

ADAPTING THE BLUEPRINT FOR SAFETY: PHASES AND KEY ACTIVITIES

While the tasks are presented in sequence, it is a loose sequence. Many tasks will be underway simultaneously and the phases will overlap.

PHASE 1: EXPLORE & PREPARE

Secure community will to initiate the development process and establish a Blueprint adaptation team.

1. Identify and bring together organizers and key champions (“Blueprint organizers”) who will explore the features and goals of the Blueprint for Safety, decide whether or not to pursue it, and support the adaptation process and ongoing implementation.
2. Centralize community-based advocacy leadership and participation in exploration and planning activities and ongoing adaptation and implementation (in addition to the advocacy-focused role of the Blueprint coordinator and Blueprint advocate).
3. Assess community capacity and infrastructure to support Blueprint adaptation, implementation, and monitoring.
4. Articulate the distinctive response that the Blueprint brings to the community and the problem of domestic violence.
5. Promote the Blueprint’s distinctive response and benefits to policy makers and agency directors.
6. Secure agency participation and seek funding.
7. Select the Blueprint for Safety Coordinator.
8. Select the Blueprint for Safety Advocate.
9. Recruit the adaptation team, including community-based advocates and practitioners who are influential in their agencies.
10. Develop and complete a Memorandum of Understanding (MOU) outlining the roles and responsibilities of each participating agencies.
11. Designate a lead person (liaison) in each agency to work with the Blueprint coordinator, serve on the adaptation team, participate in all phases of development, and oversee internal agency implementation.
12. Establish a plan and timeline for guiding the Blueprint and establishing needed work groups.
13. Begin a process tracking profile for each agency, including approvals and timelines for policy and training.

14. Use community consultations to discover the needs and lived experiences of victims of battering. Include members from communities overrepresented and/or underserved communities in seeking help from the criminal legal system.

PHASE 2: ASSESS PRACTICE & IDENTIFY PROBLEMS

Conduct an assessment of current policy and practice to identify gaps that the Blueprint will address.

15. Identify the needed agency-specific work groups and recruit members.
16. Create a source book of local policies, administrative forms and protocols for current criminal case processing of domestic violence cases.
17. Assemble all materials necessary to conduct the assessment: policies, protocols, forms laws, statistical information, case records (e.g., files, tapes, reports).
18. Schedule activities related to information-gathering activities (case analysis, observations, and interviews) and/or provide the work groups with details on how to make those arrangements.
19. Compare current policy with the Blueprint essential elements.
20. Compile baseline statistical data on domestic violence-related cases: e.g., 911 calls, arrests, crimes charged, disposition, sentencing, demographics.
21. Map each point of criminal case processing (911 through to probation monitoring), with specific attention to how risk and danger and advocacy are addressed.
22. Analyze case records (e.g., 911 calls, patrol reports, prosecution files, probation records, etc.) to compare current practice with recommended practice.
23. Interview agency directors, supervisors, and practitioners about current practice.
24. Observe current practices via patrol ride-alongs, 911 “sit-alongs,” court observations, and other practitioner observations.
25. Use information from the Blueprint advocate and community consultation to discover victims/survivors’ experiences with the criminal legal system.
26. Include statistical data and first-hand information about the experiences of victims of battering from communities overrepresented and/or underserved in seeking help from the criminal legal system.
27. Use community consultations to help guide the practice assessment activities and analysis, with specific attention to communities that are overrepresented and/or underserved in seeking help from the criminal legal system.
28. Coordinate and facilitate meetings to review, interpret, and analyze data throughout the assessment process.

29. Keep a written record of all discussions, conclusions, and recommendations related to the practice assessment.

PHASE 3: ADAPT POLICY & ADJUST PRACTICE

Use the Blueprint templates to revise and write policies and protocols for each agency and to produce a collective policy.

30. Use agency-specific work groups (e.g., 911, patrol response, prosecution, etc.) to identify and recommend local adaptations to the Blueprint policies, protocols, and supplemental training and procedural memos.
31. Include representation from community-based advocacy in all policy adaptation work groups.
32. Use results of the practice assessment to identify policy revisions and additions to current practice.
 - a. Highlight and discuss questions and concerns; agree on policy changes.
 - b. For areas of continuing disagreement, summarize options and barriers and propose solutions; use the Blueprint Essential Elements Annotated as a reference; seek outside technical assistance as needed.
33. Adapt from Blueprint templates to incorporate essential elements, with adjustments to reflect local conditions and laws.
34. Present recommended changes to the full adaptation team and agency directors for review and feedback.
35. Brief criminal legal system agency heads, interagency/CCR group, and other relevant community agencies and organizations on the Blueprint collective policy and agency-specific changes.
36. Assist agency directors in the process of accepting or modifying the recommended language changes to Blueprint policies, protocols, and memos.
37. Approve and adopt all Blueprint policies and protocols.
38. Document all work group and adaptation team discussions and decisions.
39. Keep the experiences of battered women visible and central throughout the adaptation processes.
40. Use community consultations to help guide the policy adaptation, with specific attention to communities that are overrepresented and/or underserved communities in seeking help from the criminal legal system.

PHASE 4: IMPLEMENT THE BLUEPRINT

Secure policy approvals, hold a community launch event, conduct agency-specific and interagency training, and establish a process for ongoing monitoring.

41. Transition the adaptation team to an implementation team that will put the local Blueprint into practice.
42. Plan and initiate the administrative practices necessary to implement Blueprint policy, such as new documentation procedures, forms, checklists, database revisions, etc.
43. Promote a Blueprint-informed advocacy-initiated response.
44. Launch the Blueprint with specific events that announce the implementation and convey the meaning and intent of the Blueprint (i.e., what the Blueprint will address and how).
45. Conduct training: (1) agency-specific and (2) interagency.
46. Design monitoring activities: (1) agency-specific and (2) interagency.
47. Ensure that the Blueprint is “institutionalized” (i.e., integrated into agency policy, protocol, & practice; personnel trained and supervised).
48. Keep the experiences of battered women visible and central throughout the implementation processes.
49. Use community consultations to help guide the implementation, with specific attention to communities that are overrepresented and/or underserved communities in seeking help from the criminal legal system.

PHASE 5: MONITOR & REVISE THE BLUEPRINT

Conduct the ongoing data collection and assessment activities to ensure that the Blueprint is functioning as a “living,” sustainable response.

50. Establish a calendar and tracking system for agency data collection, monitoring activities, and anticipated reports.
51. Evaluate whether and how essential elements and other key features of the Blueprint are working:
 - a. Implement ongoing monitoring activities: (1) agency-specific and (2) interagency;
 - b. Form small interagency work groups to review cases or conduct other practice assessment as needed to determine how agency practitioners are following new policies and practices.

52. Evaluate the extent to which agencies are working together on shared tasks, such as an interagency case review and other monitoring.
53. Collect statistical data for domestic violence-related crimes, including 911 calls, arrests, crimes charged, disposition, sentencing, and demographics.
54. Conduct annual focus groups and other consultation with victims/survivors to learn about their experiences with the implemented policies and practice.
55. Include agency directors and practitioners in addressing low or incorrect compliance with Blueprint policies and practice.
56. Present an annual report on Blueprint implementation internally to administrators (agency-specific monitoring) and to the Blueprint implementation team (interagency monitoring).
57. Assess for unintended harmful consequences and disparity of impact and adapt Blueprint policies and practice to address.
58. Adapt Blueprint policies and practice as needed to address unforeseen and new problems.
59. Update the community on the impact of the Blueprint collective policy, with specific attention to community-based organizations that regularly work with battered women and those representing marginalized communities.
60. Consult with community-based organizations and agencies that regularly work with battered women.
61. Keep the experiences of battered women visible and central throughout the monitoring process via ongoing community consultation.
62. Utilize community consultations to help guide the monitoring, with specific attention to communities that are overrepresented and/or underserved communities in seeking help from the criminal legal system.

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