

**We will begin shortly.
While you wait...**

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**Analyzing Case Files and Documents
to Identify Gaps in Your System's Response**
Webinar Training

With Dense Eng, Praxis International, and Cheryl Phillips, Rose Advocates

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Welcome!

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Overview of Institutional Analysis

Community Assessments
Safety and Accountability Audits
Best Practice Assessments

To close the gap between what survivors/victims need and what institutions provide...

1. Identify focus of analysis
- ↓
2. Interviews, observations, **text analysis**
- ↓
3. Develop gap statements
- ↓
4. Document evidence for gaps
- ↓
5. Outline how the gaps are produced
- ↓
6. Outline potential solutions to the gaps

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What is “text analysis”?

Close, careful review of texts, with a purpose and focus to:

- Assess adherence to policies and practices
- Examine attention to risk and danger
- Uncover gaps
- Identify solutions

Types of texts that organize & coordinate work

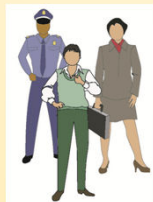
Guidelines & formats for reports

Texts prepared by workers

Texts used by workers

Laws, rules, regulations

Training curricula, guides



Audio/video recordings

Agency directives, policies

Computer screens, prompts

Forms, worksheets

Tests, matrices, scales

Community highlight

- Cheryl Phillips, Rose Advocates, Weiser, ID
- Application of the Domestic Violence Best Practice Assessment Guides in her community
- Nuts and bolts, lessons learned, use of the process to create long term change

Case file analysis with a team

- Who is on the team
- Facilitating the analysis
- Staying focused



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Nuts and bolts

- Gaining access to case files
- Types of cases to review
- Preparing the files for review



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Create meaningful change

- Documenting analysis and findings
- Synthesizing review into recommendations for change
- Outcomes of case file review




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To learn more...


Tools and technical assistance provided by Praxis:

- www.praxisinternational.org
 - Go to Our Programs, Institutional Analysis/Community Assessment
 - Vast audio archive
- Community Assessment Institute, May 14 – 17, 2013, Saint Paul, Minnesota

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Questions?

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