

**Rape Crisis Center of Central Massachusetts
Promising Practices in Serving Crime Victims with Disabilities
Information Gathering Guidelines**

Information-gathering tools:

- **Consumer Survey**
- **Six Conversation Groups of from 4-6 participants**
- **Two conversation groups with providers who serve people with disabilities**

Recruitment

- **A flyer, written in English and in Spanish, will be sent by the Center for Living and Working to its mailing list of 1600 people with disabilities living in Worcester County, Massachusetts. The Rape Crisis Center of Central Massachusetts will mail out 200 flyers to its client list. The flyer will direct people to call the CLW for a Consumer Survey or to schedule a screening interview to participate in Conversation Groups.**

- **There is a telephone screening form that will be filled out. First names and safe telephone numbers and addresses will be taken to follow up with interested participants.**

- **Participants will be adults with disabilities who live in Worcester County, Massachusetts.**

- **Screening interviews will be held with those who are interested in the conversation groups. Interviewers will be drawn from the staffs of the Center for Living and Working and the Rape Crisis Center of Central Massachusetts. They will have guidelines for conducting the interviews that cover all the important considerations for participants to safely take part in the groups.**

- **Once it is established that participation in the group is a safe and wanted experience, an Informed Consent Form will be signed by the participant.**

- **All participants will be paid a one-time stipend of \$20.00**

Consumer Surveys:

- **Completed surveys will be sent to Disability Project Manager at the RCCCM. Ann lacey, the Finance Director, will create a database for the information. This information will be shared with CLW.**

Conversation Groups:

- **All six groups will be held at the RCCCM location which is accessible and safe. There are many other agencies in the building, including services for people with disabilities. This allows for people to participate safely and**

without disclosing to which agency they are visiting. The location is on the bus line. We will pay transportation costs for those who need it.

- The groups will have two facilitators, one counselor, a note-taker, and a newsprint writer. There will be one facilitator from CLW and one facilitator from RCCCM for each group. The counselors will be rape crisis counselors from RCCCM.
- The Conversation groups schedule:
1/12/04 10-12pm; 2-4pm; 6-8pm
1/15/04 10-12pm; 2-4pm; 6-8pm
- A seventh conversation group is being scheduled for Spanish speaking people with disabilities. The informed consent form is being translated into Spanish.
- The information will be analyzed by Project Staff with input from the Community Advisory Group.
- A strategic plan will be written by CLW, developed from the analysis of the Community Advisory Group data by the Project Staff, with the approval of RCCCM and SafePlace.

Community Advisory Group:

- The CAG is composed of representatives from many provider agencies and organizations. The CAG meetings have reflected honest appraisals of the difficulties experienced by people with disabilities in regards to personal safety. In fact, the meetings have been like conversation groups. The CAG meets monthly. We feel that the members of the group are key informants in the process and the information they provide will be reflected as part of the strategic plan that is developed.