

## Phase 2: Preparing for GRPPA Facilitation

This section provides information that can help prepare the GRPPA project team for GRPPA Facilitation by reviewing the GRPPA instructions, instrument and background materials, to ensure that team members are fully prepared to undertake the assessment.

### ***Preparing for GRPPA Facilitation***

#### ***In phase two, the GRPPA team will:***

- Meet to review the project activities
  - Review recommended background materials
  - Review the GRPPA Instrument
  - Review Information collection procedures
  - Review the Scoring process

## Preparing for GRPPA Instrument Facilitation

*The preparation for GRPPA Instrument facilitation is the most time intensive activity of the project because it provides the foundation for successful facilitation of the GRPPA Instrument. The GRPPA activities menu will provide an introduction to:*

- *Gender-responsive principles through printable fact sheets and an optional power-point presentation.*
- *A comprehensive review of the GRPPA Instrument, information collection processes, the scoring process, and development of the facilitation plan (guidelines and templates are easily accessible and can be printed).*

### **Team Meetings**

The Project Coordinator will plan, coordinate and facilitate all team meetings. A detailed description of each meeting's activities is provided in the Work Plan.

The first meeting will include:

- A presentation of the project goals and objectives, project activities, and assignments
- Handing out the recommended background materials (see below)
- An opportunity for team members to provide input to the process
- Each team member shall leave this first meeting with an understanding of their specific role in next steps.

### **Recommended Background Materials**

Upon determination of the project team, members will be provided informational fact sheets.

The Project Coordinator should download and distribute the fact sheets and concepts regarding gender-responsive principles and practices. A power-point presentation is also available.

## Review of the GRPPA

Team members should review each item of the GRPPA and discuss the methods by which they will determine how adherent the site is within each area.

## Information collection procedure

- *Materials Review:* Team members will collect and review their own agency policies and program information that directly informs them about adherence to gender-responsive principles. This should include, but is not limited to,
  - current agency strategic plans, policies, philosophy and mission statements,
  - risk assessment instruments, classification systems and/or behavior management system,
  - practice guidelines, client and staff schedules, services and programming offered, program environment,
  - role of external providers,
  - the case management process, the intake process,
  - staff and client handbooks.
- *Staff Input:* Allow opportunity for staff to provide input (held privately at the site, without clients present). Participation is voluntary and confidentiality should be assured. 6 – 10 participants is ideal (this meeting can take place more than once to accommodate all staff who wish to volunteer). Two meeting facilitators are recommended; one who asks the questions [*template probes for staff feedback is provided*] (appendix D) and the other person will record the responses. Staff feedback forms may also be provided to staff at the end of the meeting (utilizing the template provided). Feedback forms can help the Project Team understand individual staff experiences with the program according to gender-responsive principles and create a baseline for program development.
- *Observations:* This activity involves on-site review of site culture and programming. (If the site undergoing internal evaluation is a prison, it is recommended that at least one observation is completed during each shift. If the site is a probation department, observations should be completed at the probation office as well as during off-site interactions with clients in the community). Comprehensive notes are taken by the observer as to all that is seen and heard during each observation. Each observation can last between 30 minutes to 2 hours.
- It is possible that the specific team members may have the information needed to proceed to the scoring instrument and consensus discussion.

## Brief Review of Scoring

There are three steps to the GRPPA scoring process.

1. First, Project Team members determine if the item is **applicable** to the agency, program or correctional facility. If it is not applicable, *NA* will be recorded. If applicable, the team will consider #2 below.
2. If the item is applicable, next determine if the item is **present**. If it is not present, this results in a score of "0". If present, the team will consider (b) below.
3. Since the item is applicable and present, a determination of the **quality** of the item will be made. This will result in a score of 1, 2 or 3. Half points (.5) may also be applicable. (3 will be highest quality)

The consensus scoring process will be reviewed with the team as described in Phase 3 Requirements in section 3, below.

### Plan for the GRPPA Instrument Facilitation

The GRPPA facilitation plan will document the methods (above) by which each item will be evaluated and the member(s) of the team responsible for completing each related activity. Corresponding dates, times, and location for the activity are also included in the GRPPA facilitation plan. The last item on the plan is the date for the post-assessment meeting.

<b>Activity</b>	<b>Preparing for GRPPA Instrument Facilitation Work Plan</b>	<b>Estimated Time</b>
Project Team Meeting 1	<p>At the first meeting, the Project Coordinator will facilitate the following activities:</p> <ul style="list-style-type: none"> <li>• Provide a general overview of the project, including the purpose of the project, site motivation, and site readiness</li> <li>• Hand out fact sheets to educate the group about gender-responsive principles and practices; request that this is reviewed before the next meeting</li> <li>• Schedule web-based training session, or individual sessions, before the next meeting</li> <li>• Set the next meeting</li> </ul>	1-2 hours
Project Team Meeting 2	<p>The Project Coordinator will facilitate the following activities:</p> <ul style="list-style-type: none"> <li>• Discussion of reading materials</li> <li>• Discussion of web training</li> <li>• Provide copies of the GRPPA to participants</li> <li>• Review the GRPPA, item by item</li> <li>• Review information collection options</li> <li>• Begin discussing which information types will be used for which items</li> <li>• Set date for Meeting 3</li> </ul>	1-2 hours
Project Team Meeting 3	<p>The Project Coordinator will facilitate a planning session to prepare for facilitation of the GRPPA. This meeting will include:</p> <ul style="list-style-type: none"> <li>• Review of the consensus scoring process</li> <li>• Second review of the information collection options</li> <li>• Development of the GRPPA facilitation plan</li> </ul> <p>Following the meeting, the Project Coordinator will send a copy of the plan to each team member.</p>	2-3 hours