

Needs Assessment Plan



This document is intended to reflect the history, partnership and agreements of the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds, Inc., and Hope Network – Developmental and Community Services. It is a record of collaboration done under a Cooperative Agreement (Award # 2012-FW-AX-K006) with the Office on Violence Against Women Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Program.

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Introduction

Purpose

The purpose of the Needs Assessment is to gather practical information on existing policies, procedures, practices, knowledge, and attitudes at the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds, and Hope Network Developmental and Community Services that impact individuals with intellectual and/or developmental disabilities (I/DD) who have experienced, or are vulnerable to, sexual assault/abuse. Collecting information from program participants, staff, supervisors, and leadership will inform us of strengths and areas in need of improvement at our organizations. We will use the information gathered from this Needs Assessment to develop a Strategic Plan with manageable and achievable goals as outlined here and in our Collaboration Charter.

Each member of WEAVE views strong collaboration as a means to meeting participant needs as well as furthering their organization's vision, mission, and goals. This Needs Assessment is another step in building the strong foundation for the ongoing work of our collaboration.

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Vision Statement

We envision that all individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse will have access to a compassionate response from our organizations' highly skilled professionals. We will support these individuals through a Culture of Gentleness¹ that shapes our policies and procedures.

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Mission Statement

The mission of WEAVE is to examine and enhance systems for serving individuals with intellectual and/or developmental disabilities (I/DD) who have survived sexual

¹ The Culture of Gentleness philosophy is attributed to the Center for Positive Living Supports, (<http://www.positivelivingsupport.org/about-us/about-the-center>), who first championed and began practicing it in Michigan in 2008. It is based on the Gentle Teaching tenets and work of Dr. John McGee. The core principles are grounded in a psychology of human interdependence. It asks care givers and care providers to look at themselves and their spirit of gentleness in order to find ways to express warmth and unconditional valuing towards those who are the most disenfranchised from family and community life. It views the care giver role as critical and requires a deep commitment to personal, organizational and social change. WEAVE believes that establishing a deep sense of community and companionship with those we serve is the foundation for meaningful living.

assault/abuse. Through this collaboration we will transform our organizational cultures to be trauma-informed and compassionate by:

- Identifying, developing, and enhancing policies and procedures within our organizations to improve our responses to individuals with I/DD who have experienced sexual assault/abuse to receive timely information, compassionate advocacy, and respectful support.
- Increasing the awareness, skills, training and competency of supports coordinators, advocates, nurses, therapists, staff and volunteers at our organizations who work directly with individuals with I/DD who have survived sexual assault/abuse.
- Weaving a Culture of Gentleness through our organizational cultures and our interactions with individuals with intellectual and/or developmental disabilities.
- Creating sustainable and systemic changes in our organizations through our collaboration.

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Collaboration Members

Lead Organization: YWCA West Central Michigan

25 Sheldon Boulevard SE
Grand Rapids, MI 49503
<http://www.ywcawcmi.org/>

Phone: (616) 459-4681
Fax: (616) 459-5423

The YWCA West Central Michigan (YWCA) was established in 1900 and is grounded in the founders' vision of a place dedicated to "the betterment of women and girls." The organization offers the most comprehensive range of services and has leveraged its experience, expertise, resources, and partnerships to confront the human tragedy and public health crisis created by domestic and dating violence, sexual assault, child sexual abuse, and stalking. To help reduce girls' vulnerability to violence and increase their ability to thrive, the YWCA is formally affiliated with Girls Incorporated®, which provides prevention/ intervention services for girls nine to eighteen years old. The YWCA sexual assault services are provided primarily in Kent, Montcalm and Ionia counties. The YWCA's mission is, "Eliminating racism, empowering women and girls and promoting peace, justice, freedom and dignity for all."



Partner Organization: MOKA

4145 Kalamazoo Avenue SE
Grand Rapids, MI 49508
<http://www.moka.org>

Phone: (616) 719-4263
Phone: (800) 644-2434
TTY: (800) 649-3777
Fax: (616) 719-4267

Established in 1978, MOKA is a non-profit organization whose vision is “to create an inclusive culture where everyone is held in the highest respect, feels safe, is valued and as a result affirms others and works collaboratively toward personal goals and achieving our mission.” MOKA serves over 800 individuals with disabilities annually throughout western Michigan. They offer treatment in specialized community based homes, training and support for independent living, skill building with the goal of employment, skill development and job placement, and family support of children with autism and other disabilities. In Kent County, they serve 62 individuals in specialized licensed residential homes and provide supports coordination services to over 200 individuals living in the community in their family home, their own residence or in general adult foster care homes. MOKA believes in gentle teaching and creating a gentle culture to treat the individuals they serve with the greatest respect so they feel safe and affirmed. MOKA’s mission is to “create opportunities for independence and acceptance in our communities by supporting people in: making choices, building relationships, sharing places, developing skills, enhancing reputations, and contributing back to their community.”

**Partner Organization: Spectrum Community Services**

3353 Lousma Drive SE
Wyoming, MI 49548
<http://www.spectrumhuman.org/SCS/Default.aspx>

Phone: 616-241-6258
Fax: 616-241-6470

Spectrum Community Services (SCS), a local non-profit organization and affiliate of Spectrum Human Services, was established in 1976. SCS specializes in community integration by operating residential group homes that provide services specifically for individuals who have developmental, intellectual and physical disabilities. Spectrum Community Services operates 17 residential treatment homes in Kent County for persons with a developmental disability, serving approximately 100 individuals. Additionally, they provide supports coordination, community living supports and enhanced mental health services to 170 individuals who reside either with their families, in general adult foster care homes or in supported independent living arrangements. The mission of Spectrum Community Services is “to provide a Spectrum of quality services and life-enhancing opportunities for individuals in the community.”



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Partner Organization: Thresholds, Inc.

4255 Kalamazoo Avenue SE
Grand Rapids, MI 49508
<http://www.threshnet.org/>

Phone: (616) 455-0960
Fax: (616) 455-7324

Thresholds, Inc., established in 1972, is a non-profit social service agency that provides services to Kent County residents who have developmental disabilities and to their families. Thresholds serves approximately 900 individuals annually; 115 individuals reside in Thresholds' treatment homes in Kent County and approximately 700 additional individuals receive support services in adult foster homes and private residences. Thresholds' array of services includes supports coordination, specialized residential support and service, and respite care supports. The core values that guided their formation and that have sustained them during more than 40 years are continuing today with an ongoing emphasis on Person-Centered Planning which builds on an individual's strengths – honoring their choices and abilities. The mission of Thresholds is "to enable adults with developmental disabilities to live as productively and independently as possible in the community."



Partner Organization: Hope Network Developmental and Community Services

3075 Orchard Vista Drive SE
Grand Rapids, MI 49546
<http://www.hopenetwork.org/>

Phone: (616) 301-8000
Fax: (616) 301-8010

Hope Network is a non-profit Christian organization founded in 1963 serving individuals with disabilities of all, or no, religious affiliations, with a focus of empowering people to achieve their highest level of independence. Hope Network Developmental and Community Services (DCS) provides a continuum of specialized care for those with brain and spinal cord injuries, mental illness, and developmental disabilities. Hope Network DCS support services include transportation, subsidized housing, and workforce development that utilizes Hope Network owned manufacturing facilities for on-the-job training. Hope Network DCS Specialized Residential Services, with 20 homes in Kent County, will be the division partnering with this project. The mission of Hope Network is, "In Christian service, Hope Network empowers people to overcome challenges to achieve their highest level of independence."



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Needs Assessment Goals

Each organization in WEAVE has a long-standing commitment to a compassionate and trauma-informed approach to service delivery, to policies, and to procedures that focus on the needs of individuals with intellectual and/or developmental disabilities (I/DD). We are committed to providing appropriate, safe, and accessible services, including embracing new approaches to policy, service delivery, and systemic change in our organizations. We value our differences, including but not limited to language, race, gender, religion, age, ethnicity, sexual identity, socio-economic status, abilities, and disabilities. This includes treating everyone involved in this process with acceptance and respect. In working on this Needs Assessment, we will intentionally and attentively honor these commitments, and actively pursue the following goals:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

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Information Sources

A. Existing Information

Research has consistently demonstrated that people with intellectual and/or developmental disabilities (I/DD) experience twice as much violence than people without disabilities. People with intellectual disabilities also experience the highest risk of violent victimization,² and are sexually victimized more often and for a longer

² Harrell, E., Ph.D., and M. Rand. [Crime Against People with Disabilities, 2008](#). Washington, DC: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics. 2010.

duration. Other studies indicate that 49% of people with intellectual disabilities will experience ten or more sexually abusive incidents in their adult life.³ And those with communication and behavioral disorders, or multiple disabilities, result in even higher risks.⁴ To make matters worse, 97-99% of abusers are known and trusted by the person with intellectual disabilities. Approximately 32% of the time, “abusers consisted of family members or acquaintances, and 44% had a relationship with the victim specifically related to the person’s disability (such as residential care staff, transportation providers and personal care attendants).”⁵ Thus, delivery systems created to specifically meet the needs of those with I/DD contribute to the risk of sexual violence.⁶ These alarming statistics are one of the many factors motivating our collaboration and this Needs Assessment Plan.

WEAVE has searched for, gathered, and examined what little existing data there is at the national, statewide and local levels that specifically addresses the situation and needs of our target population in Kent County. Data from the U.S. Census Bureau's American Community Survey (ACS) and the 2000 U.S. Standard Population were used to estimate age-adjusted victimization rates. In 2010, among the disability types measured, persons with cognitive disabilities had the highest rate of violent victimization (30 per 1,000).⁷

In Michigan, approximately 56% of women with a physical disability report abuse after their 18th birthday.⁸ While some organizations collect limited data on the individuals they are responsible to or provide services for, this information rarely paints a complete or comprehensive picture. Also, the Uniform Crime Report of the Michigan State Police⁹ collects statewide statistics on assault, rape, domestic violence and other crime, and breaks it down by county in most cases. For example, we have data that in 2011 in Kent County, the state police reported 533 arrests for assault and 26 arrests for Criminal Sexual Conduct in the 1st Degree, but this report does not indicate how many of these crimes were against individuals with I/DD. This data is also limited to reporting agencies only; we know from national research that patterns of sexual abuse against people with disabilities are more frequent, chronic and for a variety of reasons are rarely reported to advocacy or law enforcement agencies.¹⁰

In 2000-2001 the Developmental Disabilities Institute at Wayne State University (Detroit, Michigan), in collaboration with the United Cerebral Palsy Association in Michigan, conducted a one-year study to investigate the prevalence of, and service system

³ Sobsey, D. “Patterns of Sexual Abuse and Assault.” *Sexuality and Disability*, Vol. 9, No. 3, 1991.

⁴ Sullivan, P.M. and Knutson, J.F. “The relationship between child abuse and neglect and disabilities: Implications for research and practice.” Omaha, NE: Boys Town National Research Hospital. 1994.

⁵ Balderian, N. “Sexual abuse of people with developmental disabilities.” *Sexuality and Disability*, Vol. 9, No. 4, 1991. Qtd. in The Arc article: “People with Intellectual Disabilities and Sexual Violence” by Leigh Ann Davis. <http://www.thearc.org/page.aspx?pid=2457> revised, August 2009.

⁶ Ibid.

⁷ U.S. Department of Justice National Crime Victimization Survey 2008-2010.

⁸ National Institute of Justice, 2002.

⁹ http://www.michigan.gov/msp/0,4643,7-123-1645_3501_4621-281784--,00.html

¹⁰ Sobsey, D. “Patterns of Sexual Abuse and Assault.” *Sexuality and Disability*, Vol. 9, No. 3, 1991.

capacity related to, domestic abuse among women with physical disabilities in Michigan. Their research indicated that 89% of the participants reported multiple incidents of physical abuse and 66% specified they had been sexually abused.¹¹ While this research clearly demonstrates that sexual assault/abuse is alarmingly present within Michigan, their study was statewide, targeted only physical disabilities, and only 4% of the respondents lived in residential settings comparable to those of our partner organizations. The data is relevant, but it does not focus on our target population or geographic area, and it is outdated. More current and appropriate data is needed.

Finally, in 2011, the Sexual Assault Intervention/Prevention of Persons with Intellectual and Development Disabilities Task Force (the locally-based and interdisciplinary collaboration in which WEAVE originated, see our Collaboration Charter), gathered some survey data after its three day training session with Blue Tower¹² at the YWCA West Central Michigan. Survey results indicated that 74% of the participants thought that sexual violence against persons with disabilities was a major problem and desired both additional training for staff as well as meaningful educational materials and resources. The results also indicated that 60% of disability service staff desired more training and resources about sexual violence, and 73% of rape crisis center staff desired more training and education to improve service delivery for individuals with disabilities.¹³ Furthermore, of the approximately 250 sexual assault forensic exams that the YWCA Nurse Examiner Program (NEP) conducts annually, only 2-3% of patients identify with having a developmental disability, while the number identifying other disabilities (including visual impairment, mobility issues and mental illness) is approximately 9-11%. The survey questions from the Task Force and the statistics from the NEP capture some quantitative data that is applicable to the goals of WEAVE in this Needs Assessment. However, these only offer a snapshot of the perceptions of staff and volunteers from our local community who participated in the training, and do not adequately provide the information we need for analysis.

B. New Information

WEAVE has decided to gather qualitative and original data during our Needs Assessment process through focus groups and individual interviews. While the details of our methodology are fully explained in the next section, we have designed each method to fit the needs of the audience, including, but not limited to, individuals with I/DD, executive leadership, staff and survivors of sexual assault/abuse. We have reflected on and discussed accessibility issues, time constraints, and trauma-informed considerations for each method of data collection and will safeguard individual and organizational confidentiality while adhering to our Mandated Reporting requirements (see Appendix M).

¹¹ Millberger, Sharon, et al. "Violence Against Women with Physical Disabilities." *Violence and Victims*, Vol. 18, No. 5, October 2003.

¹² <http://www.bluetowertraining.com/>

¹³ SurveyMonkey results from Blue Tower Training held at the YWCA West Central Michigan in 2011.

The information we collect will illuminate what each organization is currently doing that supports individuals with I/DD who have experienced sexual assault/abuse, reveal what barriers and/or weaknesses exist, and indicate where we can improve the services we provide. It will also point out what systemic changes we need to make, particularly at the areas where our organizations intersect. WEAVE will use the information we collect to guide our strategic plan and goals, and to create sustainable change throughout our present collaboration and into the future.

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Methodology

A. Overview of Methods

WEAVE will use interviews and focus groups to collect qualitative data for this Needs Assessment.

Individual interviews will be conducted with Executive Directors or CEOs at each agency.

Focus groups will be conducted with survivors, individuals with I/DD, staff, and executive leadership teams at the agency where they work or receive service, and in places that provide the most accessibility, comfort and safety.

Individual interviews will be conducted upon request or if there is a conflict with focus group scheduling.

Focus Group constituents include:

Sexual Assault Provider: YWCA West Central Michigan

- Executive Leadership Team
- Nurse Examiner Program Staff
- Sexual Assault Advocates
- Therapy Service Staff
- Survivors who have experienced sexual assault/abuse

Disability Service Providers: MOKA, Thresholds, Spectrum Community Services and Hope Network

- Executive Leadership Teams
- Non-Residential Supports Coordinators and Supervisors
- Residential Supports Coordinators and Supervisors
- Home Managers and Residential Supervisors
- Residential Coordinators and Quality Coordinators
- Residential Direct Service Staff
- Individuals with I/DD

B. Planned Interviews and Focus Groups

WEAVE Partners	Method of Data Collection	Number of Group(s)	Proposed Participants
YWCA			
1. CEO	Interview	1	1
2. Executive Leadership Team	Focus Group	1	6-8
3. Nurse Examiner Program	Focus Group	1	4-6
4. Sexual Assault Advocates	Focus Group	1	6-8
5. Therapy Service Staff	Focus Group	1	4-6
6. Survivors	Focus Group	1	6-8
MOKA			
1. Executive Director	Interview	1	1
2. Executive Leadership Team	Focus Group	1	8-12
3. Non-Residential Supports Coordinators/Supervisors	Focus Group	1	8-10
4. Residential Supports Coordinators/Supervisors	Focus Group	1	3-6
5. Home Managers/Residential Supervisors	Focus Group	1	10-12
6. Residential Coordinators	Focus Group	1	3-5
7. Residential Direct Service Staff	Focus Groups	2	8-10
8. Individuals with I/DD	Focus Groups	2	8-10
Thresholds			
1. Executive Director	Interview	1	1
2. Executive Leadership Team	Focus Group	1	8-12
3. Non-Residential Supports Coordinators/Supervisors	Focus Group	1	8-10
4. Residential Supports Coordinators/Supervisors	Focus Group	1	3-6
5. Home Managers/Residential Supervisors	Focus Group	1	10-12
6. Residential Coordinators	Focus Group	1	3-5
7. Residential Direct Service Staff	Focus Groups	2	8-10
8. Individuals with I/DD	Focus Groups	2	8-10
WEAVE Partners	Method of Data Collection	Number of Group(s)	Proposed Participants
Spectrum Community Services			
1. Executive Director	Interview	1	1
2. Executive Leadership Team	Focus Group	1	8-12
3. Non-Residential Supports Coordinators/Supervisors	Focus Group	1	8-10

4. Residential Supports Coordinators/Supervisors	Focus Group	1	3-6
5. Home Managers	Focus Group	1	8-10
6. Residential Quality Coordinators	Focus Group	1	3-5
7. Direct Service Staff	Focus Groups	2	8-10
8. Individuals with I/DD	Focus Groups	2	8-10
Hope Network			
1. Executive Director	Interview	1	1
2. Executive Leadership Team	Focus Group	1	8-12
3. Non-Residential Supports Coordinators/Supervisors	Focus Group	1	8-10
4. Residential Supports Coordinators/Supervisors	Focus Group	1	3-6
5. Home Managers/Residential Supervisors	Focus Group	1	10-12
6. Residential Coordinators	Focus Group	1	3-5
7. Residential Direct Service Staff	Focus Groups	2	8-10
8. Individuals with I/DD	Focus Groups	2	8-10
TOTAL Participants	Groups	46	285-379

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C. Development of Focus Group Questions

The Project Manager and team members from each partner organization have collaborated to develop focus group questions for all levels of leadership, supervision and staff in this Needs Assessment. We have discussed and reflected on these questions carefully, making sure they align with our goals and use trauma-informed, person first language. The questions for survivor and individuals with I/DD focus groups will be approved by all members of WEAVE and each of our organizations' Institutional Review Boards (IRBs) before use.

Interview and Focus Group questions have been developed for:

1. Executive Directors or CEO (Appendices C-G)
2. Executive Leadership Teams (Appendices C-G)
3. Sexual Assault Nurse Examiner Program (SANE) (Appendix C)
4. Sexual Assault Advocates (Appendix C)
5. Therapy Service Staff (Appendix C)
6. Survivors (Appendix C)
7. Non-Residential Supports Coordinators and Supervisors (Appendices D-G)
8. Residential Supports Coordinators and Supervisors (Appendices D-G)

9. Home Managers and Residential Supervisors (Appendices D-G)
10. Residential Coordinators and Quality Coordinators (Appendices D-G)
11. Residential Direct Service Staff (Appendices D-G)
12. Individuals with I/DD (Appendices D-G)

D. Focus Group Purpose, Format and Roles

Purpose and Format

WEAVE plans to conduct focus groups because we believe the facilitated, conversational format will produce the sort of valuable, qualitative information our project needs to acquire. Questions and prompts have been tailored to each audience so that their unique perspective will best inform WEAVE's Needs Assessment Goals.

Because of the large number of planned focus groups, WEAVE will be attentive to the data, themes, and answers as we gather responses. If, in any particular participant group, we find that we have reached a saturation point with the individual answers, we may decide to conduct fewer groups. We will reach consensus with all members of WEAVE if we elect to deviate from our planned number of groups.

Each focus group will last approximately an hour and a half and have a facilitator and recorder present. For the individuals with I/DD and for the survivor focus groups, an additional trauma-informed advocate will be available to provide support if needed. The recruiter may also be present for familiarity and as additional support if requested. A debriefing will be held directly after each session to compare notes and organize data.

Facilitator

The Project Manager, who will serve as facilitator at all focus groups, will be responsible for:

1. Verifying that the location is accessible and that requests for accommodations have been met
2. Creating a safe and comfortable atmosphere for the participants
3. Establishing the parameters for participation, including passive and informed consent
4. Asking questions that are relevant to this needs assessment
5. Prompting the group when necessary in order to gain more in-depth information
6. Ensuring that the group does not stray off the topic
7. Gathering the recorded information after each group session and ensuring it is stored in a confidential location
8. Distributing the \$20 gift card to survivors and people with disabilities.

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Recorders

The Project Manager will conduct a training session with staff that will serve as recorders in the needs assessment focus groups. Training will include information about the purpose of the focus groups, confidentiality protocols, and facilitation process. The goal of this training is to ensure consistency throughout the needs assessment and to make sure that recorders have a clear understanding of their roles and responsibilities. Recorders will be responsible for:

1. Understanding background information on the needs assessment goals and the methods to be used.
2. Protecting written documents and password protection of electronic files and information storage.
3. Ensuring access and safety considerations for participants, including the roles and responsibilities of the support staff.
4. Being aware of the responsibilities, protocol, and expectations of mandatory reporting during the needs assessment.
5. Being aware of facilitation procedures, including participation as passive consent, incentive distribution, questioning and probes, wrap-up comments and referrals.
6. Note taking protocols, as well as participating in the post-focus group debriefing sessions.
7. Creating a supportive and open environment for discussion.
8. Identifying and managing disclosures of abuse.

By having an in-depth understanding of the questioning strategy and the goals of the needs assessment, recorders will be better able to capture targeted, relevant information and avoid extraneous information.

Trauma-Informed Advocate

For survivor and individuals with I/DD focus groups, a trained trauma-informed staff member will be available should a participant need such support. While questions have been intentionally designed to minimize the potential for disclosure, WEAVE recognizes the importance of providing safety and trauma-informed support for survivors and individuals with I/DD.

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E. Focus Group Participant Selection Criteria

The selection criteria for each level of participants are briefly described in the following four focus groups:

1. **Individuals with I/DD focus groups:** Participants at least 18 years old and currently residing in places owned or leased and operated by a WEAVE organization will be invited.
2. **Survivor focus groups:** Participants that are current clients of the YWCA who have experienced sexual assault and/or abuse and are at least 18 years old will be invited.
3. **Staff and Supervisors of WEAVE organizations focus groups:** Each WEAVE organization will invite its own staff and supervisors with the goal of having a good cross section of roles within the organization. Various working groups and levels of service within each organization will be invited with the intent of gathering data from every level of service delivery.
4. **Executive Leadership Team focus groups of all WEAVE organizations:** Participants that have decision-making authority over programs, policy change, budgets, and staff at each organization will be invited.

F. Focus Group Recruitment Strategies

Effective recruitment includes gathering a broad range of perspectives related to WEAVE's work. All potential participants will be provided with information about the needs assessment and their role in creating systems change. Focus group participants will be given an invitation and asked to return an RSVP form to schedule their participation and to facilitate any accommodation needs. Times and dates of the focus groups will be determined by WEAVE based on organizational logistics, transportation accessibility, and staff and participant schedules. Based on information provided on the RSVP forms, the Project Manager will work with recruiters, participants, and other staff as necessary to ensure that accessibility and safety requests are met. It is our intent to allow everyone who wants to participate the opportunity to do so.

Invitations and instructions have been developed for use in recruiting participants. These materials have been developed in collaboration with WEAVE Team Members. Recruiters will be selected and trained in a two hour session covering skills and tips for recruiting, providing accommodations and ensuring safety. A sample invitation is in Appendix J. Sample Instructions for Recruiting Participants is in Appendix H.

A more detailed description of the recruitment process for our four participant groups follows:

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Individuals with I/DD

Individuals with I/DD without guardians from MOKA, Thresholds, Spectrum Community Services and Hope Network will be recruited on an individual basis. Each agency will select and train recruiters. Direct Service Staff, Residential Supervisors or Supports Coordinators, whoever is able to have a comfortable conversation with the client, will be given a copy of the focus group questions and will identify candidates for participation based on individual-level factors, such as the capacity for receptive and/or expressive language abilities. WEAVE will ensure that every client who wants to participate can participate, including accommodating persons without vocal language abilities. If an individual's participation in a focus group is clinically contraindicated, an invitation will be considered potentially harmful and avoided.

If individuals with I/DD have guardians, WEAVE will obtain informed consent for participation. Guardians will be provided information about the focus groups and WEAVE, a copy of the focus group questions, a copy of FAQs, and the contact information for the Project Manager. Guardians will be given two weeks to ask questions, address concerns, and either return the informed consent form or opt out of participation for their wards. Individuals who have guardians must have informed consent in order to participate; once informed consent is given, recruiters will be able to ask individuals if they choose to participate in a focus group.

The Project Manager will facilitate the training of the recruiters and provide scripts for them. Recruiters will introduce WEAVE goals and the idea of needs assessment participation to individuals. They will explain the process, participation incentive, and cover consent concepts. Recruitment fliers in plain language will be distributed to individuals with reading ability. Recruiters will read and explain fliers to those without reading abilities. This information may be provided on multiple occasions to increase understanding and retention. If individuals want to participate in the needs assessment, their recruiter will help them complete an RSVP form to identify accessibility needs and accommodations.

On the day of the focus group, the Project Manager will reiterate the purpose and process of the focus groups, answer any questions, and begin the focus group. Recruiters may be present to add comfort, familiarity and help with facilitation of the process as needed. Individual interviews will be available upon request or if there is a conflict with the scheduled focus group. Sample recruitment scripts, introduction scripts and focus group questions for individuals with I/DD are in Appendices D-G.

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Survivors

The YWCA WEAVE Team Member will announce and request the assistance of YWCA therapists and advocates in the recruitment of survivors for participation in the needs assessment. The Project Manager will conduct a recruiter training session with staff as part of the monthly Counseling Center staff meeting and/or other appropriate programming. This training will include trauma-informed components specifically

designed for survivors of sexual assault/abuse. RSVP forms, focus group questions, FAQs, and information about WEAVE and the needs assessment will be given out to recruiters during the training.

Survivors of sexual violence who are over the age of 18 and receiving YWCA services, but not at a point of crisis, will be recruited on an individual basis. During the process of recruitment, therapists and advocates will present information about WEAVE, explain the purpose, procedure and incentives of the needs assessment, and gain participant consent. Recruiters will offer a copy of the focus group questions and RSVP forms to all current individuals who fit the inclusion criteria. YWCA staff will assist individuals in completing the RSVP form as needed. Due to confidentiality concerns, the Project Manager and WEAVE Team Members will not meet with YWCA individuals for recruitment purposes, although they will be available to answer questions and address concerns. RSVP forms may be returned to the Project Manager via mail, email, fax, or telephone. They may also be returned to the front desk coordinator, who will forward forms to the Project Manager. Individual interviews will be available upon request or if there is a conflict with the scheduled focus group. A sample recruitment script, introduction script and focus group questions for survivors are in Appendix C.

Staff and Supervisors

The Project Manager and/or WEAVE Team Members will present information about WEAVE at appropriate staff meetings prior to the needs assessment to increase familiarity, and ultimately, staff support of the project. The purpose and process of the needs assessment and consent information, including voluntariness and confidentiality, will be explained during the recruitment process and before any focus group meetings begin. WEAVE Team Members will also promote the participation of staff through routine meetings and other personal contact. Supervisors will also be asked to provide information to supports coordinators and residential direct service staff about the needs assessment and to encourage staff participation. We feel that personally presenting needs assessment and collaboration information to staff will increase interest and participation. RSVP forms may be returned to the Project Manager in person, by mail, email, or phone. Individual interviews will be available upon request or if there is a conflict with the scheduled focus group. Sample recruitment scripts, introduction scripts and focus group questions for staff and supervisors are in Appendices C-G

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Executive Leadership Teams

Each WEAVE Team Member will send an email to their executive leadership team, inviting participation in a focus group. Information about the needs assessment process, purpose, and how information will be used to create systems change will be explained. A date, time and location for the focus group will be scheduled at each agency. The Project Manager and WEAVE Team Member from each organization will attend their own leadership team's focus group. Individual interviews will be available upon request

or if there is a conflict with the scheduled focus group. Sample introduction scripts and focus group questions for executive leadership teams are in Appendices C-G.

G. Incentives for Survivors and Individuals with I/DD

As an incentive for participation, survivors and individuals with I/DD served by WEAVE organizations will each receive a \$20 gift card to Meijer, a regional retail store. This business was chosen because of the accessibility of its locations, variety of the products and services it sells, and community support it provides for individuals with I/DD. Provision of the gift card will not be contingent on completion of the focus group. If individuals agree to participate, but leave early for any reason, they will still be able to keep their card. If survivors or individuals with I/DD indicate after a focus group that they do not feel comfortable with taking home a gift card for any reason, a WEAVE Team Member will make other arrangements to ensure they can receive their card at a later date. Another reasonable and comparable incentive may be offered if the survivor or individual with I/DD has concerns about receiving a gift card.

If employees of WEAVE organizations choose to take part in the focus groups, their participation will be incorporated into, and compensated as part of, their regular hours and scheduling.

H. Consent

We will be using a passive consent process for the focus groups for staff, survivors and individuals with I/DD without guardians because it provides for more confidentiality of participants, prevents a paper trail, and eliminates time spent on administrative matters in the session itself. The recruiter will explain consent in the recruitment process for survivors and individuals with I/DD. Participants will be told they can leave or discontinue at any time. Once the remarks have been read, it will be assumed that all participants who attend the focus groups will be giving consent for their participation. Participants in focus groups are agreeing to:

- Participate in focus group.
- Have their comments anonymously recorded in writing.
- Have their comments anonymously used in WEAVE's Needs Assessment Report.
- Have their comments anonymously used for developing WEAVE's Strategic Plan and implementation activities.

WEAVE will use an informed consent process for individuals with I/DD with guardians. Guardians will need to give informed consent for their ward to participate in the needs assessment. To facilitate truly informed consent, each WEAVE organization will provide information to the guardian regarding the benefits and risks of participation, the use of information, and confidentiality protocols of the needs assessment. Guardians will also be provided information about the focus groups and WEAVE, a copy of the focus group questions, a copy of FAQ's, and the contact information for the Project Manager.

Recruiters will follow up with the guardian to make sure that the information was received and understood, to answer any questions they may have, and to encourage the return of the informed consent form (See Appendix L). Once informed consent is given, recruiters will be able to ask individuals with I/DD if they want to participate in a focus group.

I. Confidentiality

WEAVE ensures that the information shared within this Needs Assessment is confidential and will restrict access to, and dissemination of, any details that personally identify staff, survivors and individuals with I/DD. We will be mindful of who we talk to, when, and about what, always keeping in mind that information about survivors and individuals with I/DD may be confidential and disclosures are bound by law (see Mandated Reporting section below and in Appendix M). WEAVE will honor the confidentiality of survivors, individuals with I/DD, staff, and our collaborative efforts within and among our organizations.

WEAVE will make every effort to ensure the safe keeping of all data containing participants' information. All recruiters, facilitators and recorders will make sure that all RSVP forms and notes taken during focus groups will, to the extent possible, be captured without individual names and/or personal references, and will be given directly to the Project Manager. Handwritten materials will be electronically transcribed and stored in password protected documents and databases. The Project Manager will maintain the security of this process and adhere to WEAVE confidentiality guidelines until the Needs Assessment Report has been approved by the OVW, when all documents and notes will be destroyed.

Other written documents including this Needs Assessment Plan, our Needs Assessment Report, and our Strategic Plan will be shared with individuals and entities outside of WEAVE. Although these documents may include participant feedback and quotes, they will not contain personal reference to any one particular participant. These documents will be shared with leadership and staff members at our organizations, Vera Institute of Justice, including on their [Accessing Safety Initiative website](#), OVW (our funder) and other possible stakeholders.

Concerning potential systems' change, such as unwelcoming culture, prejudices, policies and/or procedures, WEAVE will address these issues as they are identified, and will do so confidentially among our collaborative. When discussing concerns that relate to specific collaborative partners, or other external agencies, partners will not share this information beyond WEAVE, except as reflected in the agreed upon content and format of our Needs Assessment Report and resulting Strategic Plan.

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J. Mandatory Reporting

Mandatory reporting pertains to the legal requirement of a professional and/or an organization in reporting incidents of child abuse and the abuse of an adult with disabilities. The legal requirements vary from state to state. In Michigan, all disclosures of suspected abuse or neglect of a child or vulnerable adult to a professional in the field of mental health, healthcare, social work, law enforcement, psychology, psychiatry, daycare providers, and teachers must be reported to the appropriate authorities. All staff at our agencies are mandated reporters.

WEAVE organizations adhere to the concept of self-determination, whereby adults with an intellectual and/or developmental disability (I/DD) are presumed to be competent unless shown otherwise, and therefore have the right to exercise free choice in making decisions. Services, interventions and assistance can be refused. If a situation arises in which mandatory reporting is required, a decision about whether to inform the person of the mandatory report and how the person may participate with reporting will be made on a case by case basis following consultation with supervisors and/or appropriate personnel.

In accordance with these mandatory reporting requirements, WEAVE has agreed that:

1. During the recruitment process, all potential participants will be informed of WEAVE's mandatory reporting requirements in clear and distinct terms.
2. During the introduction of each needs assessment activity, all participants will be verbally informed of WEAVE's mandatory reporting requirements in clear and distinct terms.
3. Any potential participant who has concerns about the mandatory reporting requirement will be given the option of not participating in the needs assessment process.
4. Questions have been designed to minimize the possibility of disclosure; however, should a disclosure occur during a focus group, the person will be believed and supported. Trained support staff will be available to provide counseling and promote the safety of the survivor.

For additional information about Mandatory Reporting Laws, see Appendix M.

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K. Safety Considerations

Every effort will be made to protect the safety of individuals participating in the Needs Assessment process. We will also make every effort to develop tools and processes to maximize the safety of all involved.

- There will be no public advertising. All individuals participating are current program participants, individuals, or staff of the partner organizations. They will be individually invited to participate.
- All materials will be in easily understood language that is intended to be appropriate for the target audience and in accessible formats (language, font, etc.)
- All focus groups will be held at an agency location that is most comfortable and accessible for the individuals who will be attending.
- Trauma-informed staff for the survivor and individuals with I/DD focus groups will be available for program participants in need of emotional support both during and just following a focus group. Additionally these staff will be selected based on their familiarity and experience with Mandated Reporting policies and procedures in case a situation arises where a report must be made. All employees of each agency are mandatory reporters (see above section on Mandatory Reporting and Appendix M).
- Outside observers who are not directly involved in the needs assessment process will not be allowed to participate and/or be present during focus groups or interviews. Personal care aides may accompany participants to focus groups and/or interviews, but will be asked to wait in an adjacent room until needed. Personal care assistance, including interpreters, will be made available as requested during the recruitment process.
- No guardians will be allowed in a focus group. They can remain on the site so they can be available should their ward need them.

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L. Access Considerations

WEAVE believes that all individuals with I/DD and survivors have the right to welcoming and flexible services which provide choice and meet their individual needs. It is the responsibility of our organizations to remove the physical, attitudinal, programmatic and/or communicative barriers that prevent access to any and all services and supports offered, including this needs assessment. The validity of any needs assessment depends on the inclusion of everyone. To best understand how to provide holistic services to all survivors in our community, we intend to avoid systematic exclusion of potential participants based on accessibility needs. To achieve this, we will use the following strategies:

- Everyone who plans to take part in the needs assessment will be asked to complete an RSVP form (see Appendix K). This form includes information on accessibility accommodations. This information can be provided in writing, by phone, in person, or via email to the Project Manager or to a member of WEAVE. All reasonable accommodations will be made, provided sufficient notice (two weeks prior to the event) is given. The Project Manager will be

responsible for coordinating accessibility needs of participants, with the input and support of staff at each partner organization.

- Needs assessment events will be scheduled at times and locations convenient to participants, when accessible transportation is available. All locations will be fully accessible. Room selection will be selected based on confidentiality and accessibility.
- If a participant requires special transportation, including a lift-equipped vehicle, the Project Manager with the appropriate staff from WEAVE partner organizations, will make arrangements for this need. If reasonable accommodations cannot be made, individual interview locations may be arranged to allow for participation.
- Upon arrival, participants will be given an orientation to the facility. They will be asked if they have any accessibility needs based on the facility.
- Alternative forms of printed materials will be available on request through the registration form. These may include Braille, large print, electronic format, audio and plain language options. All written materials will be constructed in easy to understand language, however further accommodations may be necessary for some participants.
- Communication supports such as interpretation or active listening devices, and alternative forms of communication will be available upon request. Participants may bring their guardians; however, these people will not be allowed to be present during focus groups.
- All focus group questions, as well as all other needs assessment materials, have been reviewed by the entire WEAVE Team and for accessibility, trauma-informed, and Institutional Review Board (IRB) considerations. All materials have been constructed using people-first language. Participants in focus groups will be asked to refrain from using derogatory language in any way.
- If a person requires an accommodation not identified on the RSVP form, they are expected to contact the Project Manager. A reasonable effort will be made to work with the individual and develop an accessibility and/or safety plan.
- Because of diverse dietary requirements, restrictions and food allergies of potential participants, careful consideration will be made about any light snacks provided for survivor and individuals with I/DD focus groups.

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Work Plan

WEAVE anticipates a productive and rigorous schedule for our collaboration. The following Work Plan indicates our activities and goals for completing the project deliverables. We recognize that in order to create meaningful conversations and a stable and sustainable foundation for our project, and because of the large number of our planned focus groups, the timeframe may require some flexibility. We will revisit and revise this Work Plan if necessary.

Activity	Timeframe	Target Completion Date
OVW Grant Awarded	September 2012	September 12, 2012
Attend Louisville, KY New Grantee Orientation Meeting and National Disability Conference	October –November 2012	November 1, 2012
Participate in Building the Foundation Webinars	December 2012 – Ongoing	Ongoing
Search, Recruitment and Interviews for Project Manager	December 2012 – April 2013	April 30, 2013
Hire Project Manager	May 2013	May 6, 2013
Develop Collaboration Charter	May – July 2013	July 15, 2013
Develop Needs Assessment Plan	July – November 2013	November 30, 2013
Implement Needs Assessment Plan	December 2013– January 2014	January 31, 2014
Compile Findings and Analyze Data	January – February 2014	February 28, 2014
Needs Assessment Report	March 2014	March 31, 2014
Vera ¹⁴ On-Site Visit for Strategic Planning	April 15-16, 2014	April 16, 2014
Create Strategic Plan	April 2014	April 30, 2014
Implement Strategic Plan	May – December 2014	December 31, 2014
Build Sustainability Plan and Project Evaluation	January–September 2015	September 2015

¹⁴ Vera Institute of Justice is a national organization that provides WEAVE with technical assistance and training during the grant period to create the grant deliverables and to ensure the highest quality of systemic change.

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Appendix A: A Note About the Appendices

Many of the documents, scripts and questions in these appendices have been designed as templates. We anticipate that what we have included here will provide a rich sample while retaining flexibility for the variety of our readers' needs. While some question sets were similar, each set was specifically designed and reviewed with each organization's specific needs in mind. Although staff from each organization may serve in similar capacities, in order to provide transparency and clarity for the differences in job titles, WEAVE determined that each organization should have its own recruitment scripts, introduction scripts and focus group questions for each level of staff. It is our hope that our readers will find the slight variations in our questions and scripts helpful and insightful.

Appendix B: Frequently Asked Questions for Focus Group Participants

What does WEAVE stand for and what is its purpose?

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among several organizations who operate primarily in Kent County.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

When did WEAVE start and how long will it last?

This is a 3-year project funded by the United States Department of Justice, Office on Violence Against Women (OVW). For more information see:

<http://www.ovw.usdoj.gov/ovwgrantprograms.htm>

The collaboration's work started in October 2012 and the project lasts until September 2015. It may be renewable for an additional two years. It is our hope that the work and benefits from our collaboration will continue long after the grants are finished.

Who is involved in WEAVE?

The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The current collaboration team members are: Tom Cottrell (YWCA), Lee Ann Shedleski-Holmden (MOKA), Roger DeKuiper (Spectrum Community Services), Fred Ward (Thresholds, Inc.), Jerry DeRuiter (Hope Network Developmental and Community Services), and Christine Drewel (Project Manager/YWCA).

What is WEAVE's Mission?

The mission of WEAVE is to examine and enhance systems for serving individuals with intellectual and/or developmental disabilities who have survived sexual assault/abuse. Through this collaboration we will transform our organizational cultures to be trauma-informed and compassionate by:

- Identifying, developing, and enhancing policies and procedures within our organizations to improve our responses to individuals with I/DD who have experienced sexual assault/abuse to receive timely information, compassionate advocacy, and respectful support.
- Increasing the awareness, skills, training and competency of supports coordinators, advocates, nurses, therapists, staff and volunteers at our organizations who work directly with individuals with I/DD who have survived sexual assault/abuse.

- Weaving a Culture of Gentleness¹⁵ in our organizations and through our interactions with individuals with I/DD.
- Creating sustainable and systemic changes in our organizations through our collaboration.

Why are you conducting these focus groups?

We are working on our Needs Assessment Plan, which outlines our strategy for collecting data to analyze about the strengths and weaknesses of our organizations and how we can improve services and collaboration. We want to have conversations with anyone who is willing to provide feedback on how our organizations currently serve survivors and individuals with intellectual and/or developmental disabilities.

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

We are looking for information on safety, accessibility and areas that need improvement in all of our organizations to provide better services for individuals with intellectual and/or developmental disabilities who have experienced sexual assault/abuse. For improvements to happen at any of our organizations, it is important to include input from people receiving services and those interacting with them to determine what makes our services safe, accessible and comfortable for everyone. By gathering information directly from you, we are ensuring that any changes we make in the future are coming from the voices of those we serve and those who work directly with them.

What will you do with the information you collect?

We will compile and analyze the data and information we collect to create a Needs Assessment Report and a Strategic Plan. These documents will help us identify ways to make positive changes in our organizations and to better serve survivors and individuals with intellectual and/or developmental disabilities. This information will also help us identify areas where we can improve our policies and programs.

Is this a safe and confidential process?

We are making every effort to make this process safe, confidential and comfortable for everyone. If you feel uncomfortable or unsafe at any time for any reason, you may leave or choose not to respond to any question. When we write information down, we will not use any identifiers that can link what you say back to you; in other words, we will make sure all your personal information is kept confidential.

¹⁵ The Culture of Gentleness philosophy is attributed to the Center for Positive Living Supports, (<http://www.positivelivingsupport.org/about-us/about-the-center>), who first championed and began practicing it in Michigan in 2008. It is based on the Gentle Teaching tenets and work of Dr. John McGee. The core principles are grounded in a psychology of human interdependence. It asks care givers and care providers to look at themselves and their spirit of gentleness in order to find ways to express warmth and unconditional valuing towards those who are the most disenfranchised from family and community life. It views the care giver role as critical and requires a deep commitment to personal, organizational and social change. WEAVE believes that establishing a deep sense of community and companionship with those we serve is the foundation for meaningful living.

What sort of questions will you ask?

We will ask questions about your experiences with our organizations, the services our organizations provide, and the way you feel about the people and atmosphere. There are no wrong or right answers. Although we do not want you to share personal stories of how you may have been hurt, the nature of our questions may be emotionally triggering for you. You may leave at any time and you can choose to not answer any question.

Why should I participate?

By participating you will be helping us improve services at each of our organizations. You will be helping people with and without disabilities in our community have better, safer and more comfortable experiences when they come to our organizations. As an added incentive, if you are a survivor or a person who has a disability, we will give you a \$20 gift card to Meijer. Even if you decide to participate, come to a focus group and then change your mind, you can still keep the gift card. We appreciate your help and value your opinions.

Appendix C: Documents for Sexual Assault Service Provider: YWCA West Central Michigan

YWCA CEO Interview Introduction

Good morning / Good afternoon. Thanks for being a part of this interview. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate this interview today.

I'd like to give you a brief overview of WEAVE and put this interview into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups and interviews like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Do you have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although we will not use your individual name in our Needs Assessment Report, because of your unique position and perspectives, your comments as CEO/Executive Director may be identifiable and reviewed by others in WEAVE organizations.

Housekeeping and interview guidelines: Before we get started with our discussion, I'd like to review some guidelines.

- Regarding confidentiality, we would like you to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- While you do not have to comment on every question, your participation is greatly encouraged and appreciated. We are eager to hear from you and your full participation is our hope.

Are there any guidelines that you would like to add or any questions you might have?

[Allow time for participant to provide input].

Let's start with our questions and discussion.

YWCA CEO Interview Questions

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where your programs or staff may have worked with someone with an intellectual and/or developmental disability (I/DD). Think about any hypothetical situations where you, your programs or staff may work with an individual with I/DD.

WEAVE defines I/DD as: Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

I have some questions for you about the YWCA and the services you provide, as they relate to serving survivors of sexual assault with or without intellectual and/or developmental disabilities.

1. What do you think sets the YWCA apart from other organizations in Kent County that serve survivors of sexual assault/abuse?
2. How familiar is the YWCA with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at the YWCA that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve the YWCA's response to individuals with I/DD who have experienced sexual assault/abuse?

3. How does change happen at the YWCA?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
4. What challenges do you expect the YWCA to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact the YWCA's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. How about staff preparedness and training?
5. What are your thoughts about how the vision of WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of YWCA resources to make that happen beyond the grant funding period?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

YWCA Executive Leadership Team Introduction

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

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- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

YWCA Executive Leadership Team Focus Group Questions

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you, your staff or program may have worked with someone with an intellectual and/or developmental disability (I/DD). If you haven't yet, think about any hypothetical situations where you or a program may work with an individual with I/DD or may be the first point of contact for that person at your organization.

WEAVE defines I/DD as: Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

I have some questions for you about the YWCA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities who have experienced sexual assault and/or abuse.

1. What do you think sets the YWCA apart from other organizations in Kent County that serve survivors of sexual assault/abuse?
2. How familiar is the YWCA with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at the YWCA that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how we can improve the YWCA's response to individuals with I/DD who have experienced sexual assault/abuse?

3. How does change happen at the YWCA?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
4. What challenges do you expect the YWCA to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact the YWCA's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. How about staff preparedness and training?
5. What are your thoughts about how the vision of WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of YWCA resources to make that happen beyond the grant funding period?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

YWCA Nurse Examiner Program [Sexual Assault Nurse Examiner (SANE) Provider]

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
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Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

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- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for YWCA Nurse Examiner Program

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought may have had an intellectual and/or developmental disability (I/DD). If you haven't yet, think about any hypothetical situations where you may work with an individual with I/DD or you may be the first point of contact for that person at your organization.

WEAVE defines I/DD as: Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

I have some questions for you about the YWCA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities who have experienced sexual assault and/or abuse.

1. What do you think sets the YWCA Nurse Examiner Program apart from other organizations in Kent County that serve survivors of sexual assault/abuse?
2. How do you know you're working with someone who has an intellectual or developmental disability?
 - a. Unprompted disclosure?
 - b. Referral information?
 - c. Intake process?
 - d. Process for clients to request accommodations?
 - e. Figure it out through interaction
 - f. Have been trained to identify (where did you learn this?)
3. What do you or the NEP program do to make individuals with I/DD feel safe and welcomed?
 - a. Generally speaking, what about NEP service protocols do you believe communicates a sense of safety and of being welcomed?
 - b. How are protocols or interactive styles modified if the survivor has I/DD?
 - c. What could the YWCA do to help individuals with I/DD feel more safe and welcomed?

- d. What could other organizations involved with sexual assault response in the community do to help individuals with I/DD feel more safe and welcomed? (for example, case workers, doctors, law enforcement, etc.)
 - e. Are there aspects of the YWCA (building, policy, staffing) that might detract from a sense of safety for individuals with I/DD?
- 4. Let's talk about your experiences in responding to the needs of clients who have an intellectual or developmental disability (I/DD).
 - a. What went well?
 - b. What didn't go so well?
- 5. How comfortable are you when working with a survivor with I/DD?
 - a. In knowing when and how to report a new disclosure to authorities?
 - b. In communicating with them?
 - c. In creating a safety plan?
 - d. In providing accommodations?
 - e. With your clinical skills?
 - f. Creating an environment that is safe and respectful?
 - g. What would make you more comfortable?
- 6. Is there anything you wish the YWCA / NEP did to better support staff who work with patients who have an I/DD?
 - a. Information/training on how to work with an individual with I/DD who has a guardian?
 - b. Information/training on how to work with an individual with I/DD who has limited communication abilities or does not have the words to describe what happened to them?
 - c. Are there policies and procedures that would be helpful to better serve individuals with I/DD?
 - d. Are there other organizational supports that the YWCA could provide?
 - e. Resources? What types of resources?
- 7. What are the challenges the NEP has in assisting patients who have an I/DD and have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers to people with I/DD? (believability, certain assumptions/stigma about people with I/DD?)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a person with I/DD?
- 8. Have you ever partnered or coordinated with another organization to support a patient who has an I/DD?
 - a. If so, how did it go?

- b. What were the strengths of the partnership?
 - c. What could be improved?
- 9. What do you want disability service providers to know about the NEP program and NEP exam?
 - a. What can staff do to prepare the individual with I/DD to have the exam?
 - b. What can staff do to maintain the integrity of evidence?
 - c. Trauma-informed techniques for working with someone with a disability?
- 10. When change happens within the NEP, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
- 11. Is there any other information you think is important for us to know?

YWCA Sexual Assault Advocates

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee or volunteer.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
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- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for YWCA Sexual Assault Advocates

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought may have had an intellectual and/or developmental disability (I/DD). If you haven't yet, think about any hypothetical situations where you may work with an individual with I/DD or you may be the first point of contact for that person at your organization.

WEAVE defines I/DD as: Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

I have some questions for you about the YWCA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities who have experienced sexual assault and/or abuse.

1. What do you think sets the YWCA apart from other organizations in Kent County that serve survivors of sexual assault/abuse?
2. How do you know you're working with someone who has an intellectual or developmental disability?
 - a. Unprompted disclosure?
 - b. Referral information?
 - c. Intake process?
 - d. Process for clients to request accommodations?
 - e. Figure it out through interaction
 - f. Have been trained to identify (where did you learn this?)
3. What do you or other sexual assault advocates do to make individuals with I/DD feel safe and welcomed?
 - a. Generally speaking, what about advocate protocols do you believe communicates a sense of safety and of being welcomed?
 - b. How are protocols or interactive styles modified if the survivor has I/DD?
 - c. What could the YWCA do to help individuals with I/DD feel more safe and welcomed?

- d. What could other organizations involved with sexual assault response in the community do to help individuals with I/DD feel more safe and welcomed? (for example, case workers, doctors, law enforcement, etc.)
 - e. Are there aspects of the YWCA (building, policy, staffing) that might detract from a sense of safety for individuals with I/DD?
4. Let's talk about your experiences in responding to the needs of clients who have an intellectual or developmental disability (I/DD).
- a. What went well?
 - b. What didn't go so well?
5. How comfortable are you when working with a survivor with I/DD?
- a. In knowing when and how to report a new disclosure to authorities?
 - b. In communicating with them?
 - c. In creating a safety plan?
 - d. In providing accommodations?
 - e. With your clinical skills?
 - f. Creating an environment that is safe and respectful?
 - g. What would make you more comfortable?
6. Is there anything you wish the YWCA / advocates did to better support staff who work with patients who have an I/DD?
- a. Information/training on how to work with an individual with I/DD who has a guardian?
 - b. Information/training on how to work with an individual with I/DD who has limited communication abilities or does not have the words to describe what happened to them?
 - c. Are there policies and procedures that would be helpful to better serve individuals with I/DD?
 - d. Are there other organizational supports that the YWCA could provide?
 - e. Resources? What types of resources?
7. What are the challenges advocates have in assisting patients who have an I/DD and have experienced sexual assault/abuse? Some examples might be:
- a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers to people with I/DD? (believability, certain assumptions/stigma about people with I/DD?)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a person with I/DD?
8. Have you ever partnered or coordinated with another organization or in another way to support a patient who has an I/DD? (such as crisis call center or court cases)
- a. If so, how did it go?

- b. What were the strengths of the partnership?
 - c. What could be improved?
- 9. What do you want disability service providers to know about being an advocate and/or being present during an NEP exam?
 - a. What can staff do to prepare the individual with I/DD to have the exam?
 - b. What can staff do to maintain the integrity of evidence?
 - c. Trauma-informed techniques for working with someone with a disability?
 - d. Other duties of advocates?
- 10. When change happens within the roles or expectations of being an advocate, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
- 11. Is there any other information you think is important for us to know?

YWCA Therapy Service Staff

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

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The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

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Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
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- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for YWCA Therapy Service Staff

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought may have had an intellectual and/or developmental disability (I/DD). If you haven't yet, think about any hypothetical situations where you may work with an individual with I/DD or you may be the first point of contact for that person at your organization.

WEAVE defines I/DD as: Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

I have some questions for you about the YWCA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities who have experienced sexual assault and/or abuse.

1. What do you think sets the YWCA apart from other organizations in Kent County that serve survivors of sexual assault/abuse?
2. How do you know you're working with someone who has an intellectual or developmental disability?
 - a. Unprompted disclosure?
 - b. Referral information?
 - c. Intake process?
 - d. Process for clients to request accommodations?
 - e. Figure it out through interaction
 - f. Have been trained to identify (where did you learn this?)
3. What do therapists do to make individuals with I/DD feel safe and welcomed?
 - a. Generally speaking, what about therapy service protocols do you believe communicates a sense of safety and of being welcomed?
 - b. How are protocols or interactive styles modified if the survivor has I/DD?
 - c. What could the YWCA do to help individuals with I/DD feel more safe and welcomed?

- d. What could other organizations involved with sexual assault response in the community do to help individuals with I/DD feel more safe and welcomed? (for example, case workers, doctors, law enforcement, etc.)
 - e. Are there aspects of the YWCA (building, policy, staffing) that might detract from a sense of safety for individuals with I/DD?
4. Let's talk about your experiences in responding to the needs of clients who have an intellectual or developmental disability (I/DD).
- a. What went well?
 - b. What didn't go so well?
5. How comfortable are you when working with a survivor with I/DD?
- a. In knowing when and how to report a new disclosure to authorities?
 - b. In communicating with them?
 - c. In creating a safety plan?
 - d. In providing accommodations?
 - e. With your clinical skills?
 - f. Creating an environment that is safe and respectful?
 - g. What would make you more comfortable?
6. Is there anything you wish the YWCA / Counseling Center did to better support staff who work with patients who have an I/DD?
- a. Information/training on how to work with an individual with I/DD who has a guardian?
 - b. Information/training on how to work with an individual with I/DD who has limited communication abilities or does not have the words to describe what happened to them?
 - c. Are there policies and procedures that would be helpful to better serve individuals with I/DD?
 - d. Are there other organizational supports that the YWCA could provide?
 - e. Resources? What types of resources?
7. What are the challenges that therapists have in assisting patients who have an I/DD and have experienced sexual assault/abuse? Some examples might be:
- a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers to people with I/DD? (believability, certain assumptions/stigma about people with I/DD?)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a person with I/DD?
8. Have you ever partnered or coordinated with another organization or in another way to support a patient who has an I/DD? (such as crisis call center or court cases)
- a. If so, how did it go?

- b. What were the strengths of the partnership?
 - c. What could be improved?
- 9. What do you want disability service providers to know about the therapy services the YWCA provides?
 - a. What can staff do to prepare the individual with I/DD for a therapy session?
 - b. Trauma-informed techniques for working with someone with a disability?
 - c. Other roles of therapists?
- 10. When change happens within the Counseling Center, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
- 11. Is there any other information you think is important for us to know?

YWCA Survivors of Sexual Assault

Recruitment Script

You are being asked to be part of a project to understand how to better serve persons with intellectual and/or developmental disabilities who have experienced sexual assault/abuse in Kent County. This information describes this project and what is being asked of you. Please contact the Project Manager (cdrewel@ywcawcmi.org) to ask any questions you may have.

We will be asking for your ideas and opinions. We are assuming that you are freely choosing to volunteer your time and consent if you attend a focus group to participate. You may leave at any time and change your mind about being there if you decide you want to leave. Focus groups will last approximately an hour and a half.

Purpose

In order to better help the people we serve, we must understand the existing strengths of our organizations and the barriers that exist for accessing services. We are talking to many people, including direct service staff, management and leaders, and persons served at all partner organizations, to understand how to improve services for everyone. This information will be used only to improve our services, and will not impact your relationship with any of the participation organizations in any way.

Risks and Benefits

Your participation in this needs assessment is considered to be of minimal risk to you. Questions will focus on your opinions about services at the YWCA. Disclosure of personal experiences is neither expected nor encouraged. It is possible that information you provide could trigger mandatory reporting, as described below. There are important benefits to participation. Your participation will help us to better serve our clients at all five organizations. In addition you will receive a \$20 gift card if you choose to participate. If you attend a focus group and change your mind about participating, you may still keep the gift card.

Your Rights

Your participation in this needs assessment is entirely voluntary. Your choice will not affect your relationship with any of these organizations in any way. You may choose to skip any questions that are asked. You have the right to ask questions about the process and during the process.

Confidentiality

WEAVE values confidentiality, and will do everything possible to protect your information. No information about your identity will be disclosed outside of the needs assessment facilitators. Any individually identifying information will be immediately removed by the Project Manager. All information will be stored in a locked cabinet or in password protected computer files. Needs assessment results will be reported in aggregate data and not connected to any individual information. While we may include

stories or quotes for anecdotal illustration, these will not include any identifying information of any participant. Your choice to participate or not participate will not impact your relationship with any of the organizations in any way.

Contact Information

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

Christine Drewel, WEAVE Project Manager
YWCA West Central Michigan
25 Sheldon Blvd. SE
Grand Rapids, MI 49503
Phone: 616.459.7062 ext. 555
Fax: 616.459.5423
cdrewel@ywcawcmi.org

Your attendance at the focus group indicates that you have no further questions about the needs assessment and that you consent to participation. We thank you in advance for your participation.

If you do not wish to participate, simply do not return this RSVP form.

[recruiter] Hand out RSVP form and FAQ's. Answer any questions and/or refer to Project Manager as needed.

Introduction Script for YWCA Survivors of Sexual Assault

I have some questions for you about the YWCA and services provided to all victims of sexual assault. I also want to encourage you to share information or examples that might be specific to serving individuals with intellectual and/or developmental disabilities who have experienced sexual assault and/or abuse

I'd also like to review some important information about consent, mandatory reporting and confidentiality. If you have questions, please be sure to stop me and ask.

1. We will be asking for your ideas and opinions. We are assuming that you are consenting to this group interview because you are freely choosing to volunteer your time and participate today. You may leave at any time and change your mind about being here if you decide you want to leave. This focus group will take approximately an hour and a half.
2. I'll be asking a variety of questions. You may choose to answer or not answer any of the questions. We want everyone to be able to participate. Because of our time limit, if we are spending a lot of time on one question, I may have to move us on to the next question so we can get to all of the questions. We ask that you take turns and allow everyone to speak who wants to.
3. The people working on this project will keep the information that is collected confidential. Even if we use something you say, we will not use your name in any written reports, and there will be no consequences for what you say here, either good or bad.
4. But, you should know that there are some legal limits to what can be kept confidential: We will not be asking you to share any information about any forms of violence or abuse that you or someone you know may have personally experienced. Rather, I will be asking you about what works and doesn't work for you when receiving services at the YWCA. However, if you provide information that identifies previously unreported abuse of a child or dependent adult, we are obligated to report it to State authorities.
5. I ask that you respect the privacy of others. Please do not talk about anything that is said in our conversation after you leave today. We want everyone to feel free to share their ideas and comments. We cannot ensure that the people in this group will keep what is said confidential after you leave here. Therefore, we encourage you to be careful of what you choose to share.
6. The information collected from all focus group discussions and interviews will be combined, analyzed and put into a final report. This report will go to our collaboration, the U.S. Office on Violence Against Women, our funding source, and the Vera Institute of Justice, our technical support for the project.

What questions do you have before we get started?

[pass out gift cards]

Again, we assume that you are freely choosing to participate by being here today. As a reminder, you may leave at any time if you change your mind about being here, or if you simply decide you want to leave. This will take about an hour and a half. We are about to begin the questions, so if you'd like to discontinue before we get started, you are welcome to leave now with no consequences.

I will be asking you some questions which will help guide our conversation. There are no wrong or right answers.

[Insert questions here.]

Concluding Statement:

Thank you so much for your time today and for your help in answering these questions. If you would like any additional information, please let me know and I will be glad to help you.

Focus Group Questions for YWCA Survivors of Sexual Assault

1. How did you learn about services available to survivors of sexual assault/abuse?
 - a. What are good ways to distribute or provide information about YWCA services?
 - b. In your opinion, what is the best way to reach other survivors?
2. As a survivor, think about a time when you sought sexual assault services in the community, either through the YWCA or elsewhere. What did the agency or service provider do to help make your experience positive.
 - a. Consider physical space/location
 - b. Staff behavior, competency, knowledge, greeting, style, etc.
 - c. Confidentiality / Privacy
 - d. Coordination with other agencies involved
 - e. Overall atmosphere
 - f. Materials/resources
3. On the other hand, what has the YWCA or other service provider done that contributed to making any part of your experience with them a negative one as a survivor?
 - a. Physical space/location
 - b. Staff behavior, competency and knowledge
 - c. Confidentiality / Privacy
 - d. Coordination with other agencies involved
 - e. Overall atmosphere, comfort level and approachability
 - f. Materials/resources
4. An important consideration for many survivors of sexual assault/abuse is safety. What does safety mean to you?
 - a. When you sought services as a survivor, what have service providers done to help you feel safe?
 - b. What did they do to help you feel more comfortable disclosing or talking about your experience of violence?
 - c. Does the management of your confidential information impact how safe you feel?
 - d. What did they (or other service providers) do that might have made you feel unsafe?
 - e. What did they do that prevented you from trusting them or having confidence in them?
5. What can programs or organizations that you work with in the community (not related to your sexual assault) do to make you feel safer?

- a. Some examples might be how you consider: hours of operation, transportation needs, location of services, type of service provider, skills of service provider, need to disclose your assault when accessing services.
- 6. What would you like community service providers (such as doctors, nurses, advocates, therapists or community agencies) to know about how to best support survivors of sexual assault/abuse?
 - a. What is the one thing you consider most important, that needs to be addressed regarding services to survivors of sexual assault?
- 7. Do you have any other feedback or comments for us?

Appendix D: Documents for Disability Service Provider: MOKA

MOKA Executive Director Interview Introduction

Good morning / Good afternoon. Thanks for being a part of this interview. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate this interview today.

I'd like to give you a brief overview of WEAVE and put this interview into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups and interviews like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Do you have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although we will not use your individual name in our Needs Assessment Report, because of your unique position and perspectives, your comments as CEO/Executive Director may be identifiable and reviewed by others in WEAVE organizations.

Housekeeping and interview guidelines: Before we get started with our discussion, I'd like to review some guidelines.

- Regarding confidentiality, we would like you to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- While you do not have to comment on every question, your participation is greatly encouraged and appreciated. We are eager to hear from you and your full participation is our hope.

Are there any guidelines that you would like to add or any questions you might have?

[Allow time for participant to provide input].

Let's start with our questions and discussion.

Interview Questions for MOKA Executive Director

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your programs or staff may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets MOKA apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is MOKA with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at MOKA that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve MOKA's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect MOKA to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact MOKA's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at MOKA to address accusations of sexual assault/abuse of individuals with I/DD by MOKA staff?
4. How does change happen at MOKA?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of MOKA resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

MOKA Executive Leadership Team Introduction

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Executive Leadership Team

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you, your staff or programs may have worked with a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets MOKA apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is MOKA with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at MOKA that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve MOKA's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect MOKA to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact MOKA's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at MOKA to address accusations of sexual assault/abuse with individuals with I/DD by MOKA staff?
4. How does change happen at MOKA?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of MOKA resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

MOKA Non-Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

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Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Non-Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does MOKA do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets MOKA apart or is unique about MOKA?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about MOKA is safe and welcoming?
 - b. What could MOKA do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of MOKA (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?

- a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
- b. Do you think MOKA staff makes assumptions about people with disabilities? For example, their believability?

5. What is in place at MOKA to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?

- a. Intake process?
- b. Process for clients to request accommodations?
- c. Other policies or procedures?
- d. Other?

6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:

- a. What went well?
- b. What didn't go so well?
- c. How comfortable are you or your staff working with a client who is actively disclosing?
- d. How comfortable are you or your staff in creating an environment conducive to disclosure?
- e. What would make you more comfortable?

7. Is there anything you wish MOKA had to better support your staff who are working with clients who have experienced sexual assault/abuse?

- a. Resources? What types of resources?
- b. Community relationships? What types of relationships?

8. What do you think are the challenges MOKA has in assisting clients who have experienced sexual assault/abuse? Some examples might be:

- a. Staff capacity?
- b. Organizational culture?
- c. Policies and procedures?
- d. Other resources and training?

9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?

- a. If so, how did it go?
- b. What were the strengths of the partnership?
- c. What could be improved?

10. What do you want sexual assault service providers to know about MOKA?
 - a. Limitations of information that can be shared?
 - b. Limitations of what MOKA can ask clients to do?
 - c. About MOKA services?

11. When change happens at MOKA, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

MOKA Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

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Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

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- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does MOKA do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets MOKA apart or is unique about MOKA?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about MOKA is safe and welcoming?
 - b. What could MOKA do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of MOKA (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think MOKA staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at MOKA to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish MOKA had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges MOKA has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about MOKA?
 - a. Limitations of information that can be shared?
 - b. Limitations of what MOKA can ask clients to do?
 - c. About MOKA services?

11. When change happens at MOKA, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

MOKA Home Managers and Residential Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
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- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Home Managers and Residential Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does MOKA do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets MOKA apart or is unique about MOKA?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about MOKA is safe and welcoming?
 - b. What could MOKA do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of MOKA (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think MOKA staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at MOKA to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish MOKA had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges MOKA has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about MOKA?
 - a. Limitations of information that can be shared?
 - b. Limitations of what MOKA can ask clients to do?
 - c. About MOKA services?
12. When change happens at MOKA, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

MOKA Residential Coordinators

Introduction Script

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Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Residential Coordinators

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

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 - d. What sets MOKA apart or is unique about MOKA?
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 - a. What about MOKA is safe and welcoming?
 - b. What could MOKA do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of MOKA (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think MOKA staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at MOKA to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish MOKA had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges MOKA has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about MOKA?
 - a. Limitations of information that can be shared?
 - b. Limitations of what MOKA can ask clients to do?
 - c. About MOKA services?
12. When change happens at MOKA, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

MOKA Residential Direct Service Staff

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

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Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for MOKA Residential Direct Service Staff

When responding to these questions, please think about your own job and role within our organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at our organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about MOKA and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What sets MOKA apart from other disability service providers?
2. What does MOKA do to create a safe working environment for staff?
 - a. What do you do to pass this on to clients?
 - b. How could this environment of safety be improved?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?
4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think MOKA staff makes assumptions about clients disclosing sexual assault/abuse? For example, their believability?

5. What is in place at MOKA to let you know when you are working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?

6. Let's talk about your experiences in responding to the needs of clients who have experienced sexual assault/abuse.
 - a. What went well?
 - b. What didn't go so well?

7. How comfortable are you when working with a client:
 - a. Who has experienced sexual assault/abuse?
 - b. Who is actively disclosing?
 - c. To create an environment that is conducive to disclosure?
 - d. What would make you more comfortable?

8. Is there anything you wish MOKA did to better support staff who work with clients who may have experienced sexual assault/abuse?
 - a. Information/training on how to work with a client who has limited communication abilities or does not have the words to describe what happened to them?
 - b. Are there policies and procedures that would be helpful to better serve clients who have experienced sexual assault/abuse?
 - c. Are there other organizational supports that MOKA could provide?
 - d. Resources? What types of resources?

9. What are the challenges that you or MOKA have in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers? (believability, certain assumptions/stigma about sexual assault/abuse)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a survivor?

10. Have you ever partnered with the YWCA in the past to support a client who experienced sexual assault/abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

11. What do you want sexual assault service providers to know about MOKA?
 - a. Limitations of information that can be shared?
 - b. Limitations of what MOKA can ask clients to do?
 - c. About MOKA services?

12. When change happens at MOKA, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

13. Is there any other information you think is important for us to know?

Recruitment Script for MOKA Individuals with I/DD

I'd like to talk with you about a project I'm working on.

We're going to have some group discussions about what people think about the services they receive, what makes them good or what makes them bad.

We want to learn about this from you because you know best what works and what can be better. We plan to use what we learn from you to make things better here.

You don't have to do this. It is your choice.

We will keep everything you say confidential except if you say anything about a child being abused or neglected which we have to report to child protective services who may want to investigate what you said. And if you say anything about abuse or neglect you may have experienced, we may have to report that too. If you have any concerns about your confidentiality or risks of mandatory reporting, you can choose not to participate in our discussion group. If you decide you do want to join one of our discussion groups, we'll remind everyone at the beginning of the discussion that they should be careful about what they say.

If you have a direct support staff, they can bring you to the group but they will have to wait outside the room. If you need assistance during the group discussion, we can make sure someone is there for you.

We want to make sure everyone feels safe and comfortable during the group discussions. No one will do or say anything to make you feel unsafe or uncomfortable.

You should only agree to do this if you feel like it's a good thing for you to do.

If you decide to join a group discussion, you will receive a \$20 gift card when you get there. There will also be some snacks and drinks for everyone.

What do you think? Are you willing to volunteer for one of our group discussions?

Registration:

[If recruiting in a group setting] Hand out registration forms and review the focus group schedule with the consumers, asking each which they want to join.

[If recruiting one on one] Review the registration form with the consumer, reviewing the focus group schedule and asking which they want to join.

Recruiter: indicate date and time of focus group selected on the completed Registration Form.

Introduction Script for MOKA Individuals with I/DD

Hello. My name is _____ and I work at _____.

We want to learn what you think about a few things so we're going to ask you some questions.

You don't have to say anything if you don't want to, but we really hope you'll feel comfortable to tell us what you think.

This is _____ and she (or he) is here to write down what you say so we can remember it for later.

We will be writing down some of what you say, but not your names. We plan to use what we learn from you to make things better here.

We want to remind everyone that we may have to report anything you say about hurting yourself or a child and anything you say about abuse or neglect you may have experienced yourself. If you say something about these types of things, we will have to consult with MOKA staff and they may want to speak with you about what you said.

Do you have any questions?
[Allow time for participants to provide input].

Before we get started with the questions, here is the \$20 gift card we promised.
[Give out gift cards at this time]

Now we're ready for the questions.

I will be asking you some questions which will help guide our conversation. There are no wrong or right answers.

[Insert questions here.]

Concluding Statement:

Thank you so much for your time today and for your help in answering these questions. If you would like any additional information, please let me know and I will be glad to help you.

Focus Group Questions for MOKA Individuals with I/DD

(Note: Questions may be adjusted to the needs of the focus group participants)

Start with some general icebreakers, such as: What is your favorite color? What is your favorite food? What is your favorite place? Why do you like that color/food/place?

1. What things make you like a place? (where you live, school, work)
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
2. What things do you NOT like about places? (where you live, school, work)
 - a. What makes you feel scared?
 - b. What makes you feel frustrated?
 - c. What makes you feel confused?
 - d. What makes you not want to go back to that place?
3. When you need to ask someone for help:
 - a. What makes it easy to ask for help?
 - b. What makes it hard to ask for help?
 - c. When you think about a time you asked for help, did you get it?
How long did it take?
4. What things make you feel respected at MOKA/where you live?
 - a. What makes you feel listened to?
 - b. Do you have a place you can talk about private things?
 - c. Is information about you kept private?
 - d. Do you feel safe to share information?
5. What would you like to see changed or improved at MOKA if you were in charge?
 - a. What would you like the staff to do differently?
6. What is the most important thing you would teach people who want to help you?
7. Let's say you want to start a new activity. How would you find out about it?
 - a. Examples: ask someone, the internet, at the library, at your day program, at home, someplace else?
 - b. Who, if anyone, helps you find this information (staff, friend, family, co-worker, counselor, case manager, someone else)?
8. Have you ever heard of the YWCA? Do you know what they do there?
9. What else would you like to share with us about MOKA/where you live?
 - a. Do you have any questions for us?

Appendix E: Documents for Disability Service Provider: Thresholds

Thresholds Executive Director Interview Introduction

Good morning / Good afternoon. Thanks for being a part of this interview. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate this interview today.

I'd like to give you a brief overview of WEAVE and put this interview into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups and interviews like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Do you have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although we will not use your individual name in our Needs Assessment Report, because of your unique position and perspectives, your comments as CEO/Executive Director may be identifiable and reviewed by others in WEAVE organizations.

Housekeeping and interview guidelines: Before we get started with our discussion, I'd like to review some guidelines.

- Regarding confidentiality, we would like you to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- While you do not have to comment on every question, your participation is greatly encouraged and appreciated. We are eager to hear from you and your full participation is our hope.

Are there any guidelines that you would like to add or any questions you might have?

[Allow time for participant to provide input].

Let's start with our questions and discussion.

Interview Questions for Thresholds Executive Director

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or your programs may work with a survivor of sexual assault/abuse or may be the first point of contact with that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Thresholds apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Thresholds with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Thresholds that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Thresholds' response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Thresholds to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact Thresholds' ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at Thresholds to address accusations of sexual assault/abuse of individuals with I/DD by Thresholds staff?
4. How does change happen at Thresholds?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of Thresholds resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

Thresholds Executive Leadership Team Introduction

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

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Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Executive Leadership Team

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you, your staff or programs may have worked with a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Thresholds apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Thresholds with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Thresholds that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Thresholds' response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Thresholds to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact Thresholds' ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at Thresholds to address accusations of sexual assault/abuse of individuals with I/DD by Thresholds staff?
4. How does change happen at Thresholds?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of Thresholds resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

Thresholds Non-Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

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Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
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- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Non-Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Thresholds do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Thresholds apart or is unique about Thresholds?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Thresholds is safe and welcoming?
 - b. What could Thresholds do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Thresholds (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Thresholds staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Thresholds to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Thresholds had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges Thresholds has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about Thresholds?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Thresholds can ask clients to do?
 - c. About Thresholds services?

11. When change happens at Thresholds, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Thresholds Residential Supports Coordinators and Supervisors

Introduction Script

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Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

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I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Thresholds do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
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 - d. What sets Thresholds apart or is unique about Thresholds?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Thresholds is safe and welcoming?
 - b. What could Thresholds do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Thresholds (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Thresholds staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Thresholds to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Thresholds had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges Thresholds has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about Thresholds?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Thresholds can ask clients to do?
 - c. About Thresholds services?

11. When change happens at Thresholds, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Thresholds Home Managers and Residential Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

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- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Home Managers and Residential Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Thresholds do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Thresholds apart or is unique about Thresholds?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Thresholds is safe and welcoming?
 - b. What could Thresholds do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Thresholds (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Thresholds staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Thresholds to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Thresholds had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Thresholds has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Thresholds?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Thresholds can ask clients to do?
 - c. About Thresholds services?
12. When change happens at Thresholds, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Thresholds Residential Coordinators

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

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The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

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Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Residential Coordinators

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Thresholds do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Thresholds apart or is unique about Thresholds?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Thresholds is safe and welcoming?
 - b. What could Thresholds do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of MOKA (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Thresholds staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Thresholds to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Thresholds had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Thresholds has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Thresholds?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Thresholds can ask clients to do?
 - c. About Thresholds services?
12. When change happens at Thresholds, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Thresholds Residential Direct Service Staff

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

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Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Thresholds Direct Service Staff

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Thresholds and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What sets Thresholds apart from other disability service providers?
2. What does Thresholds do to create a safe working environment for staff?
 - a. What do you do to pass this on to clients?
 - b. How could this environment of safety be improved?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?
4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Thresholds staff makes assumptions about clients disclosing sexual assault/abuse? For example, their believability?
5. What is in place at Thresholds to let you know when you are working with a client who has experienced sexual assault/abuse?
 - a. Intake process?

- b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. Let's talk about your experiences in responding to the needs of clients who have experienced sexual assault/abuse.
- a. What went well?
 - b. What didn't go so well?
7. How comfortable are you when working with a client:
- a. Who has experienced sexual assault/abuse?
 - b. Who is actively disclosing?
 - c. To create an environment that is conducive to disclosure?
 - d. What would make you more comfortable?
8. Is there anything you wish Thresholds did to better support staff who work with clients who may have experienced sexual assault/abuse?
- a. Information/training on how to work with a client who has limited communication abilities or does not have the words to describe what happened to them?
 - b. Are there policies and procedures that would be helpful to better serve clients who have experienced sexual assault/abuse?
 - c. Are there other organizational supports that Thresholds could provide?
 - d. Resources? What types of resources?
9. What are the challenges that you or Thresholds have in assisting clients who have experienced sexual assault/abuse? Some examples might be:
- a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers? (believability, certain assumptions/stigma about sexual assault/abuse)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a survivor?
10. Have you ever partnered with the YWCA in the past to support a client who experienced sexual assault/abuse?
- a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Thresholds?
- a. Limitations of information that can be shared?
 - b. Limitations of what Thresholds can ask clients to do?
 - c. About Thresholds services?

12. When change happens at Thresholds, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Recruitment Script for Thresholds Individuals with I/DD

I'd like to talk with you about a project I'm working on.

We're going to have some group discussions about what people think about the services they receive, what makes them good or what makes them bad.

We want to learn about this from you because you know best what works and what can be better. We plan to use what we learn from you to make things better here.

You don't have to do this. It is your choice.

We will keep everything you say confidential except if you say anything about a child being abused or neglected which we have to report to child protective services who may want to investigate what you said. And if you say anything about abuse or neglect you may have experienced, we may have to report that too. If you have any concerns about your confidentiality or risks of mandatory reporting, you can choose not to participate in our discussion group. If you decide you do want to join one of our discussion groups, we'll remind everyone at the beginning of the discussion that they should be careful about what they say.

If you have a direct support staff, they can bring you to the group but they will have to wait outside the room. If you need assistance during the group discussion, we can make sure someone is there for you.

We want to make sure everyone feels safe and comfortable during the group discussions. No one will do or say anything to make you feel unsafe or uncomfortable.

You should only agree to do this if you feel like it's a good thing for you to do.

If you decide to join a group discussion, you will receive a \$20 gift card when you get there. There will also be some snacks and drinks for everyone.

What do you think? Are you willing to volunteer for one of our group discussions?

Registration:

[If recruiting in a group setting] Hand out registration forms and review the focus group schedule with the consumers, asking each which they want to join.

[If recruiting one on one] Review the registration form with the consumer, reviewing the focus group schedule and asking which they want to join.

Recruiter: indicate date and time of focus group selected on the completed Registration Form.

Introduction Script for Thresholds Individuals with I/DD

Hello. My name is _____ and I work at _____.

We want to learn what you think about a few things so we're going to ask you some questions.

You don't have to say anything if you don't want to, but we really hope you'll feel comfortable to tell us what you think.

This is _____ and she (or he) is here to write down what you say so we can remember it for later.

We will be writing down some of what you say, but not your names. We plan to use what we learn from you to make things better here.

We want to remind everyone that we may have to report anything you say about hurting yourself or a child and anything you say about abuse or neglect you may have experienced yourself. If you say something about these types of things, we will have to consult with Thresholds staff and they may want to speak with you about what you said.

Do you have any questions?
[Allow time for participants to provide input].

Before we get started with the questions, here is the \$20 gift card we promised.
[Give out gift cards at this time]

Now we're ready for the questions.

I will be asking you some questions which will help guide our conversation. There are no wrong or right answers.

[Insert questions here.]

Concluding Statement:

Thank you so much for your time today and for your help in answering these questions. If you would like any additional information, please let me know and I will be glad to help you.

Focus Group Questions for Thresholds Individuals with I/DD

(Note: Questions may be adjusted to the needs of the focus group participants)

Start with some general icebreakers, such as: What is your favorite color? What is your favorite food? What is your favorite place? Why do you like that color/food/place?

1. What things make you like a place? (where you live, school, work)
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
2. What things do you NOT like about places? (where you live, school, work)
 - a. What makes you feel scared?
 - b. What makes you feel frustrated?
 - c. What makes you feel confused?
 - d. What makes you not want to go back to that place?
3. When you need to ask someone for help:
 - a. What makes it easy to ask for help?
 - b. What makes it hard to ask for help?
 - c. When you think about a time you asked for help, did you get it?
How long did it take?
4. What things make you feel respected at Thresholds/where you live?
 - a. What makes you feel listened to?
 - b. Do you have a place you can talk about private things?
 - c. Is information about you kept private?
 - d. Do you feel safe to share information?
5. What would you like to see changed or improved at Thresholds if you were in charge?
 - a. What would you like the staff to do differently?
6. What is the most important thing you would teach people who want to help you?
7. Let's say you want to start a new activity. How would you find out about it?
 - a. Examples: ask someone, the internet, at the library, at your day program, at home, someplace else?
 - b. Who, if anyone, helps you find this information (staff, friend, family, co-worker, counselor, case manager, someone else)?
8. Have you ever heard of the YWCA? Do you know what they do there?
9. What else would you like to share with us about Thresholds/where you live?
 - a. Do you have any questions for us?

Appendix F: Documents for Disability Service Provider: Spectrum Community Services

Spectrum Community Services Executive Director Interview Introduction

Good morning / Good afternoon. Thanks for being a part of this interview. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate this interview today.

I'd like to give you a brief overview of WEAVE and put this interview into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups and interviews like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Do you have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although we will not use your individual name in our Needs Assessment Report, because of your unique position and perspectives, your comments as CEO/Executive Director may be identifiable and reviewed by others in WEAVE organizations.

Housekeeping and interview guidelines: Before we get started with our discussion, I'd like to review some guidelines.

- Regarding confidentiality, we would like you to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- While you do not have to comment on every question, your participation is greatly encouraged and appreciated. We are eager to hear from you and your full participation is our hope.

Are there any guidelines that you would like to add or any questions you might have?

[Allow time for participant to provide input].

Let's start with our questions and discussion.

Interview Questions for Spectrum Executive Director

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Spectrum apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Spectrum with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Spectrum that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Spectrum's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Spectrum to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact Spectrum's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at Spectrum to address accusations of sexual assault/abuse with individuals with I/DD by Spectrum staff?
4. How does change happen at Spectrum?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of Spectrum resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

Spectrum Community Services Executive Leadership Team Introduction

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Executive Leadership Team

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you, your staff or programs may have worked with a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Spectrum apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Spectrum with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Spectrum that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Spectrum's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Spectrum to encounter when addressing sexual assault/abuse as experienced by people with disabilities?
 - a. Are there any rules or regulations that impact Spectrum's ability to assist this population?
 - b. Are there any challenges to meeting clients' requests for assistance?
 - c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
 - d. How might guardianship present challenges?
 - e. What is in place at Spectrum to address accusations of sexual abuse/assault of individuals with I/DD by Spectrum staff?
4. How does change happen at Spectrum?
 - a. What is the decision-making process?
 - b. How are policies and procedures created or changed?
 - c. How are decisions made regarding hiring personnel?
 - d. How are decisions about resource allocations made?
5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?
 - a. Will you support the development and dedication of Spectrum resources to make that happen?
 - b. Will you support the investment of staff and/or training?
 - c. What other resources connected to sustainable change can you think of?
6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?
 - a. Do you have any additional comments and/or feedback?

Spectrum Community Services Non-Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

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Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Non-Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Spectrum do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Spectrum apart or is unique about Spectrum?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Spectrum is safe and welcoming?
 - b. What could Spectrum do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Spectrum (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Spectrum staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Spectrum to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Spectrum had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges Spectrum has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about Spectrum?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Spectrum can ask clients to do?
 - c. About Spectrum services?

11. When change happens at Spectrum, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Spectrum Community Services Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Spectrum do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Spectrum apart or is unique about Spectrum?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Spectrum is safe and welcoming?
 - b. What could Spectrum do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Spectrum (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Spectrum staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Spectrum to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Spectrum had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges Spectrum has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about Spectrum?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Spectrum can ask clients to do?
 - c. About Spectrum services?

11. When change happens at Spectrum, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Spectrum Community Services Home Managers

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
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- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Home Managers

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Spectrum do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Spectrum apart or is unique about Spectrum?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Spectrum is safe and welcoming?
 - b. What could Spectrum do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Spectrum (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Spectrum staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Spectrum to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Spectrum had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Spectrum has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Spectrum?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Spectrum can ask clients to do?
 - c. About Spectrum services?
12. When change happens at Spectrum, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Spectrum Community Services Residential Quality Coordinators

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
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Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Residential Quality Coordinators

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Spectrum do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Spectrum apart or is unique about Spectrum?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Spectrum is safe and welcoming?
 - b. What could Spectrum do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Spectrum (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Spectrum staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Spectrum to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Spectrum had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Spectrum has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Spectrum?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Spectrum can ask clients to do?
 - c. About Spectrum services?
12. When change happens at Spectrum, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Spectrum Community Services Residential Direct Service Staff

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
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- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Spectrum Residential Direct Service Staff

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Spectrum and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What sets Spectrum apart from other disability service providers?
2. What does Spectrum do to create a safe working environment for staff?
 - a. What do you do to pass this on to clients?
 - b. How could this environment of safety be improved?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?
4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Spectrum staff makes assumptions about clients disclosing sexual assault/abuse? For example, their believability?
5. What is in place at Spectrum to let you know when you are working with a client who has experienced sexual assault/abuse?
 - a. Intake process?

- b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. Let's talk about your experiences in responding to the needs of clients who have experienced sexual assault/abuse.
- a. What went well?
 - b. What didn't go so well?
7. How comfortable are you when working with a client:
- a. Who has experienced sexual assault/abuse?
 - b. Who is actively disclosing?
 - c. To create an environment that is conducive to disclosure?
 - d. What would make you more comfortable?
8. Is there anything you wish Spectrum did to better support staff who work with clients who may have experienced sexual assault/abuse?
- a. Information/training on how to work with a client who has limited communication abilities or does not have the words to describe what happened to them?
 - b. Are there policies and procedures that would be helpful to better serve clients who have experienced sexual assault/abuse?
 - c. Are there other organizational supports that Spectrum could provide?
 - d. Resources? What types of resources?
9. What are the challenges that you or Spectrum have in assisting clients who have experienced sexual assault/abuse? Some examples might be:
- a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers? (believability, certain assumptions/stigma about sexual assault/abuse)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a survivor?
10. Have you ever partnered with the YWCA in the past to support a client who experienced sexual assault/abuse?
- a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Spectrum?
- a. Limitations of information that can be shared?
 - b. Limitations of what Spectrum can ask clients to do?
 - c. About Spectrum services?

12. When change happens at Spectrum, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Recruitment Script for Spectrum Community Services Individuals with I/DD

I'd like to talk with you about a project I'm working on.

We're going to have some group discussions about what people think about the services they receive, what makes them good or what makes them bad.

We want to learn about this from you because you know best what works and what can be better. We plan to use what we learn from you to make things better here.

You don't have to do this. It is your choice.

We will keep everything you say confidential except if you say anything about a child being abused or neglected which we have to report to child protective services who may want to investigate what you said. And if you say anything about abuse or neglect you may have experienced, we may have to report that too. If you have any concerns about your confidentiality or risks of mandatory reporting, you can choose not to participate in our discussion group. If you decide you do want to join one of our discussion groups, we'll remind everyone at the beginning of the discussion that they should be careful about what they say.

If you have a direct support staff, they can bring you to the group but they will have to wait outside the room. If you need assistance during the group discussion, we can make sure someone is there for you.

We want to make sure everyone feels safe and comfortable during the group discussions. No one will do or say anything to make you feel unsafe or uncomfortable.

You should only agree to do this if you feel like it's a good thing for you to do.

If you decide to join a group discussion, you will receive a \$20 gift card when you get there. There will also be some snacks and drinks for everyone.

What do you think? Are you willing to volunteer for one of our group discussions?

Registration:

[If recruiting in a group setting] Hand out registration forms and review the focus group schedule with the consumers, asking each which they want to join.

[If recruiting one on one] Review the registration form with the consumer, reviewing the focus group schedule and asking which they want to join.

Recruiter: indicate date and time of focus group selected on the completed Registration Form.

Introduction Script for Spectrum Individuals with I/DD

Hello. My name is _____ and I work at _____.

We want to learn what you think about a few things so we're going to ask you some questions.

You don't have to say anything if you don't want to, but we really hope you'll feel comfortable to tell us what you think.

This is _____ and she (or he) is here to write down what you say so we can remember it for later.

We will be writing down some of what you say, but not your names. We plan to use what we learn from you to make things better here.

We want to remind everyone that we may have to report anything you say about hurting yourself or a child and anything you say about abuse or neglect you may have experienced yourself. If you say something about these types of things, we will have to consult with Spectrum staff and they may want to speak with you about what you said.

Do you have any questions?
[Allow time for participants to provide input].

Before we get started with the questions, here is the \$20 gift card we promised.
[Give out gift cards at this time]

Now we're ready for the questions.

I will be asking you some questions which will help guide our conversation. There are no wrong or right answers.

[Insert questions here.]

Concluding Statement:

Thank you so much for your time today and for your help in answering these questions. If you would like any additional information, please let me know and I will be glad to help you.

Focus Group Questions for Spectrum Individuals with I/DD

(Note: Questions may be adjusted to the needs of the focus group participants)

Start with some general icebreakers, such as: What is your favorite color? What is your favorite food? What is your favorite place? Why do you like that color/food/place?

1. What things make you like a place? (where you live, school, work)
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
2. What things do you NOT like about places? (where you live, school, work)
 - a. What makes you feel scared?
 - b. What makes you feel frustrated?
 - c. What makes you feel confused?
 - d. What makes you not want to go back to that place?
3. When you need to ask someone for help:
 - a. What makes it easy to ask for help?
 - b. What makes it hard to ask for help?
 - c. When you think about a time you asked for help, did you get it?
How long did it take?
4. What things make you feel respected at Spectrum/where you live?
 - a. What makes you feel listened to?
 - b. Do you have a place you can talk about private things?
 - c. Is information about you kept private?
 - d. Do you feel safe to share information?
5. What would you like to see changed or improved at Spectrum if you were in charge?
 - a. What would you like the staff to do differently?
6. What is the most important thing you would teach people who want to help you?
7. Let's say you want to start a new activity. How would you find out about it?
 - a. Examples: ask someone, the internet, at the library, at your day program, at home, someplace else?
 - b. Who, if anyone, helps you find this information (staff, friend, family, co-worker, counselor, case manager, someone else)?
8. Have you ever heard of the YWCA? Do you know what they do there?
9. What else would you like to share with us about Spectrum/where you live?
 - a. Do you have any questions for us?

Appendix G: Documents for Disability Service Provider: Hope Network

Hope Network Executive Director Interview Introduction

Good morning / Good afternoon. Thanks for being a part of this interview. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate this interview today.

I'd like to give you a brief overview of WEAVE and put this interview into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups and interviews like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Do you have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although we will not use your individual name in our Needs Assessment Report, because of your unique position and perspectives, your comments as CEO/Executive Director may be identifiable and reviewed by others in WEAVE organizations.

Housekeeping and interview guidelines: Before we get started with our discussion, I'd like to review some guidelines.

- Regarding confidentiality, we would like you to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- While you do not have to comment on every question, your participation is greatly encouraged and appreciated. We are eager to hear from you and your full participation is our hope.

Are there any guidelines that you would like to add or any questions you might have?

[Allow time for participant to provide input].

Let's start with our questions and discussion.

Hope Network Executive Director Interview Questions

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Hope Network apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Hope Network with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Hope Network that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Hope Network's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Hope Network to encounter when addressing sexual assault/abuse as experienced by people with disabilities?

- a. Are there any rules or regulations that impact Hope Network's ability to assist this population?
- b. Are there any challenges to meeting clients' requests for assistance?
- c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
- d. How might guardianship present challenges?
- e. What is in place at Hope Network to address accusations of sexual assault/abuse of individuals with I/DD by Hope Network staff?

4. How does change happen at Hope Network?

- a. What is the decision-making process?
- b. How are policies and procedures created or changed?
- c. How are decisions made regarding hiring personnel?
- d. How are decisions about resource allocations made?

5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?

- a. Will you support the development and dedication of Hope Network resources to make that happen?
- b. Will you support the investment of staff and/or training?
- c. What other resources connected to sustainable change can you think of?

6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?

- a. Do you have any additional comments and/or feedback?

Hope Network Executive Leadership Team Introduction

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

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- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Executive Leadership Team

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you, your staff or programs may have worked with a survivor of sexual assault/abuse. Think about any hypothetical situations where you, your staff or programs may work with a survivor of sexual assault/abuse or may be the first point of contact for that person at your organization.

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I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What do you think sets Hope Network apart from other organizations in Kent County that serve individuals with I/DD?
2. How familiar is Hope Network with the issue of sexual assault/abuse as experienced by individuals with I/DD?
 - a. How well do the organization's policies address this issue?
 - b. How well is the sexual assault/abuse of individuals with I/DD prioritized within the organization?
 - c. Is there anything about the organization's culture that could create a barrier to individuals with I/DD who have experienced sexual assault/abuse? (such as stigma, stereotypes)
 - d. Are there assumptions made about individuals with I/DD and sexual assault/abuse that could create a barrier to services? (such as language capacity, guardianship)
 - e. Is there anything else at Hope Network that potentially creates barriers to assist individuals with I/DD who have experienced sexual assault/abuse? (such as budgeting for accommodations)
 - f. How can you support staff in responding to individuals with I/DD who have experienced sexual assault/abuse?
 - g. Do you have any thoughts about how to improve Hope Network's response to individuals with I/DD who have experienced sexual assault/abuse?

3. What challenges do you expect Hope Network to encounter when addressing sexual assault/abuse as experienced by people with disabilities?

- a. Are there any rules or regulations that impact Hope Network's ability to assist this population?
- b. Are there any challenges to meeting clients' requests for assistance?
- c. Do Michigan's reporting requirements challenge your ability to serve clients who are victims of sexual assault/abuse?
- d. How might guardianship present challenges?
- e. What is in place at Hope Network to address accusations of sexual assault/abuse of individuals with I/DD by Hope Network staff?

4. How does change happen at Hope Network?

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5. What are your thoughts about how WEAVE can continue beyond the funded period of this project?

- a. Will you support the development and dedication of Hope Network resources to make that happen?
- b. Will you support the investment of staff and/or training?
- c. What other resources connected to sustainable change can you think of?

6. Is there something you haven't talked about that you want us to know about serving individuals with I/DD who have experienced sexual assault/abuse?

- a. Do you have any additional comments and/or feedback?

Hope Network Non-Residential Supports Coordinators and Supervisors

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

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Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

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- We will be together for about an hour. If you need to take a break, go ahead and do so.

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Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Non-Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Hope Network do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Hope Network apart or is unique about Hope Network?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Hope Network is safe and welcoming?
 - b. What could Hope Network do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Hope Network (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Hope Network staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Hope Network to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Hope Network had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. What do you think are the challenges Hope Network has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?

10. What do you want sexual assault service providers to know about Hope Network?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Hope Network can ask clients to do?
 - c. About Hope Network services?

11. When change happens at Hope Network, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Hope Network Residential Supports Coordinators and Supervisors

Introduction Script

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Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

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Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Residential Supports Coordinators and Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

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 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Hope Network (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
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 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Hope Network staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Hope Network to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
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 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Hope Network had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
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8. What do you think are the challenges Hope Network has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
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 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?
9. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
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10. What do you want sexual assault service providers to know about Hope Network?
 - a. Limitations of information that can be shared?
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11. When change happens at Hope Network, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?

12. Is there any other information you think is important for us to know?

Hope Network Home Managers and Residential Supervisors

Introduction Script

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Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

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Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

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Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Home Managers and Residential Supervisors

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Hope Network do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Hope Network apart or is unique about Hope Network?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Hope Network is safe and welcoming?
 - b. What could Hope Network do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Hope Network (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Hope Network staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Hope Network to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Hope Network had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Hope Network has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Hope Network?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Hope Network can ask clients to do?
 - c. About Hope Network services?
12. When change happens at Hope Network, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Hope Network Residential Coordinators

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Residential Coordinators

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What does Hope Network do well in meeting the needs of individuals with I/DD?
 - a. In staffing and training?
 - b. In organizational culture?
 - c. In working with other similar service providers?
 - d. What sets Hope Network apart or is unique about Hope Network?
2. What do you do to make individuals with I/DD feel safe and welcome?
 - a. What about Hope Network is safe and welcoming?
 - b. What could Hope Network do to help individuals with I/DD feel more safe and welcome?
 - c. What could other organizations or groups in the community do to help individuals with I/DD feel more welcoming? (for example, businesses, doctors, schools, etc.)
 - d. Do you think there are aspects of Hope Network (environment) that may not feel safe for clients?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?

4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Hope Network staff makes assumptions about people with disabilities? For example, their believability?
5. What is in place at Hope Network to let you know when you or one of your staff is working with a client who has experienced sexual assault/abuse?
 - a. Intake process?
 - b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. When thinking about your experiences in providing support to staff who were responding to the needs of clients who have experienced sexual assault/abuse:
 - a. What went well?
 - b. What didn't go so well?
 - c. How comfortable are you or your staff working with a client who is actively disclosing?
 - d. How comfortable are you or your staff in creating an environment conducive to disclosure?
 - e. What would make you more comfortable?
7. Is there anything you wish Hope Network had to better support your staff who are working with clients who have experienced sexual assault/abuse?
 - a. Resources? What types of resources?
 - b. Community relationships? What types of relationships?
8. How comfortable are you with assisting staff when they are working with a client who has experienced sexual assault/abuse?
 - a. Are there things in place that help you assist staff when they are working with a client who has experienced sexual assault/abuse?
9. What do you think are the challenges Hope Network has in assisting clients who have experienced sexual assault/abuse? Some examples might be:
 - a. Staff capacity?
 - b. Organizational culture?
 - c. Policies and procedures?
 - d. Other resources and training?

10. Have you ever partnered with the YWCA in the past to support a client who experienced abuse?
 - a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Hope Network?
 - a. Limitations of information that can be shared?
 - b. Limitations of what Hope Network can ask clients to do?
 - c. About Hope Network services?
12. When change happens at Hope Network, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Hope Network Residential Direct Service Staff

Introduction Script

Good morning / Good afternoon. Thanks for being a part of this focus group. Your feedback and opinions are very important to our collaboration.

I'm _____ and I'm here with _____ from _____ to facilitate our group today.

I'd like to give you a brief overview of WEAVE and put this focus group into context.

WEAVE stands for Working to End Assault and Violence for Everyone. It is a collaboration among five organizations who operate primarily in Kent County. The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.

The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.

We are currently in our planning and development stage of the project and are working on our Needs Assessment. This Needs Assessment will engage survivors of sexual assault and people with an intellectual and/or developmental disability, supervisors and direct services staff through conducting focus groups like this one so we can better understand our organizations and improve service delivery. Our goals for this Needs Assessment are:

Goal 1: Identify skills, awareness and comfort levels of staff and volunteers at every level of our organizations to respond to and support individuals with I/DD who have experienced sexual assault/abuse.

Goal 2: Identify the barriers to receiving timely, appropriate, and quality services at each of our organizations for individuals with I/DD who have experienced sexual assault/abuse.

Goal 3: Identify what creates a safe, accessible, welcoming, and responsive environment for staff and individuals with I/DD living in homes operated by WEAVE organizations.

Goal 4: Identify the strengths and weaknesses in the existing policies, procedures, practices, and programs at each of our organizations that interconnect with the mission of WEAVE.

Goal 5: Identify and prioritize areas where the partner organizations in WEAVE can collaborate more effectively to serve individuals with I/DD who have experienced sexual assault/abuse.

Does anyone have any questions about WEAVE and our purpose here today?

[Allow time for questions and answers]

Before we get started, we have a few important points to make about **confidentiality**:

- Your participation in this focus group will not affect your status as an employee.
- Although your personal identity will be kept confidential, the opinions and perspectives you share may be used in a Needs Assessment Report that will be reviewed by WEAVE organizations.
- It is highly encouraged that you all respect each other's confidentiality, but WEAVE is not responsible for the actions of others, either inside or outside of the focus group process.
- Based on WEAVE not being able to fully guarantee confidentiality, we encourage you all not to reveal personal information you wish not to have shared with others.

Housekeeping and group guidelines: Before we get started with our discussion, I'd like to review our group guidelines.

- Regarding confidentiality, we would like everyone to refrain from using names in this process. For example, if you relate an experience that involves a colleague, survivor or individual we serve, please do not say that person's name when describing it.
- We ask that what is said in this focus group stays in this focus group. Please do not speak about anyone's involvement in the group as that would break their confidentiality.
- When one person is talking, I would like for us all to refrain from interrupting or speaking over others. This will allow for an easy flow of conversation and enables everyone the opportunity to share their ideas and thoughts.
- No one will be pressured to comment on every question but your participation is greatly encouraged and appreciated. We are eager to hear from everyone and full participation is our hope.
- We will be together for about an hour. If you need to take a break, go ahead and do so.

- We ask that you refrain from using your cell phone during this time so as not to distract yourself or others. Please take a moment now to set your phone settings appropriately.

Are there any group guidelines that you would like to add or any questions you might have?

[Allow time for participants to provide input].

Let's start with our questions and discussion.

Focus Group Questions for Hope Network Residential Direct Service Staff

When responding to these questions, please think about your own job and role within your organization. Speak to any experience where you may have worked with someone you thought was a survivor of sexual assault/abuse. If you haven't yet, think about any hypothetical situations where you may work with a survivor of sexual assault/abuse or you may be the first point of contact for that person at your organization.

We want to be clear about what we mean by sexual assault/abuse. WEAVE defines **sexual assault** as: A wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful. **Sexual abuse** violates a person's trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

I have some questions for you about Hope Network and the services you provide, as they relate to serving individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault and/or abuse.

1. What sets Hope Network apart from other disability service providers?
2. What does Hope Network do to create a safe working environment for staff?
 - a. What do you do to pass this on to clients?
 - b. How could this environment of safety be improved?
3. How would you rate your awareness and ability to recognize the signs that someone may have recently been sexually assaulted/abused?
 - a. Low? Medium? High?
 - b. How did you gain this awareness?
 - c. What additional information would be helpful to you?
4. What are some factors you believe make it possible for a client to freely disclose their experience of sexual assault/abuse?
 - a. What are some factors that you believe might prevent a client from disclosing sexual assault/abuse?
 - b. Do you think Hope Network staff makes assumptions about clients disclosing sexual assault/abuse? For example, their believability?
5. What is in place at Hope Network to let you know when you are working with a client who has experienced sexual assault/abuse?
 - a. Intake process?

- b. Process for clients to request accommodations?
 - c. Other policies or procedures?
 - d. Other?
6. Let's talk about your experiences in responding to the needs of clients who have experienced sexual assault/abuse.
- a. What went well?
 - b. What didn't go so well?
7. How comfortable are you when working with a client:
- a. Who has experienced sexual assault/abuse?
 - b. Who is actively disclosing?
 - c. To create an environment that is conducive to disclosure?
 - d. What would make you more comfortable?
8. Is there anything you wish Hope Network did to better support staff who work with clients who may have experienced sexual assault/abuse?
- a. Information/training on how to work with a client who has limited communication abilities or does not have the words to describe what happened to them?
 - b. Are there policies and procedures that would be helpful to better serve clients who have experienced sexual assault/abuse?
 - c. Are there other organizational supports that Hope Network could provide?
 - d. Resources? What types of resources?
9. What are the challenges that you or Hope Network have in assisting clients who have experienced sexual assault/abuse? Some examples might be:
- a. Staff capacity?
 - b. Is there anything within the organizational culture that creates barriers? (believability, certain assumptions/stigma about sexual assault/abuse)
 - c. Policies and procedures?
 - d. Other resources and training?
 - e. Providing any needed accommodation for a survivor?
10. Have you ever partnered with the YWCA in the past to support a client who experienced sexual assault/abuse?
- a. If so, how did it go?
 - b. What were the strengths of the partnership?
 - c. What could be improved?
11. What do you want sexual assault service providers to know about Hope Network?
- a. Limitations of information that can be shared?
 - b. Limitations of what Hope Network can ask clients to do?
 - c. About Hope Network services?

12. When change happens at Hope Network, what type of input do you want to have?
 - a. Do you prefer being a part of the change process? Or are you comfortable with having change happen and adapting to it?
13. Is there any other information you think is important for us to know?

Recruitment Script for Hope Network Individuals with I/DD

I'd like to talk with you about a project I'm working on.

We're going to have some group discussions about what people think about the services they receive, what makes them good or what makes them bad.

We want to learn about this from you because you know best what works and what can be better. We plan to use what we learn from you to make things better here.

You don't have to do this. It is your choice.

We will keep everything you say confidential except if you say anything about a child being abused or neglected which we have to report to child protective services who may want to investigate what you said. And if you say anything about abuse or neglect you may have experienced, we may have to report that too. If you have any concerns about your confidentiality or risks of mandatory reporting, you can choose not to participate in our discussion group. If you decide you do want to join one of our discussion groups, we'll remind everyone at the beginning of the discussion that they should be careful about what they say.

If you have a direct support staff, they can bring you to the group but they will have to wait outside the room. If you need assistance during the group discussion, we can make sure someone is there for you.

We want to make sure everyone feels safe and comfortable during the group discussions. No one will do or say anything to make you feel unsafe or uncomfortable.

You should only agree to do this if you feel like it's a good thing for you to do.

If you decide to join a group discussion, you will receive a \$20 gift card when you get there. There will also be some snacks and drinks for everyone.

What do you think? Are you willing to volunteer for one of our group discussions?

Registration:

[If recruiting in a group setting] Hand out registration forms and review the focus group schedule with the consumers, asking each which they want to join.

[If recruiting one on one] Review the registration form with the consumer, reviewing the focus group schedule and asking which they want to join.

Recruiter: indicate date and time of focus group selected on the completed Registration Form.

Introduction Script Hope Network Individuals with I/DD

Hello. My name is _____ and I work at _____.

We want to learn what you think about a few things so we're going to ask you some questions.

You don't have to say anything if you don't want to, but we really hope you'll feel comfortable to tell us what you think.

This is _____ and she (or he) is here to write down what you say so we can remember it for later.

We will be writing down some of what you say, but not your names. We plan to use what we learn from you to make things better here.

We want to remind everyone that we may have to report anything you say about hurting yourself or a child and anything you say about abuse or neglect you may have experienced yourself. If you say something about these types of things, we will have to consult with Hope Network staff and they may want to speak with you about what you said.

Do you have any questions?
[Allow time for participants to provide input].

Before we get started with the questions, here is the \$20 gift card we promised.
[Give out gift cards at this time]

Now we're ready for the questions.

I will be asking you some questions which will help guide our conversation. There are no wrong or right answers.

[Insert questions here.]

Concluding Statement:

Thank you so much for your time today and for your help in answering these questions. If you would like any additional information, please let me know and I will be glad to help you.

Focus Group Questions for Hope Network Individuals with I/DD

(Note: Questions may be adjusted to the needs of the focus group participants)

Start with some general icebreakers, such as: What is your favorite color? What is your favorite food? What is your favorite place? Why do you like that color/food/place?

1. What things make you like a place? (where you live, school, work)
 - a. What makes you feel welcome?
 - b. What makes you feel comfortable?
 - c. What makes you want to go back to that place?
 - d. What makes you feel safe about a place?
2. What things do you NOT like about places? (where you live, school, work)
 - a. What makes you feel scared?
 - b. What makes you feel frustrated?
 - c. What makes you feel confused?
 - d. What makes you not want to go back to that place?
3. When you need to ask someone for help:
 - a. What makes it easy to ask for help?
 - b. What makes it hard to ask for help?
 - c. When you think about a time you asked for help, did you get it?
How long did it take?
4. What things make you feel respected at Hope Network/where you live?
 - a. What makes you feel listened to?
 - b. Do you have a place you can talk about private things?
 - c. Is information about you kept private?
 - d. Do you feel safe to share information?
5. What would you like to see changed or improved at Hope Network if you were in charge?
 - a. What would you like the staff to do differently?
6. What is the most important thing you would teach people who want to help you?
7. Let's say you want to start a new activity. How would you find out about it?
 - a. Examples: ask someone, the internet, at the library, at your day program, at home, someplace else?
 - b. Who, if anyone, helps you find this information (staff, friend, family, co-worker, counselor, case manager, someone else)?
8. Have you ever heard of the YWCA? Do you know what they do there?
9. What else would you like to share with us about Hope Network/where you live?
 - a. Do you have any questions for us?

Appendix H: Sample Instructions for Recruiting Participants

Supervisory staff, therapists, and WEAVE Team Members: Please invite all direct service staff, survivors, advocates, and individuals with I/DD to participate in the needs assessment. We would like to capture the perspectives of a wide variety of people involved in our organizations. Staff and volunteers are an essential voice. They facilitate the work of our organizations, and are experts in our service provision.

People we want to invite to focus groups:

- Residential direct service staff and supports coordinators who work at least occasionally with persons served over the age of 18.
- YWCA therapists and staff who are working with or have worked with individuals with I/DD and survivors
- YWCA Nurse Examiner Program staff and advocates who have worked with individuals with I/DD and survivors
- Individuals with I/DD
- Participants can have been affiliated with the organizations they serve for any length of time.

It is important that every potential participant receives the same invitation, and that they understand what it involves.

You should explain to every potential participant:

- _____ The reason for the collaboration
- _____ The purpose of the needs assessment and how the information will be used
- _____ How they would participate
- _____ Benefits of participation
- _____ How we will protect their confidentiality
- _____ How participation is voluntary and will not affect their employment/relationship with the organization
- _____ Who they can contact with questions
- _____ How we will make accommodations so they can participate fully
- _____ How to RSVP for participation

Steps of extending an invitation:

1. Provide them with an invitation, information materials, FAQs, and RSVP form.
2. Explain the grant and WEAVE collaboration.
 - WEAVE stands for Working to End Assault and Violence for Everyone
 - This is a 3-year grant funded by the United States Department of Justice, Office on Violence Against Women (OVW). For more information see:
<http://www.ovw.usdoj.gov/ovwgrantprograms.htm>

- The purpose of the project is to identify and create sustainable, systemic changes within our organizations that will result in exceptional services for individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse.
- The five collaboration organizations involved in WEAVE are the YWCA West Central Michigan, MOKA, Spectrum Community Services, Thresholds and Hope Network Developmental and Community Services.
- The mission of the collaboration is: To examine and enhance systems for serving individuals with I/DD who have survived sexual assault/abuse. Through this collaboration we will transform our organizational cultures to be trauma-informed and compassionate by:
 - Identifying, developing, and enhancing policies and procedures within our organizations to improve our responses to individuals with I/DD who have experienced sexual assault/abuse to receive timely information, compassionate advocacy, and respectful support.
 - Increasing the awareness, skills, training and competency of supports coordinators, staff and volunteers at our organizations who work directly with individuals with I/DD who have survived sexual assault/abuse.
 - Weaving a Culture of Gentleness in our organizations and through our interactions with individuals with I/DD.
 - Creating sustainable and systemic changes in our organizations through our collaboration.

3. Explain the needs assessment:

We are currently in the planning and development phase of this project. We are conducting a needs assessment to understand how our services can be improved to be more accessible to all people in our community, and how to best support people after they have experienced sexual abuse/violence.

In this needs assessment, we are talking to survivors, individuals with I/DD, their staff, management, leadership and other stakeholders in our work.

We want to know about our services and how to make them more accessible and safe, not about experiences of sexual abuse/violence.

4. Explain what they are being asked to do:

We would like to ask you about your satisfaction with our services, your work with survivors and/or individuals with I/DD, and ways we can improve and work with others to become more accessible and supportive.

We will interview and ask you questions in a focus group with other staff or other volunteer participants.

This focus group will last approximately one and a half hours.

It will take place at our organization.

The focus groups will be facilitated by the WEAVE Project Manager A note taker and trained counselor will also be present. In survivor and persons with I/DD focus groups, the recruiter may be present as well, in order to provide familiarity for the clients.

If you do not want to participate in a focus group, for safety, comfort or scheduling reasons, you may opt to do an individual interview instead.

5. Explain the benefits of participation:

Your participation will help us to create a more supportive environment for survivors with disabilities, and help to prepare staff to better serve these clients.

Staff and supervisors will be paid for your time within regular compensation and scheduling parameters. Individuals with I/DD and survivors will receive a \$20 gift card to Meijer.

6. Explain how we will protect their confidentiality:

No information about your identity will be disclosed to anyone outside of the needs assessment facilitators.

All individually identifying information will be immediately removed by the Project Manager.

Needs assessment results will only be reported in aggregate data, and will not include identifying information of any participant. While we may include stories or quotes for anecdotal illustration, none of these will be connected to any individual information.

7. Explain how participation is voluntary:

Participation will not impact your relationship with your organization in any way.

8. Explain who to contact with questions or concerns:

Project Manager.

9. Explain accessibility accommodations:

The RSVP form asks for information about accessibility needs. We are committed to ensuring that every person who wants to participate can, this includes scheduling interviews at convenient times, and providing communication and other supports to facilitate participation.

Please do not hesitate to ask for accommodations. You can contact Christine Drewel about any requirements you have.

Please contact her about this at least two weeks prior to your focus group.

10. Explain how to RSVP:

RSVP forms can be given to:

- a. the recruiter extending the invitation
- b. WEAVE Team Members
- c. Project Manager

11. Thank the potential participant, and remind them of timeframe of the interview processes (weeks when they will be conducted) and when and where RSVPs should be submitted.

Appendix I: Sample Focus Group Debriefing Form

Focus Group Debriefing Form
Facilitator and Recorder Please complete this form together immediately following the focus group and deliver it to the Project Manager.
 Group: _____ Date: _____ Time: _____ Location: _____ Number of participants: _____ Facilitator: _____ Recorder: _____
Anything noteworthy about the process? What's working? What needs changed? What can make the groups more successful? _____ _____ _____

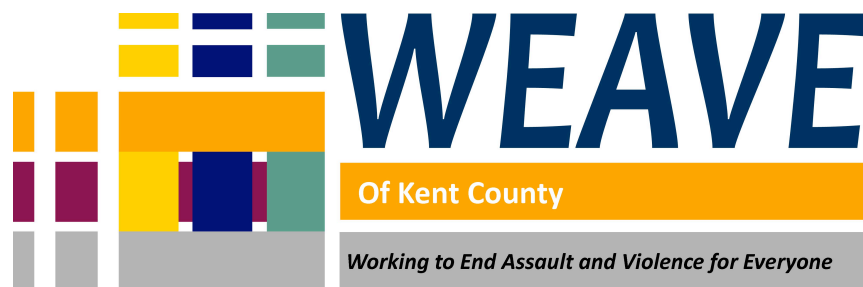
Memorable Quotes or comments:

What did you observe?

What were the two or three most valuable messages you've heard in this focus group?

Anything else to add? Gaps in services? Insightful comments?

Appendix J: Sample Invitation



**We want to talk to YOU about your experiences
and your perspective on the services we provide.**

To promote access and empower our individuals, the YWCA West Central Michigan, MOKA, Thresholds, Spectrum Community Services and Hope Network are reviewing our existing services to create a better system of services for all members of our community.

Survivors and Individuals with I/DD will receive a \$20 Meijer gift card.
(Staff members will be paid for their time as part of their regular scheduling and compensation.)

We will be conducting focus groups with many stakeholders at our organizations. Focus groups are confidential. No information about your identity will be disclosed outside of the needs assessment process.

HOW TO PARTICIPATE: Please complete a RSVP form

RSVP forms are available from the staff offering the invitation. Contact Christine Drewel, WEAVE Project Manager, by email or phone if you have questions.

cdrewel@ywcawcmi.org

Phone: 616.459.7062 ext. 555

Fax: 616.459.5423

This project is part of an Education, Training, and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant received in 2012 from the Department of Justice, Office on Violence Against Women.

Appendix K: Sample RSVP for Focus Groups Form

All information on this form is confidential.

Please tell us how we can make the session accessible for you.

Name: _____

- ☐ I wish to participate in a focus group for WEAVE
- ☐ I wish to participate, BUT ONLY in an alternative individual interview

If you want to participate in a focus group, please rate the top three best times:

_____ Date 1 _____ Date 2 _____ Date 3

- ☐ Any of these options is fine
- ☐ None of these options work for me. A better time is: _____

If you wish to participate in an individual interview only, please list two good dates/times:

1. _____
2. _____

What is the best way to contact you?

(Christine will contact you to confirm date/time/accommodations.)

- ☐ Phone: _____ Is it safe to leave a message? (circle) Yes No
- ☐ Text Message: _____ ☐ Email: _____
- ☐ Other: _____ What is the best time to contact you? _____

Do you require any of the following accommodations?

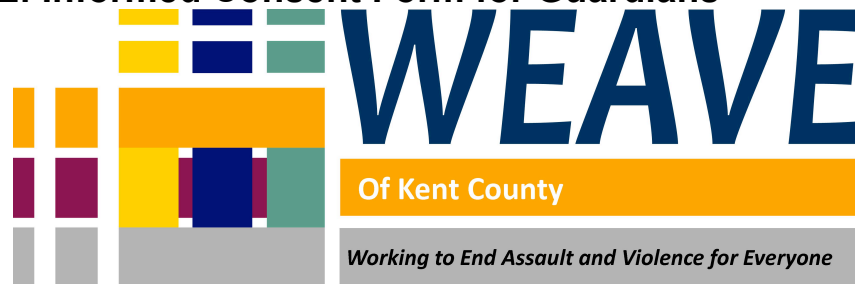
- ☐ Alternative written materials (please circle) large print / Braille / plain language
- ☐ Audio or help with reading
- ☐ Note taker ☐ Enhanced listening device
- ☐ Alternative communication method: _____
- ☐ Open captioning ☐ Orientation to facility
- ☐ Transportation coordination ☐ Interpreter (Type: _____)
- ☐ Food/Dietary allergies or restrictions _____
- ☐ Direct Service Staff (Because of confidentiality, your regular staff will not be allowed in the focus group room.)
- ☐ Other requests: _____

Please return this form to Christine Drewel or the staff member who talked to you about participation and gave you this form. Thank you. We appreciate your participation.

If you have any questions or concerns, please contact:

Christine Drewel, WEAVE Project Manager
25 Sheldon Blvd. SE Phone: 616.459.7062 ext. 555
Grand Rapids, MI 49503 Fax: 616.459.5423
cdrewel@ywcawcmi.org

Appendix L: Informed Consent Form for Guardians



DATE:

INTRODUCTION

We would like to ask your ward to participate in a focus group discussion to understand how to improve responsiveness and accessibility for persons who have disabilities in Kent County, Michigan. A copy of the focus group questions is enclosed in this packet. The following information describes this project and what is being asked of you and your ward. Please review this material and ask us any questions you may have before agreeing to allow your ward to participate. In order for your ward to participate, this consent form must be signed and returned by: ____Date_____.

WEAVE (Working to End Assault and Violence for Everyone) is a collaboration and project between the YWCA, MOKA, Thresholds, Spectrum Community Services and Hope Network. We want to better serve and empower people with disabilities who are survivors of sexual abuse. We hope to create a service system between our agencies that is person-centered and accessible and to eliminate barriers to services. This project is funded by a grant from the United States Department of Justice, Office on Violence Against Women.

PURPOSE

The purpose of this needs assessment is to create a better system of support for survivors of abuse with intellectual and/or developmental disabilities. To do this, we must understand the existing strengths of our organizations and the barriers that exist for accessing services. We will be talking to many people, including direct service staff, management and leaders, volunteers and individuals of all our agencies to understand how to improve services for the people we serve. We will take notes about what is being said. These notes will not be distributed beyond the facilitators of the needs assessment, and will be destroyed after the completion of this needs assessment. This information will be used only to improve our services, and will not impact you or your ward's relationship with any organization, or with any services received, in any way.

BENEFITS AND RISKS

There are several benefits to participation. Your ward's participation will help us better serve individuals at all our organizations and more thoroughly understand our operations so we can improve service delivery. They will also receive a \$20 Meijer gift card in appreciation for participation.

Your ward's participation in this needs assessment is considered to be of minimal risk. Questions will focus on your ward's opinions about services at our agency. Self-disclosure of sexual abuse or assault is neither expected nor encouraged; in fact, questions have been designed to minimize this possibility. It is possible that your ward may become uncomfortable by a topic in the focus group. If this occurs, an advocate will be available to assist them. It is also possible that information they provide could trigger mandatory reporting, as described below.

YOU AND YOUR WARD'S RIGHTS

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

CONFIDENTIALITY

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

MANDATORY REPORTING

All facilitators are mandatory reporters. This means that we are required by Michigan law to report certain instances of suspected abuse, such as among dependent adults or abuse by caretakers, to State authorities. Focus group questions have been designed to minimize disclosures of abuse. But, if your ward provides information that identifies previously unreported abuse of a child or dependent adult, we are obligated to report it.

CONTACT INFORMATION

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

Christine Drewel, Project Manager

WEAVE of Kent County (Working to End Assault and Violence for Everyone)

YWCA West Central Michigan

25 Sheldon Blvd SE

Grand Rapids, MI 49503

Phone: 616.459.7062 ext. 555

Fax: 616.459.5423

cdrewel@ywcawcmi.org

STATEMENT OF CONSENT

I fully understand the information contained in this document. I have had the opportunity to review the focus group questions. I have had the opportunity to ask questions, and have received adequate answers. I understand that my ward's participation is voluntary, and will not affect my or my ward's relationship with the YWCA, MOKA, Thresholds, Spectrum Community Services or Hope Network now or in the future. I understand the benefits and risks of my ward's participation, and I agree to allow them to participate.

Signature of Guardian

Date

Printed Name of Participant

Appendix M: Mandatory Reporting Laws

After reviewing and discussing Michigan's confidentiality statutes, we remain committed to maintaining individual confidentiality for WEAVE partners as well as survivors and staff.

- Discretion and care is necessary to avoid use of specific identifiers.
- We are mindful that anyone at any time could be experiencing abuse.
- We will not share the personal stories or experiences of individuals with intellectual and/or developmental disabilities (I/DD) who have experienced sexual assault/abuse with others outside of the group.

These confidentiality statutes and provisions shall not be violated unless otherwise allowed by law.

When we meet with groups and individuals as part of our collaborative process, including possible aspects of this needs assessment and implementation phases, we realize that discussion may bring up past and current trauma related to abuse. Before this occurs we will explain:

- Our mandated reporting requirements
- How we will assist people in accessing supportive and legal services if desired.

The partners agree to comply with all mandatory confidentiality requirements for both member organizations and service providers. These requirements include, but are not limited to, Michigan Compiled Laws (MCL) 600.2157a (Definitions; Consultation between Victim and Sexual Assault or Domestic Violence Counselor; Admissibility), MCL 333.18513 (Confidentiality of Communication), MCL 333.18117 (Privileged Communications; Disclosure of Confidential Information), MCL 333.18237 (Psychology: Confidential Information; Disclosure; Waiver), MCL 600.2157 (Physician-Patient Privilege; Waiver), 42 USC 13925(b)(2)(B)(ii) (Nondisclosure of Confidential or Private Information), MCL 330.1748 Sec. 748 (Mental Health Code: Confidentiality) and 400.14304 (Adult Foster Care Licensing; Resident Rights, Licensee Responsibilities) Rule 304 (q) (Confidentiality of Records).

WEAVE has reviewed and discussed Michigan's mandatory reporting statutes, and will work with the "vulnerable" (terminology applies only when specifically referencing this law) adult community in full compliance with all applicable mandatory reporting requirements, which will include, but is not limited to, MCL 400.11, (which provides the definition of "Vulnerable Adult"), MCL 750.411 (which defines duty to report injuries) and MCL 330.1946 (which addresses confidentiality).

WEAVE has reviewed the confidentiality laws and mental health code. As required by law, we will report suspected child abuse and/or vulnerable adult abuse and will follow existing policies of our respective organizations.

Appendix N: Glossary of Key Terms and Definitions

WEAVE recognizes that individuals and organizations may hold differing ideas about the meaning of the terms and definitions we use. In support of our values to commit to ongoing organizational awareness and to utilize respectful and non-judgmental communication, we have discussed the following terms and have reached consensus on these definitions.

ableism: A pervasive system of discrimination and exclusion that oppresses people with disabilities. A system in which people without disabilities maintain supremacy over people with disabilities through a set of attitudes, behaviors, social structures, rewards, privileges and benefits of the society that are available to individuals according to their presumed level of ability. Ableism operates on an individual, organizational, institutional, cultural and societal level.

abuse: Harm or threatened harm to an adult's health or welfare caused by another person. Abuse includes but is not limited to; non-accidental physical or mental injury, sexual abuse or maltreatment. (MCL 400.11a- Reporting abuse, neglect or exploitation of an adult. As used here and elsewhere, MCL refers to Michigan Compiled Laws)

Note: This statutory definition is not intended to be all inclusive; other forms of abuse exist, such as withholding or over utilizing medications, isolation, and verbal, emotional and financial abuse. Perpetrators of abuse may include family members, dating partners, professional caregivers (personal assistants, agency staff, etc.) or other acquaintances. (see also: sexual abuse)

accessibility: Ease of approach, entry or use. According to the CARF 2013 Employment and Community Services Standards Manual, factors of accessibility could include, but are not limited to: architecture, environment, attitudes, finances, employment, communication, transportation and community integration, when appropriate.

assault: An action, threat or attempt to hurt another individual. It can be physical, verbal, or psychological in nature. (see also: sexual assault)

autonomy: A person's ability to make independent choices; self reliance.

caregiver: A person who provides direct service care to another, both formally, such as a hired Direct Service Staff member or Supports Coordinator, or informally, such as an unpaid family member or friend.

CARF International: Organization founded in 1966 as the Commission on the Accreditation of Rehabilitation Facilities. CARF International is an independent, nonprofit accreditor of health and human service providers in the areas of aging services, behavioral health, business and service management networks, child and youth services, employment and community services, and medical rehabilitation. More

than eight million people of various ages and abilities are served worldwide by 6,500+ CARF-accredited service providers. The four partner organizations of WEAVE, providing disability services, are each accredited by CARF.

collaboration: According to the Fieldstone Alliance¹⁶, collaboration is "a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone." This relationship includes commitment to mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and awards.

confidentiality: The ethical principle and legal right that a professional will hold all information relating to a client in confidence, unless the client gives consent permitting disclosure or unless disclosure is required by the law.

culture: The values, traditions, norms, customs, arts, history, folklore, and institutions that a group of people, who are unified by race, ethnicity, language, nationality, or religion, share; the way of life shared by the members of a group.

Culture of Gentleness: The philosophy attributed to the Center for Positive Living Supports¹⁷, who first championed, formalized and implemented it in Michigan in 2008. It is based on the Gentle Teaching tenets and work of Dr. John McGee. The core principles are grounded in a psychology of human interdependence. It asks care givers and care providers to look at themselves and their spirit of gentleness in order to find ways to express warmth and unconditional valuing towards those who are the most disenfranchised from family and community life. It views the care giver role as critical and requires a deep commitment to personal, organizational and social change. WEAVE believes that establishing a deep sense of community and companionship with those we serve is the foundation for meaningful living.

direct service staff: People who work with individuals with physical and/or intellectual disabilities with the aim of assisting them to become integrated into their community or the least restrictive environment. Direct service staff assist individuals with disabilities to lead a self-directed life and contribute to the community, assist with activities of daily living if needed, and encourage attitudes and behaviors that enhance community inclusion. They may provide supports to individuals with disabilities at home, work, school, church or other community places. They also advocate for the individuals in communicating their needs, self-expression and goals.

disability: There are many definitions of disability. However, regardless of the definition, the individual typically will experience a functional limitation in a major life area. Disability occurs in the interaction between a person, his or her functional ability, and the environment.

¹⁶ <http://www.fieldstonealliance.org/>

¹⁷ <http://www.positivelivingsupport.org/about-us/about-the-center>

disclosure: The act of sharing personal information which might, under other circumstances, be kept secret. The information shared may lead someone to suspect some form of abuse or neglect has occurred. WEAVE will follow mandated reporting laws, build in advocacy opportunities, and ensure that problem solving issues “of concern” do not violate confidentiality or self-determination.

home manager: See residential supervisor.

intellectual/developmental disabilities (I/DD): Disabilities that are severe or chronic, and are attributable to a mental or physical impairment or a combination of mental and physical impairments. Typically, they manifest before the individual attains age 22, are likely to continue indefinitely, and result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, and they reflect the individual's need for a combination and sequence of special, interdisciplinary, or genetic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned or coordinated. (from the Developmental Disabilities Assistance and Bill of Rights Act of 2000)

mandatory reporter: A professional who is required by law to make a report to federal, state, or local agencies when abuse, neglect or violence have occurred. Oftentimes, such reporters include health care workers, welfare workers, teachers or social workers, residential service workers, and law enforcement personnel. Laws vary by state.

mandatory reporting: Laws that require reporting suspected abuse of children and/or vulnerable adults. Refer to Mandatory Reporting sections for further clarification. (Section J, page 20 and Appendix M in this Needs Assessment).

mission: According to the Commission of Accreditation of Rehabilitation Facilities (CARF) International,¹⁸ an organization's reason for being. An effective mission statement reflects people's idealistic motivations for doing the organization's work.

natural supports: Emotional or direct support by family, friends and/or non-paid assistance to individuals with disabilities

Nurse Examiner Program (NEP)—(Sexual Assault Nurse Examiner program): SANE programs provide forensic medical examinations to address the health needs of patients who identify, or are suspected of, experiencing a sexual assault. The process involves addressing and receiving treatment for minor injury, possible pregnancy and contracting sexually transmitted diseases in a safe, supportive and private environment by specially trained and professional nurses. Sexual Assault Kits are also completed (for law enforcement or prosecutorial purposes) with the permission of the patient.

¹⁸ <http://www.carf.org/home/>

Volunteer advocates offer crisis counseling and educational resources as part of this process as well.

Person First or People First Language (PFL): Language that puts the person before the disability and defines disability as an attribute not the totality of the person. PFL uses language to promote dignity and respect and to rid language that marginalizes people from society. (from Disability is Natural by Kathie Snow).

policies: Direct and written principles, statements of intent or courses of action that have been formally adopted by an organization for expedient and efficient administration of their facilities. Policies can assist in decision making, are tied to organizational standards, and are typically vetted and approved by upper management or an organization's Board of Directors.

procedures: Particular and established courses of action or methods used in conducting the activities of an organization. Procedures typically involve a series of steps used to perform and accomplish tasks.

quality coordinator: (see residential coordinator)

residential coordinator: One who manages the day to day operations of multiple residential programs, providing supervision to the home managers, and directs residential services and community based supports provided to individuals with developmental disabilities.

residential supervisor: Specific duties vary by organization, but may include supervising the direct support staff of a residential facility, monitoring and coaching daily employee tasks, ensuring that forms and reports are prepared for regulatory agencies, coordinating outings and providing a supportive and rewarding living environment for individuals with I/DD.

respect: A positive feeling of esteem for a person or other entity, and also specific actions and conduct representative of that esteem, such as holding one in high regard or showing honor, consideration, or courtesy for that person. WEAVE respects all people, diversity and the beliefs and rights of others. Courtesy, politeness, manners and constructive criticism are representative of respect.

safety: The condition of being protected against physical, social, spiritual, financial, political, emotional, occupational, psychological, educational or other types or consequences of failure, damage, error, accidents, harm or any other event which could be considered non-desirable.

self-determination: "Speaking up for one's own rights and responsibilities and empowering ourselves to stand up for what we believe in. This means being able to choose where we work, live, and our friends; to educate ourselves and others, to work as a team to obtain common goals; and to develop the skills that enable us to fight for

our beliefs, to advocate for our needs, and to obtain the level of independence that we desire.” (Self Advocates Becoming Empowered, 1996)

sexual abuse: Sexual abuse violates a person’s trust and feeling of safety. It includes anything that introduces sexuality as part of a relationship and is unwanted or developmentally inappropriate.

sexual assault: includes a wide range of victimizations, including rape or attempted rape. These crimes include completed or attempted attacks generally involving unwanted sexual contact between the victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats and voyeurism. The relationship between the assailant and the victim is not a factor in determining whether sexual assault has occurred. Functionally, sexual assault may include behaviors that are not identified as criminal within the Criminal Sexual Conduct statute of Michigan, yet are still exploitive and harmful.

sexual assault advocate: Person who assists, counsels, and accompanies an individual who has experienced sexual assault through the medical-forensic examination process, through the legal process or other venues where support and advocacy would be helpful. An advocate helps maintain the dignity and privacy of the survivor and can help provide referrals for additional medical care and counseling.

sexual harassment: A form of sex discrimination. According to the Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Harassment applies to employment environments only. (See sexual assault)

stakeholder: According to the Commission of Accreditation of Rehabilitation Facilities (CARF) International,¹⁹ “Individuals or groups who have an interest in the activities and outcomes of an organization and its programs and services. They include, but are not limited to, the individuals with I/DD [or other service recipients], families, governance or designated authority, purchasers, regulators, referral sources, personnel, employers, advocacy groups, contributors, supporters, landlords, business interests and the community.”

supports coordinator: A person who assists individuals who have intellectual and/or developmental disabilities or co-occurring disorders. A supports coordinator develops and implements strategies for obtaining strength-based and individualized services and supports through a person-centered planning process.

¹⁹ <http://www.carf.org/home/>

survivor: A person who has continued to live, prosper or remain functional after a sexual assault; considered an empowering term preferred by the violence against women movement. WEAVE recognizes that survivors can still be injured, not all injuries are visible, and not everyone recovers at the same rate or in the same manner.

trauma: According to Laurie Markoff, Ph.D., from the Institute for Health and Recovery, trauma is “extreme stress that overwhelms a person’s ability to cope. It is the experience of a threat to life, body or sanity as determined by the person, and is a normal response to an abnormal event.” Trauma is a neurological event that occurs inside a person.

therapist: A person trained in the use of counseling and/or psychology who helps clients overcome problems. In the context of WEAVE’s Needs Assessment, such problems could be related to sexual assault, abuse, domestic violence, stalking or other trauma-related events that survivors and individuals with intellectual and/or developmental disabilities may have experienced.

trauma-informed: A thorough understanding of the neurological, biological, psychological, and social effects of trauma and violence on humans and the prevalence of these experiences in persons who receive mental health services. WEAVE is committed to making sure every part of our organizations, management, and service delivery systems includes a basic understanding of how trauma affects the lives of individuals seeking services. We will base our services on an understanding of the vulnerabilities or triggers of trauma survivors, so we can be more supportive and avoid re-traumatization.

victim: A person against whom an exploitative or injurious act, which may be criminal, is committed. This term is often used in legal systems, but is also used in some organizations when discussing individuals who have experienced sexual assault and/or abuse.

victim/survivor: A phrase that recognizes two perspectives on the experiences of people who have experienced domestic violence, sexual assault, and stalking. While some agencies might refer to someone as a “victim,” others prefer to use a word that feels more empowering to them - “survivor.”

vision statement: A statement giving a broad, aspirational image of the future that an organization is aiming to achieve.

vulnerable adult: An adult who is deemed unable to protect himself or herself from abuse, neglect or exploitation because of a mental or physical impairment or because of advanced age (MCL 400.11f: Definition of “vulnerable”).

work plan: A detailed, written plan indicating the work that a group or team will accomplish, including an outline of duties and a time frame.