

# Evidence-Based Practices Checklist

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## Prior to Opening

- ☐ Identify a data champion on your Planning Team
- ☐ Create a protocol for data collection and evaluation
- ☐ Collect community data that can later be used as a comparison point for tracking the community impact of the Family Justice Center (Center)
  - **Examples:** homicide rates, services being provided, number of domestic violence 911 calls, number of domestic violence and sexual assault convictions annually, number of protective orders filed annually, number of domestic violence reports filed annually, number of sexual assault exams in the hospital, number of hotline calls, number of prosecuted calls, etc.
  - **Recommendation:** Track data for at least one year prior opening, but when possible, track data for two to three years prior

## Within First Year of Opening

- ☐ Find a university or research partner and involve them in the planning process
  - **Recommendation:** Reach out to departments that are outside of the traditional scope, such as educational research methodology, program evaluation, doctoral students from the counseling department, etc.
  - **Recommendation:** Prior to partnering with a grad student on research, interview them to identify whether or not there is a content connection and an interest in domestic violence, sexual assault, human trafficking, and other forms of victimization.
- ☐ Identify what data and outcomes you want to measure in your Center
  - **Examples:** Number of new clients, number of returning clients, number of clients served per partner agency, amount of time staff spends with a client at each visit, number of referrals, total number of volunteer hours, etc.
- ☐ Begin collecting Center statistics
- ☐ Begin utilizing a database to track de-identified client data that can then be shared with partner agencies
  - **Recommendation:** Track demographics of client ages, genders, etc.
- ☐ Utilize a professional feedback survey with your partner agencies that documents their perception of the Center
- ☐ Collect data on rates of burnout amongst Center staff and partner agencies and gather feedback on its causes
- ☐ Start measuring hope in clients, staff, and partner agencies using the Hope Scale

- ☐ Develop and implement an exit survey with survivors
  - **Recommendation:** Use these surveys to document the primary reasons clients come to your Center (i.e. safety planning, housing, counseling, etc.)
- ☐ Use assessment tools to measure client safety
  - **Examples:** Danger Assessment, Polyvictimization Screening Tool, etc.
- ☐ Continue collecting community data that has been tracked since before the Center opened

## Ongoing

- ☐ Collect annual community-level data from partner agencies
  - **Recommendation:** Build strong relationships with partners prior to asking for data
  - **Recommendation:** Ask partners what data they are already collecting and what that data means to them (i.e. police reports may vary in what is logged as domestic violence. Identify what domestic violence means in police data).
  - **Recommendation:** Identify who the data people are in your partner agencies (i.e. probably not the person working in the Center) and work with them for the data collection rather than the service provider
- ☐ Compare the community data with the data of those coming into your Center for services
- ☐ Compare the community data collected prior to opening your Center with the community data collected after opening your Center to measure the local impact of the Center
- ☐ Continue conducting ongoing professional feedback surveys with frontline professionals and partner agencies
  - **Recommendation:** Allow staff and partners to submit feedback surveys anonymously
- ☐ Conduct an annual or biannual week-long census to document the time that is being saved for partners through increasing collaboration with the Family Justice Center framework
  - **Example:** For one week, court clerks can track on a tally sheet who is coming into court for restraining orders and partners can log the number of clients being served
  - **Recommendation:** Use this census data for capacity building and funding
- ☐ Continue utilizing a database to track de-identified client data that can then be shared with partner agencies
- ☐ Update the client exit survey as needed and continue to implement with clients
- ☐ Continue using the Hope Scale to measure hope in staff, partners, and clients
- ☐ Conduct regularly scheduled survivor focus groups to collect feedback from survivors
- ☐ Utilize the data and feedback from surveys to improve service provision at your Center
- ☐ Incorporate the data when telling your Center's story to show the impact of the Center
- ☐ Give reports and data evaluation to your partners so they can share about their work in relation to the Center
  - **Recommendation:** Provide talking points that are backed by data (i.e. "We were able to serve X number of sexual assault clients in the FJC")
- ☐ Continue talking about data and measuring outcomes with your executive partner committee