

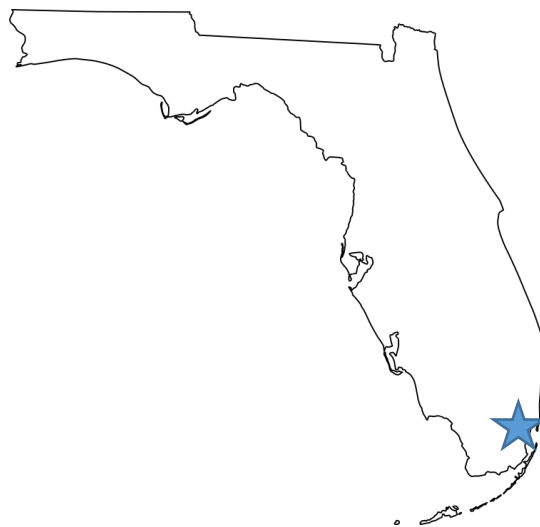
Miami Inclusion Alliance

Miami, Florida

COLLABORATION CHARTER

OVW-DOJ GRANT

PROJECT NUMBER: 2015-FW-AX-K001



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Introduction

The Miami Inclusion Alliance (MIA) is a Collaboration between the following four organizations. Disability Independence Group, Inc. (DIG) is a nonprofit disability rights legal advocacy center with a mission to expand opportunities for participation, education, employment and acceptance of persons with disabilities. Mujeres Unidas en Justicia, Educacion, y Reforma, Inc. (MUJER) is a certified sexual assault center that provides domestic violence and sexual assault education, direct response and support services. Dade Legal Aid (Legal Aid) is a civil legal services provider with a dedicated domestic violence unit. Miami-Dade County, Community Action and Human Services Department, Coordinated Victim Assistance Center (CVAC) is a one-stop center that provides holistic and coordinated services to victims of domestic violence, sexual assault, dating violence, stalking and human trafficking.

The project was supported by Grant No. 2015-FW-AX-K001, awarded by the Office of Violence Against Women, U.S. Department of Justice, in 2015, enabling the Partners to bring together the strengths and resources of each Partner, with the eventual goal of creating systemic change within each organization that will result in exceptional services for domestic violence and sexual assault for victims/survivors who are persons with disabilities.

The project will result in significant changes to each partner agency with the expectation that the changes will be embedded in systemic structures, policies and procedures and will continue to guide the work with persons with disabilities.

Through the process of developing this Charter, the Collaboration has had rich, passionate and committed dialogue. The Collaboration is inspired by the potential for change that will improve our ability to assist persons with disabilities. The Charter is a living document that can be changed in response to the growing and developing needs of our collaboration.

We believe this Charter provides the Miami Inclusion Alliance (MIA) with a comprehensive and proactive framework for our work together in the coming years.

Vision Statement

This Collaboration envisions an environment that is accessible, safe, and promotes dignity and respect for all persons with disabilities affected by domestic violence and/or sexual assault.

Mission Statement

The mission of this Collaboration is to learn about the intersection of disability and domestic violence and/or sexual assault in order to promote a culture of inclusion within and between all collaborating agencies.

This Collaboration will implement the necessary changes so that persons with disabilities who are affected by domestic violence and/or sexual assault have access to services.

This Collaboration will accomplish this by:

- Building an effective collaboration that is inclusive, transparent and accountable to the needs of persons with disabilities who are affected by domestic violence and/or sexual assault.
- Incorporating the voices and needs of persons with disabilities and persons affected by domestic violence and/or sexual assault to create an environment of change within and between collaborative organizations that is responsive to their needs.
- Engaging in cross trainings, so that Collaborative Partner Agencies can share their knowledge and experiences with the ultimate goal of enhancing services.
- Building organizational capacity by increasing confidence and comfort levels when engaging with persons at the intersection of disability and domestic violence and/or sexual assault.
- Conducting a Needs Assessment to identify strengths, weaknesses, and opportunities for change within and between each Collaborative Partner Agency.
- Reviewing, enhancing and developing policies and procedures for each Collaborative Partner Agency in response to the Needs Assessment.

Values and Assumptions

VALUES

The Collaboration has created the following shared values based on the fundamental belief in the dignity of all persons with disabilities who are victims/survivors of domestic violence and/or sexual assault. These values are guiding principles that will inform all of the decisions, interactions, and work of the Collaboration. The Collaborative Partners will strive to demonstrate these values in all communications within and between the partners and with their work.

Access: Persons with disabilities have the right to be able to fully obtain and participate in services available to the general public. This includes, but is not limited to attitudinal, physical,

communication, cultural, programmatic, and financial access. The Collaborative Partners believe that it is the responsibility of organizations to create services that are accessible to victims/survivors with disabilities.

Accountability: The Collaborative Partners are committed to a transparent relationship that promotes accountability as defined by the Contributions and Commitments in the Collaboration Charter.

Collaboration: The Collaborative Partners believe that working in collaboration will result in more creative, effective, and sustainable change, and are committed to actively building a collective identity that reflects shared understanding of our work, authority, responsibility, and resources.

Equality: The Collaborative Partners believe that everyone is entitled to the same quality of service. This means that even though the methods of providing services may not be the same for everyone due to individual needs, everyone should have the same opportunities for the best possible outcome.

Equity: The Collaborative Partners are committed to being fair, impartial and just in the way people are treated. In an equitable system everyone gets what they need.

Inclusive: The Collaborative Partners value, respect and strive to inform this work by seeking diverse perspectives that include those of persons with disabilities.

Integrity: The Collaborative Partners believe that values, decisions, language, actions, policies, services and etc. will be consistent with their belief that all people have intrinsic value.

Nothing About Us Without Us: This slogan, used by the disability rights movement, communicates the idea that no policy should be decided without participation of the groups affected by that policy. That would include not only persons with disabilities but also victims/survivors of domestic violence and sexual assault. The Collaborative Partners believe that our policies, protocols and services must be informed by the people we provide services to and are committed to engaging person with disabilities and victims/survivors to inform this work.

People-first Language: The Collaborative Partners believe that people should be recognized as individuals and should not be defined by their disability. The Partners believe in using language that is appropriate and respectful of persons with disabilities.

Respect: The Collaborative Partners will approach all interactions with everyone in the Collaboration and victims/survivors with disabilities with open minds, seeking to understand and honor differences in perspectives and experiences.

Safety: The Collaborative Partners believe that everyone should have the freedom to live without fear of harm. They are committed to creating safe environments for victims/survivors with disabilities through services that are equal, non-judgmental and supportive.

Self-Awareness: The Collaborative Partners believe that part of creating change is modeling change. To do this they are committed to being open to learning from diverse perspectives and reflecting on their own assumptions, privileges and biases and how our worldview impacts our thoughts and actions.

Transparency: The Collaborative Partners are committed to a Collaboration free of any hidden agendas or conditions.

Trust: The Collaborative Partners strive to establish trust between the Partners so that the process can flourish in a confidential, comfortable environment. This trust includes the assumption of confidentiality of information shared about organizations in the Collaboration.

Universal Design: The Collaborative Partners believe in the philosophy that everything that is created by people, such as built environments, technology, products, teaching methods, application procedures, services etc. are usable to the greatest extent possible by everyone without need for adaptations. For everything that is created through this Collaboration, the Collaborative Partners commit to exploring how and working towards universal design.

ASSUMPTIONS

The following are the Collaboration's shared assumptions. As with the shared values, these assumptions will inform the decisions, interactions, and work of the Collaboration. Many of these assumptions are foundational to the work of both the Violence Against Women's Movement and the Disability Rights Movement.

The Collaborative Partners assume a strength-based, people-centered, survivor driven approach as the foundation for the Collaboration's work. Each Collaborative Partner is dedicated to meeting the needs of persons with disabilities who are victims/survivors of domestic violence and/or sexual assault.

The Collaborative Partners recognize that:

- All individuals have the right to live with respect and dignity, free from fear and/or control. No one deserves to be hit, beaten, threatened, humiliated, or otherwise subjected to physical or emotional harm.
- Domestic violence affects all of us. It particularly affects children in the family, other family members, friends and co-workers.
- People of all races, gender, professions, educational background, sexual orientation, socio-economic status, ages, religion, cultural backgrounds, and immigrations status are victims of domestic violence and/or sexual assault.
- At times throughout this Collaboration Charter, the Collaboration may refer to victims of domestic violence and/or sexual assault generally as women. This is not to exclude the genuine existence of male victims of domestic and/or sexual violence, but rather to acknowledge the reality that the vast majority of domestic and/or sexual assault victims are women.

- Rape and other crimes of sexual violence have a devastating impact on the lives of victims and their communities. The crimes of sexual battery, child sexual abuse, stalking, marital rape and sexual harassment inflict trauma to survivors' physical and mental health and robs them of their sense of safety and well-being. The prevalence of rape also has wide-reaching impact on other cultural problems: rape is responsible for 11-20% of teenage pregnancies and for increased substance abuse and mental health problems including major depression, suicide, and post-traumatic stress disorder.
- This Collaboration understands that there are barriers to leaving and that victims/survivors may return multiple times before they are able to end the relationship.
- The general public often has negative perceptions of victims and/or survivors of domestic violence and/or sexual assault and they are often not believed and/or held at least partially accountable for the abuse they experience. Persons with disabilities who are victims of domestic violence and/or sexual assault are even less likely to be believed by the general population and other service providers.
- Domestic violence and/or sexual assault service organizations and disability service providers want to provide the best survivor-led services possible to meet the needs of individuals seeking services.
- Persons with disabilities are at higher risk for domestic violence and/or sexual assault, irrespective of gender.
- Undocumented immigrant women are at a higher risk for domestic violence and/or sexual assault because of immigration laws, language barriers, social isolation, and a lack of financial resources.
- Persons with disabilities face additional physical, environment, communications, attitudinal and systemic barriers to services than the rest of the population, including lack of awareness of the resources available.
- Victim service providers and society in general often do not understand nor know how to communicate with, nor relate to, people with disabilities, which is a barrier to service provision and disability rights groups often are unfamiliar with the services and protections available to persons who are victims of domestic violence and/or sexual assault.
- Barriers exist in disability programs for individuals who experience domestic violence and/or sexual assault, including barriers to safely disclosing violence and abuse, understanding of mandatory reporting requirements and lack of privacy at intake. Disability service providers

generally lack special training to recognize abuse and therefore they miss the “red Flags” or signs that abuse may be taking place. If they find out abuse is taking place they may not be trained nor comfortable intervening and assisting victims/survivors to safely address the issue. Most disability providers are unfamiliar with the already existing safety nets set up by the domestic violence/sexual assault providers. Even if that training and knowledge exists there is generally a lack of clear and seamless linkage between the disability providers and the domestic violence/sexual assault providers.

- With appropriate support and assistance, victims /survivors of domestic violence and/or sexual assault who are persons with disabilities can be actively involved throughout the process, making decisions about the services they will receive to the best of their ability. The process includes all stages of the domestic violence/sexual assault safety net including the legal system, shelter system, and support system.

Member Agencies

Disability Independence Group, Inc. (DIG)

Agency Type: Disability Services

Established in 2002, DIG is a nonprofit disability rights legal advocacy center with a mission to expand opportunities for participation, education, employment and acceptance of persons with disabilities through advocacy, litigation, education, and training. DIG trains and educates persons with disabilities and their parents and caregivers about their rights and the current federal laws related to disability, so that they can use those laws as tools to challenge exclusion and discrimination. DIG consults with attorneys, service providers, and government officials on how to facilitate integrating persons in the community to maximize participation. In addition to over one hundred trainings and seminars, DIG has had several major initiatives. DIG is a resource to the legal community and has assisted the Florida Bar with the implementation of many initiatives that promote the inclusion of lawyers with disabilities into the Bar itself and into the practice of law as a profession. DIG recently created and produced twelve videos in American Sign Language on fair housing and fair lending issues that are presently a part of the United States Department of Housing and Urban Development (“HUD”) national effort to reach the Deaf and Hard of Hearing to inform them of their housing rights.

Executive Director: Deborah Dietz

Collaborative Partner: Deborah Dietz

Project Administrator: Deborah Dietz

Project Director: Sharon Langer

Project Assistant: Rotating FIU, College of Law Student

Mujeres Unidas en Justicia, Educacion, y Reforma, Inc. (MUJER)

Agency Type: Domestic Violence and Sexual Assault

Established in October 1994 and started serving clients in 1997, MUJER has served the South Florida community by providing domestic violence and sexual assault education, direct response, and support services, and is the only certified sexual assault center in South Miami-Dade County. MUJER has received recognition as a responsive agency by ensuring culturally sensitive services to their target population, individuals experiencing domestic violence within their Latino families. MUJER serves the South Miami-Dade community, which is comprised of predominantly Latino low-income residents. MUJER is experienced in working with marginalized subsets of the population and understanding culture differences and the special needs of the undocumented. MUJER provides several services, including individual and family counseling, legal services, community advocacy, relocation assistance, and a 24/7 Sexual Assault Help Line.

Executive Director: Susan Rubio Rivera

Collaborative Partner: Susan Rubio Rivera

Dade Legal Aid (Legal Aid)

Agency Type: Legal Services

Established in 1939 and chartered in 1949, Dade Legal Aid has served the indigent population of Miami-Dade County for longer than any other civil legal services provider. Dade Legal Aid is non-profit law firm that provides civil legal services to vulnerable populations, including children, teens, victims of domestic violence and sexual assault, women, the elderly, and families living in poverty. Dade Legal Aid is the only legal service provider in Miami-Dade County with dedicated domestic violence units representing domestic violence victims seeking legal protection.

Executive Director: Karen Ladis

Collaborative Partner: Brenda Rivera

Miami-Dade County, Community Action and Human Services Department, Coordinated Victim Assistance Center (CVAC)

Agency Type: Victims Services

Established in 2008, CVAC is a one-stop center that provides holistic and coordinated services to victims of domestic violence, sexual assault, dating violence, stalking, and human trafficking. CVAC coordinates the services of over thirty onsite and offsite partners that collectively offer a range of services for victims and their dependents. The services offered at the Center include, advocacy and referrals, support groups, educational workshops, civil and immigration legal assistance, individual and family counseling, financial emergency relief assistance, relocation

assistance, injunction assistance, among others; these services are effectively operated by public and not-for-profit partners.

Director: Ivon Mesa

Collaborative Partner: Ana Lorenzo-Vega

COLLABORATIVE PARTNERS

Specific staff members have been chosen from each Member Agency to serve as representatives of their organizations to the Collaboration. These individuals will be referred to as Collaborative Partners. The Collaborative Partners were chosen because of their expertise in their respective fields, their passion for serving the community, and their influence to create change. Collaborative Partners are responsible for attending weekly meetings as representatives for their organizations, taking an active role in the development of concepts and products, and reporting back to their organizations about the work of the Collaboration.

Debbie Dietz (DIG)

Brenda Rivera (Legal Aid)

Susan Rubio Rivera (MUJER)

Ana Lorenzo-Vega (CVAC)

Contributions and Commitments

The Collaborative Partners recognize that this endeavor can only be successful with the full dedication of each individual Collaborative Partner Designee and their respective agencies. Each Designee and her agency therefore commits to be an active participant in the Collaboration, lending her expertise and experiences to propel the Collaboration forward for the full three years of the Collaboration. We commit to be open minded, respectful, and non-judgmental. We commit to creating a safe zone where each Partner has the ability to be open and honest as we believe change comes from trusting relationships and honest self-inspection. We commit to share any challenges and learn from other Partners. The Collaborative Partners will fulfill these commitments by contributing to the Collaboration in the following ways:

The Collaborative Partner Designee commits to:

- Serving as the representative for her Agency.
- Comply with grant requirements and participate in technical assistance.

- Attending Vera and OVW webinars, site visits and mandatory trips.
- Demonstrating continued self-reflection and self-growth from addressing biases, assumptions, and experiences as they relate to domestic violence, sexual assault, and persons with disabilities.
- Dedicating the time to actively participate in the development of all product deliverables for the Planning and Development Phase, including reviewing and editing documents, communicating by phone or email with other Collaborative Partners, and gathering and sharing information, data, and resources. Deliverables include: Collaboration Charter, Project Focus Memo, Needs Assessment, Needs Assessment Report, and the Strategic Plan.
- Meeting in-person and actively participating in a minimum of eight (8) hours a month and an additional four (4) hours per month at their agency working on this project.
- Working through conflicts and disagreements pursuant to the Conflict Resolution Plan and the Decision Making Plan.
- Being flexible to any changes to the meeting schedule (times and locations).
- Responding in a timely manner, within three (3) business days, to requests for information, feedback and other aspects of the collaborative process.
- Providing updates and relevant information to the Collaboration and the respective agencies regarding each Collaborative Partner Agency's values, policies, dynamics and anything else that could impact the Collaboration.

As Lead Agency, Disability Independence Group, Inc. additionally commits to:

- Providing project oversight including directing, coordinating and implementing program activities.
- Being the fiscal agent including managing the project funds, providing reimbursements to partners and directing and coordinating program activities.
- Completing and submitting all grant and financial forms and reports to Vera and OVW.
- Employing and supervising the Project Director, Project Assistant, and Administrative Assistant.

- Contributing one person to serve as the designee to the Collaboration. If that person leaves, either temporarily or permanently, committing to identifying another person to serve as designee with the same decision making authority.
- Following the external communication plan, including talking points, developed by the Collaboration.
- Conducting a Needs Assessment of its agency and creating a Needs Assessment Plan as needed.
- Assessing its policies, procedures and overall agency culture.
- Committing staff to participate in focus groups and indicators.
- Conducting Indicator Scoring Tool assessments if required and host focus groups for clients and staff.
- Increasing their own organization's capacity to provide safe, accessible and effective services to persons with disabilities that are victims/survivors of domestic violence and/or sexual assault.
- Planning and implementing internal systemic changes, including policy and procedural changes, within its agency to best meet the goals of the Collaboration recognizing that some of these changes may have budgetary implications.
- Approving and implementing the strategic plan.
- Providing expertise and knowledge regarding persons with disabilities and the intersection of disability and domestic violence and/or sexual assault.
- Providing expertise and knowledge of national trends and best practices for access to services for persons with disabilities.
- Providing expertise on inclusion and the components necessary to meet both the legal and practical requirements.

The Project Administrator commits to:

- Hiring and supervising the Project Director and Administrative Assistant.
- Providing Collaborative Partners with information about budgetary decisions and work to ensure Collaboration support.

- Supervising all reporting to OVW and/or Vera and facilitating all of Disability Independence Group's responsibilities as lead agency.

The Project Director commits to:

- Providing guidance and leadership to the Collaboration.
- Overseeing the work of the Collaboration.
- Serving as the primary contact with Vera and participating in bi-weekly meetings with Vera technical assistant, attending Vera and OVW webinars and meetings and reporting back to the Collaboration.
- Coordinating and facilitating the Collaboration meetings.
- Initiating the Decision Making Process and the Conflict Resolution Plan when required.
- Preparing and finalizing deliverables for submission to OVW and Vera by Project Administrator based on Collaborative Partner input and feedback.
- Assisting Project Administrator in completing all required reports and submitting them on the Grants Management System.
- Encouraging and supporting open discussions, ideas and activities within the Collaboration.
- Drafting monthly updates, agendas, minutes, and proposed Charter documents.
- Consolidating group agreements and proposed language into draft format for review by Vera.

The Project Assistant commits to:

- Assisting the Project Administrator and Project Director with research, planning, and development of Collaboration Charter documents and any other duties as needed.
- Assisting Project Administrator and Project Director with focus groups, meetings, and any other activities as needed.

MUJER additionally commits to:

- Contributing one person to serve as the designee to the Collaboration. If that person leaves, either temporarily or permanently, committing to identifying another person to serve as designee with the same decision making authority.
- Comply with grant requirements and participate in technical assistance.
- Submitting budgetary and grant reporting information to the lead agency on time.
- Following the external communication plan, including talking points, developed by the Collaboration.
- Conducting a Needs Assessment of its agency and create a Needs Assessment Plan as needed.
- Assessing its policies, procedures and overall agency culture.
- Committing staff to participate in focus groups and indicators.
- Conducting Indicator Scoring Tool assessments if required and host focus groups for clients and staff.
- Increasing their own organization's capacity to provide safe, accessible and effective services to persons with disabilities that are victims/survivors of domestic violence and/or sexual assault.
- Planning and implementing internal systemic changes, including policy and procedural changes, within its agency to best meet the goals of the Collaboration recognizing that some of these changes may have budgetary implications.
- Approving and implementing the strategic plan.
- Providing their unique perspective, expertise and knowledge regarding domestic violence and sexual assault.
- Providing expertise and knowledge on how best to provide support and services to victims/survivors of domestic violence, sexual assault, dating violence, stalking and human trafficking.
- Providing expertise and knowledge in the delivery of training, education, and outreach to the community.
- Providing expertise and knowledge regarding serving farmworkers and immigrants.

- Providing expertise and knowledge regarding coalition-building, collaboration and community outreach.
- Providing knowledge about the South Miami-Dade County community.
- Providing knowledge about effective community organizing strategies.

Legal Aid additionally commits to:

- Contributing one person to serve as the designee to the Collaboration. If that person leaves, either temporarily or permanently, committing to identifying another person to serve as designee with the same decision making authority.
- Comply with grant requirements and participate in technical assistance.
- Submitting budgetary and grant reporting information to the lead agency on time.
- Following the external communication plan, including talking points, developed by the Collaboration.
- Conducting a Needs Assessment of its agency and create a Needs Assessment Plan as needed.
- Assessing its policies, procedures and overall agency culture.
- Committing staff to participate in focus groups and indicators.
- Conducting Indicator Scoring Tool assessments if required and host focus groups for clients and staff.
- Increasing their own organization's capacity to provide safe, accessible and effective services to persons with disabilities that are victims/survivors of domestic violence and/or sexual assault.
- Planning and implementing internal systemic changes, including policy and procedural changes, within its agency to best meet the goals of the Collaboration recognizing that some of these changes may have budgetary implications.
- Approving and implementing the strategic plan.

- Providing their unique perspective, expertise and knowledge regarding domestic violence and sexual assault.
- Providing expertise and knowledge on how best to provide support and services to survivors of domestic violence, sexual assault, dating violence, stalking and human trafficking.
- Providing expertise and knowledge in the delivery of training, education and outreach to the community.
- Providing expertise and knowledge of the legal rights and remedies providing available to victims/survivors of domestic violence, sexual assault, dating violence, stalking and human trafficking.
- Providing expertise and knowledge on the dynamics of victimization that are unique to different communities, such as, immigrant populations, the elderly, and the LGBTQI population.
- Providing expertise and knowledge in navigating the court systems, both civil and criminal, and dealing with jurisdictional issues and ancillary laws that impact survivors. This expertise includes approaches to protect from the unintentional and unexpected consequences that may exist because of involvement in the justice system.

CVAC additionally commits to:

- Contributing one person to serve as the designee to the Collaboration. If that person leaves, either temporarily or permanently, committing to identifying another person to serve as designee with the same decision making authority.
- Comply with grant requirements and participate in technical assistance.
- Submitting budgetary and grant reporting information to the lead agency on time.
- Following the external communication plan, including talking points, developed by the Collaboration.
- Conducting a Needs Assessment of its agency and create a Needs Assessment Plan as needed.
- Assessing its policies, procedures and overall agency culture.
- Committing staff to participate in focus groups and indicators.

- Conducting Indicator Scoring Tool assessments if required and host focus groups for clients and staff.
- Increasing their own organization's capacity to provide safe, accessible and effective services to persons with disabilities that are victims/survivors of domestic violence and/or sexual assault.
- Planning and implementing internal systemic changes, including policy and procedural changes, within its agency to best meet the goals of the Collaboration recognizing that some of these changes may have budgetary implications.
- Approving and implementing the strategic plan.
- Providing their unique perspective, expertise and knowledge regarding domestic violence and sexual assault.
- Providing expertise and knowledge on how best to provide support and services to victims/survivors of domestic violence, sexual assault, dating violence, stalking and human trafficking.
- Providing expertise and knowledge in the delivery of training, education, and outreach to the community.
- Providing knowledge and expertise in navigating the civil and criminal court systems, including the Court processes for protection.
- Providing knowledge about effective community organizing strategies.

Decision-Making Process (Process and Authority)

The Collaborative Partners respect each other's points of view and recognize that making decisions as a group will require time, patience, and understanding. Rather than a typical majority-rules decision-making process, the Collaboration chooses to adopt a consensus-based process. Consensus-based decision-making values the equal input of all Collaborative Partners and encourages active communication and exploration of new ideas and alternative options.

The Collaboration will utilize a three-point consensus-based Decision-Making Process when addressing critical issues.

The consensus-based Decision-Making Process is grounded in the presentation of fact, thoughtful discussion, and the consideration of all viewpoints.

The Collaboration's Vision, Mission, and Values will serve as central points of reference and guide the Decision-Making Process.

The Collaboration believes that sustainable agreements require that all Collaborative Partners be engaged in the Decision-Making Process.

The Collaboration defines consensus as the full agreement and agree to support and carry out decisions that are made by consensus.

The Project Director will initiate the Decision-Making Process, but any Collaborative Partner may initiate a preliminary poll to determine the level of agreement during a discussion.

Gradients of Agreement

The Collaboration will use a three-point scale, the Gradients of Agreement, to facilitate the Decision-Making Process. Each point on the scale correlates to a color. During meetings, the Collaborative Partners will each have three colored Polling Cards representing their position on the scale.

The three Gradients of Agreement are:

- 1) Agree. Commit fully. (Green card)
- 2) Agree with some reservations. (Yellow card)
- 3) Disagree. Cannot move forward. (Red card)

Polling Method

Once a Poll has been initiated, each Collaborative Partner will display the Polling Card that represents their position on the Gradients of Agreement and state the reason for that position. The reason behind a position is the most critical part of this process and therefore, the Collaboration has outlined possible questions for partners to address when explaining his/her positions. The Collaboration values trust, respect, and relationship building and has agreed to be nonjudgmental and value each partner's perspective. The Collaboration believes that it is important that the Decision-Making Process is an open one that encourages discussion and breaks down possible barriers.

The same polling methods will be applied during conference calls with a verbal expression of the three gradients of agreement (green, yellow, red).

The Collaboration will use the following questions in response to Collaborative Partners' positions to encourage discussion.

- 1) Agree. Commit fully.

* What is liked about the proposed decision?

2) Agree with some reservations but I can fully commit.

- * What aspects are liked about the proposed decision?
- * What information is needed?
- * What are your reservations?
- * What would need to change for full agreement?

3) Disagree. Cannot move forward.

- * What is an alternate suggestion?
- * What aspects are liked/disliked about the proposed decision?
- * What would need to change for full agreement/commitment?
- * What solution do you suggest?

The Collaboration agrees that consensus has been met if all Collaborative Partners are at a 1 (green card).

The Collaboration agrees that if full consensus is not met and the Collaboration Partners are at least at one or two, then the Collaboration will consider the context of the decision and the expressed reservations in deciding whether to continue the discussion or to table the issue for further discussion at a specified future date.

The Collaboration will not move forward with a decision if any Collaborative Partner is at a 3 (red card). The Collaboration will either table the decision for further discussion or, if a decision must be made, refer to the Conflict Resolution Plan.

Revisiting Decisions

A decision may be revisited at the request of any Collaborative Partner, who will state the reason for re-opening discussion, as well as any new information or perspectives.

The Collaboration will determine, by consensus, whether to make changes to the decision.

DECISION-MAKING AUTHORITY

The Collaboration recognizes that each partner represents not only this collaboration but their individual organizations as well. Since each of the four organizations have their own structure and hierarchy, The Collaboration has decided to create a decision-making structure in order to ensure the integrity of not only this collaboration but of the individual organizations. The organizations that are a part of this collaboration operate differently, one is a county government agency, one is

a non-profit legal service provider under the auspices of the county, one is a dual domestic violence/sexual assault center, and one is a 501(c)(3) disability rights advocacy center. The Collaboration feels that it is very important for the structure of each organization to be represented in the decision making process. Four categories have been developed that allow enough flexibility for work to get done at each Partner Meeting but also ensure that executive leadership is involved in all levels of the project and has final decision making say when needed.

All decisions will be made using the three point consensus based process.

A DESIGNEE is defined as the designated representative from each Partner Agency with decision making authority. Under this Collaboration the designee for DIG and MUJER is the Executive Director, for Legal Aid it is the Senior Supervising Attorney of the Domestic Violence Unit, and for CVAC it is Supervisor #2.

One designee from each Collaborative Partner Agency has the authority to:

- Guide the work, including its Vision, Mission, and Values.
- Initiate the Decision-Making Process and Conflict Resolution Plan when necessary.
- Review and request changes to agenda and approve minutes.
- Participate in deciding the scheduling and length of meetings.
- Agree to the use of assessment tools, and indicator tools, who shall administer them within the Partner Agency and how to use data to ultimately make changes.
- Determine when internal and external stakeholders, including Vera and OVW should be consulted in regards to the development of deliverables.
- Assign tasks to Collaborative Partners.
- Consult with fiscal agent (DIG) on making ultimate budgetary decisions and how to allocate discretionary grant funds.
- Determine who can attend TA and other events when it is not feasible for all representatives to participate (e.g. sometimes it is only possible to send a limited number of people to an event, rather than the full team).
- Determine the ideal qualities of Team Members for the success of the project and provide input to Executive Leadership regarding selection of new Team Members (if needed).

- Participate in the creation of deliverables and approve them before they are sent to Vera or OVW.
- Consult with Fiscal Agent if requests for extensions need to be made to OVW.

The Executive Leadership is defined as the Executive Director of DIG, MUJER and Legal Aid and the Division Director of CVAC or higher government official depending on the circumstances.

Executive Leadership from each Collaborative Partner Agency has the authority to:

- Approve policy and practice changes within each organization.
- Approve and sign MOU.
- Approve and sign timesheets, expense logs, and reimbursement forms.
- Hire, terminate, and supervise the organization designee to the Collaboration.
- Determine the representative for their own organization.
- Review and approve policies and project budgets for their own organizations.
- Approve the strategic plan and its implementation.

The Fiscal Agent is defined as Disability Independence Group, Inc.

Fiscal Agent has the authority to:

- Make ultimate budgetary decisions (in consultation with the Collaboration).
- Terminate MOU partnership upon completion of the grievance process.
- Submit quarterly and semi-annual reports to OVW.
- Request re-imburement of time and expenses.
- Work with Collaboration to determine the allocation of discretionary grant funds.
- Submit request for extensions to OVW (in consultation with Collaboration).
- Submit any GAN changes that need to be made.
- Hire, supervise, and terminate the Project Director.

The Project Director is defined as the person that conducts the day to day business of the Collaboration and is hired by the Fiscal Agent.

Project Director has the authority to:

- Manage the administrative aspects of the project with the Project Administrator.
- Create agendas with input from the Collaborative Partners.
- Initiate the Decision-Making Process and the Conflict Resolution Plan.
- Review on and evaluate the group process and the overall performance of the Collaboration.
- Initiate contact with Vera and/or OVW.
- Submit drafted deliverables to Vera.
- Submit final deliverables to OVW after approval by the Collaborative Partners.
- Submit OVW progress reports to Project Administrator.
- Make arrangements for Vera and OVW site visits.
- Supervise Project Assistant.
- Represent the Collaboration to other grantees in situations such as the Project Director listserv, conference calls, and all-grantee meetings.

Conflict Resolution Plan

The Collaborative Partners accept that conflict is natural and will occur. In order to enable the Collaboration to resolve conflicts in a positive and respectful manner, the Collaborative Partners agree to the following Conflict Resolution Plan. The Collaborative Partners agree to stay engaged during the Conflict Resolution Plan and use the process as an opportunity to learn and grow.

- The Collaborative Partners commit to using non-violent and ethical communication. Ethical communications are those that are transparent and based on what is good for the overall collaboration.
- The Collaborative Partners respect the unique perspective that each brings.
- The Collaborative Partners will strive to use their differences to gain deeper understanding of their work together.

- The Collaborative Partners will consider conflict as an opportunity to find common ground.
- The Collaborative Partners agree that project-related conflicts, and the conflict resolution process, will not influence inter-agency relationships outside of the collaboration.

Steps to Conflict Resolution

There can be two types of conflicts that arise during a Collaboration meeting, substantive or interpersonal. A substantive conflict involves the general work of The Collaboration. An interpersonal conflict involves the relationship or communication between two or more Collaborative Partners.

Substantive Conflicts between Collaborative Partners

Collaborative Partners agree to the following:

- To directly address issues and conflicts within meetings as soon as they are identified. If a substantive conflict arises during a Collaboration meeting, it should be discussed at that time or the Project Director may recommend time be set aside on the agenda of the next scheduled meeting.
- To follow the Collaboration Decision Making Process using the Gradients of Agreement reach consensus.
- To use open and direct communication when discussing concerns.
- To accept that there will be differences of opinion and to focus on areas of agreement whenever possible.
- To table discussion when agreement is not possible to allow Collaborative Partners to research their position and talk over the issue at hand within their agency.
- If a conflict is not resolved through steps 1-5, the Project Director will work to mediate the conflict.

The Project Director can utilize the following questions to assist in her analysis:

- What are the power relationships among the individuals or organizations?
- Who are all the Collaborative Partners with stakes in this conflict?
- What gender or cultural differences need to be considered?

- Is it a product of agency/system culture or policy?

The Project Director will then choose from among the following interventions, based upon her assessment:

- Meetings with individual Collaborative Partners.
- Meetings with subsets of Collaborative Partners.
- Consultation with technical advisors (Vera).
- Use of technical advisors (Vera) as mediators.
- If agreement is not reached through mediation (with one or more Vera staff), then the Project Director or Project Administrator will contact the Office on Violence against Women for further assistance.

Interpersonal Conflicts between Collaborative Partners

Collaborative Partners agree to the following:

- To attempt to resolve the conflict on their own. If that attempt fails, the Project Director will be informed and set up a separate meeting to discuss and resolve the conflict.
- To use open and direct communication when discussing concerns.
- To accept that there will be differences of opinion and to focus on areas of agreement whenever possible.

The Project Director can utilize the following questions to assist in her analysis:

- Who are all the Collaborative Partners with stakes in this conflict?
- What are the power relationships among the individuals or organizations?
- What gender or cultural differences need to be considered?
- Is it a product of agency/system culture or policy?

The Project Director will then choose from among the following interventions, based upon her assessment:

- Consulting with technical advisors (Vera).
- Use of technical advisors (Vera) as mediators.
- If agreement is not reached through mediation (with one or more Vera staff), then the Project Director or Project Administrator will contact the Office on Violence Against Women.

Interpersonal Conflict between Project Director and Collaborative

Collaborative Partners agree to the following:

- To discuss the issue privately or decide together to raise the issue at a Partner Meeting for discussion.
- If unable to resolve the issue, the parties agree to bring the issue to a Partner Meeting for discussion. The Partners can determine whether or not to choose a specific Partner (who is not one of the parties of the conflict) to mediate the discussion.
- If the issue is not resolved or the Partners decide to seek mediation directly with Vera instead of mediating within the Collaboration first, the Partners will determine who will contact Vera for mediation.

Confidentiality Agreement (Including Mandated Reporting Requirements)

The Collaboration understands that confidentiality is crucial to protect victims/survivors of domestic violence and/or sexual assault, especially in the disability community, which is a smaller community where a victim/survivor can be easily identified by service providers.

The Collaboration, throughout the course of its work, could receive several types of information that need to be kept confidential. This could include information about clients of the Collaborative Partners including those who participate in focus groups, information about organizations and information about Collaborative Partner's personal experiences of violence.

The Collaboration recognizes that all participating agencies have their own confidentiality policies and will respect those policies. No Collaborative Partner will be expected to break their agency's confidentiality policy. In general, Partners will not discuss information regarding the people they

serve; however, if there is a situation when this information is beneficial to the Collaboration's work, only generalities or aggregate information will be discussed. No potentially identifying information will be shared. If the Collaboration is discussing a high profile case, confidential details will not be shared.

In order to facilitate open dialogue while at the same time protecting privacy of agencies and individuals, a Confidentiality Agreement has been developed that specifically addresses confidentiality in three distinct areas:

1. Confidentiality of Information/Disclosures about Collaborative Partner Agencies
2. Confidentiality of Personal Disclosures made by Collaborative Partners
3. Confidentiality of the Individuals Served or Focus Group Participants

Confidentiality of the Information/Disclosures about Collaborative Partner Agencies

Our Collaboration understands that to create sustainable change within and between all of our agencies honest dialogue about our agencies and the work they do is necessary. This includes acknowledging both the strengths and challenges that each agency has in regards to responding to and providing services to victims/survivors who are persons with disabilities.

The Collaboration depends upon the Partners' willingness to share sensitive information about their agencies' internal policies, procedures and cultures, and experiences without fear that information will be shared outside of Collaboration meetings.

1. In order to facilitate open dialogue while at the same time protecting the privacy of our agencies, sensitive information will be kept confidential between Collaborative Partners. Sensitive information includes, but is not limited to:
 - Political issues within organizations;
 - Policies and procedures that may be discriminatory, re-victimizing, or create barriers to services;
 - Issues related to staff or personnel and their interactions with survivors/victims/survivors who are persons with disabilities;
2. When sharing sensitive information, Collaborative Partners agree:
 - Not to provide the names or any identifying information of individuals involved.
 - If a Partner is unsure whether an issue is "confidential" or "sensitive," the Partner will discuss the issue and any parameters about discussing the issue with their Executive Leadership prior to discussing the issue with the Collaboration.
3. Although the Collaborative Partners will be conscious of generally maintaining confidentiality regarding discussions within meetings, if partners are specifically requesting that certain information be kept confidential, the partner will inform the Collaboration to prevent any misunderstandings.
4. Before sensitive information can be shared with Vera, OVW or other external entities, the following process will be followed:

- The Project Director will propose discussing the sensitive information with external entities and explain the reason for sharing this information (ex: assistance needed with mediating a conflict)
- The Partners will discuss whether the information should be first discussed with other individuals in the Collaboration, such as relevant Executive Directors prior to discussing it with external entities.
- The Partners will, if applicable, discuss the framing of sensitive information to external entities.
- The Project Director will not document explicitly confidential information in the minutes.

Confidentiality of Personal Disclosures Made by Collaborative Partners

The Collaboration understands that Partners may at times speak of their own survivorship and/or professional experiences, in order to illustrate concerns about issues being discussed.

Our Collaboration agrees that:

1. If personal information is shared by one person with another, this information will be kept confidential between the parties.
2. It is understood that if someone in the Collaboration is an individual who is covered under the mandated reporting requirements and she/he discloses information about abuse and neglect to another member of the Collaboration, a report may need to be made to protective services. The individual receiving the disclosure will determine whether to file a report and will include the individual who is disclosing in the process.
3. All Collaborative Partners understand that because of the Project Director's role, that if personal information is shared that may impact the Collaboration, the Project Director may need to share information with her/his supervisor, Vera or OVW to obtain guidance and support. Before sharing any information, the Project Director will inform the Collaborative Partners that she/he may need to disclose the information and discuss how the Collaborative Partner would like the information to be shared.

Confidentiality of Individuals Served or Focus Group Participants

1. The Collaboration acknowledges that each Partner agency has its own internal confidentiality policies and is guided by its own understanding of professional ethics.
2. The goals of the focus groups is to determine what is and is not working within and between agencies, not to learn about individual stories of abuse. Because we will not be asking about individual experiences of abuse, we hope to reduce the likeliness that a mandatory report will need to be made. However, we recognize that some focus group participants may disclose and the Collaboration will take steps to ensure victims/survivors are informed of

what may happen in the event of a disclosure, thereby, allowing them to make an informed decision. Further detail will be included in the Needs Assessment Plan.

Our Collaboration agrees to

1. Design all focus group questions in a way that does not require people to disclose their experiences of abuse, by focusing on their experience accessing services.
2. Inform individuals, such as participants in a focus group, of our reporting requirements ahead of time so they can make an informed decisions about whether or not to share information that could lead to a report. Inform them that if they disclose personal information about possible abuse and neglect that we may need to share that information with the appropriate agencies.
3. Make all efforts possible to notify the individual when a report will be made and work with the individual to involve her/him in the reporting process.

Mandated Reporting

The Collaboration recognizes that they have a responsibility under mandatory reporting requirements and that the requirement may come in conflict with our stated values. Prior to participation in any activity related to this Collaboration, participants will be informed of our legal responsibilities and what may happen in the event of a disclosure. The Collaboration has the value of **respect** and is committed to interacting with victims/survivors with disabilities with an open mind where differences are honored. The Collaboration also has the value of **integrity** and has committed to establish trust and create an environment of confidentiality and comfort. These values could conflict with the requirements of mandated reporting; therefore, the Collaboration has created a comprehensive Confidentiality and Mandated Reporting Plan that is mindful of these values.

In Florida, there are several laws mandating that certain professionals report suspected abuse or neglect with protective services. Below are brief summaries of the laws. The Collaboration recognizes that they may learn information that could require mandatory reporting, specifically through the needs assessment process. Because the Collaboration won't be sharing personally identifying client information during Collaboration discussions, the primary way in which mandatory reporting might be triggered during the course of the Collaboration's work together is during the focus groups and interviews. There are two Florida statutes that drive mandatory reporting outlined below.

Florida Statute 415.1034 governs the mandatory reporting of abuse of vulnerable adults: Any person who knows, or has reasonable cause to suspect, that a vulnerable adult has been or is being abused, neglected, or exploited shall immediately report such knowledge or suspicion to the central abuse hotline.

Florida Statute 39.20 governs the mandatory reporting of child abuse, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, custodian, caregiver, or person responsible for the child’s welfare, as defined in the Statute, shall report such knowledge or suspicion to the Department of Children and Families.

All collaborative Partners are mandatory reporters under both statutes.

Collaborative partners recognize that if information that could trigger a report is shared to individuals and their agencies within the scope of this work, these individuals will need to follow their agency’s mandated reporting policies.

Collaborative Partners will abide by the specific Florida Statutes that apply to their agencies and staff.

Our collaboration has agreed to empower individuals as much as possible within the scope of mandated reporting requirements and to accomplish this we agree to:

- Inform individuals, such as participants in a focus group, of our reporting requirements so they can make an informed decisions about whether or not to share information that could lead to a report. Inform them that if they disclose personal information about possible abuse and neglect that we may need to share that information with the appropriate agencies. Design all focus group questions in a way that does not require people to disclose their experiences of abuse, by focusing on their experience accessing services.
- Make all efforts possible to notify the individual when a report will be made and work with the individual to involve her/him in the reporting process. If information is disclosed regarding abuse or neglect by someone working within any of the participating agencies, we agree to share this information with the representative of that agency.

During the needs assessment planning process a more detailed protocol regarding mandated reporting will be created, incorporating the above agreements. The Collaborative Partners will only collect the necessary information about participants, such as their first name and the type of accommodation that is being requested. They will be thoughtful about the information to be collected from participants and will explore what information is really necessary to collect. The Collaborative Partners agree to have a conversation about what needs to be collected during the Needs Assessment Process and incorporate this information into the Needs Assessment Plan.

All Collaborative Partners and participants (staff/interns/contractors) will sign the Confidentiality Agreement and Mandated Reporting document annually to ensure that victim/survivor information remains confidential.

Full Name (please print)

Signature

Company Name (please print)

Date

Communications Plan (Internal and External)

The Communications Plan outlines how the Collaboration will achieve and maintain effective communication under all circumstances. The Collaborative Partners believe that clear and open communication is foundational to their ability to understand each other and to work towards the common goal, and have taken time to develop an internal and external communication plan through a process of discussion, review and revision.

INTERNAL COMMUNICATIONS

A. Internal Communications within the Collaboration:

General Communication is day-to-day communication such as discussing and determining logistics for meetings, conferences etc.

Guidelines for the use of Email:

- Emails relevant to all Collaborative Partners should be sent to the entire Collaboration. Emails specific to an individual can be sent just to the individual.
- If the sender requires a response within a specific amount of time, the sender will include this information in the email. If the recipient does not respond in the indicated amount of time, the sender will attempt to follow-up with a text or phone call to the recipient.
- If a Collaborative Partner sends an email to another Partner and does not receive a response in a timely manner, (normally 48 hours) the sending Partner may send a follow-up email. If they still receive no response, they may send further follow-up communications via phone or text.
- If none of the methods outlined under point “c” evoke a response, the sending Partner may bring the content of the email for discussion at the next Collaborative Partner Meeting.

- If any Collaborative Partner is experiencing technical problems which could result in the inability to send or receive communication in the usual manner (e.g. work e-mail), particularly when time sensitive responses may be required, it is the responsibility of that Partner to notify the Project Director and the Project Director to notify the other Collaborative Partners in order to determine an alternate form of communication.
- If the response is required prior to the next Collaborative Partner meeting and the recipient does not respond and does not provide alternate forms of communication, the recipient is allowing the responses of the other Partners to determine the outcome of the email communication.

Emergency Communication will be used in the event of an emergency, which includes inability to come to a meeting or planned event at the last minute, or personal emergencies. This form of communication should be made either through email, phone calls or text. Each Collaborative Partner has been given an emergency contact list with each Partner's contact information.

Substantive Communication includes discussions and decisions regarding our philosophies, direction of our work, and deliverables. It also includes relationship building and conflict resolution activities. Because of the nature of substantive communication, the Collaborative Partners agree:

- To primarily use in-person meetings for these types of communications.
- To use email for the purposes of editing the format or language of documents, quick questions, and comments.
- That the phone may be used as an option when it is not possible for a Collaborative Partner to be physically present at a meeting. Teleconferences and Video Conferences are also allowed, albeit not preferred.
- If a Collaborative Partner is unable to attend a meeting then the meeting will be rescheduled. In case of an emergency when a Collaborative Partner is not able to give sufficient advanced notice to reschedule, a meeting can take place; however no final decisions will be made until consensus can be reached using the Decision Making Process. Any meeting where less than three Collaborative Partners are available will be rescheduled.

B. Internal Communication between Collaborative Partners and their Agencies:

Minutes will be a primary communication tool to disseminate information to partner agencies. Minutes will be sent to the Collaborative Partners after each meeting as well as the Executive Leadership in each Collaborative Partner, ensuring that consistent communication across all of the collaborating organizations occurs on a regular basis.

Face-to-face Meetings will be held when necessary. During the Strategic Planning phase there will be at least one face-to-face group meeting convened that will include the Executive Leadership from all of the Collaborative Partners. Additional meetings will be called when special communication is needed especially during the needs assessment and strategic planning when we'll be hosting focus groups or needs assessment with organizational staff.

Collaborative Updates will be provided to Collaborative Partner's staff. This could include quarterly updates at staff meetings or using their own internal communications methods to inform staff on the project's progress and to begin the develop buy-in as early in the process as possible.

EXTERNAL COMMUNICATION

A. External Communication with External Stakeholders:

Vera:

- The Project Director will be the primary person communicating with the Vera technical assistance provider.
- The Project Director will be transparent with the Collaborative Partners about any communications with Vera.
- Any Collaborative Partner can request technical assistance.

OVW:

- The Project Administrator will be the primary contact with OVW.
- The Project Administrator will be transparent with the Collaborative Partners about any communications with OVW.
- Any Collaborative Partner can request assistance from OVW.

Other Stakeholders:

- Leadership and staff involved in the Collaboration agree that they are the only ones authorized to speak on behalf of the Collaboration and they agree to use the Talking Points.. (See "Talking Points")
- Each Collaborative Partner will meet with leadership, staff, and if applicable, volunteers within their agencies to distribute and discuss the Talking Points.
- If information is requested that is outside the scope of the Talking Points, the question/request should be referred to the Collaborative Partner designee of the agency receiving the request.
- If any Collaborative Partner needs guidance beyond the talking points they will communicate the question/request to the Collaboration at the next meeting or with the Project Director if the request is urgent.
- If a Collaborative Partner has a planned communication about the Collaboration or a communication ensues about the Collaboration which generates follow-up communication or activity, the Partner will e-mail the Project Director, who will log the communication.

B. Media Communications:

“The Media” applies broadly to encompass many forms of media, including newspapers, radio, television, agency’s websites, and social media such as blogs, Twitter, and Facebook.

The Collaboration agrees to strive to:

- Provide accurate information.
- Provide consistent communication, so that the same messages are being communicated.
- Respect the expertise of each other’s agencies.
- Respect the role and expertise of each agency’s existing internal media liaison/protocols.

Collaborative Partners who receive a crisis communication should follow its own internal media protocol. If the crisis communication generates communication specifically about the Collaboration, the internal media liaison will refer that communication to that agency’s collaboration designee and may respond following the talking points. The Project Director will be informed of any crisis communication involving the Collaboration.

TALKING POINTS

This collaboration believes consistency of message is important in both internal and external communications to ensure a clear understanding of this Collaboration’s project. Talking points have been developed to assist in the distribution of consistent information. The talking points will be used as needed.

- In the Fall, 2015, Disability Independence Group Inc. (DIG), Mujeres Unidas en Justicia, Educacion, y Reforma, Inc. (MUJER), Miami-Dade County, Community Action and Human Services Department, Coordinated Victim Assistance Center (CVAC) and Dade Legal Aid (Legal Aid) were awarded one of six competitive grants by the Office on Violence Against Women (OVW). This is a grant under the Training and Services to End Violence against Women with Disabilities Grant program. This is a three year grant. (October 2015-September 2018)
- The OVW goal is to create sustainable change within and between the partner agencies that will result in accessible, safe and effective services for individuals with disabilities who are victims of domestic violence and sexual assault, dating violence and stalking and accountability for perpetrators of such crimes.
- The Grant is designed to identify challenges and strengths within and between the four partners regarding serving victims/survivors with disabilities and then implementing the changes needed to enhance our work with those victims/survivors with disabilities. There are four phases to this grant: building the collaboration between the four partners, conducting a Needs Assessment within each partner agency, creating a sustainable and realistic Strategic Plan and implementation of that Plan.

- People with disabilities are at higher risk for sexual assault and domestic violence.
- People with disabilities experience violent victimization at rates three times higher than people without disabilities, making them one of the most harmed groups in the country.
- Despite high rates of abuse, very few people with disabilities get the help they need.
- The Mission of the Collaboration is to learn about the intersection of disability and domestic violence and/or sexual assault in order to promote a culture of inclusion within and between all collaborating agencies.
- This Collaboration has established a working relationships between the four partners, DIG, CVAC, MUJER and Legal Aid with the goal of increasing capacity to provide accessible, safe, and effective services to individuals with disabilities who are victims/survivors of domestic violence and/or sexual assault.
- The Collaboration will identify needs within the four partner agencies and develop a Strategic Plan to address those needs with the goal of building a strong foundation for future work.
- All of the agencies have a strong commitment to working together to create accessible quality services for victims/survivors with disabilities.
- The Collaboration believes our collaborative efforts will make a significant impact on victims/survivors with disabilities in Miami-Dade County.

For further information, please contact the Project Administrator Deborah Dietz at debbie@justdigit.org or 305 669-2822.

Work Plan

The Miami Inclusion Alliance has agreed to meet in person at least eight hours per month to complete the Work Plan. The partners began these meetings in January 2016. The partners also agreed to meet additional hours either in person, telephonically or by email as needed in addition to the agreed upon eight hours.

ACTIVITY	TIMEFRAME
New grantee orientation	Dec 2-3, 2015
Develop and submit Collaboration charter <ol style="list-style-type: none"> 1. The project received final approval and the removal of special conditions related to financial clearance was done on April 1, 2016. Prior to that approval, reduced hours were spent on the project per instructions from OVW. 2. Vera site visit took place Mar.30 and 31, 2016 	Jan 1, 2016-Sept 15, 2016
Develop Focus memo	Sept. 16, 2016-Sept. 30, 2016
Develop Needs Assessment Plan	Oct. 1, 2016-Nov. 30, 2016
Conduct Needs Assessment	Dec. 1, 2016-Feb. 15, 2017
Develop Needs Assessment Report	Feb.16, 2017- Mar 31, 2017
Develop Strategic Plan <ol style="list-style-type: none"> 1. Anticipated technical assistance visit from Vera 	April 1, 2017 – May 31, 2017 April 2017
Implementation of Strategic Plan	June 1, 2017-Sept. 30, 2018

Working Agreements

The Collaboration has agreed to the following working agreements during our collaborative meetings.

- Listen to understand, not correct
- Use people first language
- Respect other’s views
- Conclude meetings with a clear understanding of next steps and each person’s responsibilities
- Assume best intentions and separate people from problems

The Collaborative Partners agree to reference the working agreements whenever a partner feels there is a need to review the agreements. Reminders of the working agreements will be viewed as a commitment to the integrity of the Collaboration.

If the Collaborative Partners experience challenges to adhering to the working agreements, and self-reflection does not improve the situation the Collaboration will ask Vera for guidance.

Glossary of Key Terms

This Collaboration will use the following words and definitions both within the Collaboration Charter and in discussions at Collaboration meetings. Since many terms can vary in meaning, the Collaboration has defined the following words as they pertain to this project.

Abuse – Abuse is a repetitive pattern of behaviors to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time.

Accommodation – Any change to a job, the work or living environment, or the way things are usually done that allows an individual with a disability to enjoy equal access to benefits available to other individuals.

ADA – The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

Cross Training – A method, the Collaboration will employ, to exchange information and expertise between Collaborative Partners to increase the knowledge of all participants.

Cyberstalking - Engaging in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors, (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.

Disability - A physical or mental impairment that substantially limits one or more major life activities of an individual, or a record of such an impairment, or being regarded as having such an impairment. Someone is regarded as having a disability if others perceive that he or she lives with a physical or mental impairment that would otherwise qualify as a disability. An impairment is considered a disability if its duration is longer than 6 months.

Examples of major life activities (including but not limited to)

Caring for oneself	Sleeping	Breathing	Communicating	Eating
Performing manual tasks	Walking	Learning	Speaking	Bending
Seeing	Standing	Reading	Working	
Hearing	Lifting	Concentrating	Thinking	

Major Bodily Function is also considered a major life activity (including but not limited to)

Immune System	Bowel	Digestive	Brain	Circulatory
Reproductive Functions	Bladder	Neurological	Endocrine	Respiratory
Normal Cell Growth				

Domestic Violence – Domestic Violence is defined as a pattern of abusive behavior in any intimate relationship that is used by one partner to gain or maintain power and control over another partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Nothing About us without us - The active involvement of persons with disabilities in the ongoing elaboration of a convention on the rights of persons with disabilities has proved to be an excellent example of how the principle of full participation can be put into practice and how it can contribute to the development of truly inclusive societies, in which all voices are heard and persons with disabilities can help shape a better world for all.

Organizational Capacity – The ability of an organization to fulfill its goals. The capacity is measured by determining its human resources, financial resources, information technology, knowledge and commitment.

Safety – The freedom from physical, psychological, emotional, mental or financial harm.

Seamless – A system of protection, where there are no barriers to victims /survivors moving safely, conveniently and cost effectively between all partners in the domestic violence and sexual assault network.

Sexual Assault- Sexual assault is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person.

Sexual assault is a form of sexual violence, and it includes rape (such as forced vaginal, anal or oral penetration or drug facilitated sexual assault), groping, forced kissing, child sexual abuse, or the torture of the person in a sexual manner. Sexual assault can also be used as a battering tactic by batterers.

Stalking - Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Systems Change –A shift in the culture of a system and the way the system makes or acts on decisions about priorities, policies, allocation of resources and service delivery. The Collaboration will focus on systems change within and between all the Partners.

Trauma Informed - A model of care and treatment framework that involves understanding, recognizing and responding to the effects of all types of trauma. Trauma informed care also emphasizes physical, psychological and emotional safety and helps rebuild a sense of control and empowerment.

Universal Design - The Collaborative Partners believe in the philosophy that everything that is created by people, such as built environments, technology, products, teaching methods, application procedures, services etc. are usable to the greatest extent possible by everyone without need for adaptations. For everything that is created through this Collaboration, the Collaborative Partners commit to exploring how and working towards universal design.

Victims/Survivors – The Collaboration will use these terms interchangeably when discussing individuals who have experienced domestic violence/sexual assault. When working with such individuals, it is best practice to let them self-identify.