staff?
5. How are the training needs of staff members decided?
6. How does the Care Center get support and training from KCSDV?
7. What training does the Care Center receive from disability service providers or advocacy groups?
8. What resources does the Care Center need to serve survivors with I/DD?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?

- Important comments from participants
- Was there any consistent message during the focus group?

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Jessica S

Name of the Organization: Sexual Trauma & Abuse Care Center

Roles for the Sexual Assault Program Staff Who Serve Survivors with I/DD
Interview

- Facilitator – SACK Self Advocate Kelly Smith
- Note Taker – SACK Support Staff Jessica Slocum

Date of the Interview:

Start Time:

End Time:

Do you have any questions before we get started?

1. How did you know you were serving a person with I/DD?
2. What works well in meeting the needs of survivors with I/DD?
3. What challenges does the Care Center face in serving survivors of sexual violence with I/DD?
4. What challenges do you face in serving survivors of sexual violence with I/DD?
5. What prepared you to provide advocacy services to survivors with I/DD?

6. What ways does the Care Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?
7. How does the Care Center get support and training from KCSDV?
8. What training does the Care Center receive from disability service providers or advocacy groups?
9. What resources does the Care Center need to serve survivors with I/DD?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Jessica N

Name of the Organization: Sexual Trauma & Abuse Care Center

Roles for the Survivor Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper – SACK Support Staff Jessica Slocum
- Guide – KCSDV Director of Advocacy Kathy Ray

Date of the Focus Group:

Start Time:

End Time:

Number of participants

Male:

Female:

Number of VISA cards given out (for survivors or people with I/DD):

Were accommodations requests met?

Do you have any questions before we get started?

1. How did you learn about the Sexual Trauma & Abuse Care Center (Care Center) services available to survivors of sexual violence?

2. How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?
3. What does safety mean to you?
4. How does the Care Center make you feel safe and welcome?
5. What makes you like a place?
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
6. What makes you not like a place?
 - a. What makes you feel scared?
 - b. What makes you feel mad?

- c. What makes you confused?
- d. What makes you want stay away from that place?
- 7. What Care Center services were most helpful to you? What Care Center services were least helpful? What services would have been helpful that were not provided?
- 8. What does privacy (confidentiality) mean to you?
- 9. What makes you feel believed? What could service providers do to help you feel comfortable talking about your experience of sexual violence?
- 10. What would you like community service providers (such as doctors, therapists, or community agencies) to know about how to best support survivors of sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

Kansas BELIEVE Interview Checklist and Note Form

Care Center Staff Person:

Name of the Organization: Sexual Trauma & Abuse Care Center
Survivors with I/DD Interviews

Date of the Interview:

Start Time:

End Time:

Number of VISA cards given out (for survivors or people with I/DD):
Were accommodations requests met?

Do you have any questions before we get started?

1. How did you find out about the Sexual Trauma & Abuse Care Center?
2. How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?
3. What does safety mean to you?
4. How does the Sexual Trauma & Abuse Care Center make you feel safe and welcome?
5. What makes you like a place?

- a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
6. What makes you not like a place?
- a. What makes you feel scared?
 - b. What makes you feel mad?
 - c. What makes you confused?
 - d. What makes you want stay away from that place?
7. Tell us what people should do to help you understand information and what it means to you?
8. What services would have been helpful that are not available at the Care Center?
- Examples: Legal services, shelter

9. What could people do to help you feel comfortable talking about your experience of sexual violence and needs as a person with I/DD?
10. What would you like other people to know about how to support survivors with disabilities?

FAMILY CRISIS CENTER

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

For Family Crisis Center Executive Director

Thank you for your willingness to help the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK) Kansas BELIEVE partnership with our needs assessment.

We ask that you (the Family Crisis Center Executive Director) agree to the following tasks for our needs assessment:

1. Training on Kansas BELIEVE partnership and needs assessment process
2. Taking time for a 45 minute interview with two SACK Kansas BELIEVE Team members
3. Providing time for the Program Director to also have a 45 minute interview with two SACK Kansas BELIEVE Team members
4. Providing information to the Family Crisis Center Staff about the Kansas BELIEVE Family Crisis Center Staff focus group – date and time to be determined after OVW approval of the Kansas BELIEVE needs assessment plan
5. Providing information to survivors receiving services at your organization about the focus group (only 8 spaces available for the focus group) in person
6. Providing an advocate to serve as a Guide (someone participants can talk to about their feelings or needs brought up by the conversation at the focus group) for the three focus groups: Survivors served by the Family Crisis Center, Rosewood Miracle Workers Self-advocates, TUFF Self-advocates
7. Providing the response form to those interested in participating and ask them to fill it out and return at that time
8. Collecting the response forms of the people who plan to attend the focus group. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately

9. Allowing Kansas BELIEVE to use one support group session to hold the focus group at the location of the Family Crisis Center support group. Offer the usual options to the survivors attending. For example, provide childcare or transportation for those attending the support group if you usually do so
10. Providing a list of services available in the community for the focus group participants

Family Crisis Center Executive Director Training

The Charter will be provided to the Family Crisis Center Executive Director. The KCSDV Disabilities Project Coordinator will call the Executive Director to review the Charter, list of tasks, and script for finding survivors to participate in the needs assessment focus group. The KCSDV Disabilities Project Coordinator will ask the Family Crisis Center Executive Director if there are any questions or if anything else is needed to be ready to talk with survivors about participating in the Kansas BELIEVE needs assessment focus group.

Family Crisis Center Executive Director Script:

Kansas BELIEVE needs focus group participants for their needs assessment.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities.

Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Their needs assessment will gather information about the ability of KCSDV, the Family Crisis Center, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The focus group will take place during a support group time (date to be determined) at the Family Crisis Center. Only 8 people can participate in the focus group. A \$20 VISA gift card will be provided at the beginning of the focus group for the 45 minutes spent participating in the focus group. The Helper at the focus group can talk about storing the VISA card if there is a concern about taking it home. Participants can stop talking or leave at any time during the focus group. Participants can keep their VISA card if they stop talking or leave early.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not

participate in their focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their services due to any information shared during the focus group or interview. The number of participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifiable information will be shared.

Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. The notes taken at the focus group will be a summary of the session and will not have any identifying information such as your name. All information gathered from this focus group will be used for the purpose of this project and no other use.

Participants are asked not to wear scented lotions or perfumes to the focus group. Anyone interested in being a participant is asked to complete the response form to share any accommodations needed during the focus group and return it to me (Family Crisis Center Executive Director).

Response Form

Organization Name: Family Crisis Center

First Name of Participant: _____

Please let us know what services you need (check all that apply):

Interpreter

☐ ASL interpreter

☐ Other language interpreter - Please state: _____

Different format for materials

☐ Braille

☐ Large print

☐ Other - Please state: _____

Concerns for snacks

☐ Diabetic

☐ Other - Please state: _____

Other needs

☐ Personal Care Attendant for the focus group

☐ Other - Please state: _____

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the Family Crisis Center, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the Family Crisis Center, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, the Family Crisis Center and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There are no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

FAMILY CRISIS CENTER

SCRIPTS FOR INTERVIEWS AND FOCUS GROUPS

Family Crisis Center Executive Director

Sexual assault programs have an Executive Director who makes decisions about how the organization is ran and what is important to the organization. They also decide if changes will work for the organization and understand how changes to the organization can impact how money is spent in the organization. The Family Crisis Center is the sexual assault KCSDV member program in Great Bend.

Kansas BELIEVE Team members from SACK will interview for the Executive Director of the Family Crisis Center.

Roles for the Family Crisis Center Executive Director Interview

- Facilitator – SACK Self-Advocates Hal Schultz
- Note Taker – SACK Advocacy Coordinator Stephanie Sanford

SCRIPT

Introduce yourselves:

Facilitator:

My name is Hal Schultz and I am a staff member of the Self –Advocate Coalition of Kansas (SACK). I will be running the interview today.

Note Taker:

My name is Stephanie Sanford and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Hal:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Two sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Three Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is my job to ask you questions about how KCSDV and the Family Crisis Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important

so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this interview will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the interview. You are able to leave at any time.

Do you have any questions for us before we get started?

1. Describe how the Family Crisis Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
2. What are the Family Crisis Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Family Crisis Center? How are new policies put into effect at the Family Crisis Center?

4. In the Family Crisis Center's budget, are there line items to pay for accommodations for people with disabilities for both survivors and staff? What are the funding sources?
5. What is the procedure for staff members to ask for an accommodation for themselves?
6. Describe the willingness and capacity of the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Family Crisis center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources can KCSDV provide to support the work of the Family Crisis Center to serve people with I/DD who have experienced sexual violence?

Family Crisis Center Program Director

The Family Crisis Center has a Program Director who makes decisions about the services provided to survivors of sexual assault.

Kansas BELIEVE Team members from SACK will interview for the Program Director of the Family Crisis Center.

Roles for the Family Crisis Center Program Director Interview

- Facilitator – SACK Self Advocate Hal Schultz
- Note Taker – SACK Advocacy Coordinator Stephanie Sanford

SCRIPT

Introduce yourselves:

Facilitator:

My name is Hal Schultz and I am a staff member of the Self –Advocate Coalition of Kansas (SACK). I will be running the interview today.

Note Taker:

My name is Stephanie Sanford and I am a staff member of SACK. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Hal:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Two sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Three Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is my job to ask you questions about how KCSDV and the Family Crisis Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important

so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. If you continue with this interview, you will be giving agreement for your participation. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the interview. You are able to leave at any time.

Do you have any questions before we get started?

1. Describe how the Family Crisis Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
2. What are the Family Crisis Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Family Crisis Center? How are new policies put into effect at the Family Crisis Center?

4. In the Family Crisis Center's budget, are there line items to pay for accommodations for people with disabilities for both survivors and staff? What are the funding sources?
5. What is the procedure for staff members to ask for an accommodation for themselves?
6. Describe the willingness & capacity of the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Family Crisis center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources can KCSDV provide to support the work of the Family Crisis Center to serve people with I/DD who have experienced sexual violence?

Family Crisis Center Staff Members

It is important to talk with the Family Crisis Center staff members because they experience the support and training that KCSDV provides to them. The Family Crisis Center staff members experience the results of their own policies and procedures. The Family Crisis Center staff members experience the results of their own values and beliefs of the organization.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for the Family Crisis Center staff members.

Roles for the Family Crisis Center Staff Members Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and
KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper - SACK Advocacy Coordinator Stephanie Sanford

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Hal Schultz and I am a staff member of the Self –Advocate Coalition of Kansas (SACK).

My name is Sarah Hussain and I am a staff member of the KCSDV.

We will be running the focus group today.

Note Taker:

My name is Shirley Fessler and I am a staff member of KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Stephanie Sanford and I am a staff member of the SACK.

I am here to help answer questions and make sure you have what you need for the focus group.

Co-facilitator Sarah:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Hal:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.

4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

Co-facilitator Hal:

It is our job to ask you questions about how KCSDV and the Family Crisis Center responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Sarah and I will take turns asking questions. Do you have any questions before we get started?

Hal:

Has the Family Crisis Center served survivors of sexual violence with I/DD? If yes, how did you know? What worked well in meeting the needs of survivors with I/DD?

Sarah:

What challenges does the Family Crisis Center face in serving survivors of sexual violence with I/DD?

- a. Are there values of the Family Crisis Center that affect serving people with I/DD such as attitudes, assumptions and more?
- b. Does the type of disability affect your ability to provide services and why?
Example: Staff responds to the accommodation needs of someone with crutches by moving objects out of the person's way. When someone arrives with a personal care attendant, the advocate only speaks to the personal care attendant.

Hal:

What policies does the Family Crisis Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?

Sarah:

What policies does the Family Crisis Center have to meet the accommodation needs of staff?

Hal:

How are the training needs of staff members decided?

Sarah:

How does the Family Crisis Center get support and training from KCSDV?

Hal:

What training does the Family Crisis Center receive from disability service providers or advocacy groups?

Sarah:

What resources does the Family Crisis Center need to serve survivors with I/DD?

Sexual Violence Survivors Who Received Services at the Family Crisis Center

It is important to talk with the people who have experienced sexual violence and receive services from the Family Crisis Center. Survivors have personal stories about receiving services from the Family Crisis Center and can share what they feel is working well and what could be better.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for Survivors who have received services at the Family Crisis Center.

Roles for the Survivor Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Hal Schultz with SACK and my name is Stephanie Sanford with SACK. We will be running the focus group today.

Note Taker:

My name is Shirley Fessler with Kansas Coalition Against Sexual and Domestic Violence (KCSDV). I am taking notes of our conversation today. I will be documenting the information shared without names.

Helper:

My name is Sarah Hussain with KCSDV. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is _____ (Advocate from Family Crisis Center). I will be in

another room if you need to talk with someone during the meeting about how you feel or if you have questions about services you need.

Co-facilitator Hal:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

First, a definition of Intellectual and Development Disabilities (I/DD): According to the American Association on Intellectual and Developmental Disabilities, “intellectual disability is one type of a larger universe of many types of developmental disabilities. Developmental disabilities are defined as severe chronic disabilities that can be cognitive or physical or both. Intellectual disability encompasses the ‘cognitive’ part of this definition that is a disability that is broadly related to thought processes. Because intellectual and other developmental disabilities often co-occur, intellectual disability professionals often work with people who have both types of disabilities.”

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Stephanie:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about your experiences. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. Participants should keep private any information discussed or shared during the focus group. Participants are also asked not to talk about information discussed or shared in the focus group with anyone after the group is over. Participants should only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. The notes we take will be a summary of the session and will not have any identifying information such as your name. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation. Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.

- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Co-facilitator Hal:

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We have a gift card for you which Sarah is passing out to you. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Stephanie and I will be taking turns asking questions. Do you have any questions before we begin?

Stephanie:

How did you learn about services available to survivors of sexual violence?

Hal:

How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?

Stephanie:

How does the sexual assault services program make you feel safe and welcome?

Hal:

What does safety mean to you?

Stephanie:

What makes you like a place?

- a. What makes you feel welcome?
- b. What makes you feel comfortable?
- c. What makes you want to go back to that place?
- d. What makes you feel safe about a place?

Hal:

What makes you not like a place?

- a. What makes you feel scared?
- b. What makes you feel mad?
- c. What makes you confused?
- d. What makes you want stay away from that place?

Stephanie:

What services were most helpful to you? What services were least helpful?

What services would have been helpful that were not provided?

Hal:

What does privacy (confidentiality) mean to you?

Stephanie:

What makes you feel believed? What could service providers do to help you feel comfortable talking about your experience of sexual violence?

Hal:

What would you like community service providers (such as doctors, therapists, or community agencies) to know about how to best support survivors of sexual violence?

FAMILY CRISIS CENTER

CHECKLIST AND NOTE FORMS FOR INTERVIEWS AND FOCUS GROUPS

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Stephanie

Name of the Organization: Family Crisis Center

Roles for the Family Crisis Center Executive Director Interview

- Facilitator – SACK Self-Advocates Hal Schultz
- Note Taker – SACK Advocacy Coordinator Stephanie Sanford

Date:

Start time:

End time:

Do you have any questions for us before we get started?

1. Describe how the Family Crisis Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
2. What are the Family Crisis Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Family Crisis Center? How are new policies put into effect at the Family Crisis Center?

4. In the Family Crisis Center's budget, are there line items to pay for accommodations for people with disabilities for both survivors and staff? What are the funding sources?
5. What is the procedure for staff members to ask for an accommodation for themselves?
6. Describe the willingness & capacity of the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Family Crisis center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources can KCSDV provide to support the work of the Family Crisis Center to serve people with I/DD who have experienced sexual violence?

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Stephanie

Name of the Organization: Family Crisis Center

Roles for the Family Crisis Center Program Director Interview

- Facilitator – SACK Self-Advocates Hal Schultz
- Note Taker – SACK Advocacy Coordinator Stephanie Sanford

Date:

Start time:

End time:

Do you have any questions for us before we get started?

1. Describe how the Family Crisis Center responds to hearing the personal story of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
2. What are the Family Crisis Center's policies and procedures that show how to handle hearing a personal story of a person with I/DD who has experienced sexual violence?
3. What is the process for making policy changes within the Family Crisis Center? How are new policies put into effect at the Family Crisis Center?

4. In the Family Crisis Center's budget, are there line items to pay for accommodations for people with disabilities for both survivors and staff? What are the funding sources?
5. What is the procedure for staff members to ask for an accommodation for themselves?
6. Describe the willingness & capacity of the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.
7. How could KCSDV provide support to the Family Crisis Center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
8. How could KCSDV provide training to the Family Crisis center to meet the needs of people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence?
9. What resources can KCSDV provide to support the work of the Family Crisis Center to serve people with I/DD who have experienced sexual violence?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: Family Crisis Center

Roles for the Family Crisis Center Staff Members Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper - SACK Advocacy Coordinator Stephanie Sanford

Date of the Focus Group:

Start Time:

End Time:

Number of participants:

Were accommodations requests met?

Do you have any questions before we get started?

1. Has the Family Crisis Center served survivors of sexual violence with I/DD? If yes, how did you know? What worked well in meeting the needs of survivors with I/DD?
2. What challenges does the Family Crisis Center face in serving survivors of sexual violence with I/DD?

- a. Are there values of the Family Crisis Center that effect serving people with I/DD such as attitudes, assumptions and more?
 - b. Does the type of disability effect your ability to provide services and why?
Example: Staff responds to the accommodation needs of someone with crutches by moving objects out of the person's way. When someone arrives with a personal care attendant, the advocate only speaks to the personal care attendant.
3. What policies does the Family Crisis Center have to meet the accommodation needs of survivors with I/DD? How do survivors with I/DD know they can request an accommodation?
4. What policies does the Family Crisis Center have to meet the accommodation needs of staff?
5. How are the training needs of staff members decided?
6. How does the Family Crisis Center get support and training from KCSDV?
7. What training does the Family Crisis Center receive from disability service providers or advocacy groups?
8. What resources does the Family Crisis Center need to serve survivors with I/DD?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: Family Crisis Center

Roles for the Family Crisis Center Survivor Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

Date of the Focus Group:

Start Time:

End Time:

Number of participants

Male:

Female:

Number of VISA cards given out (for survivors or people with I/DD):

Were accommodations requests met?

Do you have any questions before we get started?

1. How did you learn about services available to survivors of sexual violence?

2. How did you decide to tell someone about the sexual violence? What was it about them that made you feel comfortable?
3. How does the sexual assault services program make you feel safe and welcome?
4. What does safety mean to you?
5. What makes you like a place?
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
6. What makes you not like a place?
 - a. What makes you feel scared?
 - b. What makes you feel mad?

- c. What makes you confused?
- d. What makes you want stay away from that place?
- 7. What services were most helpful to you? What services were least helpful? What services would have been helpful that were not provided?
- 8. What does privacy (confidentiality) mean to you?
- 9. What makes you feel believed? What could service providers do to help you feel comfortable talking about your experience of sexual violence?
- 10. What would you like community service providers (such as doctors, therapists, or community agencies) to know about how to best support survivors of sexual violence?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

SELF-ADVOCATES OF LAWRENCE

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

For the Self-Advocates of Lawrence Advisor

Thank you for your willingness to help the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK) Kansas BELIEVE partnership with our needs assessment.

We ask that you (the Self-Advocates of Lawrence Advisor) agree to the following tasks for our needs assessment:

1. Training on Kansas BELIEVE partnership and needs assessment process
2. Taking time for a 45 minute interview with two KCSDV Kansas BELIEVE Team members
3. Providing information to the Self-Advocates of Lawrence members about the Kansas BELIEVE Self-Advocates of Lawrence members focus group – date and time to be determined after OVW approval of the Kansas BELIEVE needs assessment plan (only 8 spaces available for the focus group)
4. Providing the response form to those interested in participating and ask them to fill it out and return at that time
5. Collecting the response forms of the people who plan to attend the focus group. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately
6. If someone who wants to attend the focus group has a guardian that makes decisions about services, then provide the guardian with the attached letter/ permission form and the questions that are often asked sheet
7. Allowing Kansas BELIEVE to use one SAL meeting to hold the focus group at the location of the Self-Advocates of Lawrence group meeting. Offer the usual options to the survivors attending for example, provide transportation for those attending the meeting if you usually do so
8. Providing a list of services available in the community for the focus group participants.

Self-Advocates of Lawrence Advisor Training

The Charter will be provided to the Self-Advocates of Lawrence Advisor. The KCSDV Disabilities Project Coordinator will call the Advisor to review the Charter, list of tasks, and script for finding people with I/DD to participate in the needs assessment focus group. The KCSDV Disabilities Project Coordinator will ask the Self-Advocates of Lawrence Advisor if there are any questions or if anything else is needed to be ready to talk with people with I/DD about participating in the Kansas BELIEVE needs assessment focus group.

Self-Advocates of Lawrence Advisor Script:

Kansas BELIEVE needs focus group participants for their needs assessment.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their

own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Their needs assessment will gather information about the ability of KCSDV, the Self-Advocates of Lawrence, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The focus group will take place during a SAL meeting time (date to be determined) at the Self-Advocates of Lawrence. Only 8 people can participate in the focus group. A \$20 VISA gift card will be provided at the beginning of the focus group for the 45 minutes spent participating in the focus group. The Helper at the focus group can talk about storing the VISA card if there is a concern about taking it home. Participants can stop talking or leave at any time during the focus group. Participants can keep their VISA card if they stop talking or leave early.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not participate in their focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their

services due to any information shared during the focus group or interview. The number of participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifiable information will be shared.

Participants with Personal Care Attendants (PCAs) will be offered a different PCA for the focus group, if it is requested on the response form and needed during the focus group. Participants' PCAs are not allowed in the focus group. The PCA can wait in another room during the focus group and if the participant needs their PCA, the focus group Helper can take the participant to their PCA.

Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. The notes taken at the focus group will be a summary of the session and will not have any identifying information such as your name. All information gathered from this focus group will be used for the purpose of this project and no other use.

Participants are asked not to wear scented lotions or perfumes to the focus group. Anyone interested in being a participant is asked to complete the response form to share any accommodations needed during the focus group and return it to me (Advisor).

Response Form

Organization Name: Self-Advocates of Lawrence

First Name of Participant: _____

Please let us know what services you need (check all that apply):

Interpreter

- ☐ ASL interpreter
- ☐ Other language interpreter - Please state: _____

Different format for materials

- ☐ Braille
- ☐ Large print
- ☐ Other Please state: _____

Concerns for snacks

- ☐ Diabetic
- ☐ Other - Please state: _____

Other needs

- ☐ Personal Care Attendant for the focus group
- ☐ Other Please state: _____

SAL Guardian Letter

DATE:

Introduction

The Self-Advocates of Lawrence group is working with the Kansas BELIEVE partnership to have a focus group about services to people with intellectual and developmental disabilities. Your ward _____ has shown an interest in participating in the focus group. We are asking for you to sign the consent form for your ward to participate in a focus group discussion. A copy of the questions that are often asked is enclosed in this packet. The following information describes this project and what is being asked of you and your ward. Please review this material and ask us any questions you may have before agreeing to allow your ward to participate. In order for your ward to participate, this consent form must be signed and returned by: ____ Date_____.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

Kansas BELIEVE Mission:

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

Purpose of the Needs Assessment

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence. Their needs assessment will gather information about the ability of KCSDV, the Self-Advocates of Lawrence, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors

4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Goals of the Needs Assessment

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

Benefits And Risks

There are several benefits to participation. Your ward's participation will help us better serve individuals at our organizations and more thoroughly understand our operations so we can improve service delivery. In appreciation, each participant will receive a \$20 VISA card for their time and travel.

Your ward's participation in this Needs Assessment is considered to be of minimal risk. Questions will focus on your ward's opinions about services. Self-disclosure of sexual abuse or assault is neither expected nor encouraged; in fact, if it does occur, no mandatory report will take place as none of the professionals involved are mandatory reporters. It is possible that your ward may become uncomfortable by a topic in the focus group. If this occurs, an advocate will be available to assist them.

You And Your Ward's Rights

Participation in this Needs Assessment is entirely voluntary. Your choice to allow or disallow your ward to participate will not affect your or their relationship with any agency in any way. Your ward can choose if he/she would like to participate or not. They may choose to withdraw from the focus group at any time. They may choose to skip any questions that are asked, and will not be expected to provide a reason for this decision. You and your ward have the right to ask questions about the process at any point.

Confidentiality

Kansas BELIEVE values confidentiality, and will do everything possible to protect your ward's information. No information about their identity will be disclosed outside of the focus group. All individually identifying information will be immediately removed by the Project Director. Signed documents (including this form) will be stored separately from other Needs Assessment materials. All information will be stored in a locked cabinet at KCSDV or in password protected computer files until the needs assessment report and strategic plan for this partnership are completed and approved. Needs assessment results will only be reported in aggregate data, and will not include identifying information of any participant. While we may include anecdotal stories or quotes as illustration, these will not be connected to any individually identifying information. Your choice to participate or not will not affect your relationship or services with any organization in any way.

Mandatory reporting

Mandatory Reporting – according to the Mandatory Reporting laws in Kansas (KSA 39-1431), staff members at KCSDV and SACK are not mandatory (required) reporters of abused adults. However, both organizations agree to share information about the good and bad of self-reporting the abuse with the person who was abused.

Contact Information

You have the right to ask, and have answered, any questions about this Needs Assessment now - or in the future. For further information, please contact:

_____ Self Advocates of Lawrence Advisor

Phone: _____

Email: _____

Statement Of Consent

I fully understand the information contained in this document. I have had the opportunity to review the focus group questions. I have had the opportunity to ask questions, and have received adequate answers. I understand that my ward's participation is voluntary, and will not affect my or my ward's relationship with the Self-Advocates of Lawrence, Self-Advocate Coalition of Kansas or the Kansas Coalition Against Sexual and Domestic Violence now or in the future. I understand the benefits and risks of my ward's participation, and I agree to allow them to participate.

Signature of Guardian

Date

Printed Name of Participant

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the Self-Advocates of Lawrence, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the Self-Advocates of Lawrence, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, the Self-Advocates of Lawrence and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

SELF-ADVOCATES OF LAWRENCE

SCRIPTS FOR INTERVIEW AND FOCUS GROUP

Self-Advocates of Lawrence (SAL) Advisor

It is important to talk with the advisor of the SAL because they experience the support and training that SACK provides to the local self-advocate group. The SAL advisor knows the policies and procedures of the local group.

Kansas BELIEVE Team members from KCSDV will interview the advisor for SAL.

Roles for the SAL Advisor Interview

- Facilitator – KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Director of Policy Jessica Nasternak

SCRIPT

Introduce yourselves:

Facilitator:

My name is Kathy Ray with Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and I will ask the questions today.

Note Taker:

My name is Jessica Nasternak with KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Kathy:

We are also team members of Kansas BELIEVE which is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how SACK responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the

changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for this interview. You are able to leave at any time.

Do you have any questions before we get started?

1. How does SACK provide support to the Self-Advocates of Lawrence?
2. How does SACK support you as an advisor of the Self-Advocates of Lawrence?
3. In your work as an advisor for SAL, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training that is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

Self-Advocates of Lawrence (SAL)

It is important to talk with SAL members because they experience the support and training that SACK provides to the local self-advocate groups. SAL members experience the results of their own policies and procedures. SAL members experience the results of their own values and beliefs of the group.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for SAL members.

Roles for the SAL Members Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper – SACK Support Staff Jessica Slocum
- Guide – KCSDV Director of Advocacy Kathy Ray

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Kelly Smith with Self Advocate Coalition of Kansas (SACK). My name is Stephanie Sanford with SACK. We will be running the focus group today.

Note Taker:

My name is Jessica Nasternak with Kansas Coalition Against Sexual and Domestic Violence (KCSDV). I am taking notes of our conversation today. I will be writing down what is said without names of who said it.

Helper:

My name is Jessica Slocum with SACK. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is Kathy Ray with KCSDV. I will be in another room if you need to talk with someone during the meeting about how you feel or if you have questions about services you need.

Co-facilitator Kelly:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to find out what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Sexual violence is any type of sexual activity to which a person has not freely agreed. It is a form of violence that uses sex and sexuality to shame, bully, control, or create fear in another person. Sexual violence can be committed by the use or threat of force, or under circumstances where a person is incapable of agreeing. It ranges from bullying to touching that is wrong to intercourse. It also can be verbal, visual, audio, or any other form which forces a person to participate in unwanted sexual contact or attention. Sexual violence includes rape, attempted rape, child molestation, watching other people undress or have sex, showing of one's genitals in public, incest, sexual harassment, and many other actions. Sexual violence can happen in different situations and by anyone, such as a personal assistant or domestic or intimate partner violence, or by a stranger.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Stephanie:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about your experiences. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation.

Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Co-facilitator Kelly:

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We have a gift card for you which Jessica is passing out to you. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Do you have any questions before we get started?

Kelly:

How do you find out about things you may need or want to do in your community?

Stephanie:

How did you find out about Self-Advocates of Lawrence (SAL)?

Kelly:

What makes you like a place?

- a. What makes you feel welcome?
- b. What makes you feel comfortable?

c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

Stephanie:

What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

Kelly:

What can people do to make you feel comfortable talking about your needs as a person with I/DD?

Stephanie:

Tell us what people should do to help you understand information and what it means to you.

Kelly:

If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?

Stephanie:

Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

Kelly:

People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others? Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.

Stephanie:

What do you want people who help you to know?

SELF – ADVOCATES OF LAWRENCE

**CHECKLIST AND NOTE FORMS FOR
INTERVIEW AND FOCUS GROUP**

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Jessica N

Name of the Organization: Self-Advocates of Lawrence

Roles for the SAL Advisor Interview

- Facilitator – KCSDV Director of Advocacy Kathy Ray
- Note Taker – KCSDV Director of Policy Jessica Nasternak

Date:

Start time:

End time:

Do you have any questions before we get started?

1. How does SACK provide support to the Self-Advocates of Lawrence?
2. How does SACK support you as an advisor of the Self-Advocates of Lawrence?
3. In your work as an advisor for SAL, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Jessica N

Name of the Organization: Self-Advocates of Lawrence

Roles for the SAL Members Focus Group

- Co-facilitators – SACK Self Advocate Kelly Smith and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Director of Policy Jessica Nasternak
- Helper – SACK Support Staff Jessica Slocum
- Guide – KCSDV Director of Advocacy Kathy Ray

Date of the Focus Group:

Start Time:

End Time:

Number of participants

Male:

Female:

Number of VISA cards given out (for survivors or people with I/DD):

Were accommodations requests met?

Do you have any questions before we get started?

1. How do you find out about things you may need or want to do in your community?
2. How did you find out about Self-Advocates of Lawrence (SAL)?

3. What makes you like a place?

a. What makes you feel welcome?

b. What makes you feel comfortable?

c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

4. What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

5. What can people do to make you feel comfortable talking about your needs as a person with I/DD?

6. Tell us what people should do to help you understand information and what it means to you.
7. If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?
8. Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

9. People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others? Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.
10. What do you want people who help you to know?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

ROSEWOOD MIRACLE WORKERS

WAYS TO FIND PEOPLE TO PARTICIPATE (RECRUITMENT)

For Rosewood Miracle Workers Advisor

Thank you for your willingness to help the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK) Kansas BELIEVE partnership with our needs assessment.

We ask that you (the Rosewood Miracle Workers Advisor) agree to the following tasks for our needs assessment:

1. Training on Kansas BELIEVE partnership and needs assessment process
2. Taking time for a 45 minute interview with two KCSDV Kansas BELIEVE Team members
3. Providing information to the Rosewood Miracle Workers members about the Kansas BELIEVE Rosewood Miracle Workers members focus group – date and time to be determined after OVW approval of the Kansas BELIEVE needs assessment plan (only 8 spaces available for the focus group)
4. Providing the response form to those interested in participating and ask them to fill it out and return at that time
5. Collecting the response forms of the people who plan to attend the focus group. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately
6. If someone who wants to attend the focus group has a guardian that makes decisions about services, then provide the guardian with the attached letter/permission form and the questions that are often asked sheet
7. Allowing Kansas BELIEVE to use one Rosewood Miracle Workers meeting to hold the focus group at the location of the Rosewood Miracle Workers group meeting. Offer the usual options to the members attending for example, provide transportation for those

- attending the meeting if you usually do so
8. Providing a list of services available in the community for the focus group participants

Rosewood Miracle Workers Advisor Training

The Charter will be provided to the Rosewood Miracle Workers Advisor. The KCSDV Disabilities Project Coordinator will call the Advisor to review the Charter, list of tasks, and script for finding people with I/DD to participate in the needs assessment focus group. The KCSDV Disabilities Project Coordinator will ask the Rosewood Miracle Workers Advisor if there are any questions or if anything else is needed to be ready to talk with people with I/DD about participating in the Kansas BELIEVE needs assessment focus group.

Rosewood Miracle Workers Advisor Script:

Kansas BELIEVE needs focus group participants for their needs assessment.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Their needs assessment will gather information about the ability of KCSDV, the Rosewood Miracle Workers, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. People with I/DD served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The focus group will take place during a Rosewood Miracle Worker meeting (date to be determined) at the Rosewood Miracle Workers meeting location. Only 8 people can participate in the focus group. A \$20 VISA gift card will be provided at the beginning of the focus group for the 45 minutes spent participating in the focus group. The Helper at the focus group can talk about storing the VISA card if there is a concern about taking it home. Participants can stop talking or leave at any time during the focus group. Participants can keep their VISA card if they stop talking or leave early.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not participate in their focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their services due to any information shared during the focus group or interview.

The number of participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifiable information will be shared.

Participants with Personal Care Attendants (PCAs) will be offered a different PCA for the focus group, if it is requested on the response form. Participants' PCAs are not allowed in the focus group. The PCA can wait in another room during the focus group and if the participant needs their PCA, the focus group Helper can take the participant to their PCA.

Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. The notes taken at the focus group will be a summary of the session and will not have any identifying information such as participants' names. All information gathered from this focus group will be used for the purpose of this project and no other use.

Participants are asked not to wear scented lotions or perfumes to the focus group. Anyone interested in being a participant is asked to complete the response form to share any accommodations needed during the focus group and return it to me (Advisor).

Response Form

Organization Name: Rosewood Miracle Workers

First Name of Participant: _____

Please let us know what services you need (check all that apply):

Interpreter

- ☐ ASL interpreter
- ☐ Other language interpreter - Please state: _____

Different format for materials

- ☐ Braille
- ☐ Large print
- ☐ Other Please state: _____

Concerns for snacks

- ☐ Diabetic
- ☐ Other - Please state: _____

Other needs

- ☐ Personal Care Attendant for the focus group
- ☐ Other Please state: _____

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the Rosewood Miracle Workers, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the Rosewood Miracle Workers, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, the Rosewood Miracle Workers and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

Rosewood Miracle Workers Guardian Letter

DATE:

INTRODUCTION

The Rosewood Miracle Workers group is working with the Kansas BELIEVE partnership to have a focus group about services to people with intellectual and developmental disabilities. Your ward _____ has shown an interest in participating in the focus group. We are asking for you to sign the consent form for your ward to participate in a focus group discussion. A copy of the questions that are often asked is enclosed in this packet. The following information describes this project and what is being asked of you and your ward. Please review this material and ask us any questions you may have before agreeing to allow your ward to participate. In order for your ward to participate, this consent form must be signed and returned by: Date_____.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

KANSAS BELIEVE VISION:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

KANSAS BELIEVE MISSION:

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

PURPOSE OF THE NEEDS ASSESSMENT

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence. Their needs assessment will gather information about the ability of KCSDV, the Rosewood Miracle Workers, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors

4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

GOALS OF THE NEEDS ASSESSMENT

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

BENEFITS AND RISKS

There are several benefits to participation. Your ward's participation will help us better serve individuals at our organizations and more thoroughly understand our operations so we can improve service delivery. In appreciation, each participant will receive a \$20 VISA card for their time and travel.

Your ward's participation in this Needs Assessment is considered to be of minimal risk. Questions will focus on your ward's opinions about services. Self-disclosure of sexual abuse or assault is neither expected nor encouraged; in fact, if it does occur, no mandatory report will take place as none of the professionals involved are mandatory reporters. It is possible that your ward may become uncomfortable by a topic in the focus group. If this occurs, an advocate will be available to assist them.

YOU AND YOUR WARD'S RIGHTS

Participation in this Needs Assessment is entirely voluntary. Your choice to allow or disallow your ward to participate will not affect your or their relationship with any agency in any way. Your ward can choose if he/she would like to participate or not. They may choose to withdraw from the focus group at any time. They may choose to skip any questions that are asked, and will not be expected to provide a reason for this decision. You and your ward have the right to ask questions about the process at any point.

CONFIDENTIALITY

Kansas BELIEVE values confidentiality, and will do everything possible to protect your ward's information. No information about their identity will be disclosed outside of the focus group. All individually identifying information will be immediately removed by the Project Director. Signed documents (including this form) will be stored separately from other Needs Assessment materials. All information will be stored in a locked cabinet at KCSDV or in password protected computer files until the needs assessment report and strategic plan for this partnership are completed and approved. Needs assessment results will only be reported in aggregate data, and will not include identifying information of any participant. While we may include anecdotal stories or quotes as illustration, these will not be connected to any individually identifying information. Your choice to participate or not will not affect your relationship or services with any organization in any way.

MANDATORY REPORTING

Mandatory Reporting – according to the Mandatory Reporting laws in Kansas (KSA 39-1431), staff members at KCSDV and SACK are not mandatory (required) reporters of abused adults. However, both organizations agree to share information about the good and bad of self-reporting the abuse with the person who was abused.

CONTACT INFORMATION

You have the right to ask, and have answered, any questions about this Needs Assessment now - or in the future. For further information, please contact:

_____ Rosewood Miracle Workers Advisor

Phone: _____

Email: _____

STATEMENT OF CONSENT

I fully understand the information contained in this document. I have had the opportunity to review the focus group questions. I have had the opportunity to ask questions, and have received adequate answers. I understand that my ward's participation is voluntary, and will not affect my or my ward's relationship with the Rosewood Miracle Workers, Self-Advocate Coalition of Kansas or the Kansas Coalition Against Sexual and Domestic Violence now or in the future. I understand the benefits and risks of my ward's participation, and I agree to allow them to participate.

Signature of Guardian

Date

Printed Name of Participant

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the Rosewood Miracle Workers, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the Rosewood Miracle Workers, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, the Rosewood Miracle Workers, and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

ROSEWOOD MIRACLE WORKERS

SCRIPTS FOR INTERVIEW AND FOCUS GROUP

Rosewood Miracle Workers Advisor

It is important to talk with the advisors of the local self-advocate groups of SACK because they experience the support and training that SACK provides to the local self-advocate groups. The local self-advocate group advisors know the policies and procedures of the local group. Rosewood Miracle Workers and Tuff are the two SACK self-advocate groups in Great Bend.

Kansas BELIEVE Team members from KCSDV will interview the advisors for Rosewood Miracle Workers and TUFF separately.

Roles for the Advisor Interview

- Facilitator – KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler

SCRIPT

Introduce yourselves:

Facilitator:

My name is Sarah Hussain with Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and I will ask the questions today.

Note Taker:

My name is Shirley Fessler with KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Sarah:

We are also team members of Kansas BELIEVE which is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how SACK responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the

changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for this interview. You are able to leave at any time.

Do you have any questions before we get started?

1. How does SACK provide support to the Rosewood Miracle Workers?
2. How does SACK support you as an advisor of the Rosewood Miracle Workers?
3. In your work as an advisor for the Rosewood Miracle Workers, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training that is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

Rosewood Miracle Workers Self-Advocate Group

It is important to talk with members of Rosewood Miracle Workers because they experience the support and training that SACK provides to the local self-advocate groups. Members of Rosewood Miracle Workers experience the results of their own policies and procedures. Members of Rosewood Miracle Workers experience the results of their own values and beliefs of the group. Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for members of Rosewood Miracle Workers.

Roles for the Rosewood Miracle Workers Focus Group

- Co-facilitators – SACK Self-Advocates Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Hal Schultz with SACK and my name is Stephanie Sanford with SACK. We will be running the focus group today.

Note Taker:

My name is Shirley Fessler with Kansas Coalition Against Sexual and Domestic Violence (KCSDV). I am taking notes of our conversation today. I will be writing down what is said without names of who said it.

Helper:

My name is Sarah Hussain with KCSDV. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is _____ (Advocate from Family Crisis Center). I will be in another room if you need to talk with someone during the meeting about

how you feel or if you have questions about services you need.

Co-facilitator Hal:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Sexual violence is any type of sexual activity to which a person has not freely agreed. It is a form of violence that uses sex and sexuality to shame, bully, control, or create fear in another person. Sexual violence can be committed by the use or threat of force, or under circumstances where a person is incapable of agreeing. It ranges from bullying to touching that is wrong to intercourse. It also can be verbal, visual, audio, or any other form which forces a person to participate in unwanted sexual contact or attention. Sexual violence includes rape, attempted rape, child molestation, watching other people undress or have sex, showing of one's genitals in public, incest, sexual harassment, and many other actions. Sexual violence can happen in different situations and by anyone, such as a personal assistant or domestic or intimate partner violence, or by a stranger.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff

3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Stephanie:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about your experiences. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation.

Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.

- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Co-facilitator Hal:

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We have a gift card for you which Sarah is passing out to you. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Do you have any questions before we get started?

Hal:

How do you find out about things you may need or want to do in your community?

Stephanie:

How did you find out about Rosewood Miracle Workers?

Hal:

What makes you like a place?

- a. What makes you feel welcome?
- b. What makes you feel comfortable?
- c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

Stephanie:

What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

Hal:

What can people do to make you feel comfortable talking about your needs as a person with I/DD?

Stephanie:

Tell us what people should do to help you understand information and what it means to you?

Hal:

If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?

Stephanie:

Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

Hal:

People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others?

Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.

Stephanie:

What do you want people who help you to know?

ROSEWOOD MIRACLE WORKERS

CHECKLIST AND NOTE FORMS FOR INTERVIEW AND FOCUS GROUP

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: Rosewood Miracle Workers

Roles for the Advisor Interview

- Facilitator – KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler

Date:

Start time:

End time:

Do you have any questions before we get started?

1. How does SACK provide support to the Rosewood Miracle Workers?
2. How does SACK support you as an advisor of the Rosewood Miracle Workers?
3. In your work as an advisor for the Rosewood Miracle Workers, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training that is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: Rosewood Miracle Workers

Roles for the Rosewood Miracle Workers Focus Group

- Co-facilitators – SACK Self-Advocates Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

Date of the Focus Group:

Start Time:

End Time:

Number of participants

Male:

Female:

Number of VISA cards given out (for survivors or people with I/DD):

Were accommodations requests met?

Do you have any questions before we get started?

1. How do you find out about things you may need or want to do in your community?
2. How did you find out about Rosewood Miracle Workers?

3. What makes you like a place?

a. What makes you feel welcome?

b. What makes you feel comfortable?

c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

4. What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

5. What can people do to make you feel comfortable talking about your needs as a person with I/DD?

6. Tell us what people should do to help you understand information and what it means to you?
7. If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?
8. Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

9. People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others? Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.
10. What do you want people who help you to know?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?

- Important comments from participants
- Was there any consistent message during the focus group?

TUFF

**WAYS TO FIND PEOPLE TO PARTICIPATE
(RECRUITMENT)**

TUFF Advisor

Thank you for your willingness to help the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK) Kansas BELIEVE partnership with our needs assessment.

We ask that you (the TUFF Advisor) agree to the following tasks for our needs assessment:

1. Training on Kansas BELIEVE partnership and needs assessment process
2. Taking time for a 45 minute interview with two KCSDV Kansas BELIEVE Team members
3. Providing information to the TUFF members about the Kansas BELIEVE TUFF members focus group – date and time to be determined after OVW approval of the Kansas BELIEVE needs assessment plan (only 8 spaces available for the focus group)
4. Providing the response form to those interested in participating and ask them to fill it out and return at that time
5. Collecting the response forms of the people who plan to attend the focus group. The response forms will be scanned and emailed to the KCSDV Disabilities Project Coordinator the same day they are received. If the forms are not able to be scanned and emailed the same day, the forms will be kept in a locked filing cabinet until they can be scanned and emailed. After the KCSDV Disabilities Project Coordinator confirms receiving the emailed forms, the paper copy of the forms will be shredded immediately.
6. If someone who wants to attend the focus group has a guardian that makes decisions about services, then provide the guardian with the attached letter/permission form and the questions that are often asked sheet
7. Allowing Kansas BELIEVE to use one TUFF meeting to hold the focus group at the location of the TUFF group meeting. Offer the usual options to the members attending for example, if you usually provide transportation for those attending the meeting
8. Providing a list of services available in the community for the focus group participants.

TUFF Advisor Training

The Charter will be provided to the TUFF Advisor. The KCSDV Disabilities Project Coordinator will call the Advisor to review the Charter, list of tasks, and script for finding people with I/DD to participate in the needs assessment focus group. The KCSDV Disabilities Project Coordinator will ask the TUFF Advisor if there are any questions or if anything else is needed to be ready to talk with people with I/DD about participating in the Kansas BELIEVE needs assessment focus group.

TUFF Advisor Script:

Kansas BELIEVE needs focus group participants for their needs assessment.

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Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their

own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

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Their needs assessment will gather information about the ability of KCSDV, TUFF, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. People with I/DD served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

The focus group will take place during a TUFF meeting time (date to be determined) at the TUFF meeting location. Only 8 people can participate in the focus group. A \$20 VISA gift card will be provided at the beginning of the focus group for the 45 minutes spent participating in the focus group. The Helper at the focus group can talk about storing the VISA card if there is a concern about taking it home. Participants can stop talking or leave at any time during the focus group. Participants can keep their VISA card if they stop talking or leave early.

Focus group participants will be asked to keep private any information discussed or shared during the focus group with anyone who did not participate in their focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants will keep the information shared private, participants will also be asked not to share personal information that they want to keep private. Participants will also be asked not to provide any identifying information about themselves, specific staff, or program participants. There will be no negative results on their services due to any information shared during the focus group or interview. The number of

participants who attend focus groups and interviews will be combined for the needs assessment report. No personally identifiable information will be shared.

Participants with Personal Care Attendants (PCAs) will be offered a different PCA for the focus group, if it is requested on the response form. Participants PCAs are not allowed in the focus group. The PCA can wait in another room during the focus group and if the participant needs their PCA, the focus group Helper can take the participant to their PCA.

Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. The notes taken at the focus group will be a summary of the session and will not have any identifying information such as your name. All information gathered from this focus group will be used for the purpose of this project and no other use.

Participants are asked not to wear scented lotions or perfumes to the focus group. Anyone interested in being a participant is asked to complete the response form to share any accommodations needed during the focus group and return it to me (Advisor).

Response Form

Organization Name: TUFF

First Name of Participant: _____

Please let us know what services you need (check all that apply):

Interpreter

- ☐ ASL interpreter
- ☐ Other language interpreter - Please state: _____

Different format for materials

- ☐ Braille
- ☐ Large print
- ☐ Other Please state: _____

Concerns for snacks

- ☐ Diabetic
- ☐ Other - Please state: _____

Other needs

- ☐ Personal Care Attendant for the focus group
- ☐ Other Please state: _____

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, the TUFF, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the TUFF, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, TUFF and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

TUFF Guardian Letter

DATE:

INTRODUCTION

The TUFF group is working with the Kansas BELIEVE partnership to have a focus group about services to people with intellectual and developmental disabilities. Your ward _____ has shown an interest in participating in the focus group. We are asking for you to sign the consent form for your ward to participate in a focus group discussion. A copy of the questions that are often asked is enclosed in this packet. The following information describes this project and what is being asked of you and your ward. Please review this material and ask us any questions you may have before agreeing to allow your ward to participate. In order for your ward to participate, this consent form must be signed and returned by: ____Date_____.

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

KCSDV is a group of 28 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social change.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with developmental disabilities will have the opportunity to share their opinions and make choices in order to create a life where they are treated with the same dignity and respect as persons without developmental disabilities.

Kansas BELIEVE Vision:

People with Intellectual and Developmental Disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

Kansas BELIEVE Mission:

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This will happen through:

- Active teamwork
- Desire to understand, and
- Development of meaningful partnerships.

KCSDV and SACK will also build their ability to assist local programs/groups in creating communities of safety and trust that are based on listening, believing and providing unconditional support.

Purpose of the Needs Assessment

The Kansas BELIEVE Team is completing a needs assessment to determine what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence. Their needs assessment will gather information about the ability of KCSDV, the TUFF, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

They will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

They will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors

4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Goals of the Needs Assessment

The goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when KCSDV and SACK support members of their organizations.
2. The things that work well and those that need improvement when KCSDV and SACK provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at KCSDV and SACK organizations to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If KCSDV and SACK members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

BENEFITS AND RISKS

There are several benefits to participation. Your ward's participation will help us better serve individuals at our organizations and more thoroughly understand our operations so we can improve service delivery. In appreciation, each participant will receive a \$20 VISA card for their time and travel.

Your ward's participation in this Needs Assessment is considered to be of minimal risk. Questions will focus on your ward's opinions about services. Self-disclosure of sexual abuse or assault is neither expected nor encouraged; in fact, if it does occur, no mandatory report will take place as none of the professionals involved are mandatory reporters. It is possible that your ward may become uncomfortable by a topic in the focus group. If this occurs, an advocate will be available to assist them.

YOU AND YOUR WARD'S RIGHTS

Participation in this Needs Assessment is entirely voluntary. Your choice to allow or disallow your ward to participate will not affect your or their relationship with any agency in any way. Your ward can choose if he/she would like to participate or not. They may choose to withdraw from the focus group at any time. They may choose to skip any questions that are asked, and will not be expected to provide a reason for this decision. You and your ward have the right to ask questions about the process at any point.

CONFIDENTIALITY

Kansas BELIEVE values confidentiality, and will do everything possible to protect your ward's information. No information about their identity will be disclosed outside of the focus group. All individually identifying information will be immediately removed by the Project Director. Signed documents (including this form) will be stored separately from other Needs Assessment materials. All information will be stored in a locked cabinet at KCSDV or in password protected computer files until the needs assessment report and strategic plan for this partnership are completed and approved. Needs assessment results will only be reported in aggregate data, and will not include identifying information of any participant. While we may include anecdotal stories or quotes as illustration, these will not be connected to any individually identifying information. Your choice to participate or not will not affect your relationship or services with any organization in any way.

MANDATORY REPORTING

Mandatory Reporting – according to the Mandatory Reporting laws in Kansas (KSA 39-1431), staff members at KCSDV and SACK are not mandatory (required) reporters of abused adults. However, both organizations agree to share information about the good and bad of self-reporting the abuse with the person who was abused.

CONTACT INFORMATION

You have the right to ask, and have answered, any questions about this Needs Assessment now - or in the future. For further information, please contact:

_____ TUFF Advisor

Phone: _____

Email: _____

STATEMENT OF CONSENT

I fully understand the information contained in this document. I have had the opportunity to review the focus group questions. I have had the opportunity to ask questions, and have received adequate answers. I understand that my ward's participation is voluntary, and will not affect my or my ward's relationship with the TUFF, Self-Advocate Coalition of Kansas or the Kansas Coalition Against Sexual and Domestic Violence now or in the future. I understand the benefits and risks of my ward's participation, and I agree to allow them to participate.

Signature of Guardian

Date

Printed Name of Participant

Questions that are Asked Often

What is Kansas BELIEVE and what is its mission?

Kansas BELIEVE is a partnership between Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK). The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

Why are you asking people to be part of a focus group?

The Kansas BELIEVE Team is completing a needs assessment to find what they can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

The needs assessment will gather information about the ability of KCSDV, TUFF, and SACK to serve people with I/DD who have experienced sexual violence and the gaps in services.

What sort of information are you looking for and why did you ask me to participate?

Kansas BELIEVE wants to know the things that work well and those that need improvement about safety and accessibility for KCSDV, the TUFF, and SACK. To improve services, it is important to get information from people receiving services and those providing services to find out what makes our services safe, accessible and comfortable. The information you share at the focus group will help make sure that any changes will improve services.

What will you do with the information you collect?

The information will be collected and reviewed to create a Needs Assessment Report and Strategic Plan. This information will help Kansas BELIEVE improve the ability of KCSDV, TUFF and SACK to provide better services to people with I/DD who have experienced sexual violence. After the Needs Assessment Report and Strategic Plan is completed and approved, the information collected for the needs assessment, including the response forms, will be destroyed.

What kinds of questions will I be asked and how long will it take?

Kansas BELIEVE wants to know how you found out about the service you are receiving, your feelings about comfort and privacy, and the most helpful service to you. Participants can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Participants will be asked to only share information that is not private. Participants can share personal stories with the Guide at the focus group if they want to. There is no right or wrong answers and you may leave at any time during the focus group. A guide will be provided during the focus group if you need to talk with someone about an experience of violence. The focus group will be 45 minutes long.

Why should I participate?

Your responses to the questions will help Kansas BELIEVE improve services for people with I/DD who have experienced sexual violence. For your participation, you will receive a \$20 VISA gift card and be provided with a snack during the focus group.

Thank you!

TUFF

SCRIPTS FOR INTERVIEW AND FOCUS GROUP

TUFF Advisor

It is important to talk with the TUFF advisor because they experience the support and training that SACK provides to the local self-advocate groups. The TUFF advisor knows the policies and procedures of the local group. Kansas BELIEVE Team members from KCSDV will interview the advisor for TUFF.

Roles for the Advisor Interview

- Facilitator – KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler

SCRIPT

Introduce yourselves:

Facilitator:

My name is Sarah Hussain with Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and I will ask the questions today.

Note Taker:

My name is Shirley Fessler with KCSDV. I am taking notes of our conversation today. I will be documenting the information shared without names.

Facilitator Sarah:

We are also team members of Kansas BELIEVE which is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff

3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about how SACK responds to people with I/DD who have experienced sexual violence. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used

for the purpose of this project and no other use. If you continue with the interview, you will be giving agreement for your participation. Participants agree to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We plan on taking 45 minutes for this interview. You can leave at any time.

Do you have any questions before we get started?

1. How does SACK provide support to TUFF?
2. How does SACK support you as an advisor of TUFF?
3. In your work as an advisor for TUFF, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

TUFF Self-Advocate Group

It is important to talk with members of TUFF because they experience the support and training that SACK provides to the local self-advocate groups. Members of TUFF experience the results of their own policies and procedures. Members of TUFF experience the results of their own values and beliefs of the group.

Kansas BELIEVE Team members from KCSDV and SACK will run the focus group for members of TUFF.

Roles for the TUFF Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

SCRIPT

Introduce yourselves:

Co-facilitators:

My name is Hal Schultz with the Self Advocate Coalition of Kansas (SACK).

My name is Stephanie Sanford with SACK. We will be running the focus group today.

Note Taker:

My name is Shirley Fessler with Kansas Coalition Against Sexual and Domestic Violence (KCSDV). I am taking notes of our conversation today. I will be writing down what is said without names of who said it.

Helper:

My name is Sarah Hussain with KCSDV. I am here to help answer questions and make sure you have what you need for the focus group.

Guide:

My name is _____ (Advocate from Family Crisis Center). I will be in another room if you need to talk with someone during the meeting about how you feel or if you have questions about services you need.

Co-facilitator Hal:

We are also team members of Kansas BELIEVE. Kansas BELIEVE is a partnership between KCSDV and SACK. We are completing a needs assessment to determine what we can do to improve services to people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence.

Sexual violence is any type of sexual activity to which a person has not freely agreed. It is a form of violence that uses sex and sexuality to shame, bully, control, or create fear in another person. Sexual violence can be committed by the use or threat of force, or under circumstances where a person is incapable of agreeing. It ranges from bullying to touching that is wrong to intercourse. It also can be verbal, visual, audio, or any other form which forces a person to participate in unwanted sexual contact or attention. Sexual violence includes rape, attempted rape, child molestation, watching other people undress or have sex, showing of one's genitals in public, incest, sexual harassment, and many other actions. Sexual violence can happen in different situations and by anyone, such as a personal assistant or domestic or intimate partner violence, or by a stranger.

Our needs assessment will gather information about the ability to serve people with I/DD who have experienced sexual violence and the gaps in services.

We will talk with the following groups at KCSDV:

1. Decision makers
2. KCSDV staff
3. Sexual assault programs
4. Survivors served by the KCSDV member programs

We will talk with the following groups at SACK:

1. Decision makers
2. SACK staff
3. Local self-advocate group advisors
4. Individual members with intellectual and developmental disabilities (I/DD) of SACK local self-advocate groups

Co-facilitator Stephanie:

Our goals for this needs assessment are to improve services to people with I/DD who have experienced sexual violence by finding out:

1. The things that work well and those that need improvement when we (KCSDV and SACK) support members of our organizations.
2. The things that work well and those that need improvement when we (KCSDV and SACK) provide training.
3. The resources that are needed for Kansas BELIEVE to improve services statewide.
4. What policies should be in place at each (KCSDV and SACK) organization to meet the needs of people who have experienced sexual violence?
5. If KCSDV and SACK are ready to take action to meet the needs of local member programs and groups to support people with I/DD who have experienced sexual violence.
6. If our (KCSDV and SACK) members are ready to take action to meet the needs of people with I/DD who have experienced sexual violence.

It is our job to ask you questions about your experiences. You can choose to answer or not answer any questions asked. There is no right or wrong answer to any question. Honest answers are very important so that we can make the changes we need to improve services. The notes we take will be a summary of the session and will not have any identifying information such as your name or position. All information gathered from this focus group will be used for the purpose of this project and no other use. Those who choose to stay in the focus group will be giving agreement for their participation.

Participants are agreeing to:

- Participate in a focus group/interview.
- Have their comments noted in writing without their name.
- Have their comments used without their name in the needs assessment report.
- Have their comments used without their name for developing the Kansas BELIEVE needs assessment report, strategic plan, and implementation activities.

Co-facilitator Hal:

Thank you for making time to be part of the Kansas BELIEVE needs assessment. We have a gift card for you which Sarah is passing out to you. We plan on taking 45 minutes for the focus group. You are able to leave at any time.

Do you have any questions before we get started?

Hal:

How do you find out about things you may need or want to do in your community?

Stephanie:

How did you find out about Tuff?

Hal:

What makes you like a place?

- a. What makes you feel welcome?
- b. What makes you feel comfortable?

c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

Stephanie:

What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

Hal:

What can people do to make you feel comfortable talking about your needs as a person with I/DD?

Stephanie:

Tell us what people should do to help you understand information and what it means to you.

Hal:

If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?

Stephanie:

Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

Hal:

People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others? Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.

Stephanie:

What do you want people who help you to know?

TUFF

**CHECKLIST AND NOTE FORMS FOR INTERVIEWS
AND FOCUS GROUPS**

Kansas BELIEVE Interview Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: TUFF

Roles for the Advisor Interview

- Facilitator – KCSDV Disabilities Project Director Sarah Hussain
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler

Date:

Start time:

End time:

Do you have any questions before we get started?

1. How does SACK provide support to TUFF?
2. How does SACK support you as an advisor of TUFF?
3. In your work as an advisor for TUFF, how often does the subject of sexual violence come up?
4. What information, training, and support is provided to advisors to handle the subject of sexual violence?

5. Are you aware of the information and training is available to self-advocates about their bodies, sexuality, and sexual violence? Please tell us what is offered and how.
6. How does SACK provide trainings?
7. What resources do you need from SACK to support survivors of sexual violence with I/DD?

Kansas BELIEVE Focus Group Checklist and Note Form

FOR NOTE TAKER: Shirley

Name of the Organization: TUFF

Roles for the TUFF Focus Group

- Co-facilitators – SACK Self Advocate Hal Schultz and
SACK Advocacy Coordinator Stephanie Sanford
- Note Taker – KCSDV Rural Sexual Assault Project Manager Shirley Fessler
- Helper – KCSDV Disabilities Project Director Sarah Hussain
- Guide – Family Crisis Center advocate

Date of the Focus Group:

Start Time:

End Time:

Number of participants

Male:

Female:

Number of VISA cards given out (for survivors or people with I/DD):

Were accommodations requests met?

Do you have any questions before we get started?

1. How do you find out about things you may need or want to do in your community?
2. How did you find out about Tuff?

3. What makes you like a place?

a. What makes you feel welcome?

b. What makes you feel comfortable?

c. What makes you want to go back to that place?

d. What makes you feel safe about a place?

4. What makes you not like a place?

a. What makes you feel scared?

b. What makes you feel mad?

c. What makes you confused?

d. What makes you want stay away from that place?

5. What can people do to make you feel comfortable talking about your needs as a person with I/DD?

6. Tell us what people should do to help you understand information and what it means to you?
7. If you heard about a training to teach you about your body parts and sex, what kind of things would you want to learn about?
8. Has anyone attended Self Advocate Conference by SACK?

If so, what did you like?

Have you attended SACK training?

If so, what did you like?

9. People with I/DD have services that look differently for different people. How do you feel when information that happens at one place gets shared with others? Example: You had a bad day and yelled at your staff and when you get to the day program, the day program staff members already know that you are having a bad day.
10. What do you want people who help you to know?

Feedback from the Kansas BELIEVE Team after the focus group:

- Anything that should be changed about the focus group to make it better?
- Important comments from participants
- Was there any consistent message during the focus group?

