

Electronic Service Protection Order Court (ESPOC) Pilot Project

ROLES AND RESPONSIBILITIES

of the Project Coordinator, Court Pilot Site, MDT, ESPOC TTA Team, SMEs and OVW

In furtherance of the goals of the Electronic Service Protection Order Court (ESPOC) Pilot Project, the Office on Violence Against Women (OVW), the ESPOC Training and Technical Assistance (ESPOC TTA) Team, and Subject Matter Experts (SMEs) will collaborate to support OVW ESPOC grantee sites, including their Project Coordinators and Multidisciplinary Partnerships (MDPs), as they develop technologies, policies, and procedures for their programs; collection of information for reports; and the synthesis and documentation of lessons learned across sites.

Court Pilot Site & Project Coordinator

Organizer & Facilitator

- Build connections and relationships with the MDP
- Build buy-in from policy makers and local public officials on the mapping process
- Establish, maintain, and nurture relationships with community-based organizations and advocates
- Secure participation of agencies/systems to be reviewed
- Assess resources and secure funding
- Determine how to engage survivors and advocates to inform and help execute process

ESPOC TTA Team, Court Pilot Site, MDP & SMEs

Mapping Team & Collaborators

- Participate in defining or fine-tuning questions
- Attend team training
- Complete data collection assignments and keep careful notes
 - Interviews
 - Observations
 - Text analysis
- Attend, actively participate in and contribute to debriefing and analysis sessions
- Participate in presenting findings
- Contribute to and participate in implementing ESPOC TTA Team recommendations

ESPOC TTA Team & SMEs

Technical Assistance & Support

- Field expert (or field expertise)
- Link Project Coordinator to resources and expertise
- Help Project Coordinator plan and prepare for Business Process Documentation
 - Scope and question
 - Composition of MDP
 - Case processing flow charts
 - Interviews and observations
 - Focus groups
 - Text analysis
 - Identifying policies, laws, etc.
 - Timetable

Office on Violence Against Women

Grant Funder & Administration

- Single Point of Contact for federal grant administration
- Programmatic expertise
- Project guidance and oversight
- Approve performance reports
- Review and approve products/materials created under the award
- Approval of Grant Award Modifications (Programmatic and/or Financial)
- Monitor grant funded activities including all project deliverables and award condition compliance

Court Pilot Site & Project Coordinator

- Recruit and train MDP members
- Work with team to:
 - Develop interview questions
 - Collect and analyze data
 - Draft findings
 - Maintain survivor and team confidentiality
- Schedule focus groups, observations, interviews, and debriefing sessions
- Provide materials
- Keep record of debriefing, themes, and discussions
- In partnership with the MDP locate and prepare site case files for analysis by ESPOC TTA Team
- Share preliminary findings with agencies
- Create final reports and/or deliverables
- Work with SMEs, if necessary

ESPOC TTA Team, Court Pilot Site, MDP & SMEs

- Maintain survivor and team confidentiality
- Provide and support access to agency documents for the court site team review.

ESPOC TTA Team & SMEs

- Conduct pre- site visit
 - Interview key local practitioners
 - Develop case processing flow charts from a system perspective and survivor perspective
 - Assess patterns in how survivors disclose: to whom, timing, etc.
 - Identify text for analysis
 - Form teams for site visits and specific project activities
- Train MDP (in-person/virtual)
- Develop resource tools
- Guide and/or conduct focus groups with Project Coordinator, MDP, and other stakeholders and community members
- Provide direction and/or conduct text analysis
- Identify existing technologies and future technologies needed to be conducted as part of the project
- Work alongside MDP to collect and analyze data
- Assist Project Coordinator and team with debriefing and analysis
 - Preliminary findings
 - Final report
 - Implementation plan

Office on Violence Against Women

- Conduct monitoring site visits or office-based reviews

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