

**Division on Women
Safety and Accountability Assessment
Pilot Program Cover Sheet**

Incorporated Name of Applicant:

Public

Private-for-Profit

Private-Non-Profit

Applicant Mailing Address:

Contact Person for Team:

Phone Number:

Fax:

Email:

Community to be served:

Location of Service(s) to be provided (if known):

Authorization

Executive Director/CEO:

Signature:

Date:

Executive Director/CEO Email:

Application for Division on Women Safety and Accountability Assessment Pilot Program

**Assessing Cultural Accessibility and Inclusivity in Institutional
Responses to Domestic Violence**

Application Due:

Wednesday, February 24, 2016 at 12:00pm

Description

Thank you for your interest in the Safety and Accountability Pilot Program. Many states, counties and communities across the nation have used the institutional analysis process developed by Praxis International¹ to improve systems' responses to increase safety for victims and survivors, and hold offenders accountable. This analysis², or "Safety and Accountability Assessment," is an interagency process that utilizes a set of tools to assess gaps between what people need and what institutions provide. Practitioners and community-based advocates work side by side to discover how the work of individual practitioners has been organized by the institution to either centralize or marginalize attention to victim safety and offender accountability. By asking **how** something comes about, the process reveals systemic problems and produces recommendations for longer-lasting change.

New Jersey is the first state in the country with a law that mandates this type of institutional analysis on a local, county and state level. The work performed in New Jersey has the potential to be used as a model for states and communities across the country to ensure domestic violence policies and practices are producing the safest and most efficient results.

In order to allow proper time for communities to familiarize themselves with the Safety and Accountability Assessment process, DOW will host a pilot program for **up to 3** communities. The term "community" can refer to a particular geographic area such as a municipality or county, or a group that shares similar goals and/or characteristics. Pilot participants will learn the following skills:

- Basic components and phases of the Safety and Accountability Assessment;
- How to form an assessment team with vital stakeholders to improve coordination and working relationships among intervening agencies;
- Define objectives, scope and focus of assessment;
- Review and analyze domestic violence reports, policies, and other;
- Conduct fieldwork such as observations, interviews, case record reviews, and focus groups;
- Analyze data and information collected to find resources, bright spots and gaps in system processes;
- Foster interagency collaborations and accountability; and
- Implement policy and practice recommendations on cross-system level.

¹ Praxis International, Inc. is a nonprofit research and training organization that works toward the elimination of violence in the lives of women and children. Since 2003, Praxis has been providing training and technical assistance (TA) to communities funded by the U.S. Department of Justice, Office on Violence Against Women, to analyze institutional responses to violence against women through the use of institutional analysis, community assessment, best practice assessment and Safety and Accountability Audits.

² Praxis' IA method is called a *Safety and Accountability Audit* typically when applied to criminal justice interventions in domestic violence cases, and typically referred to as *Institutional Analysis (IA)* or *Community Assessment (CA)* when used in other settings, such as child protective services, civil legal system, human service organizations, etc.

Topic

The first topic of the Safety and Accountability Pilot Program will be: ***Assessing Cultural Accessibility and Inclusivity in Institutional Responses to Domestic Violence***. This process may uncover promising practices, areas for improvement, and foster vital cultural partnerships and resources. By ensuring domestic violence responses are accessible and relevant to all populations, participants will increase the level of safety for victims and survivors in their communities. Each community may choose to focus on specific topics as they relate to cultural accessibility and inclusivity. For example, depending on demographic needs, communities can choose the following:

- Responses for victims of abuse in the LGBTQI community;
- Language barriers and its effect on emergency/crisis response times;
- Challenges in outreach and safety planning for immigrant victims;
- Engaging and supporting male survivors of domestic violence;
- Honor violence; or
- Investigate any themes of disproportionality.

Requirements

The Safety and Accountability Pilot Program is open to any individual from any agency, not-for profit, or for-profit organization, institution, or group that wants to assess the level of cultural accessibility and inclusivity when responding to domestic violence.

In addition, the applicant must meet the following requirements:

1. Be from a community or faith based organization, government agency, social service provider, foundation, corporation, health-based organization, advocacy group, or coalition, in good standing;
2. Demonstrate at least a moderate level of inter-agency collaboration among two (2) other agencies, which can include: service providers, investigating or prosecuting agencies, community groups, faith-based organizations, and more. *Special consideration will be given to entities that serve marginalized populations;*
3. Share agency policies, practices, and protocols, as well as any relevant information on domestic violence cases such as police reports, case files, and more;
4. Commit to the following activities:
 - a. Weekly attendance at planning meetings by each collaborating agency for the first month;
 - b. System observations, practitioner interviews, and text analysis (See attached "Assessment Team Job Description").
 - c. Attend two mandatory Safety and Accountability Pilot Program Trainings conducted by DOW and Praxis International. Applicant agrees to set aside the following days for training: **March 30, 2016, and May 18, 2016 and May 19, 2016;**
 - d. Participate in monthly conference calls or meetings;

5. Sign a project commitment to attend monthly meetings, engage in trainings, and other responsibilities set out by the team; and
6. Seek opportunities to create cross-agency collaborations, demonstrate leadership in the domestic violence field, and improve community responses to domestic violence on a holistic level.

Preferred Skills

1. Three or more years of human services experience (five or more strongly preferred) working with domestic violence survivors;
2. Experience with evaluation, assessments or utilizing data to improve programs, services, or responses; and
3. Have internal capacity to implement solutions and integrate recommendation within agency structure.

Selection

The selection of a successful applicant will be made by utilizing an objective scoring system based on the qualifications listed above, in addition to the “community readiness” as exemplified by applicant’s answers. In order to be considered, applicants must submit a complete package that includes the following:

1. Signed Cover Sheet
2. Completed Safety and Accountability Assessment Pilot Application
3. Safety and Accountability Assessment Pilot Program Commitment Page with signature

Application Submission

All applications must be received by 12:00 PM on or before **Wednesday, February 24, 2016**. Applications received after 12:00 PM on **Wednesday, February 24, 2016** will **not** be considered. Applicants should submit **one (1) completed cover sheet, one (1) completed application and one (1) signed Commitment Page**.

Applications must be delivered either:

1) In person to:

Department of Children and Families
Division on Women, Attn: Karen Escalante
50 East State Street, 7th floor
Trenton, New Jersey 08625-0717

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Department of Children and Families
Division on Women, Attn: Karen Escalante
50 East State Street, 7th floor
Trenton, New Jersey 08625-0717

3) Email: Karen.Escalante@dcf.state.nj.us

References

For more information on Safety and Accountability Audits, community assessments, and institutional analysis, please see the Institutional Analysis/Community Assessment page of the website of Praxis International at:

http://www.praxisinternational.org/iata_home.aspx.

For ideas and examples of what such an assessment could produce in the way of findings and recommendations, see the Reports page at:

http://www.praxisinternational.org/iata_audit_reports.aspx.

**Division on Women
Safety and Accountability Assessment
Pilot Application**
Deadline: Wednesday, February 24, 2016

1. Name:

Address:

City, State, Zip Code:

Email address:

Phone Number:

2. Describe any collaborating partners you wish to include on your assessment team. Include: a) name; b) type of agency; c) mission; d) geographic service area; e) and service population. Please also describe why this partner would be an asset to your Assessment Team.

3. Please describe your agency's interest in assessing cultural accessibility and inclusivity through the Safety and Accountability Pilot Program. What particular topic are you interested in exploring during the Safety and Accountability Pilot Program and why?

4. For the purposes of the Safety and Accountability Pilot Program, "community" can refer to a particular geographic area such as a municipality or county, or a group that shares similar goals and/or characteristics. Please describe how "community" will be defined for your assessment.

5. Give one example of how the Safety and Accountability Assessment Pilot Program can improve domestic violence responses in your community.

6. During the final phase of the Safety and Accountability Assessment, the Assessment Team will offer recommendations to improve responses. Describe how you will ensure solutions recommended by the Assessment Team will be implemented in your community.

7. Describe any evaluations or assessments your agency has conducted in the past, including any client satisfaction or continuous quality improvement surveys. Explain the purpose of the evaluation, the data sources, and how the data was extracted and analyzed. What was the result?

8. Describe your organizational capacity to participate in the Safety and Accountability Assessment Pilot Program (i.e. time, technology, resources, personnel, or strategic planning). Who will represent your organization on the Assessment Team? Provide a brief description of his/her experience, skills and qualifications.

Division on Women Safety and Accountability Assessment Pilot Program Commitment Page

Each CEO/Executive Director is to sign this commitment and send it along with the application to the information below by Wednesday, February 24, 2016.

1. Applicant/Designee will attend the Safety and Accountability Pilot Program Training conducted by DOW and Praxis International, and will reserve the following days for trainings:
 - March 30, 2016
 - May 18, 2016
 - May 19, 2016

Initial

2. Applicant/Designee will participate in monthly planning meetings as decided by the Assessment Team.

Initial

3. Applicant/Designee will participate in data collection activities, which may include, but are not limited to: observations, interviews, ride-alongs, focus groups, and text analysis.

Initial

4. Applicant/Designee will attend a debriefing and analyzing session as decided by Assessment Team.

Initial

5. Applicant/Designee will participate in any other communications deemed necessary by Assessment Team.

Initial

6. Applicant/Designee will collaborate with other community partners and share resources that include data, policies, protocols, and practices that relate to and govern domestic violence responses, as agreed upon by Assessment Team.

Initial

Name of Organization:

CEO/Executive Director Name (Print):

Signature:

Date:

Email: