

Appendix A

Focus Group and Interview Protocols: DV Focus Group/Interview Project

Focus Groups

At each focus group, the following people will be present:

Facilitator: The facilitator has primary responsibility for conducting the focus group. She is responsible for explaining the study to participants and for obtaining informed consent. She will facilitate focus group discussion and ensure that all participants have an opportunity to speak. She is responsible for audio-taping the focus group discussion.

Crisis counselor: The crisis counselor will not participate in the focus group. Rather, she will be on-call to counsel women outside of the group if a participant experiences an emotional crisis.

Childcare providers: Childcare providers will care for participant's children in a separate room from where the focus group is being held. They will be aware of the topic of the focus group but will not reveal this to the children. At least one of the childcare providers must be experienced in caring for children of DV victims/survivors

At each focus group, the Health Department staff will bring the following supplies:

- Cell phone
- Name tags
- Tape recorder
- Paper and pencil
- Short demographic survey
- Consent forms
- Educational brochures
- Referral information
- Food
- Cash Incentives
- Tissues

The facilitator will do the following:

- Greet women at the door
- Answer any questions they might have before the group begins.
- Facilitator will open the group by briefly introducing herself.
- Briefly re-introduce the study topic

First of all, we want to thank you for coming to share your valuable time and expertise with us. There is no expertise as great as that which comes from first-hand experience. In sharing your experience and opinions today, you will be contributing

to new and very important research. The purpose of this research is to get a clearer picture of the best ways to help women in domestic violence relationships. The information you share will be used to help other women and to identify areas of funding need.

- Answer any remaining questions
- Explain the consent form and obtain informed consent from each participant
- Read the following ground rules.

All information shared in the group is to stay in the group. This means that no one should tell other women's stories to friends, family or co-workers. By having this agreement honored in the group, you can know what you share will be kept private too. In this way, we can help to maintain each other's safety. If you recognize someone in the group that you know from another part of your life and you are not comfortable for any reason speaking in front of her, please tell the facilitator and we can reschedule you for another time.

If you find yourself feeling upset and needing to take a break from participating, feel free to leave the room and talk with the crisis counselor. She will be happy to speak with you and provide you with any immediate support you might need. When you are feeling ready to rejoin the group, you may reenter the room. Leaving the group to speak with the crisis counselor will not affect reimbursement.

Because the discussion today is so important, we will be taping all of the valuable information each of you has to share. This means it will be necessary to speak only one at a time so that each word will be clearly audible on tape.

We want to make sure that everyone has a chance to talk. Some of you may disagree with each other and that's fine, we want to hear all sides of issues.

- Talk about reportable information.

We recognize that DV is a bigger issue than just violence against women and that sometimes children are also involved, we are really interested in hearing about your experiences and not instances where children are involved. If you tell us about ongoing or recent child or dependent elder abuse, we must report this to the authorities. We are also required to report risks of imminent harm to others or to yourself. This is a requirement mandated by state law. Please structure your comments accordingly.

- **START TAPE**
- Facilitator conducts focus group
- Take care to ensure that all participants have an opportunity to speak. If at any time facilitator believes that a participant is experiencing an emotional crisis ask if she would like to meet with the crisis counselor
- At the end of the focus group tell participants that you have information on resources in the community for victims/survivors of domestic violence

- Let participants know that if they'd like to schedule an appointment to talk with the agency serving their ethnic/cultural group, facilitators can arrange this on the spot
- Health Department staff will reimburse participants
- Thank participants

Interviews

The Interviewer will bring the following to the interview:

- Tape recorder
- Interview guide
- Consent forms
- Referral Information
- Educational brochures
- Tissues

The Interviewer will do the following:

- Greet participant
- Reintroduce topic briefly and explain interview procedures
- Answer any questions
- Obtain informed consent
- Explain that if she experiences emotional distress that you will help her access an appropriate crisis line
- Explain that while we recognize that DV is a bigger issue than just violence against women and that sometimes children are also involved, we are really interested in hearing about their experiences and not instances where children are involved. Explain clearly that if a woman talks about ongoing or recent child or dependent elder abuse, we must report this to the authorities. This is a requirement mandated by state law. Women should structure their comments accordingly.
- **START TAPE**
- Conduct interview
- At the end of the interview tell participant that you have information on resources in the community for victims/survivors of domestic violence
- Let participant know that if she'd like to schedule an appointment to talk with a counselor you can assist with this
- Reimburse participant
- Thank participant