**Anchorage Disability Abuse Collaborative**

**Needs Assessment Plan**



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**Introduction:**

**The Collaboration and Its Partners**

**Anchorage Disability Abuse Collaboration**

Anchorage Disability Abuse Collaborative (ADAC) is a partnership between Alaska Native Justice Center (ANJC), Hope Community Resources (Hope) and Standing Together Against Rape (STAR) to address the lack of accessible services for Alaska Natives, people with disabilities and D/deaf and hard of hearing people, who are survivors of domestic and/or sexual violence. For several years, our three agencies have met and partnered to discuss, share ideas and address the service needs of our community. Understanding proactive change will take a multidisciplinary collaboration; ADAC is committed to ensure everyone has access to trauma informed, culturally aware and person-directed services.

As a collaboration, we have created a Charter that includes a roadmap for how our collaboration will work together throughout this project. Our Focus Memorandum states we are specifically focusing on the intersection of intellectual and developmental disabilities (I/DD), Alaskan Natives and survivors of domestic and/or sexual violence. We are now creating a plan on how we can address and improve the services our agencies provide to our community.

**The Individual Agencies**

**Alaska Native Justice Center (ANJC)**

Established in 1993 in response to the increasing disproportionate rates of victimization, incarceration and other justice-related issues impacting Alaska Native people throughout Alaska, ANJC promotes justice through culturally based advocacy, prevention and intervention initiatives to restore dignity, respect and humanity to all.

**Standing Together Against Rape (STAR)**

STAR is a grass roots, community-based nonprofit based in Anchorage. Its mission is to prevent sexual trauma and provide comprehensive, collaborative crisis intervention, advocacy and support to victims/survivors, their families and our communities. STAR offers a confidential statewide sexual assault crisis line for support, information and referral. STAR Advocates provide information about reporting options, support through investigations, crisis intervention, safety planning, and court accompaniment. STAR offers case management, emergency assistance, therapeutic counseling, and support groups at no cost to participants. STAR’s Prevention & Education programming uses evidence-based strategies to make zero tolerance of sexual violence an acknowledged and lived community core value.

**Hope Community Resources (Hope)**

Hope Community Resources (Hope) is a nonprofit organization serving Alaskan children, adolescents and adults with intellectual and developmental disabilities, traumatic brain injury, mental health challenges, and D/deaf and hard of hearing people. Hope provides services through seven regional offices located throughout the state. The Purpose of Hope is providing, or accessing resources to provide, needed supports selected by people to live meaningful lives in their communities.

**Our Vision:**

ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.

**Our Mission:**

ADAC will respond to the intersectionality of abuse of Alaska Natives, people with disabilities, and D/deaf and hard of hearing people by creating a space where each voice is amplified, learning is a commitment, trust is built in partnerships, preconceptions are challenged, and change is embraced to better serve our community.

**Needs Assessment Purpose:**

The purpose of ADAC’s needs assessment is to locate the strengths and gaps in each founding organization’s capacity to serve Alaskan Natives, survivors of domestic and sexual violence, who also have intellectual and developmental disabilities (I/DD). Through the process of the needs assessment, ADAC will seek the input of key stakeholders in our organization’s structure: domestic and/or sexual violence survivors, adults with I/DD, parents and guardians of people with I/DD, and each organization’s staff members.

The resulting feedback will inform our future work, including the strategic planning process, in the following areas:

• Current needs in the populations we serve;

• Selecting our implementation activities;

• Increasing buy-in among staff and other organizational stakeholders), and;

• Generating solutions to identified problems with feedback from service users, in line with our values, as defined in our Charter.

**Needs Assessment Goals:**

Through the process of completing the needs assessment, ADAC will identify opportunities for improvement that will increase the organizational capacity of each founding agency to meet the needs of survivors with I/DD and work towards our mission to more effectively respond to the intersectionality of abuse of Alaska Natives, people with disabilities, and D/deaf and hard of hearing people by increasing each agency’s organizational capacity.

Our needs assessment will identify gaps in services, policies, and procedures through conversations with key stakeholders in each of our organizations, including; those who use our services (survivors of domestic and/or sexual violence, and people with I/DD), family members, staff, and executive leadership and our governing boards, for input on prioritization and implementation.

Through the needs assessment, ADAC will:

• Solicit staff examples regarding already identified gaps in services, policies, procedures, and training required to increase organizational capacity;

• Identify additional gaps in those areas to address in our strategic plan, implementation, and future work;

• Evaluate the resources and skill-building opportunities for each the organization’s staff, volunteers, and interns as it pertains to meeting the needs of survivors with I/DD;

• Identify assets and barriers in maintaining the relationship between ANJC, STAR and Hope over the long-term;

• Assess any barriers present in each organization’s culture that inhibits the mission of ADAC.

**Methods of Getting Information**

**Existing Information Sources**

**Agency Data Sources**

Existing agency data sources, and most significantly the information collected via the ADAC Performance Indicators Scores have provided a learning opportunity in our goal to enhance the expertise and capacity of each organizations to support survivors of domestic and sexual violence who have intellectual and developmental disabilities (I/DD).

**Vera Indicators**

Vera Institute of Justice created performance indicators for disability agencies and victim service agencies. The indicators were created for the bulk of service agency programs that work with survivors. The indicators look at the strength of an agency in their commitment and also their capacity to work with survivors of domestic and sexual violence who have disabilities. As we begin our Needs Assessment Planning, ADAC has completed the first round of Indicators; having established our organizational baselines for service provision, our Needs Assessment Report will include data collected from the Indicators activities completed in September, 2020.

These Indicators look at two areas in each agency; commitment and capacity. These are measured through organizational review of policies and procedures, environmental assessment, and staff/client surveys and interviews. All three agencies scored low which was to be expected. However, all three agencies strengths are their willingness and determination to address domestic and sexual violence of people with disabilities and D/deaf and hard of hearing people. These factors along with the information from the needs assessment will help to create a strategic plan that will grow each agency’s capacity for supporting survivors.

ANJC, Hope and STAR’s findings are as follows:

ANJC promotes justice through culturally based advocacy, prevention and intervention initiatives to restore dignity, respect and humanity to all. ANJC provides services for survivors of domestic violence but does not have a residential program. ANJC’s overall rating was 17.2% with a Commitment level of 25% and a Capacity level of 8.9%. The indicators show a starting point to look at ANJC as an agency to be able to compare its progress during the implementation phase of this grant and beyond. In the Performance Indicators, ANJC’s strengths are identified as their Partnerships and community involvement. Our Collaboration and ANJC has been able to identify areas such as policies and procedures, and specific resources that they could improve in order to better support survivors with I/DD.

The Purpose of Hope is providing, or accessing resources to provide, needed supports selected by people to live meaningful lives in their communities. Hope’s overall rating was 24.2% with a Commitment level of 33.8% and a Capacity level of 12.5%. As with ANJC, these scores were expected to be low and are a starting point. It was shown in the Performance Indicators that Hope’s strengths are in their Partnerships and resources. Hope and our Collaboration have identified areas such as policies and procedures specific to confidentiality for survivors, and specific resources they could improve upon to better support survivors of domestic and sexual violence.

STAR is a rape crisis center. STAR’s mission is to prevent sexual trauma and provide comprehensive, collaborative crisis intervention, advocacy and support to victims/survivors, their families and our communities’. STAR’s overall rating was 35.8% with a Commitment level of 42.2% and a Capacity level of 28.6%. STAR’s rating is higher than the other agencies due to its long history of community involvement and being part of the 2017 ASPEN study conducted in Alaska. In the Performance Indicators, STAR’s strengths were identified as their policies and procedures. Our Collaboration and STAR have identified areas such as the accessibility of their specific resources that they could improve in order to better support survivors with I/DD.

**Client Satisfaction Surveys**

In 2020, Hope distributed a total of 562 Consumer Satisfaction Surveys through mail, email, office visits, and face-to-face interviews to determine customer’s level of satisfaction with the services received in CY2019. They received a total of 23 responses to the survey, a 4% response rate which is 3% less than CY2018. Of the 23 respondents, 20 are on an ALI, APDD, CCMC, or IDD Medicaid Waiver, and 3 were completed by recipients receiving Mental Health services. Separating CY2019 Medicaid Waiver (ALI, APDD, CCMC, and IDD) responses from the Mental Health responses, the analysis identified 92% of Medicaid Waiver recipients were in the areas of somewhat satisfied, very satisfied, and extremely satisfied, a decrease of 1% from CY2018 results; and 8% of Medicaid Waiver recipients were slightly or not at all satisfied, an increase of 1% from CY2018 results. Whereas, 100% of responses from Mental Health recipients were in the areas of somewhat satisfied, very satisfied, and extremely satisfied, an increase of 10% from CY2018 results; and 0% of Mental Health recipients were slightly or not at all satisfied; a decrease of 10% from CY2018 results.

STAR serves approximately 1000-1200 survivors annually. They provide a Satisfaction Survey to each survivor at the beginning of services. There have been approximately 50 responses received with all satisfied to very satisfied with services. The response is low, as to be expected, since the survivors are in crisis at the time they receive the survey. In an effort to increase the number of responses, STAR may change the format the survey is delivered and/or add new procedures to include follow ups by advocates.

**Local Data Sources**

Alaska’s Council on Domestic Violence and Sexual Assault issues an annual report that includes the demographics of survivors for the state of Alaska. For our project, we are only focusing on the Anchorage municipality numbers. From January through December of 2019, STAR and AWAIC (Abused Women’s Aid in Crisis; a domestic violence shelter) served 2,399 unique survivors. These survivors reported the following: 39 - D/deaf and Hard of hearing; 445 - Victims with disabilities (Cognitive/Physical/Mental); 437 - Homeless; 50 - Immigrants/Refugees/Asylum Seekers; 41 - LGBTQA; 41 - Veterans; 55 - Victims with Limited English Proficiency; and 26 - Other. This report does state that a survivor may identify and be counted in more than one group. These numbers reflect that approximately 20% of the survivors served in the Anchorage area identified with having a disability and/or D/deaf and Hard of hearing. This fact represents the importance and need to have all services accessible for our community.

**New Data Sources**

ADAC wants to know what the needs are for survivors of domestic and sexual violence and people with I/DD in Anchorage, AK. In order to find this out we will be talking to:

* Survivors of Domestic and Sexual Violence
* Adults with I/DD
* People who support people with I/DD
* Staff and leaders of our member agencies

We will talk to these different groups of people using focus groups, individual interviews if needed, and online surveys. (See Appendices)

**Overview of Methods**

**Who are we talking to and why?**

**Participants**

**Survivors of Domestic and/or Sexual Violence**

We will talk to survivors of domestic and sexual violence because they are the experts in their own lives and experiences. Their voices are critical to making long-term change and our team can learn from them directly about what worked for them in seeking services and what didn’t. We will be asking them (See Appendix K for full list of questions) what they think about:

* What makes services safe, accessible, and comfortable
* What gets in the way of feeling comfortable
* What are the best ways to reach out to survivors, and to introduce services so that people feel safe to seek out services
* What are best or their recommended practices for providing services and support to survivors
* How trauma may impact all of these issues and what changes they’d like to see

We need to be careful how we ask survivors to participate in our focus groups and interviews. ANJC and STAR work with survivors who tend to be in crisis when they start receiving services and our collaboration commits to ensuring their emotional and physical safety. Since this means survivors may be in a very vulnerable state, we have set up a very specific process to make sure people are safe, are only participating if they want to, and that they will have supports in place if needed. (See Recruitment Plan)

**Adults with Intellectual and/or Developmental Disabilities**

The primary focus of ADAC’s work on this grant is to increase the capacity of our partner organizations to better serve survivors with intellectual or developmental disabilities that have experienced domestic or sexual violence. ADAC will be engaging people with I/DD who are currently receiving services from Hope.

Adults with intellectual and developmental disabilities are vital to the needs assessment process. We believe that adults with I/DD are the experts of their own lives and have the power to represent their own needs and expectations. As a result, it is imperative to ask them directly what their personal impressions and thoughts are about receiving services so that we may make our organizations most welcoming, comfortable, accessible, and intellectual and developmental disability-aware. Because the Implementation Plan will ultimately influence the way services and supports are provided in the near and far future, it is imperative that we ask the individuals who will be most impacted by our systems changes.

By engaging people with intellectual and developmental disabilities, we hope to gain information about the following (for questions, see People with I/DD in Appendix K):

• What makes a service provider accessible and comfortable for people with intellectual and developmental disabilities;

• The best methods of outreach to alert people with intellectual and developmental disabilities about accessible and disability-informed services;

• The best practices for serving people with intellectual and developmental disabilities (including staff intervention, knowledge, and skills);

**Parents and Legal Guardians of Adults with Intellectual and/or Developmental Disabilities**

ADAC recognizes that two major barriers to services for people with I/DD may be the perception of legal guardians and parents (or perhaps both) as gatekeepers. We believe legal guardians and parents of adults with I/DD can be potential allies in developing lasting interventions and sustainable changes in service provision. Since, in the end, we are looking to help survivors with I/DD, ADAC believes that people who are supporters of adults with I/DD potentially see firsthand what helps and what doesn’t, when supporting people with services. With this in mind, we will interview the parents and legal guardians of adults with I/DD who receive services from Hope to:

• Assist in the determination of legal guardian and parent awareness levels about DSV services;

• Gather information about legal guardian and parent perceptions of the how well current DSV services meet the needs for adults with I/DD and whether those services need improvement;

• Identify whether there is a need for additional resources for parents and legal guardians and what those resources might contain;

• Build buy-in among parents and legal guardians around increased access to DSV services for adults with I/DD.

**Staff and Leaders of Our Member Agencies**

In order to better understand how each of our agencies are working, the positive parts and the areas that are lacking or need improvement, we will be asking staff from our member agencies to help our collaboration. The sub- groups in this category are:

* The Board of Directors of ANJC
* The Board of Directors of Hope
* The Board of Directors of STAR
* Executive and Leadership team of ANJC
* Executive and Leadership team of Hope
* Executive and Leadership team of STAR
* Advocates, Front line staff and Direct care staff of ANJC, STAR and Hope

**How Will We Talk to People**

**Focus Groups**

ADAC will mostly use focus groups for gathering information from survivors of domestic and/or sexual violence and people with I/DD because we believe that a group of people can add to ideas that individual interviews may not bring up. We also can meet more people at one time in a group, so it will be a better way to reach more people in a shorter amount of time. If someone is not able to join a group or is uncomfortable being part of a group, we will also offer individual interviews. We will have interviews and online surveys available if COVID 19 restrictions/guidelines prevent us from conducting focus groups. (See Recruitment Plan)

Each focus group will start with a beginning script and then questions will be asked based on that specific group of people. Each of the beginning scripts (See Appendix J) includes a thank you to all the participants, and a reminder of the conversations and forms they went over about the limits of confidentiality and what to expect during the groups. People will be given the opportunity to leave if they have changed their mind, and then the questions for each particular group will be asked.

ADAC has decided to hire a third party to facilitate the focus groups. This decision is based on further enhancing the participants’ confidentiality, and avoiding any potential mandatory reporting.

The structure of the group is as follows:

* Each group will have a facilitator and/or co-facilitator to ask the questions
* Each group will have a note-taker in the room
* Each group that involves clients we serve will have an advocate outside the room available for support
* The group will last approximately one to one and a half hours
* Each group will be run in an accessible location and where participants are already comfortable attending
* Every participant who is a survivor or person with I/DD, will be given a $25.00 gift card
* Every participant who will be given a gift card will be told they do not have to stay for the entire group to get the gift card and they are free to leave anytime
* After each group the facilitator(s), note-taker, and any ADAC member involved with the group will meet to debrief and make sure we have captured all the information from each group to be collected.

**Interviews**

We understand that for some people speaking in a group is uncomfortable for many reasons. There also may be people who are not able to attend a group due to logistics, practical issues or due to COVID 19 restrictions/guidelines.

We have allowed people to request an interview instead of joining a group. The process for individual interviews will be the same use of the beginning script and then the questions that are meant for that person. There will be an interviewer asking the questions and a note-taker in the room.

**Surveys**

ADAC will use surveys to collect information from the Board Members of each agency. We have chosen surveys for this group to honor the Board members’ voluntary time commitment to the Board and not wishing to take over their volunteer time already dedicated to Board business. ADAC may also incorporate surveys with any other participant group if unable to reach our participants due to COVID 19 restrictions and/or guidelines.

**Table of Methods**

|  |  |  |
| --- | --- | --- |
| **Focus Groups** | | |
| **Who we will be talking to** | **Number of People** | **Agency** |
| Adults with I/DD | 1 group of 8-10 or 2 groups of 4-5 each if COVID restrictions still apply. | Hope |
| Legal guardians of adults with I/DD | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | Hope |
| Parents of adults with I/DD | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | Hope |
| Survivors of Sexual Violence | 1 group of 8-10 or 2 groups of 4-5 each if COVID restrictions still apply. | STAR |
| Survivors of Domestic Violence | 1 group of 8-10 or 2 groups of 4-5 each if COVID restrictions still apply. | ANJC |
| Staff of ANJC | 1 groups of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | ANJC |
| Staff of STAR | 1 groups of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | STAR |
| Staff of Hope | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | Hope |
| Executive & Leadership of ANJC | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | ANJC |
| Executive & Leadership of STAR | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | STAR |
| Executive & Leadership of Hope | 1 group of 6-8 or 2 groups of 4-5 each if COVID restrictions still apply. | Hope |

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**Total Projected:** Max: 94 Min: 66

|  |  |  |
| --- | --- | --- |
| **Interviews** | | |
| **People we will be talking to** | **Number of People** | **Agency** |
| Adults w/ I/DD | Up to 6 | Hope |
| Legal guardians of adults with I/DD | Up to 5 | Hope |
| Parents of adults with I/DD | Up to 5 | Hope |
| Survivors of Sexual Violence | Up to 5 | STAR |
| Survivors of Domestic Violence | Up to 5 | ANJC |
| Staff of ANJC | Up to 5 | ANJC |
| Staff of STAR | Up to 5 | STAR |
| Staff of Hope | Up to 5 | Hope |
| Executive & Leadership of ANJC | Up to 5 | ANJC |
| Executive & Leadership of STAR | Up to 5 | STAR |
| Executive & Leadership of Hope | Up to 5 | Hope |

**Total Projected**: Max: 55\* Min: 0

\* This Maximum is only if we are able to run the groups as planned. We will increase the maximum if we are unable to run the groups either in person or by video, and have to use interviews to reach our participants due to COVID 19 restrictions/guidelines. Therefore, the true projected number of interviews is planned for a maximum of 3-4 interviews for each group.

|  |  |  |
| --- | --- | --- |
| **Surveys** | | |
| **People we will be talking to** | **Number of People** | **Agency** |
| Board Members of ANJC | 6-8 | ANJC |
| Board Members of STAR | 6-8 | STAR |
| Board Members of Hope | 6-8 | Hope |
| Parents of adults with I/DD | 4-6 | Hope |
| Legal Guardians of adults with I/DD | 4-6 | Hope |
| Survivors of Domestic Violence | 6-8 | ANJC |
| Survivors of Sexual Violence | 6-8 | STAR |

**Total Projected:** Max: 52 \* Min: 38

\* This Maximum is only if we are unable to run the groups as planned, and have to use surveys to reach our participants due to COVID 19 restrictions/guidelines.

**Total Overall Projected Participants: Max: 146 Min: 104**

**Overview of the Structure of Each Method**

**Recruitment Plan:**

**How we will recruit people to participate**:

**People with Intellectual and/or Developmental Disabilities**

The Project Director will attend a Leadership meeting at Hope to discuss ADAC; our vision and mission; as well as the purpose of the Focus groups. An information sheet and a flyer will be handed out at the time of the announcement. (See Appendices A and B). The Leadership will then be able to take the information sheet and flyer to both group and private homes to share with Adults with I/DD. People will be able to sign up using the consent guide, consent checklist, and the RSVP form. (See Appendices C, D, and F) The consent guide will inform them that the focus group may be recorded. They also will be given the Project Director’s contact information to be able to talk more about the project, ask questions or sign up for the Focus group. This information will be shared virtually or via email with the Leadership if due to Covid 19 restrictions/guidelines prevent the Project Director from meeting in person. The recruiting staff will deliver the forms to the Project Director via email, fax or other route agreed upon by the recruitment staff and the Project Director.

**Parents and Legal Guardians of Adults with I/DD**

Parents and Legal guardians of adults with I/DD will be recruited in a similar manner as Adults with I/DD. The Project Director will meet with the Leadership at Hope to discuss ADAC; our vision and mission; as well as the purpose of the Focus groups. The Leadership will then be able to take the information sheet and flyers to the private homes of client’s and give to the parents or to the legal guardians in whatever manner they are reached if not in the home. (See Appendices A and B). The information sheet will inform them that the focus group may be recorded. They will receive the Project Director’s contact information to be able to talk more about the project, ask questions or sign up for the focus group. This information will be shared electronically with the Leadership team if due to Covid 19 restrictions/guidelines prevent the Project Director from meeting in person.

**Survivors of Domestic Violence**

The Project Director will meet with Advocates at ANJC in a staff meeting. This meeting may be conducted virtually if Covid 19 restrictions/guidelines are in place at that time. The advocates will be given an information sheet and flyer to present to their clients. (See Appendices A and B). The information sheet will inform them that the focus group may be recorded. The Project Director’s contact information will be provided on these forms. The survivors will be able to contact the Project Director to ask questions, talk more about the project, or sign up for the Focus group.

**Survivors of Sexual Violence**

The Project Director will meet with Advocates at STAR in a staffing meeting. This meeting may be conducted virtually if Covid 19 restrictions/guidelines prevent meeting in person. The advocates will be given an information sheet and flyer to present to their clients. (See Appendices A and B). The information sheet will inform them that the focus group may be recorded. The Project Director’s contact information will be provided on these forms. The survivors will be able to contact the Project Director to talk more about the project, ask questions or sign up for the Focus group.

**Staff at ANJC**

The Project Director will make an announcement at the monthly staff meeting at ANJC regarding the project, our vision and mission, as well as the purpose of the focus group. During the meeting, the staff may meet and ask the Project Director any questions they may have regarding the project and the focus group. The staff will receive an information sheet and flyer that has the Project Director’s contact information. They can contact the Project Director to learn more about the project, ask questions, or sign up for the focus group, which will take place during work hours. This meeting may be conducted virtually if Covid 19 restrictions/guidelines prevent meeting in person.

**Staff at STAR**

The Project Director will meet with the staff at STAR during a weekly staff meeting. During the meeting, they can ask the Project Director any questions regarding the project or the focus groups. The staff will receive an information sheet and flyer that has the Project Director’s contact information. They can contact the Project Director to learn more about the project, ask questions or sign up for the focus group, which will be conducted during working hours. This meeting may be conducted virtually if Covid 19 restrictions/guideline prevent meeting in person. If meeting virtually is not available, the staff will receive the information via the Leadership team and they will receive the information sheet and flyer electronically.

**Staff at Hope**

The Project Director will meet with the staff at Hope during their staff meeting. At the meeting, the staff will be able to meet the Project Director and ask questions regarding the project and focus groups. The staff will receive an information sheet and flyer that has the Project Director’s contact information. They can contact the Project Director to learn more about the project, ask questions or sign up for the focus group, which will be held during working hours. This meeting may be conducted virtually in Covid 19 restrictions/guidelines prevent meeting in person. If meeting virtually is not available, the staff will receive the information sheet and flyer via the Leadership team.

**Recruitment Process**

**What we will do when we get people who do want to participate:**

Overall, the designated recruitment staff, will review the recruitment materials, and go over the consent guide (if applicable), consent form (if applicable) and the RSVP forms with people who are willing to participate when they sign up. This will include covering the following:

1. Tell participants that all focus groups will be transcribed by the Note-taker and recorded.

2. Let participants know about mandated reporting status and what that means under Alaskan law; and that they are free to leave at any time.

3. Inform participants they will receive a $25 gift card, if appropriate.

4. Review date, time and location of the focus groups and, if the Participant requests a reminder, confirm the best way to provide that reminder, considering safety concerns.

5. Review accommodation requests.

6. Confirm whether the individual is willing to participate by reviewing the consent guide and then signing the consent form.

7. The Recruiter will go through each section of the consent guide, explaining what is needed so that the invitees understand what they are committing to.

8. Provide the invitee with an RSVP form and request that they complete the form while the Recruiter is present if possible.

9. Offer an individual interview for those who do not want to participate in a focus group if the invitee prefers an individual interview.

10. The Recruiter will ensure that this date and time is listed on the RSVP form and answer any additional questions.

11. For staff focus groups, inform the participants that their participation is purely voluntarily and that their employment status will not be affected, positively or negatively, by their participation or by declining to participate.

**Recruitment Tools**

**Information Sheet**

The Information sheet will answer general questions about what the focus groups/optional interviews are about and how they will work. (Appendix B) This sheet will be provided to all participants during the recruitment process, but staff recruiting will be sure it is safe for anyone to take a physical copy with them before giving them a copy.

**RSVP**

An RSVP form (See Appendix F) will be given to all people who want to attend our focus groups or an interview. This RSVP includes an accommodation requests if someone needs accommodations. (See Appendix F) The RSVP includes the person’s first name and first initial of their last name. It asks if the person is going to come to a group or an interview and how that person would like to be reminded. We will offer meeting reminder cards, email, phone calls, and texts as options and we will ask to make sure that these are safe ways for people to get the reminders.

**Meeting Reminder Cards**

Because we recognize that participants may want a meeting reminder, we will provide all invitees with the option of taking a meeting reminder card with them (Appendix H). This card will be the size of a post card and will only list the Project Director’s name, contact phone number, and a general email address. The phone number listed will be to the Project Director’s direct voicemail and not state anything about the project or domestic or sexual violence on the voicemail recording. If the person would like the meeting reminder to be sent to them in the mail they will be asked to fill out an envelope with their address or another safe address they identify to use. The envelope will not have any identification on it other than the person’s name and address. The return address will be to ANJC’s sister agency address that is generic in nature and will not identify any specific services.

**Recruitment Training**

Individuals who accept the role of recruiter will be required to participate in mandatory training prior to recruitment activities. This training will be hosted by the ADAC Project Director and will be held either in-person or by video conference prior to recruitment.

Recruiter training will include the following:

* An overview of the ADAC grant project
* Needs Assessment process
* Participant requirements
* Important information pertaining to safety, confidentiality, mandatory reporting and accessibility
* Recruitment tools
* Criteria to determine participant appropriateness for specific focus groups
* Minimum/Maximum participants for focus groups and participant tracking process
* Project Director’s contact information

**Consent Process:**

**Affirmative Consent**

It is important to ADAC that participants in the Needs Assessment each consent to their involvement in the process. We will make sure of this by giving each adult participant with I/DD willing to attend a focus group or interview, a consent guide (See Appendix C) that goes over the process and with it a consent form to check off and initial if they agree. (See Appendix D) This is called an affirmative consent process and we will use it with all adults with I/DD who will join all focus groups or interviews.

Before we start each group or interview, we will remind everyone of the form they signed and make sure they are okay to start the group or interview. (See Beginning Script Appendix J) If they agree to stay in the group or interview we will know that they have agreed to fully and freely participate. We have chosen this process to capture the benefits of written consent with the ease and time-saving of verbal consent. Agreeing to participate by signing the consent form before the group or interview will make sure that the person fully understands what they are agreeing to do. It will allow participants time to review the consent guide and checklist, process its contents, and ask questions.

**Passive Consent**

We have decided to use passive consent for all other participants. We understand that if they call to participate, they are doing so voluntarily. The recruiting staff will go over the highlights of the consent guide when they call to RSVP. This will ensure a more trauma informed approach for our survivor participants since we understand that they may be in crisis and handing them more paperwork may be overwhelming. The process will be the same for our Legal Guardians/Parents.

Before we start each group or interview, we will review with everyone the consent guide and make sure they are okay to start the group or interview. (See Beginning Script Appendix J) If they agree to stay in the group or interview we will know that they have agreed to fully and freely participate.

The written consent guide will inform survivors of domestic and sexual violence the following:

* I understand that the purpose of this project is to identify ways to improve services for survivors of domestic and/or sexual violence.
* I understand that I will be asked questions along with other people in a small group.
* I understand that I will be asked to discuss my experience accessing services as a survivor.
* I understand that I do not have to answer any question that I do not feel comfortable answering.
* I understand that I can say, “pass” if I do not want to answer.
* I understand that, even if I have started to answer a question, I can stop talking at any point.
* I understand that I can leave the focus group at any point.
* I understand I can take a break from the focus group at any point for any reason.
* I understand that some of my answers could be shared with other professionals working on this project.
* I understand the people who work on this project are trained to keep things private.
* I understand that my comments, but not my name or other identifying information, will be recorded electronically and in writing.
* I understand that only the Project Director will have access to the recordings and notes of the groups and interviews.
* I understand that my comments may be used anonymously in a project report.

The written consent guide will inform people with I/DD, Parents and guardians of people with I/DD with the following:

* I understand that the purpose of this project is to find ways to improve services for people with I/DD.
* I understand that I will be asked questions along with other people in a small group.
* I understand that I will be asked to talk about my experience getting services.
* I understand that I do not have to answer any question that I do not want to answer.
* I understand I can say, “pass” if I do not want to answer.
* I understand that, even if I have started to answer a question, I can stop talking at any point.
* I understand that I can leave the group at any time.
* I understand I can take a break from the group at any time for any reason.
* I understand that some of my answers could be shared with other professionals working on this project.
* I understand the people who work on this project are trained to keep things private or secret.
* I understand that what I say will be recorded on a phone and in writing.
* I understand that only the Project Director will have access to the recordings and notes of the groups and interviews.
* I understand that my words, but never my name, may be used in a project report.

Verbal consent at the beginning of each focus group session cuts out any extra time to go over everything before we start the group. This verbal consent will be clearly stated when the facilitator starts the group or interview with the Beginning Script.

The Beginning Script will:

* remind participants of what to expect during the focus group;
* highlight for participants that they can withdraw their consent and leave or discontinue the focus group at any time;
* affirm that participation is completely voluntary;
* affirm that there are no negative consequences if someone refuses to participate or stop their participation at any time;
* affirm that there are no negative consequences for participating or for any comments made during the groups.

Once the beginning script has been read, it will give participants one more opportunity to consent, by staying in the room.

**Guardianship:**

ADAC will attempt to recruit people who have legal guardians as well as those who do not. When people are agreeing to join our focus groups or meet for an interview, they will be asked if they sign for things themselves, or have someone else sign for them. We will ask for information regarding the scope of the legal guardian’s authority to determine if they need to be present for the person being recruited to sign for them to participate. For those people who do have legal guardians that need to be present, we will speak to both the person being recruited and their guardian about the project. We will use the same Information sheet and consent form and will answer any questions either person has before they begin to participate. The guardian is free to be present at the location of the group, but will not be allowed to attend the group. There will be a focus group for legal guardians available if they would like to participate in the needs assessment.

ADAC also understands that parents may be a support person for an adult with I/DD. If the parent is the legal guardian, we will follow the same procedure for legal guardians. If the parent is not the legal guardian, we will inform the parent about the focus group for parents if they would wish to participate.

**Confidentiality:**

**Preserving Confidentiality**

The following are the specific ways we will make sure to keep things as confidential as the law allows:

* Personally identifying information will only be collected during the RSVP process, when individuals will be asked their first name and the first letter of their last name in order to link them with any requests for accommodations. Once an individual RSVPs, they will receive a confirmation number that will be their identifier for the remainder of the project.
* The Project Director will keep a list of any individuals who request accommodations and their confirmation number.
* The list of accommodations and confirmation numbers will be brought to each focus group/interview as needed, and will be destroyed within 2 weeks after the focus group/interview.
* Contact information will be given only if they are requesting meeting reminders. This information will be destroyed within 2 weeks after the focus group/interview.
* In focus groups and interviews, participants will be asked not to provide any identifying information about themselves, specific staff, or program participants. (See Appendix B and J)
* In focus groups and interviews, survivor participants will be asked not to provide any information about specific experiences of violence.
* Any RSVPs not already destroyed from the above procedure will be destroyed after each focus group/interview.
* Focus group participants will be asked to keep confidential any information discussed or shared during the focus group with anyone who did not participate in their specific focus group. Also, participants will be asked to not discuss what is said in the group with other group participants once the group is over. However, because we cannot make sure that participants preserve confidentiality, participants will also be encouraged to be mindful of what they share.
* The note taker will not link personal identifying information to comments made during any focus groups or interviews. However, she may link comments as being from the same person.
* The final needs assessment report will identify trends, themes, barriers, and strengths, linked to what each organization and group as a whole stated during the needs assessment process as a summary.
* Any information gathered through the needs assessment process will be kept by the Project Director in a locked cabinet and/or stored in password-protected computers that only the Project Director has access to.
* If the note taker is someone other than the Project Director, the Project Director will receive all notes and recordings from the note taker to create the summary.
* The Project Director will make summaries and quote anonymously information from the focus groups and interviews. The note taker will be identifying themes, patterns, and issues that come up in the group with any ADAC member involved in that group or interview to make sure all the information shared between the Project Director, facilitator, and note taker while it is fresh in people’s minds.
* Draft copies of the needs assessment report will be kept in a locked cabinet and/or stored in password protected computers that only the collaboration team members have access to.
* The report will not be shared with anyone outside of the collaboration until it has been reviewed and approved by the collaboration, the Vera Institute of Justice, and the Office on Violence Against Women.
* All notes, records, and anything else in writing that is related to the needs assessment that has not already been destroyed will be destroyed after the strategic plan has been approved by Office on Violence Against Women and (all collaborative agencies) have signed off on it.

**Mandatory Reporting**

Although our focus groups and interviews are not designed to ask about a person’s history of abuse, there is a possibility that someone may make a disclosure. Some members of ADAC have been identified as mandated reporters which has been taken into consideration for the needs assessment process. Team members who have been identified as mandated reporters will be excluded from participating in focus groups and interviews whenever possible. All participants in focus groups and interviews will be informed of the mandatory reporting requirements in Alaska at the time of recruitment as well as at the start of the focus group or interview. In the case in which a mandated report must be made, ADAC members will follow the process established in the ADAC Charter. ADAC has decided to help preserve the participant’s confidentiality by utilizing a third party facilitator, who will be fully trained on how to manage mandatory reporting pursuant to the collaboration charter.

Therefore, the ADAC team has put in place clear information about the limits of confidentiality throughout this process.

The ADAC team highly values people’s rights to determine how they disclose information, and in order to support this, we have put in place the following:

* During recruitment, people will be told about how each group and interview will run including the limits of confidentiality
* The limits of confidentiality will be written on an Information sheet that will be given to all people recruited for the project (unless there is a safety concern or the person declines the handout.)
* Before the start of every group or interview the participants will be reminded of the limits of confidentiality that were stated in the consent guide.
* Facilitators will make every effort to intervene and redirect participants before stories are shared that could lead to any disclosure happening.
* However, if a mandatory report is required from something said in a focus group or interview, we will involve the survivor in reporting to the relevant regulatory agency. This can involve a person making a self-report or making a report with involvement from the survivor. If the survivor wishes to not be involved, the mandated reporter will still need to make the report, but without the survivor. The survivor will be told the report will be filed before it is reported, unless there is some specific safety concern that would make this dangerous. Once the report has been filed, the survivor will be told about it if they chose not to be part of the process and staff will offer any safety planning or processing needed by the survivor and, if necessary, a referral to another agency or staff member if the relationship was compromised through the report.

**Accessibility Considerations**

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

* Accessible space will be used for all focus groups and interviews.
* When possible, the collaboration will use space the participants of the groups are familiar with and comfortable using.
* Our RSVP form will have space to request any accommodations needed.
* The accommodation requests will go through the Project Director who will attempt to meet all reasonable accommodations to the best of the collaborations ability.
* Facilitators will be instructed to attend to the particular needs of each group and speak in a manner that is accessible to all participants.
* All print materials and needs assessment tools will be available in alternative formats (for example, large print, digital format, etc.).

**Safety Considerations**

Physical and psychological safety is a primary consideration of the ADAC team, while recognizing that safety is defined differently for each individual. Every effort will be made to protect the safety of individuals participating in the Needs Assessment process. ADAC has made every effort to develop tools and processes to make sure people are as safe as possible. We’ve done this by:

* Making the questions be meant to gather information about services. The questions are not meant to gather personal stories about abuse.
* For all participants except the staff: If the discussion of services or accessibility brings up memories or intense feelings and/or if a Participant appears likely to disclose, an advocate will be available at each focus group to provide emotional support as needed either during or following the session. A private, accessible space will be made available to ensure confidentiality and safety. Participants will be told that the advocate is available and where they are located.
* Lists of local resources will be available to anyone requesting one.
* Anyone may leave in the process at any point.
* No one has to answer any question that they don’t want to answer.
* No personally identifying information will be linked to people participating in the process, other than to make sure accommodation requests are met or to link comments to the same person.
* We will be offering individual interviews to anyone who would prefer to participate outside of a group setting.
* Also for all people participating we will do the following to help ensure safety for all participants:
* The meeting reminder card will not have the location of the meeting or any information linking the meeting to Partnership agencies. The phone number and email listed on the card are confidential and the voicemail is protected so only the Project Director has access to it.
* We will ask for the first name and first initial of their last name of all participants on the RSVP form in order to connect with any requested accommodations and gift card and will not be linked to any other identifying information.
* We will ask for contact information from those who request a meeting reminder. This information will be destroyed within 2 weeks after the focus group or interview happens.
* Anything we print or hand out for focus groups and interviews for clients will not list Partnership agency names or use language regarding the intersection of sexual violence and disabilities.
* An individual’s Personal Care Attendant (PCA) will not be permitted in the room during focus groups or interviews; however, accommodations will be made for anyone requiring the assistance of a PCA. They can certainly remain outside of the group to be available as necessary.
* An individual’s guardian will not be allowed to be in the focus group or interview. They are more than welcome to remain outside the group to be available as necessary.

**Work Plan**

|  |  |
| --- | --- |
| ADAC Draft Work Plan |  |
| Activity | Timeframe |
| Complete Performance Indicators | March 2020 (CANCELLED DUE TO PANDEMIC) |
| Collaboration Charter | April 2020 – September 2020 |
| ANJC transitions the Project coordinators/directors | July 2020 |
| Collaboration Charter Approval by OVW | October 30, 2020 |
| Statement of Focus submitted | November 2, 2020 |
| Statement of Focus Approval by OVW | December 2, 2020 |
| Develop Needs Assessment Plan | November 2020- February 2021 |
| Complete Performance Indicators | September 2020 |
| Submit Needs Assessment Plan to OVW | March 2021 |
| Needs Assessment Plan Approval by OVW | April 2021 |
| Conduct Needs Assessment | May and June 2021 |
| Complete Performance Indicators | March 2021 |
| Develop Findings Report | July 2021 |
| Submit Findings to OVW | August 2021 |
| Findings Report Approval by OVW | September 2021 |
| Develop Strategic Plan | October and November 2021 |
| Strategic Plan Approval by OVW | December 2021 |
| Implementation\*  \*assumption for applying for a no cost extension, to carry out the implementation phase of this grant | January 2022 – September 2022 |
|  |  |

**Appendix A: Participant Flyer**



**Let’s talk!**

We are holding focus groups to hear what YOU think about getting the services you need!



Things we talk about in the focus group will ***be confidential and private***.

**Participants will receive a $25 gift card**

**If you are interested in participating, please contact**: Sherilyn Leone **907-310-1045** or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com)

**Appendix A: Staff Flyer**

**Your voice matters!**



**Anchorage Disability Abuse Collaborative (ADAC)** is holding focus groups to hear what **YOU** think about providing services that people need!

Things we talk about in the focus group will be confidential and private.



There will not be any negative consequences for you at your work and you can tell us exactly what you think.

**If you are interested in participating, please contact**: Sherilyn Leone 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com)

**Appendix A: Legal Guardian and Parent Flyer**

**Your voice matters!**



**Anchorage Disability Abuse Collaborative (ADAC)** is holding focus groups to hear what YOU think about getting the services adults with I/DD need!



Things we talk about in the focus group will ***be confidential and private***.

**If you are interested in participating, please contact**: Sherilyn Leone **907-310-1045** or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com)

**Appendix B: Information Sheet for Adults with I/DD**

**Your voice matters!**

Would you like to join in a group meeting to talk about how to make our services better? If you cannot come to the group, we are also talking to people one-on-one to ask the same questions.

|  |  |  |
| --- | --- | --- |
| **Anchorage Disability Abuse Collaborative**  **Would like to know…** | **ADAC** | |
| What can organizations do to support you? |  | |
| How do you look for services you need? | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LLJ509NW\theexplorer[1].jpg | |
| What is helpful or not helpful when getting services? |  | |
| **Some things to know…** | | |
| Each group of 6-8 people will last about one hour and will be held in a wheelchair-accessible location. | |  |
| Each group will have one person (maybe two) who will ask you questions. | |  |
| You will get a $25 gift card (even if you don’t stay for the whole group). | |  |
| You can answer only the questions that you feel comfortable answering. | |  |
| If you started to answer a question, you can change your mind and stop any time. | |  |
| You can take a break or leave the group at any time. | |  |
| Some answers might be shared later but no names will be used. | | **X** |
| No one will know what you said and nothing bad will happen because you participated in the group. | |  |
| If our questions make you think of personal stories, please don’t share them in the group. | |  |
| There will be someone available that you can talk to during or after the group. We will also have support for you to reach out to if you need someone to talk to after you leave group. | |  |
| We will keep what you say private unless by law we have to tell (if you are not safe). | |  |
| There will be a paper to review before you agree to join the groups. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Q7IDBB50\right-1712994_960_720[1].png |
| On the RSVP form you can request accommodations and say if you want to come. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\Alternative_Handicapped_Accessible_sign.svg[1].png |
| If you have more questions please contact at Sherilyn Leone at (907) 310-1045 or email at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | |  |

**Appendix B: Information Sheet for Survivors**

**Your voice matters!**

Would you like to join in a group meeting to talk about how to improve services? If you can’t make the group, we are also scheduling individual interviews to ask the same questions.

|  |  |  |
| --- | --- | --- |
| **We would like to know…** |  | |
| What can organizations do to support you? |  | |
| How do survivors look for services? | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LLJ509NW\theexplorer[1].jpg | |
| What is helpful or not helpful when getting services? |  | |
| **Some things to know…** | | |
| Each group of 6-8 people will last about one hour and will be held in a wheelchair-accessible location. | |  |
| Each group will have a facilitator and possibly a co-facilitator who will ask you questions. | |  |
| You will get a $25 gift card (even if you don’t stay for the entire group). | |  |
| You can answer only the questions that you feel comfortable answering. | |  |
| If you started to answer a question, you can change your mind and stop any time. | |  |
| You can take a break or leave the group at any time. | |  |
| Some answers might be shared later but no names will be used. | | **X** |
| No one will know what you said and nothing bad will happen because you participated in the group. | |  |
| If our questions make you think of personal stories, please don’t share them in the group. | |  |
| There will be someone available that you can talk to during or after the group. We will also have support for you to reach out to if you need someone to talk to after you leave group. | |  |
| We will keep what you say confidential unless by law we have to tell if you are not safe. | |  |
| There will be a consent guide to review before you agree to join the groups. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Q7IDBB50\right-1712994_960_720[1].png |
| On the RSVP form you can request accommodations and say if you want to come. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\Alternative_Handicapped_Accessible_sign.svg[1].png |
| If you have more questions please contact at Sherilyn Leone at (907) 310-1045 or email at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | |  |

**Appendix B: Information Sheet for Legal Guardians/Parents**

**Your voice matters!**

Would you like to join in a group meeting to talk about how to improve services? If you can’t make the group, we are also scheduling individual interviews to ask the same questions.

|  |  |  |
| --- | --- | --- |
| **Anchorage Disability Abuse Collaborative**  **would like to know…** | **ADAC** | |
| What can organizations do to support clients? |  | |
| How do you look for services? | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LLJ509NW\theexplorer[1].jpg | |
| What is helpful or not helpful when getting services? |  | |
| **Some things to know…** | | |
| Each group of 6-8 people will last about one hour and will be held in a wheelchair-accessible location. | |  |
| Each group will have a facilitator and possibly a co-facilitator who will ask you questions. | |  |
| You can answer only the questions that you feel comfortable answering. | |  |
| If you started to answer a question, you can change your mind and stop any time. | |  |
| You can take a break or leave the group at any time. | |  |
| Some answers might be shared later but no names will be used. | | **X** |
| No one will know what you said and nothing bad will happen because you participated in the group. | |  |
| If our questions make you think of personal stories, about yourself or the person you support, please don’t share them in the group. | |  |
| There will be someone available that you can talk to during or after the group. We will also have support for you to reach out to if you need someone to talk to after you leave group. | |  |
| We will keep what you say confidential unless by law we have to tell if you are not safe. | |  |
| On the RSVP form you can request accommodations and say if you want to come. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\Alternative_Handicapped_Accessible_sign.svg[1].png |
| If you have more questions please contact at Sherilyn Leone at (907) 310-1045 or email at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | |  |

**Appendix B: Information Sheet for Staff**

**Your voice matters!**

Would you like to join in a group meeting to talk about how to improve services? If you can’t make the group, we are also scheduling individual interviews to ask the same questions.

|  |  |  |
| --- | --- | --- |
| **Anchorage Disability Abuse Collaborative**  **would like to know…** | **ADAC** | |
| What can organizations do to support clients? |  | |
| How do people look or find your services? | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\LLJ509NW\theexplorer[1].jpg | |
| What is helpful or not helpful when providing services? |  | |
| **Some things to know…** | | |
| Each group of 6-8 people will last about one hour and will be held in a wheelchair-accessible location. | |  |
| Each group will have a facilitator and possibly a co-facilitator who will ask you questions. | |  |
| You can answer only the questions that you feel comfortable answering. | |  |
| If you started to answer a question, you can change your mind and stop any time. | |  |
| You can take a break or leave the group at any time. | |  |
| Some answers might be shared later but no names will be used. | | **X** |
| Nothing bad will happen because you participated in the group; we are looking for critical feedback! | |  |
| If our questions make you think of personal stories, or specific names of clients, please don’t share them in the group. | |  |
| We will keep what you say confidential unless by law we have to tell (if you are not safe, or you disclose enough information to trigger a mandatory report of a client). | |  |
| On the RSVP form you can request accommodations and say if you want to come. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\Alternative_Handicapped_Accessible_sign.svg[1].png |
| If you have more questions please contact at Sherilyn Leone at (907) 793-3542 or email at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | |  |

**Appendix C: Consent Guide for Adults with I/DD**

**Informed Consent Guide**

For Anchorage Disability Abuse Collaborative

Focus Groups and Interviews

****

|  |  |  |
| --- | --- | --- |
| My name is Sherilyn Leone |  | |
| I work with Anchorage Disability Abuse Collaborative | ADAC | |
| ADAC wants to find out about how to improve services to people with I/DD. | Image result for time to improve | |
| We are asking you to **help us** with this. |  | |
| We want to know what you think about services for people with I/DD. |  | |
| We want to ask you questions about your experiences, beliefs and thoughts about services in the community. | Related image | |
| We will explain the process to you and will answer your questions. | Image result for introductions clipart | |
| We will also ask you questions. |  | |
| Questions we may ask might make you think of personal stories in your life. |  | |
| Please do not share those during the group. |  | |
| If you feel uncomfortable you can take a break and talk with someone if you want. There will be an advocate available. |  | |
| After we talk to many people we may use what we learn to make services better for people with I/DD. |  | |
| **YOUR QUESTIONS** | | |
| Why should I take part? | | Image result for why should I clipart |
| You are the experts. Your input can help ADAC understand how to make services better. | |  |
| **Do I have to take part?** | |  |
| No, it is your choice. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2L8U0KEK\choices[1].jpg |
| You can change your mind.  No problem...walk away. | | Image result for never mind clipart |
| You do not need to tell us why.  Just walk away. | |  |

|  |  |
| --- | --- |
| Will you tell other people what I say? | Related image |
| **No.**  We might use your words but not your name. But, if you say that you or someone you know is getting hurt we must report it. |  |
| Will my voice be recorded? | Image result for audio recording clipart |
| It may but if it is we will delete it as soon as we write down what you said. |  |
| Your name and information will be private. Anonymous. | Image result for anonymous clipart |
| Others will not be able to pick you out. | Related image |
| You can ask more questions on the day of the interview. | Related image |
| Please let a member of staff know if you want to **take part**. |  |
| **Questions** | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\question-marks[1].jpg |
| Speak to Sherilyn Leone |  |
| Contact Sherilyn Leone  Phone: 907-310-1045  [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | http://www.snowyriver.nsw.gov.au/files/75c9b22c-bb91-47f1-bfb2-a3ae00e514c7/contactus.jpg |

**Appendix C: Consent Guide for Survivors**

**Informed Consent Guide**

Focus Groups and Interviews



|  |  |  |
| --- | --- | --- |
| My name is Sherilyn Leone |  | |
| I work with a group of agencies (including this one) that have come together to improve various services in Anchorage. | ADAC | |
| ADAC wants to find out about how to improve services for survivors of violence. | Image result for time to improve | |
| We are asking you to **help us** with this. |  | |
| We want to know what you think about services for survivors. |  | |
| We want to ask you questions about your experiences, beliefs and thoughts about services in the community. | Related image | |
| We will explain the process to you and will answer your questions. | Image result for introductions clipart | |
| We will also ask you questions. |  | |
| Questions we may ask might make you think of personal stories in your life. |  | |
| Please do not share those during the group. |  | |
| If you feel uncomfortable you can take a break and talk with someone if you want. There will be an advocate available. |  | |
| After we talk to many people we may use what we learn to make services better for survivors. |  | |
| **YOUR QUESTIONS** | | |
| Why should I take part? | | Image result for why should I clipart |
| You are the experts. Your input can help ADAC understand how to make services better. | |  |
| **Do I have to take part?** | |  |
| No, it is your choice. | | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2L8U0KEK\choices[1].jpg |
| You can change your mind.  No problem...walk away. | | Image result for never mind clipart |
| You do not need to tell us why.  Just walk away. | |  |

|  |  |
| --- | --- |
| Will you tell other people what I say? | Related image |
| **No.**  We might use your words but not your name. If you say that you or someone you know is getting hurt we might have to report it. |  |
| Will my voice be recorded? | Image result for audio recording clipart |
| It may but if it is we will delete it as soon as we write down what you said. |  |
| Your name and information will be private. Anonymous. | Image result for anonymous clipart |
| Others will not be able to pick you out. | Related image |
| You can ask more questions on the day of the interview. | Related image |
| Please let Sherilyn know if you want to **take part**. |  |
| **Questions** | C:\Users\hleboeuf\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G9SBLKUQ\question-marks[1].jpg |
| Speak to Sherilyn Leone |  |
| Contact Sherilyn Leone  Phone: 907-310-1045 [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | http://www.snowyriver.nsw.gov.au/files/75c9b22c-bb91-47f1-bfb2-a3ae00e514c7/contactus.jpg |

**Appendix C: Consent Guide for Legal Guardians and Parents**

**Informed Consent Guide**

For Anchorage Disability Abuse Collaborative

Focus Groups and Interviews



|  |  |  |
| --- | --- | --- |
| My name is Sherilyn Leone |  | |
| I work with Anchorage Disability Abuse Collaborative | ADAC | |
| ADAC wants to find out about how to improve services to people with I/DD. | Image result for time to improve | |
| We are asking you to **help us** with this. |  | |
| We want to know what you think about services for people with I/DD. |  | |
| We want to ask you questions about your experiences, beliefs and thoughts about services in the community. | Related image | |
| We will explain the process to you and will answer your questions. | Image result for introductions clipart | |
| We will also ask you questions. |  | |
| Questions we may ask might make you think of personal stories in your life, or from the person you support. |  | |
| Please do not share those during the group. |  | |
| If you feel uncomfortable you can take a break and talk with someone if you want. There will be an advocate outside available. |  | |
| After we talk to many people we may use what we learn to make services better for people with I/DD |  | |
| **YOUR QUESTIONS** | | |
| Why should I take part? | | Image result for why should I clipart |
| You are the experts. Your input can help ADAC understand how to make services better. | |  |
| **Do I have to take part?** | |  |
| No, it is your choice. | | choices[1] |
| You can change your mind.  No problem...walk away. | | Image result for never mind clipart |
| You do not need to tell us why.  Just walk away. | |  |

|  |  |
| --- | --- |
| Will you tell other people what I say? | Related image |
| **No.**  We might use your words but not your name. If you say that you or someone you know is getting hurt we must report it. |  |
| Will my voice be recorded? | Image result for audio recording clipart |
| It may but if it is we will delete it as soon as we write down what you said. |  |
| Your name and information will be private. Anonymous. | Image result for anonymous clipart |
| Others will not be able to pick you out. | Related image |
| You can ask more questions on the day of the interview. | Related image |
| Please let Sherilyn know if you want to **take part**. |  |
| **Questions** | question-marks[1] |
| Speak to Sherilyn Leone |  |
| Contact Sherilyn Leone  Phone: 907-310-1045  [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com) | http://www.snowyriver.nsw.gov.au/files/75c9b22c-bb91-47f1-bfb2-a3ae00e514c7/contactus.jpg |

**Appendix D: Consent Form Checklist for Adults with I/DD**

**Consent Form**

For information or questions Contact:

Project Director, Sherilyn Leone at

(907) 310-1045 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com)

|  |  |  |  |
| --- | --- | --- | --- |
| Please Mark Your Answer | | MCj03826130000[1] | |
|  | I have read and understand the Consent Agreement | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | I had time to think about the group/interview | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | I was able to ask the questions I needed to and got the answers. | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | I agree to have the things I do and say written down and recorded. | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
| **X** | I understand that **my name will not be used** and that other **people will not know what I said.** | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
| Image result for new sad experience clipart | I understand that there will be an **advocate available** if I need to speak to someone during or after the group. | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | Even after the group or interview starts, I know that I do not have to take part and **I can change my mind**, without giving a reason **at any time.** | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | I understand that I have **the right to refuse to answer any of the questions,** and I do not even have to give a reason why. | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |
|  | **I agree to be part of the group or interview.** | 120px-Thumb_up_icon.svg[1]Yes | Circle-Thumb-Down[1]No |

|  |  |  |
| --- | --- | --- |
| ***Your First Name*** | ***Confirmation Number*** | ***Date*** |
|  |  |  |

**Appendix E: Recruitment Script**

**Anchorage Disability Abuse Collaborative Needs Assessment**

**Recruitment Script**

**Adults with I/DD**

Hope is having a group to talk about making services better. It will last for one to one and a half hours. Things that are talked about will remain private. Everyone who comes will get a gift card for $25. Would you like to do this?

**Survivors**

(Agency name) is having focus groups on how to make services better. We value your opinion. It will last for one to one and a half hours. Everything discussed will remain private. It might be held virtually. Everyone who participates will receive a $25 gift card. Would you like to participate?

**Appendix F: RSVP and Accommodation Form**

**Anchorage Disability Abuse Collaborative**

**RSVP and Accommodations Form**

**First Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am attending: (Circle one) Focus Group Interview Survey

**Date of group/interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reminders:**

I want to receive a reminder in the mail (Please fill out Reminder Card)

I want to be contacted by the person who recruited me

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ It is ok to leave a message at this number

**DO NOT** leave a message or text at this number

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAFETY CONCERNS: Do not call or email this participant**

**Accommodations:**

If you need any accommodations to participate in a focus group or interview, please tell us about them. The following is a list of common types of accommodations people request. There is also a space to fill in other things that will make it easier to participate in focus groups or interviews.

Interpreter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistive Communication:

For speech:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For hearing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wheelchair/Other Mobility Access:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childcare: #\_\_\_\_\_\_ Ages: \_\_\_\_\_\_\_\_\_\_\_\_

Personal Care Attendant: (Note: Personal Care Attendants are not allowed in the room where focus groups take place. We will have an assistant in the room to bring you to your PCA, if needed)

I have a food allergy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Accommodations (we will do our best, but cannot guarantee all requested accommodations): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix G: Gift Card Tracker**

**Anchorage Disability Abuse Collaboration**

**Gift Card Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Department Name: |  | Beginning Purchase Amount: | $ |
| Contact Name: |  | Previously Distributed, if any: | $ |
| Program Title: |  | Total Starting Balance, this distribution: | $ |
| Grant: |  | Amount of Gift Cards distributed, this distribution: | $ |
|  |  | Amount of Gift Cards Remaining: | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recipient** | **Date** | **Gift Card Number** | **Amount** | **Recipient Initials** | **Witness Signature** |
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\*Use additional pages as needed **Total Distributed: $\_\_\_\_\_\_\_\_\_\_**

**Appendix H: Meeting Reminder Card**



**Appendix I: Board of Directors Survey questions**

**ANJC’s Board of Directors Survey questions**

*(Survey to be administered through Survey Monkey or by mail)*

Anchorage Disability Abuse Collaborative (ADAC) is a partnership between Alaska Native Justice Center (ANJC), Hope Community Resources (Hope) and Standing Together Against Rape (STAR) to improve services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.

1. **To what degree do you think this project is consistent with ANJC’s mission?** (ANJC’s Missionis justice for Alaska Native People).

A. Strongly consistent

B. Somewhat consistent

C. Not consistent at all

Comments:

1. **To what degree do you think this project aligns with ANJC’s values?**

A. Strongly aligns

B. Somewhat aligns

C. Does not align at all

Comments:

1. **To what degree would you be willing to support new initiatives at ANJC to address the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

1. **How likely are you to utilize ANJC’s staff or project partners for information or training needs at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

1. **In what ways would you be willing to support the work at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

**6. To what extent do you foresee it being a challenge for ANJCto addressthe areas stated above?**

A. Significant

B. Moderate

C. Minimal

D. None

Comments:

**7. Would you like to provide any additional feedback?**

**Appendix I: Board of Directors Survey Questions**

**STAR’s Board of Directors Survey Questions**

*(Survey to be administered through Survey Monkey or by mail)*

Anchorage Disability Abuse Collaborative (ADAC) is a partnership between Alaska Native Justice Center (ANJC), Hope Community Resources (Hope) and Standing Together Against Rape (STAR) to improve services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.

**1. To what degree do you think this project is consistent with STAR’s mission?** (STAR’s Missionis to prevent sexual trauma and provide comprehensive, collaborative crisis intervention, advocacy, and support to victims/survivors, their families and our communities. ).

A. Strongly consistent

B. Somewhat consistent

C. Not consistent at all

Comments:

**2. To what degree do you think this project aligns with STAR’s values?**

A. Strongly aligns

B. Somewhat aligns

C. Does not align at all

Comments:

**3. To what degree would you be willing to support new initiatives at STAR to address the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

**4. How likely are you to utilize STAR’s staff or project partners for information or training needs at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

**5. In what ways would you be willing to support the work at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

**6. To what extent do you foresee it being a challenge for STARto addressthe areas stated above?**

A. Significant

B. Moderate

C. Minimal

D. None

Comments:

**7. Would you like to provide any additional feedback?**

**Appendix I: Board of Directors Survey Questions**

**Hope’s Board of Directors Survey Questions**

*(Survey to be administered through Survey Monkey or by mail)*

Anchorage Disability Abuse Collaborative (ADAC) is a partnership between Alaska Native Justice Center (ANJC), Hope Community Resources (Hope) and Standing Together Against Rape (STAR) to improve services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.

**1. To what degree do you think this project is consistent with Hope’s mission?** (Hope’s Missionis to provide services and supports, requested and designed by individuals and families who experience disabilities, resulting in choice, control, family preservation and community inclusion).

A. Strongly consistent

B. Somewhat consistent

C. Not consistent at all

Comments:

**2. To what degree do you think this project aligns with Hope’s values?**

A. Strongly aligns

B. Somewhat aligns

C. Does not align at all

Comments:

**3. To what degree would you be willing to support new initiatives at Hope to address the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

**4. How likely are you to utilize Hope’s staff or project partners for information or training needs at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

A. Definitely would

B. Likely would

C. Not sure

D. Likely would not

E. Definitely would not

F. Need more information

Comments:

**5. In what ways would you be willing to support the work at the intersection of domestic violence, sexual assault, intellectual and developmental disability issues?**

**6. To what extent do you foresee it being a challenge for Hopeto addressthe areas stated above?**

A. Significant

B. Moderate

C. Minimal

D. None

Comments:

**7. Would you like to provide any additional feedback?**

**Appendix J: Beginning Script for Adults with I/DD**

**Beginning Script for Focus Groups and Interviews for People with I/DD**

Hello and thank you so much for agreeing to help us! My name is \_\_\_\_\_\_\_\_\_ (If Co-facilitator… and this is \_\_\_\_\_\_\_\_\_\_\_\_.) This is \_\_\_\_\_\_\_\_\_ who is our note-taker and will be writing down things we say and also recording us to make sure *we* get it right. (*Insert note takers name*) will not use names when *writing* things down so they will be anonymous and then will also destroy the notes and delete the recording.

I want to remind you about the consent form that you went over and signed. We will keep what we say private, so people can feel comfortable sharing. The only time we would not be able to keep it private, is if someone is in danger.

We are so glad you agreed to come and talk to us today and we want to make sure you are still agreeing to participate. If you have changed your mind and want to leave at any point, that is okay too.

So if you all are okay to stay, we can start. [Pause to make sure people have time to agree to stay.]

Okay, so welcome to our focus group! We want to find out what you think is helpful or not helpful when you are trying to get services in your community. You can answer these questions about any services you think about in the community. There are no right or wrong answers. I am not going to call on people. You can choose to answer or not answer any question. I will wait after each question to make sure that anyone who wants to speak has a turn. And let’s make sure that we give each other time to speak, and not talk at the same time.

Just as a reminder, please don’t share really personal things about yourself today. We do know that talking about some things that don’t go well with services can be hard. So we have an advocate available that you can go and talk with to get support.

We’ll spend about an hour to an hour and a half talking today and you will have a gift card *(\*to take home with you when you leave or will be brought to you at your home).* You will still be able to keep your gift card even if you don’t answer the questions or if you choose to leave now or before the group ends. We value your input and time. We hope we’ve created a safe environment where you feel comfortable sharing your experience with service providers.

Are there any questions before we start?

**Conclusion**

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.

**Appendix J: Beginning Script for Survivors**

**Beginning Script for Focus Groups and Interviews for Survivors**

Hello and thank you so much for agreeing to help us! My name is \_\_\_\_\_\_\_\_\_ (If Co-facilitator… and this is \_\_\_\_\_\_\_\_\_\_\_\_.) This is \_\_\_\_\_\_\_\_\_ who is our note-taker and will be writing down things we say and also recording us to make sure *we* get it right. (*Insert note takers name*) will not use names when *writing* things down so they will be anonymous and then will also destroy the notes and delete the recording.

As a reminder, anything you share today is anonymous. We will keep what is said private, so people can feel comfortable sharing. The only time we would not be able to keep it private, is if someone is in danger.

We are so glad you agreed to come and talk to us today and we want to make sure you are still agreeing to participate. If you have changed your mind and want to leave at any point, that is okay too.

So if you all are okay to stay, we can start. [Pause to make sure people have time to agree to stay.]

Okay, so welcome to our focus group! We want to find out what you think is helpful or not helpful when you are trying to get services in your community. You can answer these questions about any services you think about in the community. There are no right or wrong answers. I am not going to call on people. You can choose to answer or not answer any question. I will wait after each question to make sure that anyone who wants to speak has a turn. And let’s make sure that we give each other time to speak, and not talk at the same time.

Just as a reminder, please don’t share really personal things about yourself today. We do know that talking about some things that don’t go well with services can be hard. So we have an advocate available that you can go and talk with to get support.

We’ll spend about an hour to an hour and a half talking today and you will have a gift card *(\*to take home with you when you leave or will be available to pick up at your convenience).* You will still be able to keep your gift card even if you don’t answer the questions or if you choose to leave now or before the group ends. We value your input and time. We hope we’ve created a safe environment where you feel comfortable sharing your experience with service providers.

Are there any questions before we start?

**Conclusion**

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. Please be sure to pick up your gift card on your way out and have a great rest of the day! *(Please be sure to remember to pick up your gift card from Cook Inlet Tribal Council front desk. They are at 3600 San Jeronimo Ct. You only need to identify yourself with your confirmation code, no names will be asked for.)\*if focus group is held virtually.*

**Appendix J: Beginning Script for Legal Guardians/Parents**

**Beginning Script for Focus Groups and Interviews for Parents/Legal Guardians**

Hello and thank you so much for agreeing to help us! My name is \_\_\_\_\_\_\_\_\_ (If Co-facilitator… and this is \_\_\_\_\_\_\_\_\_\_\_\_.) This is \_\_\_\_\_\_\_\_\_ who is our note-taker and will be writing down things we say and also recording us to make sure *we* get it right. (*Insert note takers name*) will not use names when *writing* things down so they will be anonymous and then will also destroy the notes and delete the recording.

As a reminder, anything you share today is anonymous. We will keep what is said private, so people can feel comfortable sharing. The only time we would not be able to keep it private, is if someone is in danger.

We are so glad you agreed to come and talk to us today, and I just want to make sure you are all still agreeing to participate. If you have changed your mind and want to leave, that is okay too.

So if you all are okay to stay, we can start. [Pause to make sure people have time to agree to stay.]

Okay, so welcome to our focus group! We want to find out what you think is helpful or not helpful when people with I/DD or you as their supports are trying to get services in the community. You can answer these questions about any services you think about in the community. There are no right or wrong answers. I am not going to call on people. You can choose to answer or not answer any question. I will wait after each question to make sure that anyone who wants to speak has a turn. And let’s make sure that we give each other time to speak, and not talk at the same time.

Just as a reminder, please don’t share really personal things about yourself or the person you support here. We do know that even just talking about some things that don’t go well with services can be hard. We have an advocate available, just in case you need some support.

We’ll spend about an hour to an hour and a half talking today. We hope you feel free to answer the questions that you’d like to answer. We value your input and time. We hope we’ve created a safe environment where you feel comfortable sharing your experience with service providers.

Are there any questions before we start?

**Conclusion**

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.

**Appendix J: Beginning Script for Staff**

**Beginning Script for Focus Groups and Interviews for Staff**

Hello and thank you so much for agreeing to be a part of our focus group today. Your feedback and participation is valuable for our community partners to improve their services. My name is \_\_\_\_\_\_\_\_\_ (If Co-facilitator… and this is \_\_\_\_\_\_\_\_\_\_\_\_.) Also with me I would like to introduce \_\_\_\_\_\_\_\_\_ who will be taking notes and recording us to make sure *we* get it right. (*Insert note takers name*). Everything that is shared today will remain anonymous and we will destroy the notes and delete the recording once the information is gathered.

As a reminder, anything you share today is anonymous. We will keep what is said private, so people can feel comfortable sharing. The only time we would not be able to keep it private, is if someone is in danger.

We are so glad you agreed to come and talk to us today, and I just want to make sure you are all still agreeing to participate. If you have changed your mind and want to leave, that is okay too.

So if you all are okay to stay, we can start. [Pause to make sure people have time to agree to stay.]

Okay, so welcome to our focus group! We want to find out what you think about providing services to survivors and people with I/DD in the community. We want to find out what you think is helpful or not helpful when providing services to people who are trying to get services in the community. You can answer these questions about any services you think about in the community but we want to try to focus on our place of employment here and what we need to do the best job possible. There are no right or wrong answers. I am not going to call on people. You can choose to answer or not answer any question. I will wait after each question to make sure that anyone who wants to speak has a turn. And let’s make sure that we give each other time to speak, and not talk at the same time.

Just as a reminder, please don’t share really personal things about yourself or anyone you have worked with here. We’ll spend about an hour to an hour and a half talking today. We hope you feel free to answer the questions that you’d like to answer. We value your input and time. We hope we’ve created a safe environment where you feel comfortable sharing your experience.

Are there any questions before we start?

**Conclusion**

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.

**Appendix J: Beginning Script for Executive and Leadership Teams**

**Beginning Script for Focus Groups and Interviews for Executive and Leadership Teams**

Hello and thank you so much for agreeing to be a part of our focus group today. Your feedback and participation is valuable for our community partners to improve their services. My name is \_\_\_\_\_\_\_\_\_ (If Co-facilitator… and this is \_\_\_\_\_\_\_\_\_\_\_\_.) Also with me I would like to introduce \_\_\_\_\_\_\_\_\_ who will be taking notes and recording us to make sure *we* get it right. (*Insert note takers name*). Everything that is shared today will remain anonymous and we will destroy the notes and delete the recording once the information is gathered.

As a reminder, anything you share today is anonymous, although we recognize that your leadership position may make your more recognizable, without having a large peer group. We will keep what is said as anonymous as possible, so people can feel comfortable sharing. The only time we would not be able to keep it private, is if someone is in danger and you give us enough information to trigger a mandatory report. We ask that you refrain from doing that.

We want to find out what you think about providing services to survivors and people with I/DD in the community. We want to find out what you think is helpful or not helpful to you and to your staff when people are trying to effectively serve survivors with I/DD. There are no right or wrong answers. I am not going to call on people. You can choose to answer or not answer any question.

Just as a reminder, please don’t share really personal things about yourself or specifically identifiable cases here. We’ll spend about an hour to an hour and a half talking today. We hope you feel free to answer the questions that you’d like to answer. We value your input and time.

Are there any questions before we start?

**Conclusion**

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.

**Appendix K: Focus Group/Interview Questions**

**Focus Group Questions for Adults w/ I/DD**

*Read Beginning Script*

We are going to talk about three different concepts today before starting our Focus group questions: Safety, Confidentiality (or Privacy), and Mandated Reporting. We are going to define ideas as a group so we all know what we mean when we use those words.

**1. What does Safety mean to you?**

a. What do people who support you (family, staff, and friends) do to help you feel safe?

b. What have service providers done to make you feel safe?

**2. What does Privacy mean to you?**

a. What are some examples of things that should be private?

b. What do people in your life do to show that they respect your privacy?

**3. What does the word confidentiality mean to you? How about keeping things private, do you know what that means?**

a. Are you afraid your story will be told to other people?

b. Is it okay for someone to tell your guardian what you say? If they need to tell your guardian, how do you want it to happen?

**[BREAK]**

Now that we are back from break, let’s come up with a list of different places where people with intellectual and developmental disabilities get help or support? (This list may include the name of the local developmental service agency, support staff, former school teacher, doctors, social security office, fuel assistance office, Protection and Advocacy, Legal Aid, Vocational Rehab, therapists or counselors, local self-advocacy group, hospitals, Special Olympics, police, job coach, etc.)

**4. How do you find out about services or agencies in Anchorage?**

a. How did you learn about the services you use?

b. How do you find out about new services?

c. Where are some places you think it would be good for sharing information with people on what services are available to them? (Prompts: Church Bulletin? Library? Stores? Internet?)

**Sometimes, agencies do things that make it difficult for people with disabilities to get the information they need about services available.**

**5. What are some things agencies do that make it harder for you to get information?**

a. Do they have information in ways you can use it? (e.g. with pictures, in large print, recorded on video)

b. What is the best way for a person with a disability to get the information that they need?

**6. What should the people who work in these places do to better?**

a. There are lots of people who try to help you out. Think about your favorite person. What do they do that is helpful? What do they do that makes you feel comfortable?

b. Now think about someone who has not been helpful. What did they do that was not helpful?

c. If I have information for you, what is the best way to give you the information?

d. How do you best let me know that you understand any information I give you?

**7. What can a person who works in one of these places do to make it easy for you to contact them?**

a. What kind of information would you want from a new person who is offering to help you? (Helpful materials such as pamphlets, information flyers or business cards. Materials in larger print other adaptations. How can they be reached, phone number, email, texting, etc. )

b. Do you want them to work with you directly, or talk to someone else about you? Or both? Do you want to have someone with you??

**8. I’d like to ask you about a place in your community where you feel comfortable, and you can trust the staff that works there.**

a. First, please think about the people who work there. What do they do to make you feel comfortable?

b. Now think about the building. What about the building do you like?

c. Is it easy to get around? If yes, what makes it easy to get around?

d. Is it easy to find what you are looking for? If yes, what makes it easy?

**9. Now, I’d like to ask you to think about a place in your community that makes you feel uncomfortable, and that you cannot trust the staff that works there.**

a. First, please think about the people who work there. Do the people that work there do something that makes you uncomfortable? If yes, what do they do to make you feel uncomfortable?

b. Now think about the building. Is there something about the building or place that you don’t like?

c. Is it hard to get around? If yes, what makes it hard to get around?

d. Is it hard to find what you are looking for? If yes, what makes it hard?

Thank you for sharing your ideas about what the agencies and organizations do that make you feel comfortable, welcome, and safe--and what some agencies could do better.

**10. Is there anything else you want to tell us about how to make things better for people with intellectual and developmental disabilities when they go somewhere in Anchorage for services?**

Thank you for spending your valuable time helping us figure out how to make agencies and organizations more comfortable, safer, and helpful for people to work through challenges. Your ideas are guiding the work we do to make our services better and more welcoming.

**Appendix K: Focus Group/Interview Questions**

**Focus Group/Interview Questions for Survivors of Domestic Violence**

*Read Beginning Script*

1. **How did you learn about services available to people who have experienced violence?**

a. Where are good places to provide information about services that are available? (Prompts: churches, bulletins, websites, social media)

1. **What can agencies do to encourage people to seek services for domestic violence?**

a. What things do agencies do to help people who have experienced violence feel more comfortable disclosing or talking about their need for support or services?

b. What things do they do to help people trust and have confidence in them?

1. **If you are receiving services from an organization, what makes you feel safe and comfortable?**

a. What about the location? The building? The space?

b. What was your initial/first contact like? Was it a phone call, walk-in, internet, crisis line?

c. How can staff make the environment welcoming, comfortable & safe?

(i.e. staff knowledge, competency, environment, atmosphere)

d. What can staff do to help you feel more comfortable disclosing or talking about your experience of domestic violence?

1. **On the other hand, what has an agency or service provider done that might have made you feel uncomfortable or unsafe, or prevented you from trusting them or having confidence in them?**

a. Physical space/location

b. Overall atmosphere, comfort level, approachability

c. Staff behavior, competency, knowledge

1. **I’d like to focus now on confidentiality in the context of seeking services as a person who has experienced domestic violence. By confidentiality, we mean keeping your personal information and identifying details about what you experienced private.**

a. How important is confidentiality when you’re seeking or receiving services?

b. How do you feel about an agency sharing your information?

c. Is it ever okay for a staff person or agency to share information with you about others?

d. Did they require you to sign a release of information when you first met with them?

i. If yes, did you feel that you had to sign the release form?

ii. Did they explain what a release is and with whom they would share the information, and how you could control that information?

1. **What challenges have you experienced when seeking safe, welcoming and effective services in your community?**

a. Tell us about challenges you experienced because of stigmas or stereotypes associated with victims of domestic violence.

b. How did you overcome those challenges?

1. **What types of accommodations may a person who has experienced violence need?**
2. **What else would you like service providers to know about how to best support a person who has experienced domestic violence?**
3. **Do you have any other feedback for us?**

**Appendix K: Focus Group/Interview Questions**

**Focus Group/Interview Questions for Survivors of Sexual Violence**

*Read Beginning Script*

**1. How did you learn about services available to people who have experienced violence?**

a. Where are good places to provide information about services that are available? (Prompts: churches, bulletins, websites, social media)

**2. What can agencies do to encourage people to seek services for sexual violence?**

a. What things do agencies do to help people who have experienced violence feel more comfortable disclosing or talking about their need for support or services?

b. What things do they do to help people trust and have confidence in them?

**3. If you are receiving services from an organization, what makes you feel safe and comfortable?**

a. What about the location? The building? The space?

b. What was your initial/first contact like? Was it a phone call, walk-in, internet, crisis line?

c. How can staff make the environment welcoming, comfortable & safe?

(i.e. staff knowledge, competency, environment, atmosphere)

d. What can staff do to help you feel more comfortable disclosing or talking about your experience of sexual violence?

**4. On the other hand, what has an agency or service provider done that might have made you feel uncomfortable or unsafe, or prevented you from trusting them or having confidence in them?**

a. Physical space/location

b. Overall atmosphere, comfort level, approachability

c. Staff behavior, competency, knowledge

**5. I’d like to focus now on confidentiality in the context of seeking services as a person who has experienced sexual violence. By confidentiality, we mean keeping your personal information and identifying details about what you experienced private.**

a. How important is confidentiality when you’re seeking or receiving services?

b. How do you feel about an agency sharing your information?

c. Is it ever okay for a staff person or agency to share information with you about others?

d. Did they require you to sign a release of information when you first met with them?

i. If yes, did you feel that you had to sign the release form?

ii. Did they explain what a release is and with whom they would share the information, and how you could control that information?

**6. What challenges have you experienced when seeking safe, welcoming and effective services in your community?**

a. Tell us about challenges you experienced because of stigmas or stereotypes associated with victims of sexual violence.

b. How did you overcome those challenges?

**7. What types of accommodations may a person who has experienced violence need?**

1. **What else would you like service providers to know about how to best support a person who has experienced sexual violence?**

**9. Do you have any other feedback for us?**

**Appendix K: Focus Group/Interview Questions**

**Focus Group Questions for Legal Guardians of Adults with I/DD**

*Read Beginning Script*

**1. What is your relationship with the person you make legal decisions for? (prompts: parent, court appointed, family friend, family member, etc.)**

**2. How did you find services for the person you are guardian for?**

a. What’s a good way to tell other people how to find services they need?

b. Did anyone help you find this information (i.e. SDS, staff, friend, family, co

**3. What are some important considerations when a service provider is working with a person who is nonverbal that has a guardian?**

a. Who should the service provider talk to about options/services?

b. What’s the best way to obtain informed consent?

c. How do they navigate personal privacy needs?

d. Anything else?

worker, case manager, government agency, counselor)

**Let’s talk about the idea of the person you care for needing help. We all need help sometimes, but it can be hard to ask for help from others.**

**4. How do you think you’ve made it easier for the person you care for to ask for help? From you or anyone else?**

**Now think about the last time you needed help from someone else in your role. 5. How did you get the help needed on their behalf?**

1. How easy is it to find the help you need in your community?
2. How did you know to get the help from that person or agency?
3. What did the staff do to make it easy for you or the individual you care for to share their needs or ask for help?
4. How did they tell you whether they are accessible – like for wheelchairs and easy to read, big print brochures? Did you have to ask or did they offer?
5. What can agencies do to help people with disabilities feel comfortable and give them a feeling of trust?

**Some agencies make it hard to get information about what they do.**

**6. Can you think of things agencies do that make it hard to get information?** For example, how they communicate with the person you care for might make you feel they don’t understand or in a way the person you care for doesn’t understand.

1. Did they provide accommodations?
2. Was it accessible for the person you care for?
3. Were the materials available to you in a way that made it easier for the person you care for to understand them?

**7. When you go somewhere in the community for services and people don’t understand the disability of the person you care for, what is that like?**

a. What would help them better understand?

**8. If you looked for help at an agency & requested accommodations for the person you care for, how did they respond?**

**9. What would you like people in the community to know about how to best support the person you care for?**

**10. Where are good places to provide information about services that are available to people with I/DD?**

**11. Is there anything else you want to make sure we know or can tell others about helping people with I/DD get good services?**

**Appendix K: Focus Group/Interview Questions**

**Focus Group Questions for Parents/Family of Adults with I/DD**

*Read Beginning Script*

To make sure we are all on the same page, when we say “family member” we are specifically referring to your family member receiving services from Hope.

**1. What is the most important thing you look for in a service provider for your family member?**

a. They were referred by someone you trust?

b. They have a history of serving people with intellectual and developmental disabilities?

c. They are known by your community/family?

d. What does the staff do well?

e. The staff appears knowledgeable and comfortable in working with your family member?

i. If so, what did they do to demonstrate this?

ii. The physical space, such as the comfort or accessibility it provides?

iii. If so, what makes it comfortable or accessible for you and your family member?

**2. How do you learn about service providers for your family member? (Some examples may be internet, community bulletin, or referrals.)**

**We recognize that seeking services for someone with an intellectual or developmental disability can come with unique challenges. For example, you may need to request accommodations or you may need for the service to be offered in a way that looks different. We’d like to know what you and your family member’s experience has been like when requesting the specific services or accommodations your family needs. So, thinking back to a time when your family member received excellent services:**

**3. What are some of the specific needs or accommodations you’ve needed when seeking services for your family member?**

a. Respite care

b. Specific accommodations

c. Adaptive equipment

d. Adaptation to approach of providing the service

e. Environmental needs (such as setting for services, physical considerations, sensory considerations)

**4. How was the staff helpful in asking you what your family member’s individual needs were?**

**5. Was there anything in place that made requesting support or accommodations for your family member easy for them/you? For example, providing you and your family with a check-list of available accommodations or asking you/your family member what you needed during the intake process?**

**6. Is there anything that would make asking for supports or accommodations for your family member easier?**

**7. Think about a place in the community where you feel that your family member has received poor services.**

a. What did the staff do poorly?

b. What is your perception of the staff’s knowledgeable and comfort level in working with your family member? What did they do to demonstrate this?

c. Is there anything about the physical space that makes finding services there more difficult, such as any discomfort or inaccessibility issues?

d. Anything else that this organization did not do well?

**8. What do you want service providers in your community to know about how to best support people with intellectual or developmental disabilities that interfere with their ability to communicate their needs with service providers?**

a. What would be the most important things you would teach the staff there?

b. What would be in place to make it easier for you to seek what you needed on your family member’s behalf?

**9. Do you have any other feedback for us on how to make things better for people with intellectual or developmental disabilities/who have experienced domestic or sexual violence] when they go somewhere in the community for services?**

**Appendix K: Focus Group/Interview Questions**

**Focus Group Questions for ANJC Staff**

*Read Beginning Script*

Okay, let’s begin! Please do not share details about clients. I’d like to begin, by asking you about how survivors learn about ANJC’s resources and how we can ultimately best support all survivors including survivors with I/DD.

**1. Where are some places that would be the best for survivors of domestic or sexual violence to learn about ANJC’s services?** *Some examples we hope to hear are: Hospital, Police, Ambulance, Family or Friend, Church/temple/synagogue bulletin boards or Newsletters, Library bulletin boards or Newsletters. Referral from another agency, Social media- Facebook, twitter, etc., Internet*

Now, I’d like to ask you to think about what agencies or service providers could do to help make people’s experience positive when accessing services after a traumatic event.

**2. How should ANJC’s physical space/location of the agency “feel” to help a survivor feel safe/comfortable**? *Some examples: Accessible space, accessible materials, arrangement of furniture, sounds, colors used to decorate, temperature of the room, etc.*

a. What materials and information would be useful to have available?

**3. Overall, do you think ANJC is easy to find and that ANJC’s services are convenient?**

a. If no, what could ANJC do to make services easier to access?

b. Do you feel there are barriers that could prevent someone from connecting with ANJC?

**4. How should an advocate talk to clients about confidentiality/privacy?**

**5. When supporting a survivor at ANJC, should the agency require the person to sign a release of information at the very first meeting?**

a. If yes: Do you think the individual would feel they were required to sign that release?

b. How should the advocate explain what a release was and how we would share information about the individual?

c. Is it ever okay for ANJC to keep on file an unconditional release of information as well as share information about a client and the details of their experience of DV/SV with a different agency at our discretion, rather than the clients?

**6. Have you ever worked with someone where the individual didn’t feel safe to talk about themselves?**

a. What did you do or could have done to help the individual feel comfortable enough to disclose?

b. Did you feel that an individual would feel they are required to share about themselves (even when not comfortable) in order to receive help?

c. What impact does historical trauma have when working with an Alaska Native/American Indian participant?

1. **What are some best practices to know about how to support people who**

**experience domestic or sexual violence?**

a. What is something you consider most important, that needs to be addressed regarding services for individuals who experience domestic or sexual violence?

1. **Have you ever worked with a client who had I/DD that you know of?**

a. How did that go for you and, to your knowledge, the client?

b. What helped you assist them to the best of your ability?

c. If you haven’t worked with someone with I/DD, what do you think would guide you in that work?

d. What do you think might be some barriers to providing them the best service you can?

e. Do you think your services or resources are accessible to people with I/DD? Why or why not?

**9. Are there any policies or procedures which would guide you here?**

a. What would be helpful to you?

b. What could ANJC do to help you feel better able to work with survivors with I/DD?

1. **Is there anything else you’d like to share?**

**Appendix K: Focus Group/Interview Questions**

**Focus Group Questions for STAR Staff**

*Read Beginning Script*

Okay, let’s begin! Please do not share details about clients. I’d like to begin, by asking you about how survivors with I/DD learn about STAR’s resources and how we can best support all survivors including survivors with I/DD.

**1. Where are some places that would be the best for survivors of domestic or sexual violence to learn about STAR’s services?** Some examples we hope to hear are: Hospital, Police, Ambulance, Family or Friend, Church/temple/synagogue bulletin boards or Newsletters, Library bulletin boards or Newsletters. Referral from another agency, Social media- Facebook, twitter, etc., Internet

Now, I’d like to ask you to think about what agencies or service providers could do to help make people’s experience positive when accessing services after a traumatic event.

**2. How should STAR’s physical space/location of the agency “feel” to help a survivor feel safe/comfortable?** Some examples: Accessible space, accessible materials, arrangement of furniture, sounds, colors used to decorate, temperature of the room, etc.

a. What materials and information would be useful to have available?

**3. Overall, do you think STAR is easy to find and that STAR’s services are convenient?**

a. If no, what could STAR do to make services easier to access?

b. Do you feel there are barriers that could prevent someone from connecting with STAR?

**4. How should an advocate or counselor talk to clients about confidentiality/Privacy?**

**5. When supporting a survivor at STAR, should the agency require the person to sign a release of information at the very first meeting?**

a. If yes: Do you think the individual would feel they were required to sign that release?

b. How should the advocate or counselor explain what a release was and how we would share information about the individual?

c. Is it ever okay for STAR to keep on file an unconditional release of information as well as share information about a client and the details of their experience of DV/SV with a different agency at our discretion, rather than the clients?

**6. Have you ever worked with someone where the individual didn’t feel safe to talk about themselves?**

a. What did you do or could have done to help the individual feel comfortable enough to disclose?

b. Did you feel that an individual would feel they are required to share about themselves (even when not comfortable) in order to receive help?

**7. What are some best practices to know about how to support people who experience domestic or sexual violence?**

a. What is something you consider most important, that needs to be addressed regarding services for individuals who experience domestic or sexual violence?

**8. Have you ever worked with a client who had I/DD that you know of?**

a. How did that go for you and, to your knowledge, the client?

b. What helped you assist them to the best of your ability?

c. If you haven’t worked with someone with I/DD, what do you think would guide you in that work?

d. What do you think might be some barriers to providing them the best service you can?

e. Do you think your services or resources are accessible to people with I/DD? Why or why not?

**9. Are there any policies or procedures which would guide you here?**

a. What would be helpful to you?

b. What could STAR do to help you feel better able to work with survivors with I/DD?

**10. Is there anything else you’d like to share?**

**Appendix K: Focus Group Questions**

**Focus Group Questions For Hope Staff**

*Read Beginning Script*

When listening to these questions, please think about your own job and role within Hope. Speak to any experience where you may have worked with a person with I/DD who has experienced domestic or sexual violence. If you haven’t experienced this yet, think about any hypothetical situations where you might work with a person with I/DD who has experienced domestic or sexual violence or you may be the first point of contact for that person within Hope.

1. **How would you rate your awareness and ability to recognize the signs that someone with I/DD may have been recently the victim of domestic violence or sexual violence?**

a. Low? Medium? High?

b. How did you gain this awareness?

c. What additional information would be helpful to you?

1. **What are some factors you believe make it possible for a person to freely disclose their experience of domestic violence or sexual violence at Hope?**
2. **What are some factors that you believe might prevent a person from disclosing domestic violence or sexual violence at Hope?**

**Possible prompts:**

a. Mandatory reporting.

b. Don’t understand what they experienced is abuse.

c. Lack of trust.

d. Fear.

1. **What, if anything, is in place at Hope to let you know when you or one of your staff is working with a person who has experienced domestic or sexual violence? Do you seek this information?**

a. Intake process?

b. Process for individuals to request accommodations?

c. Other policies or procedures?

d. Other?

1. **Let’s talk about your experience in responding to the needs of people who have experienced domestic or sexual violence.**

a. What went well?

b. What didn’t go well?

1. **How comfortable are you, or would you be, working with a person:**

a. Who has experienced domestic or sexual violence?

b. Who is actively disclosing?

c. To create an environment that is conducive to disclosure?

d. What would make you more comfortable?

1. **Is there anything you wish Hope did to better support staff who work with people who may have experienced domestic or sexual violence?**

a. Information/training on how to work with a person who has limited 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 people who have experienced domestic or sexual violence?

c. Are there other organizational supports that Hope could provide?

d. Resources? What types of resources?

1. **What are the challenges that you or Hope have or might have in assisting people who have experienced domestic or sexual violence? Some examples might be:**

a. Staff capacity?

b. Is there anything within the organizational culture that creates barriers? (believability, certain assumptions/stigma about DSV)

c. Policies and procedures?

d. Other resources and training

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

**Appendix K: Focus Group Questions**

**Focus Group-Interview Questions for Director of Operations and Leadership of ANJC**

*Read Beginning Script*

**1. What do you think sets ANJC apart from other organizations in the Anchorage**

**area that serves individuals who have experienced domestic violence and/or**

**sexual violence?**

**2. How do you feel ANJC understands the response needed to serve people with**

**I/DD who have experienced domestic violence and/or sexual violence?**

a. How well do the organization’s policies and/or procedures address these issues?

b. How well are these populations prioritized within the organization?

c. Is there anything about the organization’s culture that could create a barrier to people with I/DD who have experienced domestic violence and/or sexual violence? (such as stigmas, stereotypes)

d. Are there assumptions made about people with I/DD and domestic violence and/or sexual violence that could create a barrier to services? (such as language capacity, guardianship)

e. Do you feel that ANJC has or creates internal barriers to provide appropriate services to assist people with I/DD who have experienced domestic violence and/or sexual violence? (such as budgeting for accommodations)

f. How can you support staff in responding to people with I/DD who have experienced domestic and/or sexual violence?

g. Do you have any thoughts about how to improve ANJC’s response to people with I/DD who have experienced domestic and/or sexual violence?

**3. How does change happen at ANJC?**

a. What is the decision-making process?

b. How are the 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 ANJC to encounter when responding to**

**victims/survivors of domestic violence and/or sexual violence by people with**

**I/DD?**

a. Are there any rules or regulations that impact ANJC’s ability to assist these

populations?

b. Are there any challenges to meeting clients’ requests for assistance?

c. Does mandatory reporting requirements challenge your ability to serve these clients who are victims/survivors of domestic and/or sexual violence?

d. How might guardianship present challenges?

e. How about staff preparedness and training?

**5. What are your thoughts about how the vision of Anchorage Disability Abuse**

**Collaborative (ADAC)\* can continue beyond the funded period of this project?**

a. Will you support the development and dedication of ANJC’s 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 anything else you would like us to know?**

**\*ADAC’s Vision: ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.**

**Appendix K: Focus Group Questions**

**Focus Group-Interview Questions for Executive Director and Leadership of STAR**

*Read Beginning Script*

**1. What do you think sets STAR apart from other organizations in the Anchorage**

**area that serves individuals who have experienced domestic violence and/or**

**sexual violence (DV/SV)?**

**2. How do you feel STAR understands the response needed to serve people with**

**I/DD who have experienced domestic violence and/or sexual violence?**

a. How well do the organization’s policies and/or procedures address these issues?

b. How well are these populations prioritized within the organization?

c. Is there anything about the organization’s culture that could create a barrier to people with I/DD who have experienced domestic violence and/or sexual violence? (such as stigmas, stereotypes)

d. Are there assumptions made about people with I/DD and domestic violence or sexual violence that could create a barrier to services? (such as language capacity, guardianship)

e. Do you feel that STAR has or creates internal barriers to provide appropriate services to assist people with I/DD who have experienced domestic violence and/or sexual violence? (such as budgeting for accommodations)

f. How can you support staff in responding to people with I/DD who have experienced domestic and/or sexual violence?

g. Do you have any thoughts about how to improve STAR’s response to people with I/DD who have experienced domestic and/or sexual violence?

**3. How does change happen at STAR?**

a. What is the decision-making process?

b. How are the 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 STAR to encounter when responding to**

**victims/survivors of domestic violence and/or sexual violence by people with**

**I/DD?**

a. Are there any rules or regulations that impact STAR’s ability to assist these populations?

b. Are there any challenges to meeting clients’ requests for assistance?

c. Does mandatory reporting requirements challenge your ability to serve these clients who are victims/survivors of domestic and/or sexual violence?

d. How might guardianship present challenges?

e. How about staff preparedness and training?

**5. What are your thoughts about how the vision of Anchorage Disability Abuse**

**Collaborative (ADAC)\* can continue beyond the funded period of this project?**

a. Will you support the development and dedication of STAR’s 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 anything else you would like us to know?**

**\*ADAC’s Vision: ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.**

**Appendix K: Focus Group Questions**

**Focus Group-Interview Questions for Executive Director and Leadership at Hope**

*Read Beginning Script*

**1. What do you think sets Hope Community Resources, Inc. (Hope) apart from**

**other organizations in the Anchorage area that serve people with intellectual**

**and developmental disabilities?**

**2. How familiar is Hope with the issue of domestic violence and/or sexual**

**violence (DV/SV) as experienced by people with intellectual and developmental**

**disabilities?**

a. How well do the organization’s policies and/or procedures address these issues?

b. How well is the abuse of people with I/DD prioritized within the organization?

c. Is there anything about the organization’s culture that could create a barrier to people with I/DD who have experienced domestic violence and/or sexual violence? (such as stigmas, stereotypes)

d. Are there assumptions made about people with I/DD and domestic and/or sexual violence that could create a barrier to services? (such as language capacity, guardianship , disbelief of people with I/DD)

e. Do you feel that Hope has or creates internal barriers to provide appropriate services to assist people with I/DD who have experienced domestic violence and/or sexual violence? (such as intentionally not inquiring about abuse, creating an internal structure that makes it difficult for people to disclose abuse, lack of privacy, etc.)

f. How can you support staff in responding to people with I/DD who have experienced domestic and/or sexual violence?

g. Do you have any thoughts about how to improve Hope’s response to people with I/DD, who have experienced domestic and/or sexual violence?

**3. How does change happen at Hope?**

a. What is the decision-making process?

b. How are the 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 Hope to encounter when addressing domestic**

**and/or sexual violence as experienced by people with I/DD?**

a. Are there any rules or regulations that impact Hope’s ability to assist people who have experienced DV/SV?

b. Are there any challenges to meeting people’s requests for assistance?

c. Does mandatory reporting requirements challenge your ability to serve these clients who are victims/survivors of domestic and/or sexual violence?

d. How might guardianship present challenges?

e. How about staff preparedness and training?

**5. What are your thoughts about how the vision of Anchorage Disability Abuse**

**Collaborative (ADAC)\* can continue beyond the funded period of this project?**

a. Will you support the development and dedication of Hope 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 anything else you would like us to know?**

**\*ADAC Vision: ADAC envisions a community responding to all survivors with trauma-informed, culturally aware, person-directed supports until Anchorage is free of domestic and sexual violence.**

**Appendix L: Other Written Materials – Email Request to Participate in Survey – ANJC Board of Directors**

**Request to Participate in a Survey Email**

Hello,

My name is Sherilyn Leone; I’m the Project Director for the Anchorage Disability Abuse Collaboration (ADAC). I am writing to ask you, as a member of the Alaska Native Justice Center (ANJC) Board of Directors, if you would be willing to take about 15 - 20 minutes of your time to complete an online survey. ANJC has been involved with a grant from Office on Violence against Woman (OVW), regarding improving services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). Through this grant, we have created a collaboration called Anchorage Disability Abuse Collaboration (ADAC).

As part of this grant, ADAC is required to conduct a needs assessment of each participating agency. As a member of the ANJC Board, you would be an invaluable resource to tell us what you think about how ANJC can improve services, both for current and future clients who may have I/DD. People with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors.

If you would be willing to take this survey, please click on the link below to get right to our online survey.

*Insert Survey Monkey Link Here*

Your comments and answers will remain anonymous and not attributed to you, but your words may be used in a needs assessment report that will be generated from this process. This survey will be available until \_\_\_\_\_\_ for us to be able to use it in our needs assessment.

If you have any questions or comments about this, please don’t hesitate to contact me at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

Thank you for your time and consideration, and I hope you will lend us some of your knowledge and expertise, so we can help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials - Email Request to Participate in Survey – STAR Board of Directors**

**Request to Participate in a Survey Email**

Hello,

My name is Sherilyn Leone; I’m the Project Director of Anchorage Disability Abuse Collaborative (ADAC). I am writing to ask you, as a member of the Standing Together Against Rape (STAR) Board of Directors, if you would be willing to take about 15 - 20 minutes of your time to complete an online survey. As you know, STAR has been involved with a grant from the Office on Violence against Women (OVW), regarding improving services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). Through this grant, we have created a collaboration called Anchorage Disability Abuse Collaborative (ADAC).

As part of this grant, ADAC is required to conduct a needs assessment of each participating agency. As a member of the STAR Board, you would be an invaluable resource to tell us what you think about how STAR can improve services, both for current clients and any future clients who may have I/DD. People with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors.

If you would be willing to take this survey, please click on the link below to get right to our online survey.

*Insert Survey Monkey Link Here*

Your comments and answers will remain anonymous and not attributed to you, but your words may be used in a needs assessment report that will be generated from this process. This survey will be available until \_\_\_\_\_\_ for us to be able to use it in our needs assessment.

If you have any questions or comments about this, please don’t hesitate to contact Sherilyn Leone, the Project Director for ADAC, at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

Thank you for your time and consideration, and I hope you will lend us some of your knowledge and expertise, so we can help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials - Email Request to Participate in Survey – Hope Board of Directors**

**Request to Participate in a Survey Email**

Hello,

My name is Sherilyn Leone; I’m the Project Director for Anchorage Disability Abuse Collaborative. I am inviting you, as a member of the Hope Community Resources (Hope) Board of Directors, to participate in an online survey which will take about 15 - 20 minutes of your time. Hope has been involved with a grant from the Office on Violence Against Women (OVW) to improve services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). Through this grant, a collaboration has been created called the Anchorage Disability Abuse Collaborative (ADAC).

As part of this grant, ADAC is required to conduct a needs assessment of each participating agency. As a board member, you are an invaluable resource and we would appreciate your insights on how Hope can improve services, both for current and any future support recipients. It is well known that people with I/DD are at higher risk of becoming victims of domestic and/or sexual violence. The goal of our collaboration is to help improve services, support, access and safety for survivors.

If you would be willing to take this survey, please click on the link below to access it online.

*Insert Survey Monkey Link Here*

Your comments and answers will remain anonymous and not attributed directly to you, but your words may be used in a needs assessment report that will be generated from this process. This survey will be available until \_\_\_\_\_\_ for use in the agency needs assessment.

If you have any questions or comments about this, please don’t hesitate to contact Sherilyn Leone, the Project Director for ADAC, at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

Thank you for your time and consideration, and I hope you will share some of your knowledge and expertise to help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials – Email Request to Participate for ANJC Executive and Leadership Team**

**Request to Participate in a Focus Group or Interview Email**

(Name),

My name is Sherilyn Leone, I am the Project Director for the Alaska Native Justice Center’s, Anchorage Disability Abuse Collaborative (ADAC) project. Through the Office on Violence Against Women (OVW) Disabilities Project, ANJC has an opportunity to reevaluate our approach in improving services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). We have established collaboration through this grant project which includes two well-known Community Partners, Hope Community Resources and Standing Together Against Rape (STAR).

People with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors. As part of this project, ADAC is required by our grantor to conduct a needs assessment in each of the collaboration agencies. We invite you to make a difference and participate in a focus group or telephonic interview on topics that will help us improve our internal response.

As a member of the ANJC Leadership, your input is greatly valued on how you feel that ANJC can improve services, both for current clients and any future clients who have I/DD. Your input will remain anonymous, however your statements may be quoted in the needs assessment report that will be generated from this process for our collaboration report.

If you would like to participate, or have any questions, please don’t hesitate to contact me at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

We understand your time is valuable, we thank you for your consideration, and I hope you will be able to take this opportunity so we can help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Thank you for our continued dedication to support ANJC. We look forward to hearing from you.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials – Email Request to Participate for STAR Executive and Leadership Team**

**Request to Participate in a Focus Group or Interview Email**

(Name),

My name is Sherilyn Leone, I am the Project Director for the Standing Together Against Rape’s (STAR), Anchorage Disability Abuse Collaborative (ADAC) project. Through the Office on Violence Against Women (OVW) Disabilities Project, STAR has an opportunity to reevaluate our approach in improving services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). We have established collaboration through this grant project which includes two well-known Community Partners, Alaska Native Justice Center (ANJC) and Hope Community Resources (Hope).

People with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors. As part of this project, ADAC is required by our grantor to conduct a needs assessment in each of the collaboration agencies. We invite you to make a difference and participate in a focus group or telephonic interview on topics that will help us improve our internal response.

As a member of the STAR Leadership, your input is greatly valued on how you feel that STAR can improve services, both for current clients and any future clients who have I/DD. Your input will remain anonymous, however your statements may be quoted in the needs assessment report that will be generated from this process for our collaboration report.

If you would like to participate, or have any questions, please don’t hesitate to contact me at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

We understand your time is valuable, we thank you for your consideration, and I hope you will be able to take this opportunity so we can help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Thank you for our continued dedication to support STAR. We look forward to hearing from you.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials – Email Request to Participate for Hope Executive and Leadership Team**

**Request to Participate in a Focus Group or Interview Email**

(Name),

My name is Sherilyn Leone, I am the Project Director for Hope Community Resources’, Anchorage Disability Abuse Collaborative (ADAC) project. Through the Office on Violence Against Women (OVW) Disabilities Project, Hope has an opportunity to reevaluate our approach in improving services to survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). We have established collaboration through this grant project which includes two well-known Community Partners, Alaska Native Justice Center (ANJC) and Standing Together Against Rape (STAR).

People with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors. As part of this project, ADAC is required by our grantor to conduct a needs assessment in each of the collaboration agencies. We invite you to make a difference and participate in a focus group or telephonic interview on topics that will help us improve our internal response.

As a member of the Hope Leadership, your input is greatly valued on how you feel that Hope can improve services, both for current clients and any future clients who have I/DD. Your input will remain anonymous, however your statements may be quoted in the needs assessment report that will be generated from this process for our collaboration report.

If you would like to participate, or have any questions, please don’t hesitate to contact me at 907-793-3542 or at [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com).

We understand your time is valuable, we thank you for your consideration, and I hope you will be able to take this opportunity so we can help improve the lives of people with I/DD who are survivors of domestic and/or sexual violence.

Thank you for our continued dedication to support Hope. We look forward to hearing from you.

Sincerely,

Sherilyn Leone

ADAC Project Director

**Appendix L: Other Written Materials – Email Request to Participate for Legal Guardians and Parents**

**Email Request for Parent and/or Legal Guardian Focus Group**

Hello,

My name is Sherilyn Leone. I am the Project Director for a collaboration that Hope Community Resources (Hope) has been involved with, funded by a grant from the Office on Violence against Women (OVW), regarding improving services for survivors of domestic and/or sexual violence who have intellectual and/or developmental disabilities (I/DD). Through this grant, we have created a collaboration called Anchorage Disability Abuse Collaborative (ADAC).

As part of this grant, ADAC is required to conduct a needs assessment. As a member of the Hope family, you would be an invaluable resource to tell us what you think about how we can improve services, both for current clients and any future clients who have I/DD. We do know that people with I/DD are at much higher risk of becoming victims of domestic and/or sexual violence, and the goal of our collaboration is to help improve services, support, access and safety for these survivors.

We will be conducting two focus groups; one for Legal Guardians and one for Parents/Adult Support persons. I’ve attached an information sheet for your review. If you would be interested in participating in our focus group, please contact me at 907-310-1045 or [meetingreminderak@gmail.com](mailto:meetingreminderak@gmail.com)

Sincerely,

Sherilyn Leone, Project Director

Anchorage Disability Abuse Collaborative