

Appendix A		
	STEPS/ACTIONS	INTERVENTIONS
1.	<p>Reinforce the Positive Steps She may be Taking Discuss resources in community and support systems she has established</p>	
2.	<p>Encourage a Safety Plan if Your Client Discloses</p> <p>Assess the Risk to the woman, by asking questions to determine whether there may be imminent danger, i.e., "Do you feel safe now?"</p> <p>Encourage the woman to create and implement a safety plan. A safety plan should be individualized and developed in tandem with her. A woman should have ready a planned emergency exit, house keys, money, and access to joint bank accounts, birth certificates, health cards, passports, medical and legal documents.</p> <p>Reassure confidentiality, and do not discuss her disclosure with the abusive partner.</p>	
3.	<p>Legal Information</p> <p>Drop In Information / Advice Lawyers <i>Insert your information here.</i></p> <p>To Apply for Legal Aid <i>Insert your information here.</i></p> <p>Other Legal Services <i>Insert your information here.</i></p>	
4.	<p>If there are child welfare issues, The Children's Aid Society of <i>insert your information</i> must be contacted: <i>Insert your information here.</i></p> <p>Facilitate client calling CAS herself.</p>	
5.	<p>Referrals Made <i>Insert your information here.</i></p> <p>Shelters <i>Insert your information here.</i></p> <p>Safety Planning <i>Insert your information here.</i></p> <p>Counselling <i>Insert your information here.</i></p>	
6.	<p>Resources / Pamphlets Given Ensure that it is safe for your client to take this information home</p>	
7.	<p>Follow-Up Plan</p>	
8.	<p>Date of Next Visit ____ / ____ / ____ Consider Computer Reminder.</p>	
Notes for next visit		
Date (YYYYY/MM/DD) _____ / _____ / _____		

Appendix B—Environmental Checklist

Administrative Support

- Involve management and institutional board in commitment to offer services
- Clarify existing and desired staff availability and roles

Community Liaison

- Link with community resources for appropriate referral and trouble-shooting

Training

- Include training on IPV intervention for all new staff
- Offer regular in-service training
- Know resources for employee assistance for personal difficulties

Clinical Protocols

- Create flow sheets for assessment, intervention, and referral, including specifics of institutional and community resources
- Define documentation procedures, in particular when different professional see same woman
- With medical records, clarify procedures for release of records
- Institute evaluation or quality control measures

Physical Environment

- Have culturally appropriate posters, brochures and pocket cards with information on impact and resources
- Provide space for confidential interviewing
- Have access to professional interpreters as necessary
- Assure staff and patient safety
- Make the environment child friendly

Appendix E

