**ANCHORAGE DISABILITY ABUSE COLLABORATIVE (ADAC)**

**Collaboration Charter**

  

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**Introduction:**

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 respond and address the lack of accessible services for Alaska Natives, people with disabilities and D/deaf people who are survivors of domestic and/or sexual violence. Understanding that change will take a multidisciplinary collaboration, ADAC is committed to endeavor until everyone has access to trauma informed, culturally aware and person-directed services.

This charter provides an infrastructure for the work of the partnership by delineating ADAC’s dedication, structure and bearing.

**Vision Statement:**

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.

**Mission Statement:**

ADAC will respond to the intersectionality of abuse of Alaska Natives, people with disabilities, and D/deaf 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.

\*collaboration/collaborative/partnership are used interchangeably throughout this charter.

**ADAC Values:**

**Self Determination**

We believe in the right to self-determination. Each member represents an autonomous agency, and we recognize the value of coming together with the intentional purpose of collaboration. The value of self-determination extends to each person our agencies serve. Self-determination is a person’s ability to act as the primary agent in their life and to maintain or improve the quality of it. We strive to be mindful of peoples’ emotional, physical, and mental status to provide information which ensures they are fully aware of their individual rights and the resources available to them.

**Equity and Accessibility**

We believe in equity and accessibility. Each member is critical to the success of this collaboration, and commits to meeting people where they are and remove barriers to service(s). We believe in assisting people to navigate complex social service systems in order to gain fair and reasonable access to supports they need.

**Dignity**

We believe in honoring peoples’ inherent dignity. Each of us strives to treat each other, as well as those we serve, with the utmost respect. We value each person’s unique qualities, talents and abilities and respect their determination and resiliency to live their fullest lives.

**Trauma informed**

We believe the collaboration and our services must be trauma informed, and must work to make physical, mental and emotional safety a priority. Recognizing the multiple intersections of complex and historical trauma impacting Alaska Natives/American Indians, survivors of sexual violence, domestic violence, Deaf/deaf individuals, and people with disabilities enhances the likelihood that we do not compound trauma in our service delivery.

**Cultural Diversity**

We value and respect cultural diversity, and celebrate it as a means of healing. Being aware and open to learning about cultural differences is critical to the success of this collaboration. We strive to ensure every service available is culturally appropriate and responsive to the actual need(s) of each person. We strive to develop an understanding of peoples’ experiences through a lens of non-judgement and compassion.

**Integrity**

We believe we have a duty to approach this collaboration with integrity. Integrity can be seen in the honesty and truthfulness, or accuracy of one’s actions. Each of us has made the commitment to work together and be accountable to one another. We believe every member is accountable to their agencies and each other. Each partner brings their perspective to the collaboration and speaks up for what they believe, in the best interest of those we serve. We will be an example of good moral conduct in personal, professional and supportive situations and always be good stewards of public trust.

**Trust**

In order to have a successful collaboration, we believe mutual trust needs to be established. We will strive to create a safe space to question, express dissent, learn, and be vulnerable at times. We consider our collaborative work to be critical to our community and we agree to keep all information discovered through this process of self-reflection and intentional, critical assessment of our organizations confidential. Confidentiality garners honesty and an honest collaboration will yield the best outcomes. We are able to create an environment where all individuals are free to express their opinions without fear of judgement or repercussions.

**Flexibility**

We believe in “leaning into yes”. Simply put, we will do everything in our power to meet individualized needs. Through creative problem solving and braided services, we are willing to try something new or different to safely meet the needs of those we serve.

**Assumptions:**

1. We acknowledge all voices are worthy of being heard.
2. We acknowledge everyone has a right to participate in their own decision-making.
3. We acknowledge our participants’ needs guide our response to provide appropriate services.
4. We acknowledge this work requires collective wisdom and a multidisciplinary response.
5. We acknowledge Alaska has the highest rate of sexual assault in the U.S. – The rate of rape is 4 times higher than the national average.
6. We acknowledge there are systemic deficiencies in the lack of culturally appropriate response to sexual/domestic violence in Anchorage.
7. We acknowledge there are systemic deficiencies in the criminal/legal response to sexual/domestic violence in Anchorage.
8. We acknowledge there is an intersection between people with disabilities, sexual/domestic violence and Alaska Natives.
9. We acknowledge historical trauma has deeply impacted our communities.
10. We acknowledge Anchorage winters hinder peoples’ mobility and autonomy.
11. We acknowledge Anchorage has significant public transportation barriers, resulting in a disproportionate dependence on others.
12. We acknowledge Anchorage is at serious risk of regression in supportive services due to state funding cuts in recent years.
13. We acknowledge the stay-at-home mandates and social distancing guidelines caused by the COVID-19 pandemic have left people isolated and feeling more fearful and anxious.
14. We acknowledge the stay-at-home mandates and social distancing guidelines caused by the COVID-19 pandemic have forced people to shelter in unsafe environments. We anticipate this will result in a fluctuation in the need for services.
15. We acknowledge the COVID-19 pandemic has brought up civil rights discrimination concerns for those who are medically fragile and/or who experience systemic oppression.
16. We acknowledge there will be a substantial need for trauma response as a result of the COVID-19 pandemic.

**MEMBER 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.

**Hope Community Resources**

Hope Community Resources (Hope) is a nonprofit organization serving Alaskan children, adolescents and adults with developmental disabilities, traumatic brain injury, mental health challenges, and Deaf and Hard of Hearing individuals. Hope provides services through seven regional offices located throughout the state. Founded in 1968, the **Purpose of Hope is providing, or accessing resources to provide, needed supports selected by people to live meaningful lives in their communities.**

Hope provides a wide array of services and opportunities including, but not limited to supported and independent living, intentional neighborhoods, foster care, family support, behavioral and mental health supports, recreational opportunities, outdoor pursuits, a working ranch and an art studio and gallery. Each region’s services are tailored to meet the unique needs of that community.

Hope is also home to the Deaf Navigator and the Rural Deaf Student Program. The Deaf Navigator program provides a range of resources and services to Deaf and Hard of Hearing Alaskans to improve long-term employment and housing options. The Rural Deaf Student Support Program provides housing, transportation and outreach to Deaf and Hard of Hearing students, ages 3-22. This program is for students from rural areas of Alaska wishing to attend the Alaska State School for Deaf and Hard of Hearing in Anchorage.

The people who choose Hope’s supports range in age from infancy to the elderly, are of diverse backgrounds, and experience a range of disabilities. Each person is individual and unique and as they change throughout the course of their lives so will their service needs and requests. Self-direction is key to ensure each person is being heard as plans are made and resources are accessed to meet those needs.

**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.

**Contributions and Commitments:**

Each agency in ADAC has identified at least one person within their organization to serve in the collaboration. Each member is authorized to represent their organization in joint collaborative decision-making. Each member will keep their organization informed of collaborative progress and actively seek feedback regarding the collaboration from within their organization.

By participating in the OVW Disabilities Grant Program, ANJC, STAR, and Hope commit to working within the intersectional space of abuse against survivors with Disabilities and who are D/deaf by examining existing services and creating sustainable systems change in the organizations.

ANJC is serving as the “lead agency” for the Anchorage Disability Abuse Collaborative (ADAC) and employs both the Agency member and Project Coordinator/Director. Other agency staff will also participate in planning activities as needed. ANJC will oversee the financial management of the grant process, and will provide expertise on domestic/sexual violence-related services, as well as attention to Alaska Native cultural differences.

STAR employs the Agency member, who will provide expertise on rape crisis services. Other agency staff from STAR will also participate in planning and implementation activities as needed.

Hope Community Resources employs the Agency member, who will provide expertise on Disability and D/deaf services. Other agency staff from Hope will participate in planning and implementation activities as needed.

**ADAC** recognizes the following shared commitments:

* Dedicating time, effort, and agency resources to elevate the shared mission, vision, and values.
* Meeting on a weekly basis to discuss the progress of the collaborative effort and regularly share feedback from respective organizations to ensure effective communication and problem resolution.
* Producing accessible and inclusive content at every stage of the grant process.
* Approaching all tasks with a learning perspective.
* Supporting internal and external relationships to promote sustainable, long-term systems change within the agencies.
* Keeping each other informed by providing timely responses and updates.
* Showing respect and appreciation to all parties involved in the collaboration.
* Emphasizing self-reflection and growth, and continuously addressing biases and assumptions relating to domestic and sexual violence, Alaska Native cultures, people with disabilities and D/deaf people.
* Complying with OVW/Vera reporting requirements, including financial reporting and performance indicators.
* Remaining flexible to shifts and changes to the process and products of this grant for the duration of the COVID-19 global pandemic.

**The STAR Member** **and Agency** will participate in collaborative activities by:

* Sharing expertise on sexual assault and survivor-centered services.
* Sharing experience of working as part of a multidisciplinary team, such as the Anchorage Sexual Assault Response Team.
* Sharing experience from coordinating the Anchorage Disability Response Team.
* Sharing information and resources from membership in the Alaska Network On Domestic Violence and Sexual Assault.
* Sharing information and resources from being a grantee of the Alaska Council on Domestic Violence and Sexual Assault.
* Examining STAR's internal policies and protocols relating to the safety of survivors who live with disabilities or are a member of the D/deaf community.
* Attending weekly two-hour collaborative meetings.
* Attending TA collaborative meetings (including site visits with the Vera Institute of Justice and Office on Violence Against Women).
* Garnering agency-wide buy-in.
* Providing feedback on collaborative content.
* Delegating to agency staff (outside of the Partnership) when their involvement is beneficial to the grant process.
* Serving as the lead communicator with STAR's Board of Directors.
* Committing to address the collaboration’s sustainability once grant funds are no longer available.

**The Hope Community Resources Member** **and Agency** will participate in collaborative activities by:

* Serving as the liaison to the intellectual and developmental disability and the Deaf and Hard of Hearing communities in the Anchorage area.
* Bringing field-specific expertise and knowledge to the collaboration.
* Examining Hope Community Resources internal policies and protocols for addressing interpersonal and sexual violence.
* Attending weekly two-hour collaborative meetings.
* Attending TA collaborative meetings (including site visits with the Vera Institute of Justice and Office on Violence Against Women).
* Garnering agency-wide buy-in.
* Committing to improve existing services and identify gaps to promote greater understanding and enhancement of survivors’ self-advocacy.
* Providing feedback on collaborative content.
* Serving as the lead communicator with Hope Community Resources’ Leadership Team.
* Serving as the lead communicator with Hope Community Resources’ Board of Directors.

**The ANJC Member and Agency** will participate in collaborative activities by:

* Sharing expertise on Alaska Native culture, domestic violence, sexual assault, human trafficking, stalking, dating violence and survivor-centered services.
* Examining ANJC’s internal policies and protocols relating to the safety of survivors.
* Attending weekly two-hour collaborative meetings.
* Serving as the Project Coordinator/Director’s supervisor.
* Providing oversight on biannual grant progress reports and financial accounting, as well as Conference Request Forms and any other TA-related administrative requests.
* Ensuring proper oversight of the contracted outside agency, who will conduct and facilitate focus groups and evaluation surveys.
* Attending TA collaborative meetings (including site visits with the Vera Institute of Justice and Office on Violence Against Women).
* Garnering agency-wide buy-in.
* Providing feedback on collaborative content.
* Delegating to agency staff (outside of the Collaborative) when their involvement is beneficial to the grant process.
* Serving as the lead communicator with ANJC’s Board of Directors.
* Serving as the primary public spokesperson for ADAC, using the collaboration’s shared talking points and deferring to the other agency members when appropriate in media relations (see Communication Plan).
* Providing physical space at ANJC for collaborative meetings, as well as Zoom conference calls for the duration of the COVID-19 pandemic.
* Committing to address the collaboration’s sustainability once grant funds are no longer available.

**The Project Coordinator/Director** will participate in collaborative activities by:

* Leading the collaboration through mandatory key planning activities including collaboration building, developing and conducting a needs assessment and report, and create a strategic plan. Draft deliverables and other key products.
* Meeting regularly with the Vera TA provider.
* Coordinating with the leadership team to monitor grant required information and strategic planning processes.
* Managing the implementation of strategic plan initiatives across partner agencies and/or pilot sites.
* Coordinating and facilitating the community partner meetings, to include scheduling the meetings, creating agendas, recording minutes/logistics, and follow up.
* Collecting needs assessment information and facilitating efforts related to recruitment of focus group participants in accordance with grant guidelines.
* Working closely with collaboration partners to develop, maintain and report goals, and to collect data from community partners.
* Maintaining confidentiality according to regulations and procedures.
* Attending and participating in staff meetings and training sessions as directed.
* Assuring continuous and timely flow of verbal and written communication to and from other staff, and supervisor.
* Preparing, providing and distributing timely and accurate written reports as required or requested.
* Participating in bi-annual Performance Indicators as required by OVW, as well as all technical assistance activities identified by OVW or the TA provider, including any in-person meetings.
* Submitting all progress reports as required by OVW.

**Decision Making Process**

ADAC has agreed that all critical issues related to the collaboration shall be agreed upon in a consensus model of decision making. During decision-making discussions, all partners will be encouraged to participate openly and share knowledge, expertise, and organizational resources with collaboration members.

The Partnership has agreed to ensure an equal participation of each agency involved to ensure transparency and non-biased decisions. Consensus decisions will be reached when all members are in agreement.

The Partnership has agreed to move on with the decision making through an open discussion of the available member organizations. In the rare occasion that an agency member is unable to attend a decision-making meeting, the project coordinator will update the member on what transpired in the meeting and ensure their perspective is considered. The big decisions will only be made with all members present at a meeting. Therefore, the project coordinator/director is the responsible party to coordinate the process.

**ADAC Decisions**

The collaboration will collectively have the authority to make decisions pertaining to the project deliverables, collaborative ability on meeting timelines, and the mobilization of best practices. Collaborative decisions will be agreed upon by all members of ADAC. These include but are not limited to:

* Developing the mission, vision, values, and assumptions of the collaboration.
* Long-range planning for the direction of the collaboration
* Creating and implementing policy.
* Approving the final deliverable products before submission to the Vera Institute of Justice and Office on Violence Against Women.
* Confirming the process for conducting needs assessments and focus groups.
* Confirming the strategic planning initiatives as identified through the needs assessment process and findings.
* Determining when to involve the Vera Institute of Justice and/or the Office on Violence Against Women in collaborative meetings.
* Approving the mechanism of collaboration framework - how to work together to develop the collaboration, charter, reports, strategies and other required documentation.

**Administrative, Logistical, and Project Coordination Decisions**

Administrative, Logistical, and Project Coordination Decisions will fall under the authority of the Anchorage Disability Abuse Collaborative Project Coordinator/Director. These include but are not limited to:

* Coordinating collaborative meeting logistics (arranging calls, reserving locations, coordinating guest travel, sending calendar invitations, documenting meeting minutes, agenda, zoom).
* Ensuring the accessibility of meeting spaces and materials (in consultation with staff at Alaska Native Justice Center, Hope Community Resources, and STAR).
* Ensuring accountability among collaboration members to the agreed upon work process, tasks, and timeline (see Contributions & Commitments, Draft Work Plan).
* Maintaining engagement of collaboration member agencies throughout the grant process.
* Scheduling deadlines (within the general deliverable timeline designed by the Office on Violence Against Women).
* Drafting, editing, and submitting all grant deliverables to the Vera Institute of Justice and Office on Violence Against Women (with the approval of the collaboration members).
* Writing biannual grant progress reports.
* Attending monthly Project Director calls and contributing to the Project Director listserv run by the Vera Institute of Justice.
* Tracking deliverables for the collaboration’s strategic plan.
* Completing the biannual Performance Indicator Assessments.
* Scheduling needs assessment interviews and focus groups, as directed by the Agency supervisor.
* Overseeing and managing the collaboration’s implementation phase.
* Maintaining regular coordination and communication with OVW technical assistance agency.
* Acting as a liaison between the collaboration and the OVW technical support in terms of seeking assistance with the deliverable development or implementation, raising concerns, sharing best practices, seeking guidance and other technical support required by the collaboration or any member organization involved.

**Lead Agency Decisions**

Lead Agency Decisions will fall under the authority of Alaska Native Justice Center. These include but are not limited to:

* Grant spending and budget modifications.
* Establishing and authorizing Memorandums of Understanding (MOUs).
* Interviewing, hiring, and supervising of the ADAC Project Coordinator/Director.
* Complying with grant administrative requests (Conference Request Forms, Grant Adjustment Notices).
* Engaging in Technical Assistance events.
* Financial planning and resource purchasing.
* Making budgetary decisions and ensures timely reporting to OVW on the collaboration’s performance and budget.
* Supervising the project coordinator/director during the lifetime of the project; however, individual collaboration team members can provide input to the direct supervisor on the project coordinator/director’s performance and raise concerns for discussion and further action.
* Terminating the project coordinator/director with appropriate notification to the collaboration members.
* Terminating MOU partnerships in consultation with collaboration team members and OVW.

**Agency Member Decisions**

Agency Member Decisions will fall under the authority of the Director of Operations at ANJC, the Executive Director at Standing Together Against Rape, and the Corporate Culture Director at Hope Community Resources. These include but are not limited to:

* Authorizing internal procedure, operations, and budget changes at each agency.
* Communicating with each agency’s Board of Directors.
* Approving final products and deliverables before submission to the Office on Violence Against Women.

Each member agency has the authority to:

* Participate in the interviewing and hiring process of the project coordinator/director.
* Nominate their organization’s representative to ADAC.
* Approve all final products/ documentation before submission to OVW.
* Internally amend, approve or disapprove changes pertaining to the collaboration suggestions on policy change and amendments.
* Internally approve budgetary issues within their individual agency.
* Approve and sign Memorandum of Understanding (MOU) with collaboration consultation and approval of the lead agency.

**Board of Director Decisions**

Board of Director Decisions will fall under the authority of the agency oversight bodies at ANJC, STAR, and Hope Community Resources. These include but are not limited to:

* Providing final approval on policy or procedural changes related to the mission or direction of the agency.
* Providing final approval on overall agency budget.

**Conflict Resolution Plan**

All members involved in thecollaboration are committed to the mission, vision, values, assumptions, and commitments summarized in this Collaboration Charter. All communication will be approached with respect, honesty, and sensitivity, with acknowledgement to the intersectionality of abuse of Alaska Natives, people with disabilities, and D/deaf people. Conflict is normal and healthy, providing a learning opportunity for the collaboration to grow and expand trust in new ways. Safe and accountable spaces are high priority in the work of this collaboration.

Conflicts that ADAC may encounter include personal conflict and/or organizational conflict, such as personality differences, lack of understanding, uncompleted tasks by collaboration members or member agencies, and/or disagreement in philosophical strategy or approach. Therefore, ADAC has agreed on the following mechanism to resolve any conflict or dispute that may arise during work on this project.

It is the responsibility of the Project Coordinator/Director to maintain the integrity of the Conflict Resolution process. However, if there are conflicts between individual collaboration members, the members agree to make every effort to resolve it between themselves. If a conflict arises for any reason involving agency staff, then the respective agency member will seek a peaceful resolution.

The collaboration has agreed that any matters involving conflict will not be addressed through email, over the phone, or other forms of communication other than face-to-face (in the era of COVID-19, this is inclusive of a zoom meeting).

If a conflict arises concerning the Project Coordinator/Director, the concerned party will communicate with the project coordinator’s supervisor (the Agency Member from ANJC).

If a conflict cannot be resolved within the collaboration, Vera will be asked to mediate as soon as possible with additional input. As a last resort, if further support is needed, OVW will be involved to provide guidance.

Agreed framework for Addressing Conflicts

The collaboration has agreed on the following mechanisms to resolve any conflict or dispute within the course of the project:

* All collaboration members commit to the charter conflict resolution framework.
* Collaboration members will work together to resolve any conflict in a respectful and understanding manner.
* Conflicts will be resolved using discussion and open communication that features inclusive and person-first language.
* Collaboration members will actively listen to each other and keep the collaboration’s vision and mission central.
* Collaboration members will be open to each person’s perspective and allow ample time for each person to get their point across.
* Collaboration members recognize that it is ok to disagree and that agreement is not required in order to reach a resolution. If the collaboration is not able to come to an agreement on an issue, they will work to find common ground to help move the group towards resolution.
* Collaboration members agree to avoid discussion of the conflict outside the collaboration. Such conversation may lead to misunderstanding of the issues and exacerbate the conflict. See confidentiality section.

**Confidentiality Agreement and Mandatory Reporting Requirement**

The collaboration’s role is to create sustainable change within each organization, to strengthen services and deepen trust within the community. In order to identify, create and implement needed and sustainable organizational change, the work of the collaboration is dependent on sharing sensitive information. We will explore individual and organizational perspectives, engage in transparent assessments, and navigate our strengths and differences. This includes acknowledging the strengths and challenges that ANJC, STAR, and Hope have responding to and providing services for D/deaf people and people with disabilities, who have experienced sexual and/or domestic violence. Additionally, any information disclosed about each agency’s policies and procedures will be kept confidential, as well as any data from the needs assessment that might be personally identifying (for either staff or clients we serve). Any sensitive or personally identifying information will not be discussed outside of the collaboration meetings. All records (agendas, minutes, and summaries) will be created solely for the members of the ADAC collaboration and will not be released publicly or to other members of each agency, other than as attachments to OVW Semi-Annual Progress Reports. ADAC holds survivor self-determination as a guiding principle in our collaboration efforts to increase safety and decrease trauma. We agree that protecting the confidentiality of participants is essential for their safety, dignity and trust.

While we hold confidentiality to a high standard, we also recognize that there are legal obligations and limits to confidentiality. Alaska State Statute (47.24.010) includes numerous professional roles which create categories of mandatory reporters for vulnerable adults they have reasonable cause to believe suffer from undue influence, abandonment, exploitation, abuse, neglect, or self-neglect. A ‘vulnerable adult’ means a person 18 years of age or older who, because of physical or mental impairment, is unable to meet the person’s own needs or to seek help without assistance as defined by AS 47.24.900. State laws regarding mandatory reporting by their very definition limit confidentiality, as reports are not necessarily made with the voluntary or informed consent of the person.

The goal of this project is to operate our collaboration and collect feedback on efficiency and accessibility of services without triggering a mandatory report as defined by Alaska State Statute. With all members of the collaboration being mandatory reporters as defined by AS 47.24.010, the collaboration will contract with an outside organization that is not a mandatory reporter to conduct and facilitate focus groups, needs assessment interviews and surveys when that time comes. Despite those efforts, all those participating in needs assessment surveys and focus groups will be thoroughly informed of the confidentiality protocol and mandatory reporting policies prior to participation.This communication will be done in plain language with the support of the proper tools and mechanisms in order to facilitate optimum communication. It is the responsibility of the Partnership to protect every person’s right to choose how, and to whom, their experiences are shared. Each person will also be informed of how data will be collected, retained and used by ADAC, and limited information on the identity of the person will be collected as well. Data collected from needs assessment interviews, focus groups or surveys will contain no personal identifying information, nor will data be linked in any way back to the individual. Once the raw data has been extracted from the reports, all needs assessment surveys and documents will be shredded.

Members of the collaboration will not be performing direct services through the activities of this grant. However, we also recognize that any member of our collaboration, either now or in the future, could meet the statutory definition of a vulnerable adult. Therefore, we will take similar precautions during our collaboration meetings. In the event that a new member joins the Partnership, or an employee of a member agency comes to a meeting to share expertise, the members will assert their responsibilities as mandatory reporters and inform the new member(s) of the confidentiality protocol prior to engaging in collaboration discussion. It is our goal to increase transparency and mitigate any potential negative impact on participants, collaboration members or work group members. While we will report all known or suspected instances of abuse as required by Alaska State Statute, we will work to prevent disclosures of trauma in the context of these grant activities. If a report is required, we will clearly explain what information will be shared, to whom it will be reported, and help the individual create a safety plan (if they wish to do so).

**Communications Plan**

**Internal Communication**

The collaboration agrees to meet four times a month for two hours each meeting during the first year of the project. These meetings will be reassessed by the collaboration on a regular basis to fit with the communication needs of each project’s phase. In the era of the global COVID-19 pandemic, these meetings will be conducted and facilitated via Zoom, or teleconference, to ensure the health and safety of each member.

The collaboration agrees to use meetings and email to support internal and organizational communication. Each agency will choose their preferred internal communication practices for their organization in order to convey updates and project outcomes to their staff. Such strategies could include, staff meetings, board member meetings, Zoom meetings and other forms of internal communication recognized by each organization’s procedures.

Each member is responsible to notify the Project director/coordinator as soon as possible if they will be absent, the project director/coordinator will then decide whether to move forward or reschedule the meeting. In the event the project director/coordinator will be absent, they are responsible to notify their supervisor as soon as possible and the members will make a decision to postpone or move forward with the meeting.

The project director/coordinator is responsible for drafting the agenda and minutes of meetings. The agenda will be sent at least a day before meeting. The minutes will be drafted three business days after the meeting and allow another three business days for members to provide further comments, amendments and edits. Any visual aids used during the meetings will be sent out in advance whenever possible.

If an individual is no longer able to serve as member of the collaboration, the relevant agency will inform members as soon as possible and be responsible for the nomination of another representative.

Each member is responsible for updating their respective agency on the progress of the collaboration activities to ensure continued buy-in. Contents of these updates will be agreed upon by the collaboration with consistent talking points, adhering to the confidentiality agreement. Members will communicate any feedback or questions from staff or board members at the next collaboration meeting. The member agencies are responsible for updating the collaboration on any matter that may hinder the progress of the collaboration work.

**External Communication**

Vera Institute of Justice:

The project coordinator/director will be the main point of contact with our Technical Assistance Provider, the Vera Institute of Justice. We will communicate with the Vera Institute of Justice for consultation and technical assistance relating to our grant deliverables and program goals. The project coordinator/director will teleconference with the assigned Vera Senior Program Associate at least twice a month to discuss the collaboration progress on the project activities, as well as receive guidance and receive feedback for project improvement.

OVW:

The lead agency (ANJC) will be the main point of contact with the Office on Violence Against Women staff. ANJC will communicate with the Office on Violence Against Women staff to request approval for specific grant activities, make any necessary budget adjustments, provide timely semi-annual progress reports and quarterly financial reports, and submit programmatic deliverables.

Community Partners

Community members and other relevant organizations outside the collaboration will be considered community partners. The project coordinator/director is the primary contact person for incoming and outgoing communication with community partners regarding collaboration activities. If needed, the project coordinator/director will request assistance from the collaboration members for communication regarding specific topics/ issues. Below are talking points to follow:

* Anchorage Disability Abuse Collaborative (ADAC) is a multi-year collaboration between Standing Together Against Rape (STAR), Hope Community Resources, and the Alaska Native Justice Center (ANJC). It is designed to strengthen services for survivors of domestic and sexual violence who may be D/deaf and/or have a disability.
* This collaboration is funded by the United States Department of Justice Office on Violence Against Women (OVW), specifically under the discretionary grant program titled “Training and Services to End Violence Against Women with Disabilities Grant Program”.
* The collaboration receives technical assistance from the Vera Institute of Justice – Center on Victimization and Safety.
* The funding for this grant was awarded in 2017 and will continue through 2021, with potential for continued funding after 2021.
* The lead agency on this grant is the Alaska Native Justice Center.
* ADAC’s vision is to help create a community in which all survivors are responded to with trauma-informed, culturally aware, and person-directed supports until Anchorage is free of domestic and sexual violence.
* ADAC strives to create a replicable model of braided services and educational tools to strengthen supports for people who are D/deaf or have a disability, who have experienced sexual and/or domestic violence.
* ADAC’s mission is to create 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 the community and respond to the intersectionality of abuse of Alaska Natives, people with disabilities, and D/deaf people.
* The collaboration includes the Executive Director of STAR (Keeley Olson), the Senior Program Manager, Advocacy Department at ANJC (Marlene Mack), the Corporate Culture Director at Hope Community Resources (Robin Siverson) and the collaboration’s Project Coordinator/director (Sherilyn Leone).
* The collaboration believes that people are the experts of their own lives and experiences.
* ADACbelieves in the active inclusion, engagement, and participation of those we serve throughout this project.

Media and Press Releases

Each respective agency requires approval for any content related to media or public events. Unless such content is approved by each member agency, none of the partner agencies are able to communicate any information pertaining to the collaboration to outside media. We also acknowledge that, according to media-related internal policies of the collaboration member organizations, media materials related to any individual organization’s work or progress, must be approved by the respective agency prior to any release. The collaboration will strive to have representatives from each member agency to participate in media events. The collaboration also strives to make its media events accessible to everyone.

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

**GLOSSARY OF KEY TERMS**

**Alaska Native**

A term to describe the Indigenous peoples of Alaska: encompassing widely diverse cultures, languages, life ways, art forms and histories, while sharing many core values. There are 11 distinct cultures described geographically as: Eyak, Tlingit, Haida, Tsimshian, Inupiaq, St. Lawrence Island Yupik, Yup’ik, Cup’ik, Athabascan, Alutiiq (Sugpiaq), and Unangax.

**COVID-19 Pandemic**

The genesis of a novel coronavirus in late 2019, for which there was no human immunity, no known treatments, no cure and no vaccine. It brought the world to a standstill, caused economies to suffer, and at the time of this draft, has infected millions and killed more than 500,000 (1/4 of them United States citizens).

**Cultural Diversity**

A system of beliefs and behaviors that recognizes and respects the presence of all diverse groups in an organization or society, acknowledges and values their socio-cultural differences, and encourages and enables their continued contribution within an inclusive cultural context which empowers all within the organization or society. It is a celebration of acknowledged differences rather than tolerance of differences.

**Deaf/deaf**

The "uppercase D" Deaf is used to describe people who identify as culturally Deaf and are actively engaged with the Deaf community. Deaf with a capital D indicates a cultural identity for people with hearing loss who share a common culture and have a shared sign language. The "lowercase d" deaf simply refers to the medical condition of having hearing loss. People who identify as deaf with a lowercase d often don't have a strong connection to the Deaf community and most likely do not use sign language, preferring to communicate orally.

**Disability**

The International Classification of Functioning, Disability and Health (ICF) defines disability as an umbrella term for impairments, activity limitations and participation restrictions. Disability is the interaction between individuals with a health condition (e.g. cerebral palsy, Down syndrome and depression) and personal and environmental factors (e.g. negative attitudes, inaccessible transportation and public buildings, and limited social supports).

**Domestic Violence**

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction..

**Historical Trauma**

Intergenerational trauma experienced by a specific cultural group that has a history of being systematically oppressed.This isinclusive of different ethnic groups, people with disabilities, the Deaf/deaf community, and victims of domestic/sexual violence.

**Intellectual and Developmental Disability (IDD)**

The term "developmental disabilities" is a broader category of often lifelong disability that can be intellectual, physical, or both. "IDD" is the term often used to describe situations in which intellectual disability and other disabilities are present. Examples of developmental disabilities include autism, behavior disorders, cerebral palsy, Down syndrome, fetal alcohol syndrome, intellectual disability, and spina bifida.

**Intersectionality**

Various ways individuals are oppressed and marginalized based on their differences, such as race, gender and gender identity, class, sexual orientation, and religion. It is a framework for understanding how aspects of a person's multiple social and political identities might combine to create unique burdens and barriers. The concept of intersectionality is particularly used to consider how the interlocking systems of inequality affect those who are most marginalized in society and to take these relationships into account when working to promote social and political equity and inclusion.

**Mandatory Reporting – Alaska Statute AS.47.1000**

Persons required to report; reports of harm**.** (a) Except as provided in (e) of this section, the following persons who, in the performance of their professional duties, have reasonable cause to believe that a vulnerable adult ("vulnerable adult" means a person 18 years of age or older who, because of physical or mental impairment, is unable to meet the person's own needs or to seek help without assistance.AS.47.24.900) suffers from undue influence, abandonment, exploitation, abuse, neglect, or self-neglect shall, not later than 24 hours after first having cause for the belief, report the belief to the department’s vulnerable adult centralized intake office: (1) a physician or other licensed health care provider; (2) a mental health professional as defined in [AS 47.30.915](http://www.akleg.gov/basis/statutes.asp#47.30.915) and including a marital and family therapist licensed under [AS 08.63](http://www.akleg.gov/basis/statutes.asp#08.63); (3) a pharmacist; (4) an administrator or employee of a nursing home, residential care, or health care facility; (5) a guardian or conservator; (6) a police officer; (7) a village public safety officer; (8) a village health aide; (9) a social worker; (10) a member of the clergy; (11) a staff employee of a project funded by the Department of Administration for the provision of services to older Alaskans, the Department of Health and Social Services, or the Council on Domestic Violence and Sexual Assault; (12) an employee of a personal care or home health aide program; (13) an emergency medical technician or a mobile intensive care paramedic; (14) a caregiver of the vulnerable adult; (15) a certified nurse aide; (16) an educator or administrative staff member of a public or private educational institution.
(b) A report made under this section may include the name and address of the reporting person and must include (1) the name and contact information of the vulnerable adult; (2) information relating to the nature and extent of the undue influence, abandonment, exploitation, abuse, neglect, or self-neglect; (3) other information that the reporting person believes might be helpful in an investigation of the case or in providing protection for the vulnerable adult.
(c) The department or its designees shall report to the Department of Law any person required by (a) of this section to report who fails to comply with this section. A person listed in (a) of this section who, because of the circumstances, should have had reasonable cause to believe that a vulnerable adult suffers from undue influence, abandonment, exploitation, abuse, neglect, or self-neglect but who knowingly fails to comply with this section is guilty of a class B misdemeanor. If a person convicted under this section is a member of a profession or occupation that is licensed, certified, or regulated by the state, the court shall notify the appropriate licensing, certifying, or regulating entity of the conviction.
(d) This section does not prohibit a person listed in (a) of this section, or any other person, from reporting cases of undue influence, abandonment, exploitation, abuse, neglect, or self-neglect of a vulnerable adult that have come to the person’s attention in the person’s nonoccupational capacity. This section does not prohibit any other person from reporting harm under this section.
(e) If a person making a report under this section believes that immediate action is necessary to protect the vulnerable adult from imminent risk of serious physical harm due to undue influence, abandonment, exploitation, abuse, neglect, or self-neglect and the reporting person cannot immediately contact the department’s vulnerable adult centralized intake office, the reporting person shall make the report to a police officer or a village public safety officer. The police officer or village public safety officer shall take immediate action to protect the vulnerable adult and shall, within 24 hours after receiving the report of harm, notify the department. A person may not bring an action for damages against a police officer, a village public safety officer, the state, or a political subdivision of the state based on a decision under this subsection to take or not to take immediate action to protect a vulnerable adult. If a decision is made under this subsection to take immediate action to protect a vulnerable adult, a person may not bring an action for damages based on the protective actions taken unless the protective actions were performed with gross negligence or intentional misconduct; damages awarded in the action may include only direct economic compensatory damages for personal injury.
(f) [Repealed, § 15, ch. 19, SLA 2017]
(g) [Repealed, § 14 ch 129 SLA 1994.]
(h) [Repealed, § 14 ch 129 SLA 1994.]
(i) A person required to report under this section who makes the report to the person’s job supervisor or to another individual working for the entity that employs the person is not relieved of the obligation to make the report to the department as required under (a) of this section.
(j) A person who recklessly makes a false report under this section is civilly liable for actual damages suffered by the person who is the subject of the report.

**Multidisciplinary Response/Braided Services**

Terms used to describe a collaborative response to helping people navigate and access various services. It is the responsibility of each agency to make resources accessible and available to any person seeking services.

**Person-directed Supports**

Describes autonomy of people in their decision making and which services they are seeking. Ensuring a person is an active participant in developing their own plan of action in seeking services and identifying goals.

**Sexual Assault**

A term describing any unwanted sexual contact without consent, gained through force, fear or threats of harm, manipulation, trickery or coercion.

**Sexual Assault Response Team**

A multidisciplinary response to sexual assault. A Sexual Assault Response Team (SART) is comprised of the sexual assault victim, crime victim Advocate, Sexual Assault Nurse Examiner (SANE) or Forensic Nurse and Law Enforcement (when the crime is reported to police). Considered the best standard of practice, it brings multiple disciplines to the victim, allowing them to only go into explicit details about their trauma once, with support from advocacy making sure the care is centered on the victim at all times. The level of detail informs the criminal investigation, while allowing the medical professional to know what to look for during an exam, as far as determining appropriate medical attention and recognizing how/where to collect evidence from the patient. Throughout the process, the Advocate is supporting the victim, informing of legal rights, assessing safety needs, and creating a plan to access available resources to meet those and other emergency and/or emergent needs, such as shelter, safety planning, protective orders, etc.

**Trauma-informed**

Approaches and practices based in understanding, recognizing and responding effectively to various trauma. Trauma-informed approaches promote safety, trust, support and choice. To be trauma-informed, one is required to hold awareness of oppressions based on gender, race, history, violence, abuse, colonialism, slavery, etc., which cause trauma in both individuals and entire cultures.

**Charter Authors:**

The following collaboration team members are the original authors of this charter and worked diligently to build a strong relationship among the member agencies:

**Ravynn Nothstine** – ANJC Project Coordinator/Director February 2020-July 2020

**Sherilyn Leone** – ANJC Project Coordinator/Director July 2020 – present

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