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Peace of Mind Florida

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Strategic Plan

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A Collaboration between the  
Florida Coalition Against  
Domestic Violence and the  
Brain Injury Association of  
Florida

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## **Section I. Introduction and Overview**

Peace of Mind Florida is a collaboration between the Florida Coalition Against Domestic Violence (FCADV) and the Brain Injury Association of Florida (BIAF).

### **Florida Coalition Against Domestic Violence**

FCADV's mission is to create a violence free world by empowering women and children through the elimination of personal and institutional violence and oppression against all people. FCADV is a nonprofit, nongovernmental agency, and is the statewide membership organization for the 42 Certified Domestic Violence Centers in Florida. FCADV provides domestic violence intervention and prevention training and technical assistance to Florida's Certified Domestic Violence Centers, professional organizations, law enforcement agencies, state attorney's offices, and other allied organizations. In addition, FCADV administers state and federal funding earmarked for Florida's Certified Domestic Violence Centers and serves as the primary entity responsible for ensuring quality of services to survivors. FCADV requires that domestic violence services are survivor focused, empowerment-based, and voluntary.

FCADV is the primary representative of survivors of domestic violence in the public policy arena. Therefore, FCADV works closely with the state and executive legislative branches of government to create and implement public policy. Through this effort, Florida continues to possess some of the strongest domestic violence public policies in the country. FCADV provides direct service to callers on the Florida Domestic Violence Hotline and provides training and technical assistance on empowerment-based direct service provision to all of its member centers and allied partners.

### **Brain Injury Association of Florida**

BIAF assists individuals with brain injuries, their families, and allied professionals throughout Florida. BIAF is a non-profit organization, founded in 1985, by the mother of a young man who sustained a traumatic brain injury from an automobile accident. BIAF's mission is to improve the quality of life for persons with a brain injury and their families by creating a better future through brain injury awareness, prevention, research, education, support services, and advocacy through a resource facilitation model. BIAF Resource Facilitators are available through a free, statewide phone service to provide confidential support and resources following a brain injury.

Additionally, BIAF maintains relationships with and provides support for the 35 Traumatic Brain Injury Support Groups in Florida. The Support Groups are not funded or monitored by BIAF. However, BIAF provides them with continued support to enhance the group's ability to serve survivors.

For the past several years, the impact of traumatic brain injury has surfaced as a pressing issue for FCADV and its membership. As a result of FCADV's increased efforts to provide training and technical assistance on the intersection of domestic violence and disabilities, it became apparent there was a lack of internal and external capacity regarding the co-occurrence of traumatic brain injury and domestic violence.

In 2009, FCADV contacted BIAF for support and technical assistance to create disability outreach awareness materials intended to enhance the capacity of advocates working at Certified Domestic Violence Centers. BIAF provided substantive content for materials regarding the possible cognitive and physical symptoms of traumatic brain injury. During subsequent discussions between FCADV and BIAF, it became evident domestic violence and traumatic brain injury service providers lacked the capacity to provide safe, welcoming, and accessible services for survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury. Both organizations recognized the need for internal and external capacity building to adequately provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury. As a result of this identified need, leadership of both organizations committed to collaborate in the future when funding opportunities became available.

In October 2010, as a result of the OVV Disability Grant Program, both organizations joined together to form Peace of Mind Florida, a partnership to address how each organization will build internal capacity to provide training and technical assistance to its membership and/or staff.

#### What we believe: Peace of Mind Florida

The Peace of Mind Florida collaborative believes all Floridians who are survivors of domestic violence and traumatic brain injury should live in an environment that is accessible, responsive, comprehensive, multicultural, and has sustainable services that foster empowerment-based advocacy and promote community integration and participation. Specifically, survivors should have options that offer an autonomous life free of violence.

#### Our Purpose

It is the intention of FCADV and BIAF, through this project, to collaboratively create sustainable system changes and provide training and technical assistance to support Certified Domestic Violence Center Advocates and Resource Facilitation Coordinators; to address the unique needs of survivors of domestic violence living with a disability as a result of a traumatic brain injury.

#### Peace of Mind Florida Project Goals

1. Identify the strengths and gaps in the **provision of technical assistance and training** related to traumatic brain injury and domestic violence.
2. Determine the resources required for Peace of Mind Florida to affect **enhanced service delivery** statewide for people with disabilities as a result of a traumatic brain injury who are currently experiencing or have experienced domestic violence in the past.
3. Identify the strengths and gaps in FCADV and BIAF **policies and procedures** related to traumatic brain injury and domestic violence.
4. **Assess readiness** of FCADV, BIAF, Resource Facilitation Programs and Certified Domestic Violence Centers to address the intersection of domestic violence and traumatic brain injury.

The Peace of Mind Florida project includes two phases:

1. The planning and development phase
2. The implementation phase

Together, the collaborative partners completed the first required deliverable of the planning and development phase, the Peace of Mind Florida Charter. The Charter described how the collaboration would work together to successfully accomplish the intended goals of the project. The Peace of Mind Florida Charter was approved by Office on Violence Against Women in April 2012.

## **Section II. Summary of Needs Assessment**

After the Office on Violence Against Women approved the Charter in April 2012, the collaborative successfully completed the second required deliverable of the planning and development phase, the Peace of Mind Florida Needs Assessment Plan.

The Needs Assessment Plan was developed to articulate how the collaborative would gather relevant information from a wide variety of participants in various settings to identify gaps and strengths within each organization to gain a better understanding of how they can collaboratively provide training and technical assistance, for their intended audiences regarding the intersection of domestic violence and traumatic brain injury. The Peace of Mind Florida Needs Assessment Plan was approved by the Office on Violence Against Women in March 2013.

The collaborative implemented the Needs Assessment Plan by collecting qualitative data through interviews and focus groups. Interviews and focus groups were conducted

with: (1) All levels of staff at FCADV and BIAF; (2) All levels of staff at two selected Certified Domestic Violence Centers; (3) Survivors of traumatic brain injury; (4) Survivors of domestic violence; and (5) Traumatic Brain Injury Survivor Support Group Leaders. Each individual was offered the option of participating in an interview or focus group.

The collaborative spent several months developing specific questions for each audience, based on areas of expertise, in order to appropriately inform the project. Each audience was asked five to ten questions related to their roles and areas of expertise.

The collaborative conducted 25 interviews and 14 focus groups. Eighty-eight individuals, including forty-seven survivors, participated in the Needs Assessment.

The completion of the Needs Assessment identified six major findings:

1. FCADV and BIAF need to develop appropriate tools to build and enhance internal capacity for staff to effectively provide training and technical assistance on the intersection of domestic violence and traumatic brain injury.
2. Practices are needed to address a safe, welcoming and accessible environment for providing training and technical assistance.
3. FCADV needs to enhance procedures to address accommodation and safety concerns of staff and individuals who access their training and technical assistance engagements. BIAF needs to create policies and institute procedures regarding accommodation and safety concerns of staff and individuals who access their training and technical assistance engagements.
4. Survivors of domestic violence and survivors living with a disability as a result of a traumatic brain injury feel most supported when service providers offer accessible services that are tailored to meet their individualized needs.
5. Peace of Mind Florida collaborative partners possess the attitudinal readiness to provide training and technical assistance related to the intersection of traumatic brain injury and domestic violence.
6. For both Certified Domestic Violence Centers and Resource Facilitation Programs, there is a need for additional resources and community partnerships to enhance their service delivery around the intersection of domestic violence and traumatic brain injury.

The six findings were summarized and thoroughly described in the Peace of Mind Florida Needs Assessment Report, the third required deliverable of the planning and

development phase. The Peace of Mind Florida Needs Assessment Report was approved by the Office on Violence Against Women in August 2013.

A number of recurring themes emerged from the Needs Assessment. Some common themes identified include: (1) The need for both basic and advanced trainings on the intersection of domestic violence and traumatic brain injury; (2) The need for clear messaging and expectations for training and technical assistance; (3) The need to vigorously evaluate the effectiveness of training and technical assistance engagements beyond the knowledge increase of participants; (4) The need for policies and procedures to address accommodation and safety needs of staff at both organizations and individuals who access training and technical assistance engagements; and most importantly (5) The need for utilizing an empowerment-based advocacy service delivery model to ensure safe, welcoming, and accessible services for survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury.

Other significant findings included:

- Relationship building and coordination of services among relevant community service providers is critical in equipping each community with the tools and resources needed to adequately respond to the unique needs of survivors of domestic violence living with disabilities as a result of a traumatic brain injury.
- Local and state partners expressed a lack of knowledge, skills, and tools to effectively respond to the unique needs of survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury.
- Survivors overwhelmingly expressed the need for empathetic and non-judgmental services with one-on-one interactions and survivor-directed activities.

The Needs Assessment revealed a wide array of needs but the findings clearly demonstrated assets and strengths of both FCADV and BIAF that will be used as a foundation to address the gaps identified through the Needs Assessment. Both organizations have philosophies and practices that support and encourage equal access for staff and individuals who participate in their training and technical assistance engagements; therefore, both organizations possess the premise to create a best practice service provision model utilizing enhanced training and technical assistance strategies.

### **Section III. Overview of Short-Term Initiatives**

The collaborative conducted a two-day strategic planning retreat in September 2013. The purpose was to prioritize short and long term initiatives to address the gaps identified in the Needs Assessment. The collaborative prioritized four short-term initiatives to: (1) Strengthen the collaborative relationship; (2) Build staff capacity to

provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury; and, (3) Increase safety and accessibility for staff and individuals who participate in their training and technical assistance engagements.

The collaborative recognized the need to include three long-term initiatives for the Strategic Plan. The long-term initiatives will build on the accomplishments of the short-term initiatives. The long-term initiatives will include replicating model policies, procedures and practices developed during the implementation phase through pilot projects statewide. The long-term initiatives will also provide opportunities for the collaborative to share lessons learned with other domestic violence coalitions who want to enhance services for survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury.

The collaborative is committed to successfully achieving the selected four short-term initiatives during the one-year implementation phase of this project. The four short-term initiatives will significantly increase the capacity of staff at both organizations to adequately provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury. The short-term initiatives will lay the foundation necessary to impact enhanced service delivery statewide for survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury.

### **Short Term Initiative Overview**

The following is an overview of the four short-term initiatives.

#### **Initiative #1:**

Expand and formalize the collaboration between Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.

- a. Create opportunities to strengthen the relationship between both organizations by hosting a Peace of Mind Florida kickoff event to increase employees' knowledge about the collaboration and day-to-day operations of both organizations.
- b. Create opportunities for all levels of staff at both organizations to join workgroups that will develop and implement new tools, policies, and strategies during the one-year implementation phase.
- c. Create opportunities for ongoing collaboration between both organizations.
- d. Create a logo for Peace of Mind Florida that will represent the mission of the collaborative.
- e. Determine the best service provision model to provide safe, welcoming, and accessible services for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.



## **Initiative #2:**

Enhance staff capacity to provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury.

- a. Address the lack of consistency for both organizations regarding the definition of training and technical assistance.
- b. Address the lack of consistent practices for both organizations around training and technical assistance based on differing service delivery.
- c. Address the lack of consistent practices in orienting new staff on how to provide training and technical assistance for intended audiences, as defined by both organizations.
- d. Build capacity for foundational knowledge regarding the intersection of domestic violence and traumatic brain injury.
- e. Build capacity for providing training and technical assistance regarding the intersection of domestic violence and traumatic brain injury.
- f. Address the identified need for more consistent and vigorous evaluation strategies for training and technical assistance engagements.
- g. Develop a training curriculum to increase staff capacity to provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury.
- h. Develop tools and strategies for staff to utilize when providing technical assistance and training to their intended audiences related to the intersection of domestic violence and traumatic brain injury.
- i. Create a central and accessible location for relevant resources to address the intersection of domestic violence and traumatic brain injury that is easily accessible for training and technical assistance staff.
- j. Create learning opportunities to increase staff capacity to provide training and technical assistance regarding the intersection of domestic violence and traumatic brain injury.
- k. Create opportunities for immediate and continuous cross-training for training and technical assistance staff at both organizations.

## **Initiative #3:**

Enhance Organizational Accessibility and Safety.

- a. Assess the need to enhance accessibility and safety within both organizations to create an equal access environment for staff and individuals who access training and technical assistance engagements.
- b. Develop a Barrier Removal and Responsiveness Improvement Plan for both organizations.

#### **Initiative #4:**

Address gaps in safety and accommodation policies and procedures within the Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.

- a. Assess current policies and practices regarding responding to violence in the workplace, including work at home environments.
- b. Revise violence in the workplace policies to include work at home environments.
- c. Create policies for Resource Facilitation Coordinators to adequately respond to survivors of domestic violence who access services using the Resource Facilitation Model.
- d. Assess gaps in meeting the accommodation needs of staff and individuals who access and participate in training and technical assistance engagements.
- e. Develop policies and practices to welcome and address accommodation requests from staff and individuals who access and participate in training and technical assistance engagements.

## **Section IV. In-Depth Overview of Each Short Term Initiative**

The collaborative developed and is committed to the implementation of the following four short-term initiatives during the one-year implementation phase of the Peace of Mind Florida project. The intention of the short-term initiatives are to: (1) Increase the capacity of staff at FCADV and BIAF to provide training and technical assistance related to domestic violence and traumatic brain injury; (2) Address the gaps in FCADV and BIAF policies and procedures related to the safety and accommodation needs of staff and individuals who access training and technical assistance engagements; (3) Develop, implement, and evaluate new tools and strategies for FCADV and BIAF to address the intersection of domestic violence and traumatic brain injury; (4) Create tools and strategies for the Resource Facilitation Program and Certified Domestic Violence Centers to address the intersection of domestic violence and traumatic brain injury; (5) Create sustainable change within FCADV and BIAF; and, (6) Improve interagency relationships to serve as a best practice model for domestic violence and traumatic brain injury service providers. Each initiative has specific activities that will be achieved during the one-year implementation phase. Each initiative has specific deliverables that will be developed and submitted to the Office on Violence Against Women for approval.

### **Initiative #1:**

Expand and formalize collaboration between Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.

Key Activities:

1. Host kickoff event.
2. Develop workgroups.
3. Host critical dialogue series.

### **Activity #1: Host kickoff event.**

#### **Identified Need:**

The Needs Assessment findings revealed that staff from both organizations is not clear on the day-to-day operations of the partnering organization.

Additionally, during the planning and development phase of the project, the collaborative partners realized there are definite philosophical differences that impact each organization's day-to-day work with survivors. Both organizations support survivors having options that offer an autonomous life free of violence. However, BIAF is faced with the challenge of working with survivors whose caregivers are the primary voices in accessing service. All levels of staff from both organizations expressed

commitment to assess the identified philosophical differences to determine the best service provision model for working with survivors of domestic violence who are living with disabilities.

Peace of Mind Florida is unique because it brings together a statewide training and technical assistance organization (FCADV) and a statewide service delivery organization (BIAF) to create an enhanced service provision model, utilizing training and technical assistance strategies. Both organizations prioritize culturally relevant and empowering services for the populations they serve. FCADV staff ensures survivors of domestic violence receive survivor-focused services through relevant training and technical assistance provided to Certified Domestic Violence Centers and allied professionals. BIAF staff, Resource Facilitation Coordinators, provide culturally appropriate services to survivors living with disabilities as a result of a traumatic brain injury using a Resource Facilitation Model. Peace of Mind Florida is a collaborative effort to enhance service provision for survivors of domestic violence living with disabilities as a result of a traumatic brain injury using new and enhanced training and technical assistance strategies.

FCADV is the primary source for training and technical assistance for Florida's 42 Certified Domestic Violence Centers. While BIAF has a history of providing training and technical assistance, this is not the primary focus of their day-to-day work. BIAF is primarily a service delivery organization for persons with brain injury and their families. However, staff members are also required to regularly reach out to agencies and professionals to help them understand the unique needs of individuals who are living with disabilities as a result of a traumatic brain injury.

Upon approval of the Peace of Mind Florida Strategic Plan, the collaborative will plan and host a kickoff event to bring staff from both organizations together to increase their knowledge about the day-to-day functions of each organization. The kickoff event will be held in December 2013. Additionally, during the one-year implementation period, the collaborative will create cross-training opportunities for staff from both organizations (*See Initiative #2, Activity #2*).

These events will provide staff of both organizations foundational information necessary to enrich the collaborative relationship between FCADV and BIAF.

### **Planned Activities:**

Collaborative Team will:

- a. Plan the kickoff event.
- b. Determine the date, time, and location of the kickoff event.
- c. Identify staff members to be invited to the event.

- d. Create goals and objectives for the kickoff event.
- e. Create an event agenda.
- f. Create and implement an evaluation tool to (1) Evaluate safety and accommodations of all attendees and to (2) Measure the effectiveness of the event.
- g. Distribute Peace of Mind Florida “take away” information for kickoff participants.
- h. Create the Peace of Mind Florida logo.
- i. Reveal the Peace of Mind Florida logo at this event.

**Deliverables:**

- Collaborative will create a kickoff event agenda.
- Collaborative will create a Peace of Mind Florida logo.
- Collaborative will develop an evaluation tool to assess the effectiveness of the kickoff event.

<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2013</b>	<b>Dec. 2013</b>
Plan the kickoff event.	X	X	X
Identify staff members to be invited to the event.	X		
Determine date, time, and location of the event.		X	
Create goal(s) and objectives for the kickoff event.		X	
Develop an event agenda (Peace of Mind Florida-project goals, next steps, expected outcome, Q/A opportunity, etc.).		X	
Hire a graphic designer to create the Peace of Mind logo.		X	X
Create and implement an evaluation tool to (1) Evaluate safety and accommodations of all attendees and to (2) Measure the effectiveness of the event.		X	
Distribute Peace of Mind Florida “take away” information for kickoff participants.			X
Host the kickoff event.			X
Reveal Peace of Mind Florida logo.			X

**Activity #2: Develop workgroups.**

**Identified Need:**

The collaborative determined the need to form workgroups comprised of staff members from both organizations. Workgroups will be tasked with: (1) Developing and implementing a training curriculum on providing training and technical assistance on

the intersection of domestic violence and traumatic brain injury; (2) Assessing current policies and developing new policies to address the safety and accommodation needs of staff and individuals who access their training and technical assistance engagements; (3) Developing a brand for Peace of Mind FL; (4) Establishing a central location for training and technical assistance tools and resources to address the intersection of domestic violence and traumatic brain injury; and, (5) Conducting an extensive assessment to determine the best practices for working with survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury. The collaborative identified the need for four workgroups. The following workgroups will be established:

1. Training and Technical Assistance
2. Policy Development
3. Peace of Mind Florida-Branding and Resources
4. Best Practices

Recruitment of workgroup members will start at the kickoff event that will be conducted in December 2013. The collaborative team will determine additional strategies to recruit workgroup members who are unable to attend the kickoff event. The Project Coordinator will provide an orientation for all workgroup members in January 2014. The orientation agenda will include: (1) Peace of Mind Florida project update including the two phases of the project; (2) Roles and responsibilities of workgroup members; and, (3) All initiatives and planned activities outlined in the Peace of Mind Florida Strategic Plan.

### **Planned Activities:**

Collaborative team will:

- a. Create job descriptions for workgroup members.
- b. Identify (and recruit) workgroup members during the kickoff event.
- c. Provide prospective workgroup members with job descriptions during the kickoff event.
- d. Provide orientation for workgroup members.
- e. Provide ongoing support for workgroup members.
- f. Meet with assigned workgroup regularly to monitor progress and make recommendations based on the mission and goals of Peace of Mind Florida.

The Project Coordinator will serve as the liaison between workgroups and the collaborative and will work directly with each workgroup to assist with product development and an established timeline for assigned activities and deliverables.

### **Deliverables:**

1. Collaborative will create workgroup job descriptions.
2. Collaborative will create an orientation agenda.

<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2013</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>
Identify Peace of Mind Florida Collaborative team representatives for each workgroup.	x	x		
Create job descriptions for workgroup members.		x		
Define role and responsibilities for workgroup members.		x	x	
Identify (and recruit) workgroup members during the kickoff event through tabling at kickoff event.			x	
Identify other recruitment strategies, as needed if someone is unable to attend the kick-off event.	x	x		
Provide prospective workgroup members with job descriptions including roles and responsibilities of workgroup members.			x	
Create an agenda for workgroup members' orientation.				x
Schedule and facilitate orientation for all workgroup members.				x
Provide orientation for workgroup members.				x
Determine method(s) to provide ongoing technical assistance to workgroup members.		x	x	x
Provide on-going support and technical assistance to workgroups.			Ongoing	Ongoing
Provide ongoing advisement for workgroup.			Ongoing	Ongoing

### **Activity # 3: Host critical dialogue series.**

#### **Identified Need:**

During the Needs Assessment, survivors of domestic violence and survivors living with disabilities as a result of a traumatic brain injury consistently expressed valuing services from organizations that practice an empowerment-based advocacy service provision model. The core principles of empowerment-based advocacy service provision include: respecting survivors' confidentiality, believing and validating survivors' experiences, promoting access to community resources, acknowledging injustice, respecting survivors' autonomy, and helping survivors plan for safety.

Survivors of domestic violence and domestic violence advocates reported that when an empowerment-based advocacy service provision model is being actively practiced, the culture of the organization was more likely to be safe, accessible, and welcoming.

Some survivors living with disabilities as a result of a traumatic brain injury reported that family members are vital in their recovery process. Other survivors reported that family members didn't understand "the new me." Hence family members were not helpful. This Needs Assessment finding revealed a gap in service provision when working with family members, possibly caregivers, who are frequently the primary voice for survivors living with disabilities as a result of a traumatic brain injury.

Based on the data collected from survivors of domestic violence and traumatic brain injury and service providers, the collaborative engaged in a critical dialogue during the strategic planning process to determine if an empowerment-based advocacy service provision model is feasible when family members are actively engaged in the recovery process for survivors. Additionally, data collected during the Needs Assessment revealed at times, domestic violence advocates are not consistently utilizing the empowerment-based service provision model as mandated by FCADV. This led to additional dialogue to discuss possible causes for domestic violence advocates abandoning the empowerment-based advocacy service provision model.

As a result of the findings identified during the Needs Assessment phase and recent discussions between the collaborative partners during the strategic planning process, the collaborative partners decided to host critical dialogues with key stakeholders to determine evidence-informed practices when working with survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury.

This activity will be assigned to the Best Practices workgroup. The workgroup will conduct extensive assessment to identify best practices when working with survivors of domestic violence living with disabilities. The workgroup will also identify expert facilitators to conduct critical dialogues with key stakeholders to determine best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury. The critical dialogues will be held in April 2014. Results from the discussions will be used to create recommendations for effectively working with survivors of domestic violence who are living with disabilities as a result of a traumatic brain injury. Recommendations will be distributed to key stake holders in May 2014.

#### **Planned Activities:**

- a. Assign activities to the Best Practices workgroup.
- b. Provide a workgroup member orientation.
- c. Conduct assessment to identify best practices for providing services for survivors of domestic violence living with disabilities.
- d. Determine desired goals and outcomes of each discussion.
- e. Identify and secure facilitator(s).
- f. Determine discussion topics in conjunction with facilitator(s).
- g. Determine the number of discussions to be conducted.
- h. Determine location and methods of discussions.
- i. Determine structure to summarize results of each discussion.
- j. Host critical dialogues.
- k. Create recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.



- l. Determine appropriate method(s) of presenting the results such as issue briefings.
- m. Determine audience and key stakeholders for distributing the results including statewide and/or national distribution.
- n. Distribute results from dialogues and recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury
- o. Identify post activities after results are distributed.
- p. Complete post activities after results are distributed.

**Deliverables:**

1. Summarize findings as a result of critical dialogues.
2. Distribute findings from critical dialogues to identified audiences and key stakeholders.
3. Create recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.

<b>Planned Activities</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May 2014</b>
Assign activities to the "Best Practices" workgroup.	x				
Provide a workgroup member orientation.		x			
Conduct assessment to identify best practices for providing services for survivors of domestic violence living with disabilities.	x	x	x		
Determine desired goals and outcomes of each discussion.		x	x		
Identify and secure facilitators.			x		
Determine discussion topics in conjunction with facilitator. (s).			x		
Determine number of discussions to be conducted.		x	x		
Determine location and methods of discussions.		x	x		
Determine structure to summarize results of each discussion.		x	x		
Host critical dialogues.				x	
Create recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.				x	x
Determine appropriate method(s) of presenting the results - possible issue briefings.		x	x	x	
Determine audience and key stakeholder for distributing the results including statewide and/or national distribution.		x	x	x	
Distribute results from dialogues and recommendations for					x

best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.					
Identify post activities after results are distributed.		x	x		
Conduct post activities after results are distributed.					x

**Initiative #2:**

Enhance staff capacity to provide training and technical assistance on the intersection of domestic violence and traumatic brain injury.

Key Activities:

1. Develop and deliver orientation for training and technical assistance delivery.
2. Develop and deliver trainings on substantive issues regarding the intersection of domestic violence and traumatic brain injury.
3. Develop training and technical assistance resources to address issues related to the intersection of domestic violence and traumatic brain injury.

**Activity #1: Develop and deliver orientation for training and technical assistance delivery.**

**Identified Need:**

FCADV and BIAF program staff positions are not entry-level positions. They are designed for individuals who are already equipped with the skills and experience to provide training and technical assistance for their intended audiences. However, the Needs Assessment data revealed a lack of consistency regarding definitions of training and technical assistance. Additionally, data collected identified a lack of consistent practices for both organizations around training and technical assistance based on differing service delivery.

Data collected also revealed both organizations lacked consistent practices in orienting new staff on how to provide training and technical assistance in a safe, welcoming, and accessible manner as defined by each organization.

This activity will be assigned to the Training and Technical Assistance workgroup. This workgroup will be tasked with developing, delivering, and evaluating a training and technical assistance orientation for staff of FCADV and BIAF. This orientation will be conducted in June 2014.

**Planned Activities:**

- a. Assign activities to the Training and Technical Assistance workgroup.

- b. Provide a workgroup member orientation.
- c. Assess current training and technical assistance policies and practices within both organizations.
- d. Determine training and technical assistance audiences for both organizations.
- e. Determine the staff members from FCADV and BIAF required to attend.
- f. Determine goals and objectives of the training and technical assistance orientation.
- g. Determine relevant training topics.
- h. Identify and secure trainers.
- i. Create an agenda for the orientation, in conjunction with trainers.
- j. Determine date, number of hours, and location of the orientation.
- k. Determine method(s) of delivery for orientation.
- l. Create tools and strategies for evaluation and feedback from trainers and intended audiences.
- m. Conduct the orientation.
- n. Evaluate the orientation for: (1) Safety and accommodations; (2) Effectiveness based on goals and objectives; and, (3) Areas for improvement.
- o. Revise the orientation based on evaluations received from trainers and participants.
- p. Develop a formal procedure to orient new staff on providing training and technical assistance as defined and required by both organizations.

**Deliverables:**

1. Develop training curriculum for orienting staff on training and technical assistance as defined and required by both organizations.
2. Create formal procedure to orient new staff on providing training and technical assistance as defined by both organizations.
3. Create evaluation tools to receive feedback from trainers and participants to identify areas of improvement and assess the effectiveness of the training.

<b>Planned Activities</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May 2014</b>	<b>June 2014</b>	<b>July 2014</b>	<b>Aug. 2014</b>
Assign activities to the "Training and Technical Assistance" workgroup.	x							
Provide a workgroup member orientation.		x						
Assess current training and technical assistance policies and practices within both organizations.		x	x					
Determine training and technical assistance audiences for both organizations.		x	x					

Determine the staff members from FCADV and BIAF who will be required to attend the orientation.		x	x					
Determine Goals and Objectives Expected outcome is that participants will know (1) What is technical assistance; (2) How does training and training assistance differ; (3) Training and technical assistance audiences for both organizations; and (4) The expectations for providing technical assistance as defined and required by both organizations.		x	x	x				
Determine relevant training topics: Including: (1) Standardized definitions of training and technical assistance; (2) Skill set required for providing technical assistance: preparation, active listening, second level questions, clarifying questions, relationship building, etc.; (3) Basic services for each organization; (4) Expectations of role and technical assistance within the structure of both organization (Consultative in nature, engagement of people, ongoing, etc); (5) Create a case study and/or example questions to demonstrate successful technical assistance; and (6) Practice providing technical assistance.		x	x	x				
Identify and secure trainers (co-trainer model).				x	x			
Create an agenda for the orientation.				x	x			
Determine date, number of hours, and location for the orientation.			x	x	x			
Determine method(s) of delivery for orientation.			x	x	x			
Create tools and strategies for evaluation and feedback from trainers and intended audiences. .			x	x	x			
Schedule the orientation.			x					
Conduct the orientation.						x		
Evaluate the orientation for: (1) Safety and accommodations; (2) Effectiveness based on goals and objectives; and (3) Areas for improvement.						x		
Revise the orientation based on feedback received from trainers							x	x

and participants.								
Develop a formal procedure to orient new staff on providing training and technical assistance as defined and required by both organizations.			x	x	x	x		

**Activity #2: Develop and deliver trainings on substantive issues related to the intersection of domestic violence and traumatic brain injury.**

**Identified Need:**

During the Needs Assessment, all levels of staff at FCADV and BIAF expressed a need for increased knowledge of substantive issues about the intersection of domestic violence and traumatic brain injury. Findings indicated that staff feel confident and competent in their current roles. They feel less confident in their capacity to provide training and technical assistance related to the intersection of domestic violence and traumatic brain injury.

During the Needs Assessment, leadership who supervise training and technical assistance staff indicated staff is not fully prepared to provide training and technical assistance on the intersection of domestic violence and traumatic brain injury, but stated “With the appropriate strategies and tools [they] can do it.” Leadership and staff also suggested the use of a train-the-trainer model to process scenarios, role plays, and suggestions for handling challenging situations.

Additionally, leadership from both organizations articulated organizational commitment to support increased capacity of staff to provide training and technical assistance at the intersection of domestic violence and traumatic brain injury.

This activity will be assigned to the Training and Technical Assistance workgroup who is also responsible for developing, delivering, and evaluating a training and technical assistance orientation for staff of FCADV and BIAF. The training and technical assistance orientation will provide staff from both organizations with foundational information required to provide training and technical assistance at the intersection of domestic violence and traumatic brain injury. It will also enhance the skill set of staff to provide training and technical assistance as defined and expected by both organizations.

The workgroup will be responsible for the development, delivery and evaluation of training for staff of FCADV and BIAF focused issues related to the intersection of domestic violence and traumatic brain injury. This training will be conducted in July 2014.

**Planned Activities:**

- a. Assign activities to the Training and Technical Assistance workgroup.
- b. Conduct a literature review, in conjunction with the Best Practices workgroup, to determine best practices when providing services for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.
- c. Determine relevant training topics.
- d. Determine and secure expert area trainers.
- e. Determine method and length of training(s).
- f. Determine location of training(s).
- g. Determine required staff members from FCADV and BIAF to attend the training. The training will be open to all staff but will be required for specific staff dependent on their role within the organizations.
- h. Create evaluation tools and strategies to gather feedback from trainers and participants to determine the effectiveness of training.
- i. Revise training based on feedback from trainers and participants.
- j. Determine strategies for follow-up, ongoing, and/or periodic training during the one-year implementation phase of the project.

**Deliverables:**

- 1. Develop an evidence-based training curriculum to enhance the capacity of FCADV and BIAF staff to provide training and technical assistance at the intersection of domestic violence and traumatic brain injury.
- 2. Create evaluation tools to assess effectiveness of the training and areas of improvement.

<b>Planned Activities</b>	<b>Feb 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May 2014</b>	<b>June 2014</b>	<b>July 2014</b>
Assign activities to the "Training and Technical Assistance" workgroup.	x					
Conduct a literature review in conjunction with the Best Practices workgroup to determine best practices when providing services for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.	x	x				
Determine relevant training topics: DV 101, TBI 101, sensitivity, unique culture within both populations, caregiver roles and responsibilities, etc.		x	x			
Determine and secure expert trainers.		x	x	x	x	
Determine method of training(s): face to face, webinar, literature review, etc.		x	x			
Determine length of training (hours, days, etc.).		x	x			
Determine location of trainings.		x	x			

Determine required staff members from FCADV and BIAF to attend the training. The training will be open to all staff but will be required for specific staff dependent on their role within the organizations.		x	x	x		
Create evaluation tools and strategies to gather feedback from trainers and participants intended to (1) Determine effectiveness; and (2) Areas for improvement.		x	x	x	x	
Conduct the training(s).						x
Revise training based on feedback received from trainers and participants.						x
Determine strategies for follow-up: ongoing and/or periodic training during the one-year implementation phase of project.				x	x	x

**Activity #3: Develop training and technical assistance resources to address issues related to the intersection of domestic violence and traumatic brain injury.**

**Identified Need:**

Findings from the Needs Assessment revealed a lack of local and statewide resources related to the intersection of domestic violence and traumatic brain injury.

During the Needs Assessment, service providers including advocates from two Certified Domestic Violence Centers, Traumatic Brain Injury Support Group Leaders, and BIAF Resource Facilitation Coordinators consistently reported the need for viable locality-specific resources for survivors who access their services.

Local Certified Domestic Violence Center advocates credited Florida Coalition Against Domestic Violence with being knowledgeable about best practices and “staying on top of the issues” in the anti-violence movement. Therefore, Centers rely on the Coalition to readily provide support with demanding issues such as providing safe, welcoming, and accessible services for survivors of domestic violence living with disabilities. Likewise, Brain Injury Support Group Leaders rely on Brain Injury Association of Florida to provide strategies and tools to facilitate safe, welcoming, and accommodating support groups for survivors living with disabilities as a result of traumatic brain injury.

This activity will be assigned to the Peace of Mind Florida-Branding and Resources workgroup. The workgroup will create a central location for relevant resources to address the intersection of domestic violence and traumatic brain injury. The location will be accessible for training and technical assistance staff at both organizations. The workgroup will also create a Resource Guide for FCADV and BIAF staff members which will include up to date statewide resources for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.

**Planned Activities:**

- a. Assign activities to the Peace of Mind Florida-Branding and Resources workgroup.
- b. Provide a workgroup member orientation.
- c. Identify individuals to join the workgroup based on their roles and expertise within both organizations.
- d. Develop a Peace of Mind Florida website or enhance current FCADV and BIAF websites.
- e. Identify audiences for website.
- f. Collect resources for the website from other Peace of Mind Florida workgroups.
- g. Identify additional resources for the website.
- h. Compile resources for the website.
- i. Upload all resources on the website.
- j. Create a plan for regular website updates.
- k. Develop a plan the launch of the website.
- l. Create a Resource Guide for FCADV and BIAF staff.
- m. Distribute the resource guide.

**Deliverables:**

1. Create a Resource Guide for staff and advocates providing training and technical assistance on issues related to the intersection of domestic violence and traumatic brain injury.
2. Create and maintain an accessible central location for training and technical resources addressing the intersection of domestic violence and traumatic brain injury.

<b>Planned Activities</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May 2014</b>	<b>June 2014</b>	<b>July 2014</b>	<b>Aug 2014</b>
Assign activities to the "Peace of Mind Florida-Branding and Resources" workgroup.	x							
Provide a workgroup member orientation.		x						
Identify individuals that need to join the workgroup based on their roles and expertise within both organizations.	x	x						
Develop a Peace of Mind Florida accessible website, or enhance current FCADV and BIAF website.		x	x	x	x			
Identify audiences for website(s).		x	x	x	x			
Collect resources for the website(s) from other Peace of			x	x	x			



Mind Florida workgroups.								
Identify additional resources for the website(s).				x	x			
Compile resources for the website(s).				x	x			
Upload all resources on the website(s).				x	x			
Create a plan for regular website updates.		x	x	x				
Create a plan to launch the new website or enhanced website(s).		x	x	x				
Launch the website(s).						x	x	
Create a Resource Guide.						x	x	
Distribute Resource Guide to FCADV and BIAF staff.								x

**Initiative #3:**

Enhance Organizational Accessibility and Safety.

Key Activities:

1. Develop or identify an Access and Safety Review Tool.
2. Conduct access and safety reviews at FCADV and BIAF.
3. Develop Barrier Removal and Responsiveness Improvement Plans.

**Activity #1: Develop or Identify an Access and Safety Review Tool.**

**Identified Need:**

The Needs Assessment revealed gaps within both organizations to create an equally accessible environment for staff and individuals who access training and technical assistance engagements.

This activity will be assigned to the Policy Development workgroup. The workgroup will be tasked with reviewing and assessing current access and safety policies and practices within both organizations. The workgroup will also review Access and Safety Review tools developed by Office on Violence Against Women Disability Project grantees to identify a suitable tool that can be modified to meet the needs of the collaborative. The workgroup will create a Peace of Mind Florida Access and Safety Review Tool in May 2014.

**Planned Activities:**

1. Assign activities to the Policy Development workgroup.
2. Provide a workgroup member orientation.

3. Identify individuals to join the workgroup based on their roles and expertise within both organizations.
4. Assess current policies and practices to address access and safety within both organizations.
5. Review tools created by Office on Violence Against Women Disability project grantees.
6. Select and adapt an Office on Violence Against Women approved Access and Review Tool to meet the needs of the collaborative partners.
7. Create Peace of Mind Florida Access and Safety Review Tool.

**Deliverable:**

1. Create a Peace of Mind Florida Access and Review Tool.

<b>Planned Activities</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May 2014</b>
Assign activities to the "Policy Development" workgroup.	x				
Provide a workgroup member orientation.		x			
Identify individuals to join the workgroup based on their roles and expertise within both organizations.	x	x			
Determine the level of support the workgroup will require from a consultant based on expertise within the workgroup.	x	x			
Identify and secure a consultant.		x	x		
Assess current policies and practices to address access and safety within both organizations.		x	x		
Review current Access and Safety Review Tools created by OVW Disability Project grantees.		x	x		
Select and adapt an OVW-approved Access and Safety Review Tool to meet the needs of the collaborative partners.			x		
Create Peace of Mind Florida Access and Safety Review Tool.			x	x	x

**Activity #2 Conduct Access and Safety Reviews at FCADV and BIAF.**

**Identified Need:**

Results from the Needs Assessment indicated both organizations need to create an equal access environment for staff and individuals who access training and technical assistance engagements.

The Policy and Development workgroup will create the Peace of Mind Florida Access and Safety Review Tool in May 2014. The workgroup will form a team comprised of staff members from FCADV and BIAF to conduct access and safety reviews at both organizations in July and August 2014.

**Planned Activities:**

1. Determine staff members who will conduct the access and safety reviews at both organizations.
2. Create a timeline for conducting the access and safety reviews at both organizations.
3. Complete a report summarizing findings from the access and safety review conducted at both organizations.
4. Share the report with relevant parties, as determined by the workgroup.

**Deliverable:**

1. Create a report with recommendations for barrier removal and responsiveness.

<b>Planned Activities</b>	<b>May 2014</b>	<b>June 2014</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>
Create Peace of Mind Florida Access and Safety Review Tool.	x				
Select a team of individuals who will conduct the Access and Safety reviews at both organizations.		x			
Create a timeline for conducting the Access and Safety reviews at both organizations.		x			
Create a plan for sharing the findings from the Access and Review.		x	x		
Conduct the Access and Safety reviews at both organizations.			x	x	
Complete a report summarizing findings from the Access and Review conducted at both organizations. This report will be used to develop the Barrier Removal and Responsiveness Plan.				x	x
Share the report with relevant parties, as determined by the workgroup.					x

**Activity #3 Develop Barrier Removal and Responsiveness Improvement Plans.**

**Identified Need:**

The Needs Assessment revealed that both organizations are committed to creating an equal access environment for staff and individuals who participate in training and technical assistance engagements.

Access and safety reviews will be conducted at both organizations during July and August 2014. A summary of the findings will be completed and shared with relevant parties in September 2014. Based on the findings from the access and safety reviews, the workgroup will develop Barrier Removal and Responsiveness Improvement Plans for both organizations.

**Planned Activities:**

1. Review recommendations for barrier removal and responsiveness for both organizations.
2. Develop Barrier Removal and Responsiveness Improvement Plan for both organizations.
3. Determine resources necessary to fully execute the plans.

**Deliverable:**

1. Develop Barrier Removal and Responsiveness Improvement Plans for both organizations.

<b>Planned Activities</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>
Review Access and Safety report including recommendations for barrier removal and responsiveness for both organizations.		x		
Develop Barrier Remove and Responsiveness Improvement Plans for both organizations.			x	
Determine resources necessary to fully execute the plans at both organizations.		x	x	

**Initiative #4:**

Address gaps in safety and accommodation, policies, and procedures within Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.

**Key Activities:**

1. Develop policy and procedures for providing accommodations for staff members and individuals who access training and technical assistance engagements.
2. Develop new policy and procedure for screening for domestic violence using the Resource Facilitation model.
3. Review and enhance policy for Workplace Domestic Violence including work-from-home environments.

**Activity #1: Develop policy and procedure for providing accommodations for staff members and individuals who access training and technical assistance engagements.**

**Identified Need:**

FCADV and BIAF are compliant with the Americans with Disabilities Act (ADA) and Florida laws, rules, and recommendations regarding accommodations. FCADV has a Disability and Later Life Specialist who works intensively with FCADV staff and Certified

Domestic Violence Centers to provide ongoing and immediate training and technical assistance regarding accommodations.

FCADV staff clearly articulated the policies for accessing the accommodation needs for individuals who access training engagements but was unsure of how they would equally assess the accommodation needs of individuals who accessed technical assistance engagements. Additionally, most staff relied on the expertise of their supervisor or the Disability and Later Life Specialist to address accommodation requests for training engagements.

Data was not gathered from BIAF regarding policies and procedures to assess the accommodation needs for staff and individuals who access their training and technical assistance engagements.

Both organizations lack consistent procedures for responding to accommodation request from staff members.

Both organizations also need to provide management and supervisors with the appropriate support and tools to respond to accommodation requests from staff. This activity will be assigned to the Policy Development workgroup. This workgroup will be simultaneously examining access and safety within both organizations. In order to complete this activity, the workgroup will also examine policies and procedures for providing accommodations for staff and individuals who access training and technical assistance engagements. The workgroup will create new or enhanced policies to respond to the accommodation needs of staff and individuals who access training and technical assistance engagements. The workgroup will also develop clear procedures for welcoming accommodation requests from staff and individuals who access their training and technical assistance engagements.

Staff from both organizations will be given opportunities to participate in the policy development process. Staff from both organizations will be trained on the new and enhanced policies in August 2014. At that time, the new policies will be incorporated into current staff policy manuals.

**Planned Activities:**

- a. Assign activities to the Policy Development workgroup.
- b. Review current policies and practices related to providing accommodations for staff members and individuals who access training and technical assistance engagements at both organizations.
- c. Create a new or enhanced policy to address accommodation requests from staff members and individuals who access training and technical assistance engagements at both organizations.

- d. Develop clear procedures to encourage and support staff disclosures of accommodation needs at both organizations.
- e. Develop clear procedures for management and supervisors to respond to accommodation requests from staff at both organizations.
- f. Create new or enhanced procedures for staff to respond to accommodation requests from individuals who access training and technical engagements at both organizations.
- g. Provide opportunity for staff feedback on new policies and procedures.
- h. Train staff from both organizations on new policies and procedures.
- i. Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and procedures related to communicating their accommodation needs within the organizations.

**Deliverables:**

1. Create Accommodation Request Policy for staff members at FCADV and BIAF.
2. Create Accommodation Request Policy for individuals who access training and technical assistance engagements, from both organizations.
3. Develop tools and strategies for management and supervisors to respond to accommodation requests from staff.

Planned Activities	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	June 2014	July 2014	Aug 2014
Assign activities to the Policy Development workgroup.	x							
Determine who should be invited to join the workgroup based on their role and expertise within both organizations.	x							
Provide an initiative orientation for workgroup.		x						
Review current policies and practices related to providing accommodation for staff members and individuals who access training and technical assistance engagements at both organizations.		x	x	x				
Create a new or enhanced policy to address accommodation request from staff members and individuals who access training and technical assistance engagements at both organizations.					x	x		

Develop clear procedures that encourage and support staff disclosures of accommodation needs at both organizations.					X	X		
Develop clear procedures for management and supervisors to respond to accommodation requests from staff at both organizations.					X	X		
Create new or enhanced procedures for staff to respond to accommodation requests from individuals who access training and technical assistance engagements at both organizations.					X	X		
Provide opportunities for staff feedback on the new policies and procedures.						X	X	
Train staff on new policies and procedures at both organizations.								X
Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and procedures related to communicating their accommodation needs within the organizations.								X

**Activity #2: BIAF to develop new policy and procedure for screening for Domestic Violence using the Resource Facilitation Model.**

**Identified Need:**

During the Needs Assessment, BIAF Resource Facilitation Coordinators indicated there is a gap in the current tools being used through the Resource Facilitation Model which limits their ability to adequately screen callers for safety concerns related to domestic violence. Resource Facilitation Coordinators expressed a desire to adequately respond to the needs of all callers, but would need guidance and support to meet the unique needs of survivors of domestic violence. They also expressed the need for comprehensive resources for survivors who disclose experiencing domestic violence.

Resource Facilitation Coordinators expressed a concern that due to injury symptoms as a result of a traumatic brain injury, many callers may not be able to articulate their personal needs. This dynamic limits their ability to assess callers' safety needs. Often times, the needs of survivors of traumatic brain injury are communicated to Resource

Facilitation Coordinators by caregivers. Therefore, Resource Facilitation Coordinators need tools and strategies to assess a survivor's safety needs in those instances.

Resource Facilitation Coordinators currently have no policies in place to guide their response to a survivor of domestic violence who is living with disabilities as a result of a traumatic brain injury. The mandatory reporting policy for vulnerable adults to Adult Protective Services and the Crisis Caller policy were the only two policies Resource Facilitation Coordinators were familiar with that pertained to violence.

Resource Facilitation Coordinators reported they have relied on previous personal and professional experiences and prior trainings to inform how they respond to callers when domestic violence may be present.

This activity will be assigned to the Policy Development and Best Practices workgroup. Based on expertise, extensive research, and recommendations from the critical dialogues, this workgroup will create policy and procedures for Resource Facilitation Coordinators to respond to callers who disclose domestic violence. The workgroup will also develop a safety planning tool for Resource Facilitation Coordinators to assess the safety needs of callers who disclose domestic violence. Resource Facilitation Coordinators will receive training on the new and enhanced policies and safety planning tools in August 2013.

**Planned Activities:**

1. Assign activities to the Policy Development and Best Practices workgroups.
2. Review best practices for working with survivors of domestic violence who are living with disabilities.
3. Review current practices for screening for domestic violence using a Resource Facilitation Model.
4. Identify strengths and gaps when screening for domestic violence using the Resource Facilitation Model.
5. Create policies and procedures for responding to callers who are/or have experienced domestic violence.
6. Create policies to address documentation practices.
7. Create policies to address confidentiality.
8. Create a safety planning tool for Resource Facilitation Coordinators to use with callers who disclose experiencing domestic violence.
9. Create practices for Resource Facilitation Coordinators when using the new safety planning tool with callers who disclose experiencing domestic violence.
10. Train Resource Facilitation Coordinators on new policies, procedures, and screening tools, for responding to callers who are/or have experienced domestic violence.



**Deliverables:**

1. Create new practices for Resource Facilitation Coordinators when using the BIAF database to address documentation if domestic violence is disclosed.
2. Develop a safety planning tool for Resource Facilitation Coordinators to use with survivors of domestic violence.
3. Create a new policy for responding to callers who are experiencing domestic violence.

Planned Activities	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	June 2014	July 2014	Aug 2014
Assign to the Policy Development and Best Practices workgroups.	X							
Provide a workgroup member orientation.		X						
Review best practices for working with survivors of domestic violence living with disabilities.	X	X	X	X				
Review current practices to screen callers for domestic violence using the Resource Facilitation Model.	X	X						
Identify strengths and gaps when screening for domestic violence using the Resource Facilitation Model.	X	X						
Create policies and procedures for responding to callers who are experiencing domestic violence, including addressing documentation practices and confidentiality.				X	X	X		
Create a safety planning tool for Resource Facilitation Coordinators to use with callers who disclose domestic violence.						X	X	
Create practices for Resource Facilitation Coordinators when using the new safety planning tool with callers who disclose experiencing domestic violence.						X	X	

Provide opportunities for Resource Facilitation Coordinators to provide feedback on new policies and procedures.						X	X	
Train Resource Facilitation Coordinators on new policies, procedures, and screening tools.								X

**Activity #3: Review and enhance policies for Workplace Domestic Violence including work-from-home environments.**

**Identified Need:**

Both organizations have a workplace violence policy and an “open door” policy for staff to address safety concerns to their immediate supervisors. BIAF lacks policies and procedures to address the unique needs of staff members with remote (or in home) offices.

For both organizations, management and supervisors lack clear procedures to respond to safety concerns of staff members. This activity will be assigned to the Policy Development workgroup.

This workgroup is also reviewing several other policies and procedures within both organizations. These policies and procedures relate to: (1) Access and safety; (2) Accommodation needs of staff and individuals who access training and technical assistance engagements; and, (3) Resource Facilitation Coordinators response to domestic violence callers.

For this activity, the workgroup will examine current workplace violence policies and update the policies to include remote work environments.

**Planned Activities:**

1. Assign activities to the Policy Development workgroup.
2. Review current workplace violence policy.
3. Update current workplace violence policies to include remote (in home) offices.
4. Develop tools and strategies for management and supervisors to support staff.
5. Create opportunities for staff to provide feedback on new policies.
6. Train staff on new workplace violence policies.
7. Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and

procedures related to communicating their safety needs within both organizations.

**Deliverable:**

1. Develop new or enhanced workplace violence policies including procedure to orient staff.

Planned Activities	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	June 2014	July 2014	Aug 2014
Assign activities to the Policy Development workgroup.	x							
Review current workplace violence policies at both organizations.		x	x					
Update current workplace policies to include remote (work-from-home) offices.				x				
Develop tools and strategies for management and supervisors to support staff.				x				
Create opportunities for staff to provide feedback on new policy				x	x			
Train staff on new workplace violence policy.						x		
Create a procedure to inform all new staff of workplace violence policy.					x	x		
Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and procedures related to communicating their safety needs within both organizations.						x		

**Section V. Overview of Long-term Plans**

The purpose of Peace of Mind Florida is to create sustainable change to enhance service delivery statewide for survivors of domestic violence living with disabilities as a result of a traumatic brain injury. The collaborative partners are committed to continuously building the capacity of FCADV and BIAF staff to provide effective training and technical assistance about the intersection of domestic violence and traumatic brain injury.

Certified Domestic Violence Center Advocates and Resource Facilitation Coordinators rely on both organizations to provide them with support and resources to address challenging issues trending in Florida's local communities. Working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury has become a leading challenge for the Coordinators due to: (1) Lack of viable resources for survivors; (2) Lack of knowledge at the intersection of domestic violence and traumatic brain injury; and, (3) Lack of relationships between domestic violence and traumatic brain injury service providers.

Survivors of domestic violence and survivors living with disabilities as a result of a traumatic brain injury consistently expressed the need for services that are safe, welcoming, and accessible.

In order to create sustainable change while effectively addressing the identified needs of survivors, the proposed long-term initiatives will build on the foundation created through successful implementation of the four short-term initiatives during the one-year implementation phase of the project.

The collaborative partners look forward to continuing the work and momentum of the project through implementation of the long-term initiatives with the intention of creating sustainable change within both organizations as well as in communities statewide.

### **Initiative #1:**

Sustainability Plan.

Key Activities:

1. Form a Sustainability workgroup.
2. Identify individuals to join the workgroup.
3. Invite identified individuals to join the workgroup.
4. Provide a workgroup member orientation.
5. Review new policies and procedures implemented during the one-year implementation phase of the project.
6. Update policies and procedures as needed.
7. Evaluate the effectiveness of the central location resources created for training and technical assistance staff and service providers.
8. Provide opportunities for cross-training and networking between FCADV and BIAF staff members.
9. Select Certified Domestic Violence Centers and Resource Facilitation Regional Offices to participate in a pilot project to:
  - Replicate model policies and procedures developed during the one-year implementation phase of the project.

- Implement the best practice service delivery model identified during the one-year implementation phase of the project.
- Expand and formalize relationships between Certified Domestic Violence Center Advocates and Resource Facilitation Coordinators.
- Initiate and support relationships between domestic violence and traumatic brain injury service providers.

### **Initiative #2:**

Expand and formalize relationships between Certified Domestic Violence Centers and Resource Facilitation Program.

#### Key Activities:

1. Form a Coordinated Community Response workgroup.
2. Identify individuals to participate on this workgroup.
3. Invite identified individuals to join the workgroup.
4. Provide a workgroup member orientation.
5. Provide opportunities for cross-training between Certified Domestic Violence Centers and Resource Facilitation Programs.
6. Support pilot sites to conduct an organization Needs Assessment to determine their strengths and gaps in addressing the needs of domestic violence survivors living with disabilities as a result of traumatic brain injury.
7. Support pilot sites to create a Needs Assessment Report.
8. Support pilot sites to share key findings from the Needs Assessment with Center staff.
9. Provide extensive training and technical assistance for pilot sites on issues related to the intersection of domestic violence and traumatic brain injury.
10. Support pilot sites to develop a three to five year Strategic Plan for enhanced services for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.
11. Support formalized relationships between Certified Domestic Violence Centers and Resource Facilitation Program participating in the pilot sites.

#### **Deliverables:**

1. Create a Memorandum of Understanding between Certified Domestic Violence Center and Brain Injury Association of Florida.
2. Create a Needs Assessment Report.
3. Develop a three to five year Strategic Plan.

### **Initiative #3:**

Expand and formalize relationships between local domestic violence and traumatic brain injury service providers.

**Key Activities:**

1. Assign activities to the Sustainability and Community Response workgroups. Support pilot sites in sharing key findings from Needs Assessment Reports with key stakeholders within their communities.
2. Support pilot sites to share Strategic Plans with key stakeholders within their communities.
3. Support collaborative partners to initiate and maintain regional multi-disciplinary teams comprised of domestic violence and traumatic brain injury service providers in pilot site communities.
4. Conduct Coordinated Community Response Training for multi-disciplinary teams.

**Deliverables:**

1. Create a Memorandum of Understanding between pilot sites, and domestic violence and traumatic brain injury service providers in their communities.
2. Conduct a Coordinated Community Response Training.

**VI. Conclusion**

Peace of Mind Florida is a collaboration that resulted from the Florida Coalition Against Domestic Violence and Brain Injury Association of Florida recognizing the need for internal and external capacity building to address the needs of survivors of domestic violence who may be living with a disability as a result of a traumatic brain injury.

Direct service providers have consistently reported that the impact related to the inter-connection of domestic violence and traumatic brain injury, has continuously surfaced as a pressing issue within their communities and programs. There is a need for staff capacity building to adequately respond to survivors whose lives have been impacted by these life-altering experiences.

The collaborative is committed to creating sustainable change for survivors of domestic violence living with disabilities as a result of a traumatic brain injury through: (1) Creating and implementing new and enhanced policies and procedures responsive to providing accessible services in a seamless and timely manner; (2) Strengthening the relationship and partnership between both organizations; (3) Initiating and supporting relationships and partnerships between domestic violence and traumatic brain injury service providers; (4) Cultivating a network of communication among domestic violence and traumatic brain injury service providers which allows for effective advocacy and

access to appropriate services; (5) Creating tools and strategies for building staff capacity regarding the intersection of domestic violence and traumatic brain injury; and, (5) Promoting evidenced-informed, culturally appropriate services for all survivors.

The four short-term initiatives will be implemented and evaluated during the one-year implementation period. Unquestionably, the short-term initiatives will lay the foundation and groundwork for the proposed three long-term initiatives. The short-term and long-term initiatives will lead to sustainable systems change and enhanced service delivery statewide for domestic violence survivors living with disabilities as a result of a traumatic brain injury.

The new or enhanced policies and procedures, tools, strategies, and practices developed as a result of the short and long term initiatives, outlined in the Peace of Mind Florida Strategic Plan, will be packaged into a Training and Technical Assistance Toolkit. The toolkit will be designed so it can be easily replicated (or adapted) by like collaborative to meet the unique needs of survivors of domestic violence living with disabilities as a result of a traumatic brain injury.

The Peace of Mind Florida Strategic Plan will build the internal and external capacity of FCADV and BIAF to provide training and technical assistance about the intersection of domestic violence and traumatic brain injury.

## Appendix

### Implementation Timeline

Initiative #1: Expand and formalize the collaboration between Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.														
<i>Activity # 1: Host kickoff event.</i>														
Planned Activities	Oct. 2013	Nov. 2103	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May. 2014	June 2013	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Responsible Party
Plan and host kickoff event.	x	x	x											Collaborative Team
Identify staff members to be invited to the event.	x													Collaborative Team
Determine date, time, and location of the event.		x												Collaborative Team
Create goal(s) and objectives for the kickoff event.		x												Collaborative Team
Develop an event agenda (Peace of Mind Florida-project goals, next steps, expected outcome, Q/A opportunity, etc.)		x												Collaborative Team
Hire a graphic designer to create the Peace of Mind Florida logo.		x	x											Collaborative Team
Create and implement an evaluation tool to (1) Evaluate safety and accommodations of all attendees and to (2) Measure the effectiveness of the event.		x												Collaborative Team
Distribute Peace of Mind Florida “take away” information for kickoff participants.			x											Collaborative Team
Host the kickoff event.			x											Collaborative Team



Reveal Peace of Mind Florida logo.			x											Collaborative Team
Deliverables: <ul style="list-style-type: none"> <li>• Collaborative will create a kickoff event agenda.</li> <li>• Collaborate will create a Peace of Mind Florida logo.</li> <li>• Collaborative will develop an evaluation tool to assess the effectiveness of the kickoff event.</li> </ul>														
<b>Activity # 2: Develop workgroups.</b>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Identify Peace of Mind Florida Collaborative team representatives for each workgroup.	x	x												Collaborative Team
Create job description for workgroup members.		x												Project Coordinator
Define role and responsibilities for workgroup members.		x	x											Project Coordinator
Identify (and recruit) workgroup members during the kickoff event [tabling at kickoff event].		x	x											Collaborative Team
Identify other recruitment strategies, as needed (if someone is unable to attend the kick-off event).	x	x												Collaborative Team
Provide prospective workgroup members with job descriptions including roles and responsibilities of workgroup members.			x											Collaborative Team Member assigned to each workgroup
Create an agenda for workgroup members' orientation.				x										Collaborative Team
Schedule and facilitate orientation for all workgroup members.				x										Project Coordinator

Provide tailored orientation for each workgroup.				X										Project Coordinator
Determine method (s) to provide ongoing technical assistance to workgroup members (how do they access technical assistance to meet the needs of the workgroup).		X	X	X										Collaborative Team
Provide on-going support and technical assistance to workgroups.					X	X	X	X	X	X	X	X	X	Project Coordinator
Provide ongoing advisement for workgroup.					X	X	X	X	X	X	X	X	X	Assigned Collaborative Team Member and Project Coordinator
Serve as liaison between workgroups and the collaborative team. <i>(ongoing)</i>					X	X	X	X	X	X	X	X	X	Project Coordinator
Deliverables: <ul style="list-style-type: none"> <li>• Collaborative will create workgroup job descriptions.</li> <li>• Collaborative will create an orientation agenda.</li> </ul>														
<b>Activity # 3: Host critical dialogues series.</b>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Assign activities to the "Best Practices" workgroup.				X										Collaborative Team
Provide a workgroup member orientation.					X									Project Coordinator
Conduct assessment to identify best practices for				X	X	X								Best Practices

providing services for survivors of domestic violence living with disabilities.																		Workgroup
Determine desired goals and outcomes of each discussion.					X	X												Best Practices Workgroup
Identify and secure facilitators.					X	X												Best Practices Workgroup and Project Coordinator
Work with facilitators to determine discussion topics.					X	X												Best Practices Workgroup
Determine discussion topics in conjunction with facilitator(s).					X	X												Best Practices Workgroup
Determine number of discussions to be conducted.					X	X												Best Practices Workgroup
Determine location and methods of discussions.					X	X												Best Practices Workgroup
Determine structure to summarize results of each discussion.					X	X												Best Practices Workgroup
Host critical dialogues.								X										Best Practices Workgroup and Collaborative Team
Create recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.								X	X									Best Practices Workgroup
Determine appropriate method(s) of presenting the results - possible issue					X	X	X											Best Practices Workgroup

briefings.															
Determine audience and key stakeholder for distributing the results including statewide and/or national distribution.					x	x	x								Best Practices Workgroup
Distribute results from dialogues and recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.								x							Collaborative Team
Identify post activities after results are distributed.					x	x									Best Practices Workgroup
Conduct post activities after results are distributed.								x							Best Practices Workgroup
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>Summarize findings as a result of critical dialogues.</li> <li>Distribute findings from critical dialogues to identified audiences and key stakeholders.</li> <li>Create recommendations for best practices when working with survivors of domestic violence living with disabilities as a result of a traumatic brain injury.</li> </ul>															

Initiative # 2: Enhance staff capacity to provide training and technical assistance on the intersection of domestic violence and traumatic brain injury.														
<i>Activity # 1: Develop and deliver orientation for training and technical assistance delivery.</i>														
Planned Activities	Oct. 2013	Nov. 2103	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May. 2014	June 2013	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Responsible Party
Assign activities to the "Training and Technical Assistance" workgroup.				X										Collaborative Team
Provide a workgroup member orientation.					X									Project Coordinator
Assess current training and technical assistance policies and practices within both organizations.					X	X								Training and Technical Assistance Workgroup
Determine training and technical assistance audiences for both organizations.					X	X								Training and Technical Assistance Workgroup
Determine the staff members from FCADV and BIAF who will be required to attend the orientation.					X	X								Training and Technical Assistance Workgroup
Determine goals and objectives; expected outcome is that participants will know: (1) What is technical assistance; (2) How does training and training assistance differ; (3) Training and technical assistance audiences for both organizations; and (4) The expectations for providing technical assistance as defined and required by both organizations.					X	X	X							Training and Technical Assistance Workgroup
Determine relevant training topics: Including: (1)					X	X	X							Training and Technical

Standardized definitions of training and technical assistance ; (2) Skill set required for providing technical assistance: preparation, active listening, second level questions, clarifying questions, relationship building, etc.; (3) Basic services for each organization; (4) Expectations of role and technical assistance within the structure of both organization ( Consultative in nature, engagement of people, ongoing, etc) ; (5) Create a case study and/or example questions to demonstrate successful technical assistance; and (6) Practice providing technical assistance.														Assistance Workgroup
Identify and secure trainers (co-trainer model).							X	X						Training and Technical Assistance Workgroup and Project Coordinator
Create an agenda for the orientation.							X	X						Training and Technical Assistance Workgroup
Determine date, number of hours and location for the orientation.						X	X	X						Training and Technical Assistance Workgroup-Project Coordinator to secure location
Determine method(s) of delivery for the orientation.						X	X	X						Training and Technical Assistance

														Workgroup
Create tools and strategies for evaluation and feedback from trainers and participants.						X	X	X						Training and Technical Assistance Workgroup
Schedule the orientation.						X	X							Training and Technical Assistance Workgroup
Conduct the orientation.									X					Secured trainers
Evaluate orientation for: (1) Safety and accommodations; (2) Effectiveness based on goals and objectives; and (3) Areas for improvement.									X					Training and Technical Assistance Workgroup
Revise orientation based on feedback received from trainers and participants.										X	X			Training and Technical Assistance Workgroup
Develop a formal procedure to orient new staff on providing training and technical assistance as defined and required by both organizations.						X	X	X	X					Training and Technical Assistance Workgroup
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Develop training curriculum for orienting staff on training and technical assistance as defined by both organizations.</li> <li>• Create formal procedure to orient new staff on providing training and technical assistance as defined and required by both organizations.</li> <li>• Create evaluation tools to receive feedback from trainers and participants to identify areas of improvement and assess the effectiveness of the training.</li> </ul>														
<b>Activity # 2: Develop and deliver trainings on substantive issues at the intersection of domestic violence and traumatic brain injury.</b>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Assign activities to the "Training and Technical Assistance" workgroup.					X									Collaborative Team
Conduct a literature review					X	X								Training and Technical

in conjunction with the Best Practices workgroup to determine best practices when providing services for survivors of domestic violence living with disabilities as a result of a traumatic brain injury.														Assistance Workgroup
Determine relevant training topics: DV101, TBI 101, sensitivity, unique culture within both populations, caregiver roles and responsibilities, etc.						X	X							Training and Technical Assistance Workgroup
Determine and secure expert trainers.						X	X	X	X					Training and Technical Assistance Workgroup and Project Coordinator
Determine method of training (s): face to face, webinar, literature review, etc.						X	X							Training and Technical Assistance Workgroup
Determine length of training (hours, days, etc.).						X	X							Training and Technical Assistance Workgroup
Determine location of trainings.						X	X							Training and Technical Assistance Workgroup
Determine required staff members from FCADV and BIAF to attend the training. The training will be open to all staff but will be required						X	X	X						Training and Technical Assistance Workgroup



for specific staff dependent on their role within the organizations.														
Create evaluation tools and strategies to gather feedback from trainers and participants intended to (1) Determine effectiveness; and (2) Areas for improvement.						X	X	X	X					Training and Technical Assistance Workgroup
Conduct the training(s).										X				Trainers
Revise training based on feedback received from trainers and participants.										X				Training and Technical Assistance Workgroup
Determine strategies for follow-up: ongoing and/or periodic training during the one-year implementation phase of project.								X	X	X				Training and Technical Assistance Workgroup
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>Developed an evidenced-based training curriculum to enhance the capacity of FCADV and BIAF staff to provide training and technical assistance at the intersection of domestic violence and traumatic brain injury.</li> <li>Create evaluation tools to assess effectiveness of the training and areas of improvement.</li> </ul>														
<b>Activity # 3: Develop technical assistance resources to address issues related to the intersection of domestic violence and traumatic brain injury.</b>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Assign activities to Peace of Mind Florida-Branding and Resources workgroups.				X										Collaborative Team
Provide a workgroup member orientation.					X									Project Coordinator
Identify individuals that				X	X									Collaborative Team

need to join the workgroup based on their roles and expertise within both organizations.														
Develop a Peace of Mind Florida accessible website, or enhance current FCADV and BIAF website.					x	x	x	x						Peace of Mind Florida –Branding and Resources Workgroup
Identify audiences for website (s).					x	x	x	x						Peace of Mind Florida –Branding and Resources Workgroup
Collect resources for the website(s) from other Peace of Mind Florida workgroups.						x	x	x						Peace of Mind Florida –Branding and Resources Workgroup
Identify additional resources for the website (s).							x	x						Peace of Mind Florida –Branding and Resources Workgroup
Compile resources for the website (s).							x	x						Peace of Mind Florida –Branding and Resources Workgroup
Upload all resources on the website (s).							x	x						Peace of Mind Florida –Branding and Resources Workgroup
Create a plan for regular website (s) updates.					x	x	x							Peace of Mind Florida –Branding and Resources Workgroup

Create a plan to launch the new website or enhanced website (s).					x	x	x	x						Peace of Mind Florida –Branding and Resources Workgroup
Launch the website (s).									x	x				Peace of Mind Florida –Branding and Resources Workgroup
Create a Resource Guide.									x	x				Peace of Mind Florida –Branding and Resources Workgroup
Distribute Resource Guide to FCADV and BIAF staff.											x			Peace of Mind Florida –Branding and Resources
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Create a Resource Guide for staff and advocates providing training and technical assistance on issues related to the intersection of domestic violence and traumatic brain injury.</li> <li>• Create and maintain an accessible central location for training and technical assistance resources addressing the intersection of domestic violence and traumatic brain injury.</li> </ul>														

Initiative # 3: Enhance Organizational Accessibility and Safety.														
Activity # 1: Develop or Identify an Access and Review Tool.														
Planned Activities	Oct. 2013	Nov. 2103	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May. 2014	June 2013	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Responsible Party
Assign activities to the "Policy Development" workgroup.				X										Collaborative Team
Provide a workgroup member orientation.					X									Project Coordinator
Identify individuals to join the workgroup based on their roles and expertise within both organizations				X	X									Collaborative Team
Determine the level of support the workgroup will require from a consultant based on expertise within the workgroup.				X	X									Policy Development Workgroup
Identify and secure a consultant.					X	X								Policy Development Workgroup and Project Coordinator
Assess current policies and practices to address access and safety within both organizations.					X	X								Policy Development Workgroup
Review current Access and Safety Review Tools created by OVW Disability Project grantees.					X	X								Policy Development Workgroup
Select and adapt an OVW-approved Access and Review Tool to meet the needs of the collaborative partners.						X								Policy Development Workgroup
Create Peace of Mind Florida Access and Review Tool.						X	X	X						Policy Development Workgroup

Deliverable: <ul style="list-style-type: none"> <li>Create a Peace of Mind Florida Access and Review Tool.</li> </ul>														
<b>Activity # 2: Conduct Access and Safety Reviews at FCADV and BIAF</b>														
Planned Activities	Oct. 2013	Nov. 2103	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May. 2014	June 2013	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Responsible Party
Create Peace of Mind Florida Access and Safety Review Tool.								x						Policy Development Workgroup
Select a team of individuals who will conduct the Access and Safety Reviews at both organizations.									x					Policy Development Workgroup
Create a timeline for conducting the Access and Safety reviews at both organizations.									x					Policy Development Workgroup
Create a plan for sharing the findings from the Access and Safety Reviews.									x	x				Policy Development Workgroup
Conduct the Access and Safety reviews at both organizations.										x	x			Policy Development Workgroup
Complete a report summarizing findings from the Access and Safety Review conducted at both organizations. This report will be used to develop the Barrier Removal and Responsiveness Plans.											x	x		Policy Development Workgroup
Share the report with relevant parties, as determined by the workgroup.												x		Policy Development Workgroup
Deliverables: <ul style="list-style-type: none"> <li>Create a report with recommendations for barrier removal and responsiveness.</li> </ul>														

<i>Activity # 3: Develop Barrier Removal and Responsiveness Improvement Plans</i>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Review Access and Safety report including recommendations for barrier removal and responsiveness for both organizations.											X			Policy Development Workgroup
Develop Barrier Remove and Responsiveness Improvement Plan for both organizations.												X		Policy Development Workgroup
Determine resources necessary to fully execute the plans at both organizations.											X	X		Policy Development Workgroup
Deliverables: <ul style="list-style-type: none"> <li>• Develop Barrier Removal and Responsiveness Improvement Plan for both organizations.</li> </ul>														

Initiative # 4: Address Gaps in, safety and accommodation, policies and procedures within the structure of Florida Coalition Against Domestic Violence and Brain Injury Association of Florida.														
<i>Activity # 1: Develop policy and procedure for providing accommodations for staff members and individuals who access training and technical assistance engagements.</i>														
Planned Activities	Oct. 2013	Nov. 2103	Dec. 2013	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May. 2014	June 2013	July 2014	Aug. 2014	Sept. 2014	Oct. 2014	Responsible Party
Assign activities to the "Policy Development" workgroup.				X										Collaborative Team
Determine who should be invited to join the workgroup based on their role and expertise within both organizations.				X										Collaborative Team
Provide an initiative orientation for workgroup.					X									Project Coordinator
Review current policies and practices related to providing accommodation for staff members and individuals who access training and technical assistance engagements at both organizations.					X	X	X							Policy Development Workgroup
Create a new or enhanced policy to address accommodation request from staff members and individuals who access training and technical assistance engagements at both organizations.								X	X					Policy Development Workgroup
Develop clear procedures that encourage and support staff disclosures of accommodation needs at both organizations.								X	X					Policy Development Workgroup
Develop clear procedures for management and								X	X					Policy Development

supervisors to respond to accommodation request from staff at both organizations.																Workgroup
Create new or enhanced procedures for staff to respond to accommodation request from individuals who access training and technical assistance engagements at both organizations.								X	X							Policy Development Workgroup
Provide opportunities for staff feedback on the new policies and procedures.								X	X							Policy Development Workgroup
Train staff on new policies and procedures at both organizations.										X						Policy Development Workgroup and /or appropriate staff at FCADV and BIAF
Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and procedures related to communicating their accommodation needs within the organizations.										X						Policy Development Workgroup and appropriate staff at FCADV and BIAF
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Create Accommodation Request Policy for staff members at FCADV and BIAF.</li> <li>• Create Accommodation Request Policy for individuals who access training and technical assistance engagements, for both organizations.</li> <li>• Develop tools and strategies for management and supervisors to respond to accommodation request from staff.</li> </ul>																
<b>Activity # 2: BIAF to develop new policy and procedure for screening for Domestic Violence using the Resource Facilitation Model.</b>																
Planned Activities	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June	July	Aug.	Sept.	Oct.	Responsible		



	2013	2103	2013	2014	2014	2014	2014	2014	2013	2014	2014	2014	2014	Party
Assign activities to the <i>Policy Development and Best Practices</i> workgroups.				X										Collaborative Team
Provide workgroup member orientation.					x									Project Coordinator
Review best practices for working with survivors of domestic violence living with disabilities.				X	x	x	x							Policy Development and Best Practices Workgroups
Review current practices to screen for callers for domestic violence using the Resource Facilitation Model.				X	x									Policy Development and Best Practices Workgroups
Identify strengths and gaps when screening for domestic violence using the Resource Facilitation Model.				X	x									Policy Development and Best Practices Workgroups
Create policies and procedures for responding to callers who are experiencing domestic, including addressing documentation practices and confidentiality.							X	x	x					Policy Development Workgroup
Create a safety planning tool for Resource Facilitation Coordinators to use with callers who disclose domestic violence.									X	x				Best Practices Workgroup
Create practices for Resource Facilitation Coordinators when using the new safety planning tool														

with callers who disclose experiencing domestic violence.														
Provide opportunities for Resource Facilitation Coordinators to provide feedback on new policies and procedures.									X	X				Policy Development Workgroup
Train Resource Facilitation Coordinators on new policies, procedures and screening tools.											X			Policy Development Workgroup and/or appropriate staff from BIAF
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>• Create new practices for Resource Facilitation Coordinators when using the BIAF database to address documentation if domestic violence is disclosed.</li> <li>• Develop a safety planning tool for Resource Facilitation Coordinators to use with survivors of domestic violence..</li> <li>• Create a new policy for responding to callers who are experiencing domestic violence.</li> </ul>														
<b>Activity # 3: Review and enhance policies for Workplace Domestic Violence including work-from-home environments.</b>														
<b>Planned Activities</b>	<b>Oct. 2013</b>	<b>Nov. 2103</b>	<b>Dec. 2013</b>	<b>Jan. 2014</b>	<b>Feb. 2014</b>	<b>Mar. 2014</b>	<b>Apr. 2014</b>	<b>May. 2014</b>	<b>June 2013</b>	<b>July 2014</b>	<b>Aug. 2014</b>	<b>Sept. 2014</b>	<b>Oct. 2014</b>	<b>Responsible Party</b>
Assign activities to the Policy Development workgroup.				X										Collaborative Team
Review current workplace violence policies at both organizations.					X	X								Policy Development Workgroup
Update current workplace policies to include remote (work-from-home) offices.							X							Policy Development Workgroup
Develop tools and strategies for management and supervisors to support staff.							X							Policy Development Workgroup
Create opportunities for staff to provide feedback on new policy.							X	X						Policy Development Workgroup

Train staff on new workplace violence policy.									X					Policy Development Workgroup and/or appropriate staff at FCADV and BIAF
Create a procedure to inform all new staff of workplace violence policy.								X	X					Policy Development Workgroup
Incorporate new policies and procedures into current staff policy manuals and create a structured orientation to inform new staff members of policies and procedures to communicating their safety needs within both organizations.									X					Policy Development Workgroup and appropriate staff at FCADV and BIAF
<p>Deliverables:</p> <ul style="list-style-type: none"> <li>Develop new or enhanced workplace violence policies including procedure to orient new staff members.</li> </ul>														