

VAWA Inclusion Checklist

The Violence Against Women Act now prohibits discrimination on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability. State laws also ban discriminatory actions. The Inclusion Mandate of the 2013 VAWA reauthorization was designed to bring an end to a long-standing pattern of under-service.

The purpose of this Inclusion Checklist is to evaluate key aspects of abuse shelter/program operations to assure compliance with VAWA requirements.* The Checklist can be used in preparation for an Inclusion Audit, or used as a self-assessment tool.

The Inclusion Checklist focuses on three groups that have been historically underserved:

- Male victims
- Lesbian, gay, bisexual, and transgender (LGBT) persons
- Immigrants and other non-English speakers

Service providers may find this Checklist useful in assuring services are made available to other underserved groups, as well.

The Inclusion Checklist is organized into three sections:

- I. Background
- II. Policies and Procedures
- III. Services Provided

* This SAVE Special Report addresses overall shelter operations: Are Abuse Shelters Helping the True Victims of Domestic Violence?: <http://www.saveservices.org/downloads/Abuse-Shelters-doc>

I. BACKGROUND

1. Shelter/organization name: _____
2. Year established: _____
3. Geographical area served: _____
4. Staffing:
 - a. Paid staff (full-time equivalents): _____
 - b. Volunteers (current number): _____
5. Federal funding sources – check if yes:
 - a. Department of Justice: _____
 - b. Department of Health and Human Services: _____
 - c. HUD: _____
 - d. Other federal: _____
6. Facility where client services are provided:
 - a. Type of facility (house, part of YWCA, etc.): _____
 - b. Size (square footage, number of floors, etc.): _____
7. Physical security measures:
 - a. Protective wall or fence: _____
 - b. Exterior camera surveillance: _____
 - c. Interior camera surveillance: _____
 - d. Designated, full-time security staff: _____
 - e. Other: _____
8. Community education:
 - a. Does your shelter or organization offer education or training programs in your local community?
 - b. If yes, briefly describe: _____
9. Community outreach:
 - a. Does your shelter or organization sponsor any community outreach programs? Briefly describe: _____
 - b. Are any of these programs targeted to underserved populations? Briefly describe: _____
10. Name of person completing this Checklist: _____

II. POLICIES AND PROCEDURES

Organizational Philosophy

No.	Item	Yes	No	N/A
1	Does your shelter or organization have an inclusion or non-discrimination statement? Attach to this Checklist.			
2	Has the inclusion/non-discrimination statement been approved by the Board of Directors?			
3	Is the inclusion/non-discrimination statement publicized on the organization's website, annual report, or elsewhere? If yes, indicate where:			

Comments:

Staff Selection and Training

No.	Item	Yes	No	N/A
1	Do job announcements include a statement that complies with EEOC non-discrimination hiring requirements?			
2	Do <i>employees</i> reasonably reflect the composition (race, sex, ethnic origin, etc.) of your clients?			
3	Do <i>volunteers</i> reasonably reflect the composition (race, sex, ethnic origin, etc.) of your clients?			

Comments:

Client Demographics

No.	Item	Yes	No	N/A
1	Does your shelter or organization compile clients' demographic characteristics such as race, gender, and ethnic background? If yes, attach a recent report to this Checklist.			
2	Are these reports provided on a routine and timely basis to the Board of Directors?			
3	Are these reports made available to the public on the organization's website or by other appropriate means? If yes, indicate where:			

Comments:

Website and Informational Materials

No.	Item	Yes	No	N/A
1	Do website and informational materials depict domestic violence victims who are diverse in terms of race, sex, and ethnic origin? Attach example.			
2	Do website and informational materials use gender-inclusive (“he and “she”) or gender-neutral pronouns (“they”) in referring to domestic violence <i>victims</i> ? Attach example.			
3	Do website and informational materials use gender-inclusive (“he and she”) or gender-neutral pronouns (“they”) in referring to domestic violence <i>offenders</i> ? Attach example.			

Comments:

III. SERVICES PROVIDED

Services Provided

What services are currently provided by your shelter or organization? (do not include services provided by government agencies or other outside groups)

No.	Service	Yes	No	N/A
1	Short-term emergency shelter			
2	Temporary housing			
3	Crisis counseling			
4	Support groups			
5	Job counseling			
6	Alcohol/drug abuse counseling			
7	Legal advocacy			
8	Hotline			
9	Financial assistance			
10	Other:			

Comments:

In the past year, how many persons received each type of service? If you do not have the exact number, provide your best estimate:

No.	Service	Number of Recipients	N/A
1	Short-term emergency shelter		
2	Temporary housing		
3	Crisis counseling		
4	Support groups		
5	Job counseling		
6	Alcohol/drug abuse counseling		
7	Legal advocacy		
8	Hotline		
9	Financial assistance		
10	Other:		

Comments:

Population-Specific Programming and Accommodations

The Violence Against Women Act highlights the problem of “populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age).” VAWA also calls for “sex-specific programming.”

For which populations and services has your shelter or organization implemented group-specific accommodations or programming?

Male victims:

No.	Service	Yes – describe:	No	N/A
1	Short-term emergency shelter			
2	Temporary housing			
3	Crisis counseling			
4	Support groups			
5	Job counseling			
6	Alcohol/drug abuse counseling			
7	Legal advocacy			
8	Hotline			
9	Financial assistance			
10	Other:			

Comments:

LGBT:

No.	Service	Yes – describe:	No	N/A
1	Short-term emergency shelter			
2	Temporary housing			
3	Crisis counseling			
4	Support groups			
5	Job counseling			
6	Alcohol/drug abuse counseling			
7	Legal advocacy			
8	Hotline			
9	Financial assistance			
10	Other:			

Comments:

Immigrants and other non-English speakers:

What non-English languages are spoken by your staff: _____

What non-English languages are spoken by your volunteers: _____

What is your procedure when a non-English speaking person requests help and does not speak any of the languages listed above? _____

No.	Service	Yes – describe:	No	N/A
1	Short-term emergency shelter			
2	Temporary housing			
3	Crisis counseling			
4	Support groups			
5	Job counseling			
6	Alcohol/drug abuse counseling			
7	Legal advocacy			
8	Hotline			
9	Financial assistance			
10	Other:			

Comments:

Referral Arrangements

Members of historically underserved populations often experience discrimination when a shelter refers them to another service provider which subsequently declines to provide service. This is especially a problem when the cost of service is not directly covered by the shelter.

What formal arrangements does your shelter or organization currently have in place to make referrals to other agencies or groups? For each 'yes' answer, please indicate whether your shelter or organization typically reimburses the cost of these services.

No.	Service	Yes		No	N/A
		Cost of Service Typically Reimbursed by Your Shelter or Organization	Cost of Service Typically <i>Not</i> Reimbursed by Your Shelter or Organization		
1	Short-term emergency shelter				
2	Temporary housing				
3	Crisis counseling				
4	Support groups				
5	Job counseling				
6	Alcohol/drug abuse counseling				
7	Legal advocacy				
8	Hotline				
9	Financial assistance				
10	Other:				

Comments:

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