

**Illinois Criminal Justice Information Authority
Advisory Council Focus Group Protocol**

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Interviewer:

This is [name of interviewer] and today's date is [date]. This is an interview with [Interviewee].

BACKGROUND INFORMATION

1. Before we talk about Illinois HEALS and the Advisory Council, would you mind telling me a little bit about yourself?

Follow up:

- What is your professional background?
- What county do you live in?
- What county do you work in?
- What is your experience working with children and youth impacted by violence?
- How is your work connected to victimization?
- How did you come to work in this field?

2. How did you learn about Illinois HEALS?

Follow up:

- How do you receive information related to Illinois HEALS?
- How often do you receive information related to Illinois HEALS?
- How is this information usually conveyed?
- How does this information contribute to your participation in the Advisory Council?
- What types of information is important to know for new or incoming member of the Advisory Council?
- What did you envision when you joined the Advisory Council?

IMPLEMENTATION OF PROGRAM COMPONENTS

3. Can you describe or talk about how the Advisory Council is organized?

Follow up:

- Who are the members?
- What systems are represented? What systems are missing?
- What is the decision-making process like?
- What types of recommendations would you have that might improve how the Advisory Council is organized?

4. Can you describe or tell me about your experiences participating in the Advisory Council?

Follow up:

- How are Advisory Council meetings organized?
- What types of topics are discussed?
- Is there an opportunity for open discussions where members can participate and share their opinions?
- Have there been any times when you felt you were not heard, and if so, can you describe it?

5. Can you describe or tell me about some of the primary activities of the Advisory Council?

Follow up:

- What is the process of doing this activity?
- What were some of the barriers and challenges you saw with this activity?
- What were some of the successes you saw with this activity?

SERVICES AVAILABLE TO VICTIMS

6. As you said earlier, you work in the [blank] field. Can you describe what the field looks like in the Illinois HEALS service area?

Follow up:

- Can you describe what services are like or are available for victims seeking services in your field?
- How would linking systems better help you or your field serve people impacted by violence or victimization?
- What types of recommendations do you have on how the program can better link systems?

7. Thinking about children and youth victims, their families, and other community members, how do you think they learn about services and resources available to them?

Follow up:

- How can we increase awareness of services and resources?
- What types of barriers or challenges need to be navigated or minimized for victims to seek or access services?

8. Can you tell me about any gaps in your field, specifically as it relates to the Illinois HEALS service area?

Follow up:

Attachment B, IL HEALS Advisory Council Interview Protocol

- How could Illinois HEALS be better implemented to fill those gaps?
- How does Illinois HEALS fit into the communities of the five counties being served?
- In your opinion, what components would need to be in place before a program like Illinois HEALS could be implemented?
- What makes this region of the state a good place to implement a program like Illinois HEALS?
- Are there any groups that are underserved in this area? (Or, in your professional opinion, can you tell us about any underserved groups in the area?)

CLOSING

9. Is there anything additional you would like to share about your experiences?

10. Do you have any questions that you would like to ask me?

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