

## **Sample Script for Setting Up Interviews and Focus Groups**

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

**Contact number:** \_\_\_\_\_

1. We are talking to people about services for crime victims with disabilities in our community.

We want to talk to (a) persons with disabilities and people who are Deaf who have experienced crime, (b) victim services workers, (c) disability and Deaf service providers, and (d) criminal justice staff. [*Note: You may also want to include health professionals, public transportation and public housing officials, and community leaders.*] We are looking for people who can tell us about their experience with services for crime victims with disabilities in our community. Can you please tell us which words best describe you? You can choose more than one:

Person with a disability

Person who is Deaf

Victim services professional

Disability service provider

Criminal justice staff member

Other

2. We will use this information to develop a plan to improve services for persons with disabilities and people who are Deaf who experience crime. We want to protect people's privacy, so we are asking that you not share information about what was said or who was there. The groups will not be recorded or videotaped, but notes will be taken. Nobody's name will be attached to anything that is said.
3. Focus group meetings will last 1–2 hours, and individual interviews will be approximately 1 hour. The focus groups will include five to seven people. The meetings will be relaxed and informal, in a private room. People will have time for a break in the focus groups. If there is a question you are uncomfortable with, you do not have to answer it.
4. The focus groups will be held at \_\_\_\_\_ (location). Accessible public transportation and para-transportation (for persons with disabilities) are available to this building during the focus group times.
5. *[Ask this question if the person was not specifically invited by your agency.]* How did you get information about the focus group? \_\_\_\_\_  
\_\_\_\_\_

6. Do you have any questions? \_\_\_\_\_  
\_\_\_\_\_

7. Focus groups will be held on the following dates and times. Which date and time are best for you? [*If requesting an individual interview, schedule individually.*]
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[*Give directions or an address and tell people how to get into the building. Ask if they would like directions via phone, e-mail, or mail.*]

8. Would you like us to call or e-mail with a reminder a few days before the meeting?

Yes  No

9. Is it safe for us to call you or e-mail you at home? \_\_\_\_\_

10. Would you prefer to be reached by phone or e-mail? \_\_\_\_\_

11. Is the phone number we called the best way to reach you? If not, what is the best way to reach you?

Yes  No: \_\_\_\_\_

12. What is your e-mail address? \_\_\_\_\_

13. What is the best time to reach you?

Morning  Afternoon  Night

14. Do you need any support or accommodations to participate fully?

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15. Do you need an interpreter in Spanish, American Sign Language, or another language?

Yes  No

16. Will you be bringing a personal attendant or caregiver with you?

Yes  No

17. If yes, will you be able to participate if the personal attendant waits in the lobby during the focus group, so that everyone's confidentiality is protected?

Yes  No

18. If you require your personal attendant to be present during the focus group as an accommodation, we will ask her or him to also sign a confidentiality agreement not to share what was said or who participated in the group.

19. Do you have transportation to participate in a focus group?

Yes  No

20. If no, do you need \_\_\_\_\_ (agency) to provide assistance with transportation?

Yes  No

21. What transportation support would allow you to participate?

A bus pass?  Yes  No

Taxi fare?  Yes  No

22. Do you have childcare?

Yes  No

23. Do you need childcare to participate?

Yes  No