



# GUIDE TO SUPPORTING INCARCERATED SURVIVORS AT RCCS Checklist

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Agency name : \_\_\_\_\_ Advocate name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Facility name(s) : \_\_\_\_\_

GOAL	ACTIVITY	COMPLETED	IN-PROGRESS	COMMENTS/CHANGES
<b>BUILD RCC CAPACITY</b>	<p><b>Institutionalize your program</b></p> <p>Make updates around PREA a standing agenda item for staff meetings and client case reviews. Learn more about this <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Participate in training and technical assistance</b></p> <p>Attend VALOR®/JDI webinars and materials. Ask us about our newsletter.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Train staff and volunteers</b></p> <p>Update staff and volunteer training to integrate supporting incarcerated survivors. <a href="#">Here's</a> an example of how to update your training.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Adapt materials and internal documents</b></p> <p>Modify healing materials/worksheets to work for incarcerated survivors.</p> <p>Adapt ROI (<a href="#">release of information</a>), service agreements, intake forms to be inclusive of incarcerated survivors</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Connect with the incarcerated community</b></p> <p>Connect with formerly incarcerated people and organizations led by formerly incarcerated people to inform your programs and services.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>MAINTAIN RELATIONSHIPS W/ FACILITY STAFF AND INCARCERATED POPULATION</b>	<p><b>Consistent Meetings</b></p> <p>Establish regular meetings with facility staff to discuss patterns of abuse, access issues, and to ensure all services are being treated as confidential, including the phone lines and letter writing program.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>SART (Sexual Assault Response Team)</b></p> <p>Invite key facility staff to relevant local SART events and meetings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Memoranda of Understanding</b></p> <p>Ensure that facility staff contact lists are up to date on your (Memoranda of understanding) MOU and that confidentiality is written into the MOU. See example <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Connect with Incarcerated Folks</b></p> <p>Meet with IAC (inmate advisory council) to learn from and receive feedback from incarcerated people.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Cross-Training</b></p> <p>Develop materials and presentations to cross-train facility staff. See example <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Multidisciplinary Collaboration</b></p> <p>Collaborate with a cross section of facility staff (Mental Health, Chaplains, Community Resource Manager and Classification) on a referral process to expedite your RCC's services to people that disclose prior or current sexual assault and/or harassment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>MAINTAIN RELATIONSHIPS W/ FACILITY STAFF AND INCARCERATED POPULATION</b>	<p><b>Outreach Materials</b></p> <p>Develop materials (brochures, posters) in collaboration with facilities to ensure incarcerated survivors are aware of services available from RCC and understand how to access them.</p> <p>English and Spanish brochure examples. Youth Poster example. County jail example. <a href="#">Learn more here.</a></p> <p>Share materials with JDI/VALOR® for support and feedback, if needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Confidentiality</b></p> <p>Ensure the proper understanding and maintenance of confidentiality across all modes of communication with incarcerated survivors with correctional staff. <a href="#">Learn more about how to have this discussion here.</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>PREA Audit Participation</b></p> <p>Participate in the PREA audit through helping with mock audits, providing in-person support and follow-ups to survivors and interviewees participating in the PREA audit, and providing the PREA auditor with feedback.</p> <p>Learn more about PREA audits and how advocates can participate <a href="#">here.</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	

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PROVIDE CONSISTENT SERVICES AND SUPPORT TO SURVIVORS	<p><b>Letter Writing</b></p> <ul style="list-style-type: none"> <li>▪ Develop a 1st response packet.</li> <li>▪ Respond to all letters from survivors within 2 business days.</li> <li>▪ Check in with facility to make sure mail is treated confidentially.</li> <li>▪ Ensure that your agency’s mailing address is posted throughout facility.</li> <li>▪ Allow space to discuss letter writing during supervision meetings, program updates, and agency meetings.</li> </ul> <p>Learn more about letter writing <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Hotline services</b></p> <ul style="list-style-type: none"> <li>▪ Respond to all hotline calls.</li> <li>▪ Test line to hotline on a monthly basis from different housing units/yards.</li> <li>▪ Ensure phone number is posted throughout facility by phones.</li> <li>▪ Allow space to discuss hotline calls during supervision meetings, program updates, and agency meetings.</li> </ul> <p>Learn more about hotline services <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p><b>PROVIDE CONSISTENT SERVICES AND SUPPORT TO SURVIVORS</b></p>	<p><b>Forensic exam and investigatory accompaniment</b></p> <ul style="list-style-type: none"> <li>▪ Review current response procedure to ensure incarcerated survivors are receiving forensic exam and investigatory interview accompaniment. Update as needed.</li> <li>▪ Ensure advocates are being called by facility when exams are done</li> <li>▪ Offer to do a mock response with facility</li> <li>▪ Ensure that survivors have access to follow-up services via letter writing and hotline calls.</li> <li>▪ Allow space to discuss forensic exams during supervision meetings, program updates, and agency meetings.</li> </ul> <p>Learn more about forensic exam accompaniment <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>Advocacy on behalf of a survivor</b></p> <ul style="list-style-type: none"> <li>▪ A needed follow up with ISU/facility regarding client's PREA report.</li> <li>▪ As needed provide advocacy regarding follow up medical needs a client may have (ie STI testing post SAFE).</li> <li>▪ As needed provide housing/programming advocacy.</li> <li>▪ Connect with other agencies who may be able to work with survivors (re-entry programs, LGBTI services, oversight agencies such as the Ombudsman...)</li> <li>▪ Allow space to discuss advocacy for incarcerated survivors during supervision meetings, program updates, and agency meetings.</li> </ul> <p>Learn more <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>PROVIDE CONSISTENT SERVICES AND SUPPORT TO SURVIVORS</b>	<p><b>In-Person Support (Individual)</b></p> <ul style="list-style-type: none"> <li>▪ Provide in-person 1:1 counseling to incarcerated survivors who request services</li> <li>▪ Allow space to discuss in-person support during supervision meetings, program updates, and agency meetings.</li> <li>▪ If you are not currently providing this service contact JDI/VALOR® for support setting this up.</li> </ul> <p>Learn more about this <a href="#">here</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p><b>In-person support (group)</b></p> <ul style="list-style-type: none"> <li>▪ Provide in-person groups to incarcerated survivors who request services.</li> <li>▪ If you are not currently providing this service contact JDI/VALOR® for support setting this up.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	