



Southern Arizona Disability Coalition
Community Needs Assessment
Consumer Focus Group Screening Protocol

Focus group participants will be recruited two ways:

1. Via a question at the end of the survey, be it administered online at SurveyMonkey.com, over the telephone, or on paper. The question will be, “Would you be interested in participating in a discussion group about sexual violence and people with disabilities?” For an affirmative answer, a first name and phone number or e-mail address will be collected, which will be separated from the survey prior to data entry in order to protect the confidentiality of survey respondents’ answers to the remainder of the survey questions. Project staff members, including Michael Mandel and Angela Yancik and project interns Kimmey Hardesty and Noelle Gaffney, who may be involved in calling and screening prospective group members, will have signed the project staff confidentiality pledge.
2. Via select service providers who are members of the Southern Arizona Sexual Violence Disability Coalition and who agree to recruit and refer prospective group members for screening to the Center Against Sexual Assault. Project staff members, including Michael Mandel and Angela Yancik and project interns Kimmey Hardesty and Noelle Gaffney, may be involved in screening prospective group members. For prospective group members who are referred in this way, screenings may take place over the phone or in person at the referring service providers’ locations.

The following screening questions are based on current Center Against Sexual Assault screening processes for crisis advocates and for group therapy. The screening questions are intended to decrease the likelihood that focus group participants are traumatized by the subject matter of the group discussions, and to ensure that focus group participants understand the goal of the focus group. First, an introductory statement will be read, followed by several brief questions:

Thank you for your interest in our conversation groups. We are very interested in the things that you have to say that might help us better serve people with disabilities. Right now I am going to ask you some questions to get a better idea of whether or not this group is a good choice for you and to see if we will both benefit from your being in the group. This group is a one-time meeting where we will talk about how sexual violence affects people with disabilities and how people with disabilities deal with sexual violence. When I say “sexual violence”, I mean any unwanted attention or physical touch about a person’s body, sexuality, gender or sexual orientation that makes that person feel uncomfortable. You may feel free to skip any question. If you are selected for a group, I will call you back in a few days to let you know when and where. We will provide food for our discussion groups. Please be aware that this is not a support group, that is, it is not counseling. This group is to help us get more information about the experiences of people with disabilities. If you are interested in talking with a counselor or therapist about something that happened to you recently or in the past, this group may not be best for you. I can give you a phone number to call if you are interested in talking with an advocate, counselor or therapist. Do you understand and agree to answer these questions honestly and to the best of your ability? (if yes, proceed; if no, clarify)

1. What is your first name?
2. How did you hear about these discussion groups?

3. What led to your decision to join one of these groups?
4. What do you want to get from being in this group?
5. With a simple yes or no, please tell me if you are experiencing any crisis at this time that might make it hard for you to focus on issues relating to this group?
6. Listening to talk about sexual violence can be very difficult. Do you have a support person or therapist to talk to if this becomes upsetting to you?
7. I want you to know that the last two questions are not screening questions. How you answer them does not affect whether we select you for the group. These questions just help us with scheduling and accommodations. First, when are the best days and times for you to participate in a two-hour conversation group?
8. Your answer to this next question will only be used to help us accommodate any of your needs during a conversation group. Will you need any accommodations in order to participate in the conversation group?

Thank you again for your interest. I will take this information back to my team members and one of us will call you in a few days to let you know either way. Is it alright for one of us to phone you again at this number? Is there a certain day or time of day you would prefer us to call? Sometimes people don't like other people to know that they are talking with us and we respect that choice. When we call back, may we tell the person who answers the phone that we are calling from the Center Against Sexual Assault? (If no, explain that we will just ask for the individual by first name and if he or she is not available, we will not leave a message but will call back at another time) Do you have any questions for me? (If yes, answer questions until no; if no, say "thank you again for your time. Have a great day.")

Once the screening questions have been asked, the screener will consult with at least one other team *staff* member. The screening team will include project *staff* Michael Mandel and Angela Yancik and project interns Kimmey Hardesty and Noelle Gaffney. If necessary (for example, if screening team members are not sure or cannot reach an agreement about whether an individual is appropriate for a group), Michael may bring concerns or questions to Bob Kafes, Center Against Sexual Assault Clinical Director. If agreed that an individual is appropriate for the discussion group, the team member who screened the individual will contact them again and inform the individual of the date, time and location of their discussion group. If agreed that an individual is not appropriate for the discussion group, Michael will contact the individual to inform her or him and offer support and referrals as needed.