

## PHASE 2: ASSESS PRACTICE & IDENTIFY PROBLEMS

Key Tasks	Key Tools [Appendix]	Key People
1. Identify the needed internal work groups and recruit members.	<input type="checkbox"/> 17. Policy Adaptation Phases <input type="checkbox"/> 22. Policy and Practice Assessment Guide	Coordinator Advocate Adaptation team
2. Create a source book of local policies, administrative forms and protocols for current criminal case processing of domestic violence cases.	<input type="checkbox"/> 22-2. Policy and Practice Assessment Guide: Source Book Contents	Coordinator Agency liaisons
3. Assemble all materials necessary to conduct the assessment: policies, protocols, forms laws, statistical information, case records (e.g., files, tapes, reports).	<input type="checkbox"/> 22. Policy and Practice Assessment Guide	Coordinator Agency Liaisons
4. 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.	<input type="checkbox"/> 22. Policy and Practice Assessment Guide <input type="checkbox"/> 18. Adaptation Process and Timeline <input type="checkbox"/> 20. Blueprint Adaptation Tasks and Timeline <input type="checkbox"/> 17. Policy Adaptation Phases	Coordinator Agency liaisons
5. Compare current policy with the Blueprint essential elements.	<input type="checkbox"/> 22-5. Policy and Practice Assessment Guide: Policy Comparison Worksheets <input type="checkbox"/> 10. Blueprint Essential Elements - Annotated	Coordinator Advocate Adaptation team Ad hoc work groups

Key Tasks	Key Tools [Appendix]	Key People
<p><b>6. Compile baseline statistical data on domestic violence-related cases: e.g., 911 calls, arrests, crimes charged, disposition, sentencing, demographics.</b></p>	<p><input type="checkbox"/> 22-3. <i>Policy and Practice Assessment Guide: Data-Gathering Template</i></p>	<p>Coordinator Advocate Adaptation team</p>
<p><b>7. Map each point of criminal case processing (911 through to probation monitoring), with specific attention to how risk and danger and advocacy are addressed.</b></p>	<p><input type="checkbox"/> 22-1. <i>Policy and Practice Assessment Guide: Mapping Domestic Violence Case Processing</i></p>	<p>Coordinator Advocate Adaptation team</p>
<p><b>8. Analyze case records (e.g., 911 calls, patrol reports, prosecution files, probation records, etc.) to compare current practice with recommended practice.</b></p>	<p><input type="checkbox"/> 22-7. <i>Policy and Practice Assessment Guide: Case Review Worksheets</i></p>	<p>Coordinator Advocate Adaptation team Ad hoc work groups</p>
<p><b>9. Interview agency directors, supervisors, and practitioners about current practice.</b></p>	<p><input type="checkbox"/> 22-8. <i>Policy and Practice Assessment Guide: Practitioner Interviews and Observations</i></p>	<p>Coordinator Advocate Adaptation team Ad hoc work groups</p>
<p><b>10. Observe current practices via patrol ride-alongs, 911 “sit-alongs,” court observations, and other practitioner observations.</b></p>	<p><input type="checkbox"/> 22-8. <i>Policy and Practice Assessment Guide: Practitioner Interviews and Observations</i></p>	<p>Coordinator Advocate Adaptation team Ad hoc work groups</p>
<p><b>11. Use information from the Blueprint advocate and community consultation to discover victims/survivors’ experiences with the criminal legal system.</b></p>	<p><input type="checkbox"/> 22-4. <i>Policy and Practice Assessment Guide: Community Consultation</i></p>	<p>Coordinator Advocate Adaptation team</p>

Key Tasks	Key Tools [Appendix]	Key People
<p><b>12. 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.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 22-3. <i>Policy and Practice Assessment Guide: Data-Gathering Template</i></li> <li><input type="checkbox"/> 22-4. <i>Policy and Practice Assessment Guide: Community Consultation</i></li> </ul>	<p>Coordinator</p> <p>Advocate</p> <p>Adaptation team</p>
<p><b>13. Use community consultations to help guide the practice assessment activities and analysis, with specific attention to communities that are overrepresented and/or underserved communities in seeking help from the criminal legal system.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 22-4. <i>Policy and Practice Assessment Guide: Community Consultation</i></li> </ul>	<p>Coordinator</p> <p>Advocate</p> <p>Adaptation team</p>
<p><b>14. Coordinate and facilitate meetings to review, interpret, and analyze data throughout the assessment process.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 22-9. <i>Policy and Practice Assessment Guide: Analysis and Reporting</i></li> <li><input type="checkbox"/> 19. <i>Coordinating the Blueprint: Strategies to Stay Focused and Move Forward</i></li> <li><input type="checkbox"/> 18. <i>Adaptation Process and Timeline</i></li> <li><input type="checkbox"/> 20. <i>Blueprint Adaptation Tasks and Timeline</i></li> </ul>	<p>Coordinator</p> <p>Advocate</p> <p>Adaptation team</p> <p>Ad hoc work groups</p>
<p><b>15. Keep a written record of all discussions, conclusions, and recommendations related to the practice assessment.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 22-10. <i>Policy and Practice Assessment Guide: Notes and Documentation</i></li> </ul>	<p>Coordinator</p>