

## I. Considerations for Planning

### a. Who

#### i. Will facilitate

1. Artemis House staff (for the shelter population)
2. OAR, if it seems appropriate
3. Facilitators identified through CEDV and DV Network

#### ii. Will be invited to participate

1. Will be asked to participate Fairfax County residents or those who are involved in Fairfax County systems
2. All those served by organizations participating on the Accountability Workgroup

#### iii. Will assist in recruiting

1. All organizations represented by the Accountability Workgroup and staffs
2. Other organizations from diverse sectors and representing diverse populations

#### iv. Will collect and summarize survey results (DSVS)

### b. What

#### i. Questions to ask

#### ii. Resources need (**not yet determined**)

### c. When

#### i. To circulate recruitment document

1. Facilitators (January)
2. Participants (February)

#### ii. To hold focus groups (February and March)

### d. Where

#### i. Virtually and in-person

1. In shelter
2. In some support group in the community TBD
3. Town hall
4. Community centers

### e. How

- i. By survey as an alternative option, electronic or paper (which has been done successfully in other jurisdictions).

- ii. By individual phone interview by request.
- iii. In English and Spanish and with interpreters
- iv. Translating recruitment document into other languages

## **II. Plan**

- a. **Between now and the 12/15/22 Workgroup meeting, all members of this subgroup will review edit, and add to the following SharePoint documents:**
  - i. **Possible focus group questions**
  - ii. **Recruitment document for facilitators**
  - iii. **Recruitment document for participants**
- b. **When ratified, DSVS will translate the questions and participants recruitment document into other languages.**
- c. **Recruit facilitators first (distributing recruitment document in January and selecting facilitators by February), asking them for any locations and times they can host.**
- d. **Schedule spaces and times for focus groups based on facilitators selected, taking place February through March.**
- e. **Then recruit participants (starting in February), providing options for where and when to participate, including survey and interview options.**
- f. **Conduct focus groups in February (for those who already have existing forums) and in March (for everyone else).**

**DSVS will analyze and compile results of surveys, interviews, and focus groups in April to share with Workgroup.**