



Safety Planning Application Counsellor Quick Guide

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1. Introduction

The DISCO Safety Planning Application aims at guiding and enabling counselling practitioners, working at-a-Distance, to design and propose personalized targeted safety plans for clients and monitor their progress. It was designed based on our knowledge and experience on the necessary safety precautions relevant Domestic and Sexual Violence and Abuse incidents, so as to guarantee women's safety and well being.

A woman in panic is unable to think and see clearly, and therefore, her decisions are lacking experience and are made hastily. The purpose of all safety plans is to prepare the women for possible scenarios and situations they might encounter during their escape procedure, from an experienced point of view. They need to know in advance what to look for, what to avoid, and how to keep themselves and/ or their children, safe in life threatening situations.

The Application is available to counsellors from Domestic and Sexual Violence and Abuse Organisations. For privacy security purposes and in order to safeguard women's interests in Domestic and Sexual Violence and Abuse incidents, no personal data is collected or maintained in the Application.

Each client will be assigned automatically a code name without having to share any of their own personal details online. With that given code name, they can log-in to the application to receive their assigned tests and their customized safety plan. The counsellors could use any of the tests provided in the platform to assign to their client, including a self-assessment questionnaire (Core) as well as a Safety Plan form, which can be customized accurately to the needs of each client. The client will have the option of printing their own personal safety plan and have it with them in case an incident occurs.

2. Technological Aspects of Safety Plans

The Safety Planning Application aims to guide and enable counselling practitioners working at-a-Distance to design and propose personalized custom-targeted safety plans for clients and monitor their progress.

In the application, personalized safety plans can be created utilizing a rich pool of pre-organized and approved content material i.e. content templates. A Safety Planning Content Template is categorized into thematic Sections or Steps, (e.g. safety during a violent incident, safety when preparing to leave, safety with an order of protection etc.). Each Section has:

- a)** an indicative title,
- b)** introductory text for general guidance and
- c)** a set of specific guidance statements or recommended actions that are applicable to the thematic category the section defines.

Furthermore, the application has multilingual support for all project languages, since all content elements can be translated and during the composition of a plan the appropriate translation can be chosen. Safety Planning Content Templates can be authored, organized, revised, translated and deleted only by authorized users that have the «Content Administration» system privilege.

Authorized counselling practitioners, utilizing the aforementioned pre-organized Safety Planning Content Templates are able to create personalized safety plans for their clients. The customization is achieved by enabling counselling practitioners:

- a) to choose the preferred language of their client,
- b) to choose only Sections or Steps that are applicable to the case,
- c) for each chosen Section or Step, only related statements and recommended actions that are applicable to the case can be selected in a specific plan.

In that way, each Safety Plan is unique and assigned to a single client.

As soon as a Safety Plan is created by a counselling practitioner, the assigned client has access to view it online using the Safety Planning Application by entering her unique client identifier. The client will view all sections, statements and recommended actions that the counselling practitioner chose for her case, as well as the date and time that the plan was created. Furthermore, the client will have the option to print the safety report, so she can keep it safe offline, filling designated input fields with appropriate information applicable to her case.

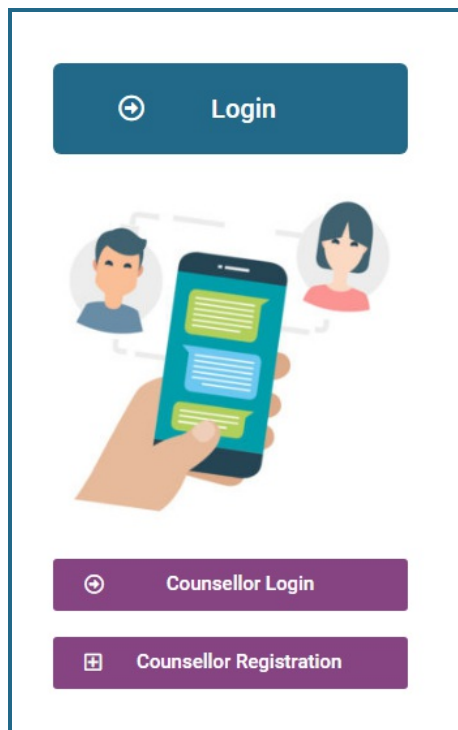
As security precaution, both the proposed process and all aspects of the Safety Planning Application are designed in such a way that avoid storage and exchange of any kind of clients' personal data.

3. Counsellor User Interface

3.1. Counsellor Registration

⚙ From your preferred web browser, open the provided application url address and click

Counsellor Registration



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⚙️ Fill the registration form with your data.

Counsellor Registration

All fields are required for your registration.

Username ?

First Name

Last Name

Organization

Organization position

Password ?

Confirm Password

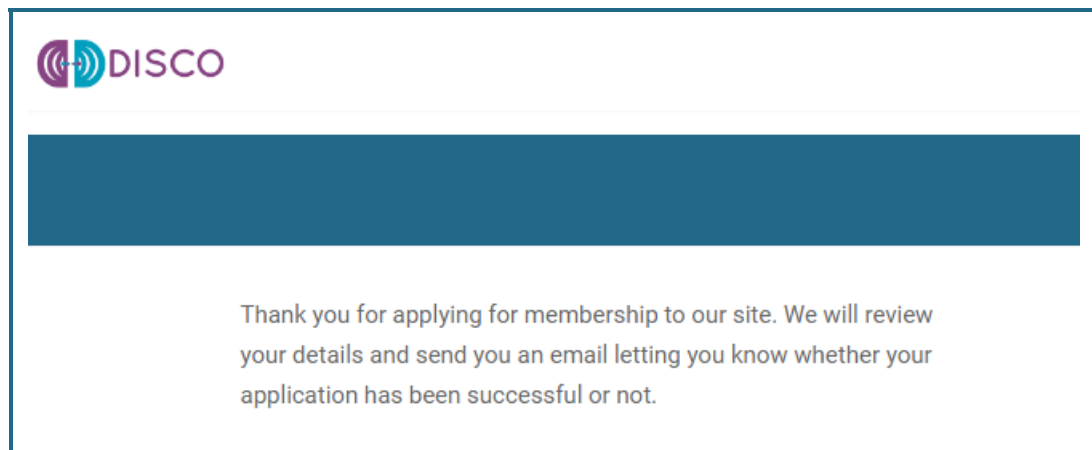
E-mail Address

Country

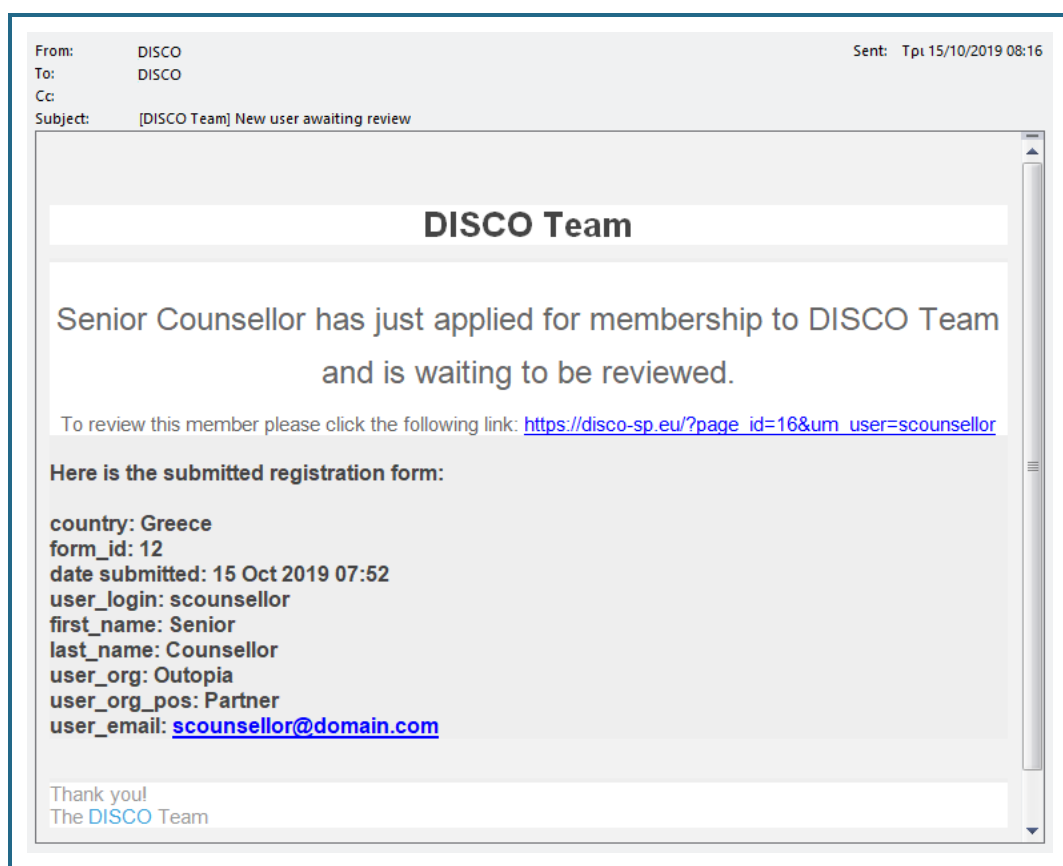
- 💡 All fields are required for your registration.
- 💡 Username should have minimum length 3 letters or digits and must be unique.
- 💡 Valid password has minimum 8 characters.

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✦ Upon submitting the registration form the following message is displayed:

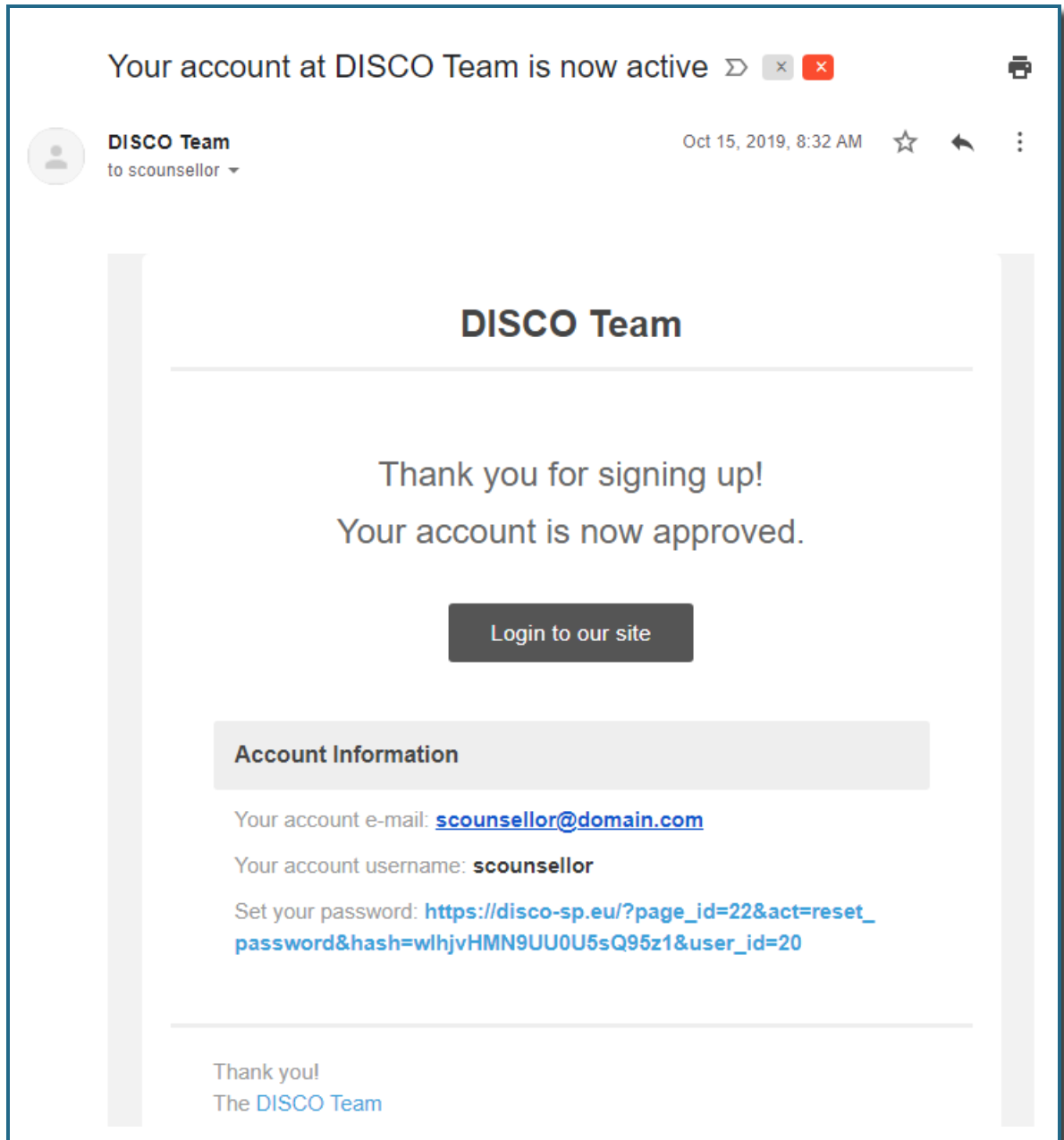


✦ The site administrator will receive an email with your registration details.



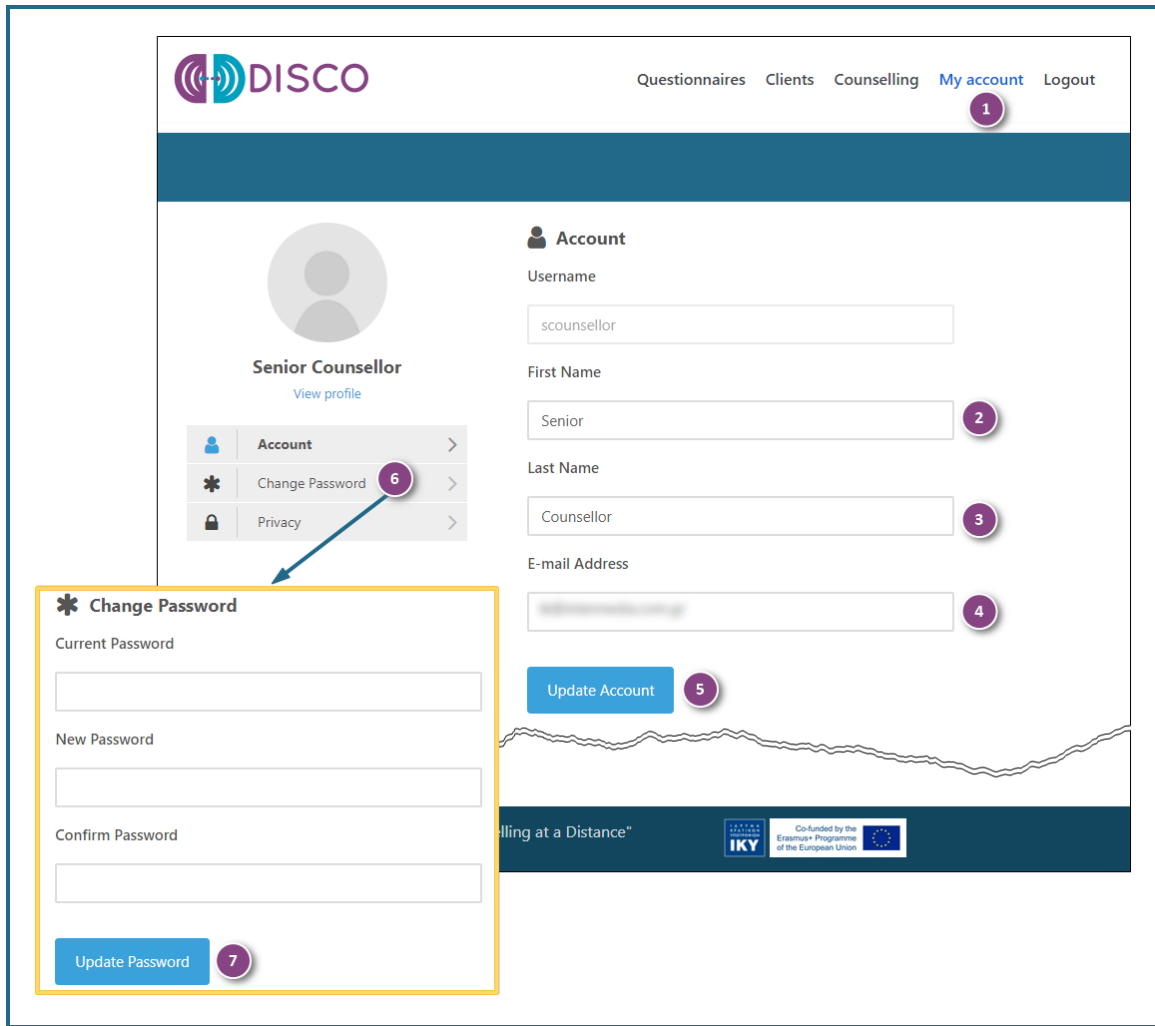
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✨ Upon registration approval by the site administrator, you will receive an email notification that your account has been approved/activated and is ready to be used.

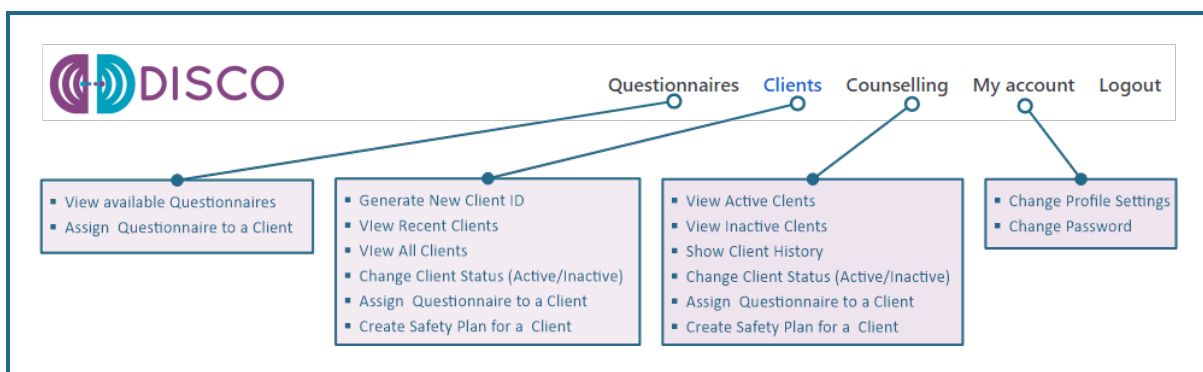


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3.2. Changing Profile Settings or Password



3.3. Application Main Menu



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3.4. View Available Questionnaires

✦ To view the available Questionnaires, follow the steps below.

Questionnaires

Client ID

Type any client ID

	Questionnaire Title	Select
1	DISCO-CORE	2 <input type="checkbox"/>

VIEW 3 ASSIGN

✦ Sample Questionnaire

DISCO-CORE

Client ID *

ID as provided to you

1. I have felt terribly alone and isolated today *

Not at all Only Occasionally Sometimes Often Most or all the time

2. I have felt tense, anxious or nervous *

Not at all Only Occasionally Sometimes Often Most or all the time

33. I have felt humiliated or shamed by other people *

Not at all Only Occasionally Sometimes Often Most or all the time

34. I have hurt myself physically or taken dangerous risks with my health *

Not at all Only Occasionally Sometimes Often Most or all the time

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3.5. Generate New Client ID

✦ To generate a new Client ID, follow the steps below.

The screenshot shows the DISCO app interface. At the top, there is a navigation bar with the DISCO logo and links for 'Questionnaires', 'Clients', 'Counselling', 'My account', and 'Logout'. The 'Clients' link is highlighted with a circled '1'. Below the navigation bar, the 'Clients' section is displayed with three tabs: 'NEW CLIENT' (circled '2'), 'RECENT CLIENTS', and 'ALL CLIENTS'. Under the 'NEW CLIENT' tab, there is a list of instructions:

- Each client is linked with a unique ID, the "Client ID"
- IDs are randomly generated with the use of predefined vocabularies (keywords)
- Client IDs are generated by Counsellors during the first session with clients
- It should be provided to Clients during the first session
- Clients should have clear understanding that "Clients ID" are used both as username and password

At the bottom of this section, there is a 'GENERATE ID' button (circled '3').

This screenshot provides a detailed view of the 'GENERATE ID' process. It includes the following elements:

- A 'GENERATE ID' button (circled '6') with a callout box: "If you don't like the generated ID, wait few seconds and press here to generate another."
- A message: "Client Id generated successfully"
- A callout box: "Press here to copy the ID to the clipboard" pointing to a 'COPY' button (circled '4').
- A table with the following data:

Client ID	Generated
GRAY-6F	21-10-2019 13:53:35
- A callout box: "One minute cool down to enable button again" pointing to the 'COPY' button.
- A callout box: "Press here to assign a Questionnaire to new Client" pointing to an 'ASSIGN QUESTIONNAIRE' button (circled '5').

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3.6. Assign a Questionnaire to a Client

✦ To assign a Questionnaire to a Client, follow the steps below.

DISCO Questionnaires Clients **Counselling** My account Logout

Counselling

Active **2** Inactive Recent All

	Client ID	Generated	Client Status	Select
1	CRISMON-6H	2019-10-21 15:28:00	Active	<input checked="" type="checkbox"/> 3
2	VIOLET-6G	2019-10-21 13:10:15	Active	<input type="checkbox"/>
3	GRAY-6F	2019-10-21 13:05:38	Active	<input type="checkbox"/>
4	ORANGE-69	2019-10-04 17:33:05	Active	<input type="checkbox"/>
5	SNOW-68	2019-10-04 17:03:08	Active	<input type="checkbox"/>

SHOW HISTORY CHANGE STATUS **ASSIGN QUESTIONNAIRE** **4** NEW SAFETY PLAN

Questionnaires

Client ID

CRISMON-6H

	Questionnaire Title	Select
1	DISCO-CORE	<input checked="" type="checkbox"/> 5

VIEW **ASSIGN** **6**

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✦ Following a Questionnaire assignment, after the client response (as described in section Client Questionnaires and Safety Plans below) the Counsellor will receive an email with the answered questions.

Client ID: GRAY-6E - DISCO-CORE
1 message

DISCO Team <admin@disco-sp.eu> Fri, Oct 18, 2019 at 1:17 PM
To: [REDACTED]

Questionnaire name: DISCO-CORE

Answered questions

Client ID
GRAY-6E

1. I have felt terribly alone and isolated today
Often

2. I have felt tense, anxious or nervous
Often

3. I have felt I have someone to turn to for support when needed
Only Occasionally

4. I have felt O.K. about my life
Often

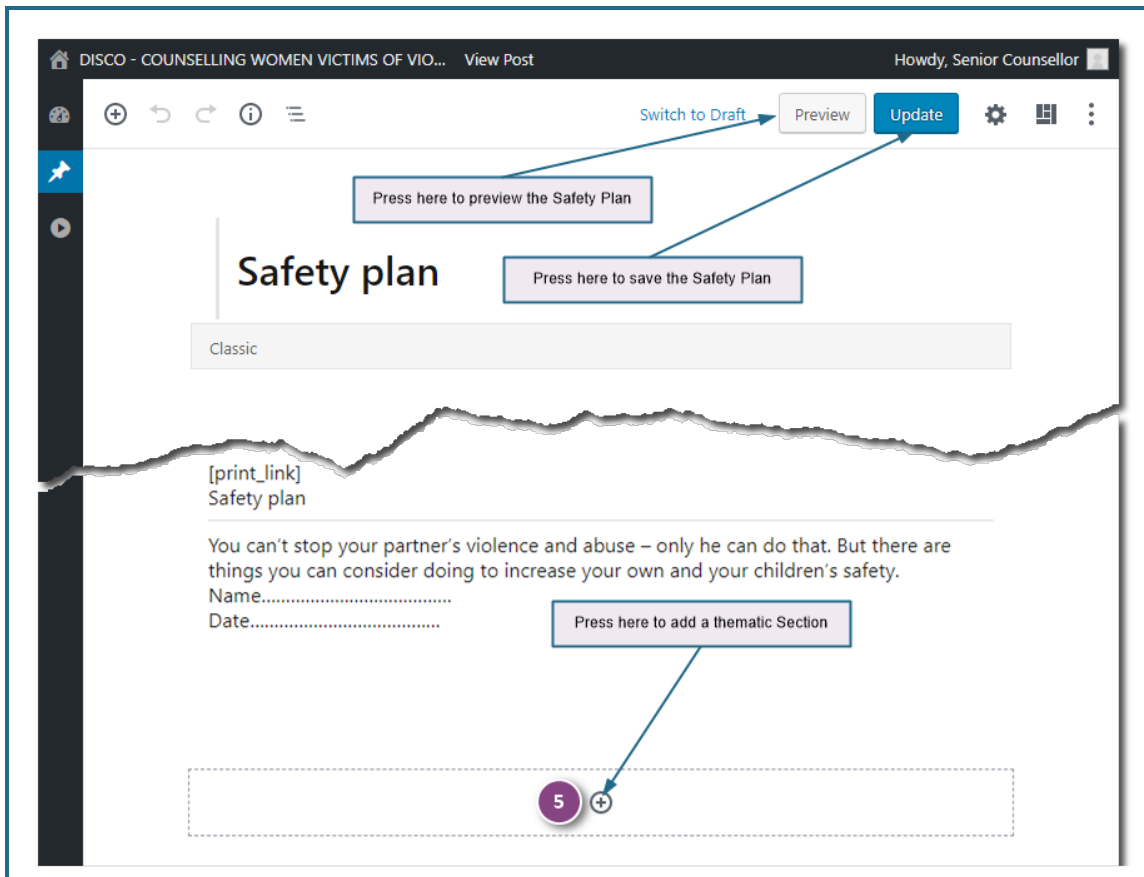
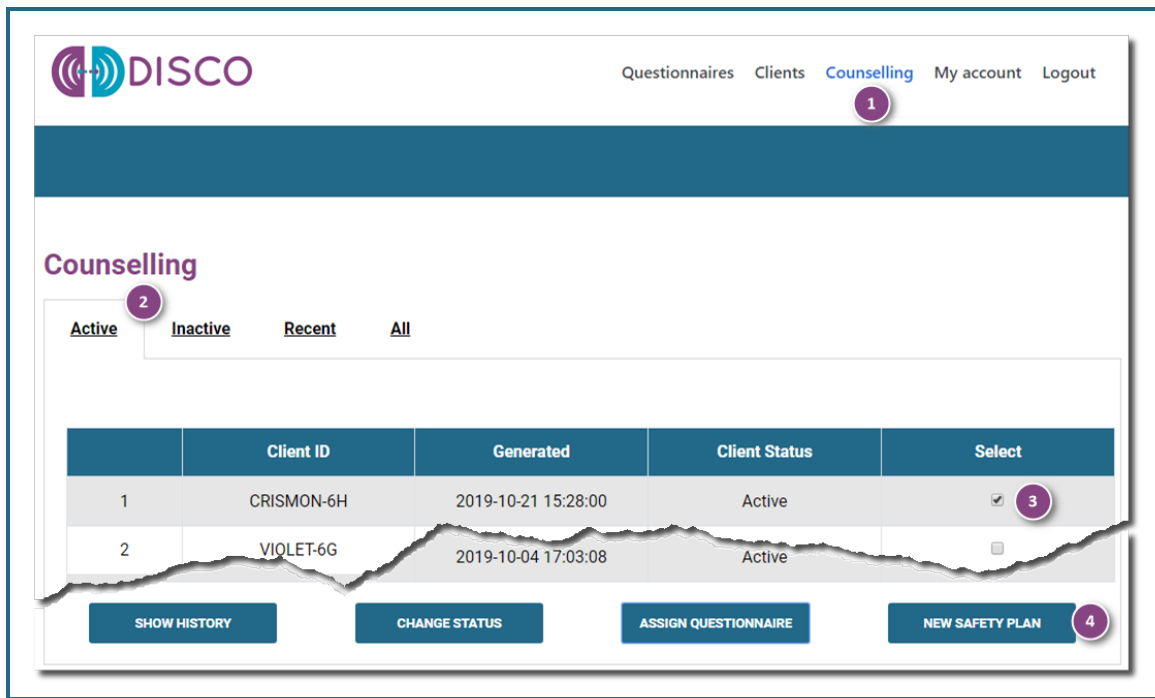
34. I have hurt myself physically or taken dangerous risks with my health
Sometimes

Sent from DISCO Team

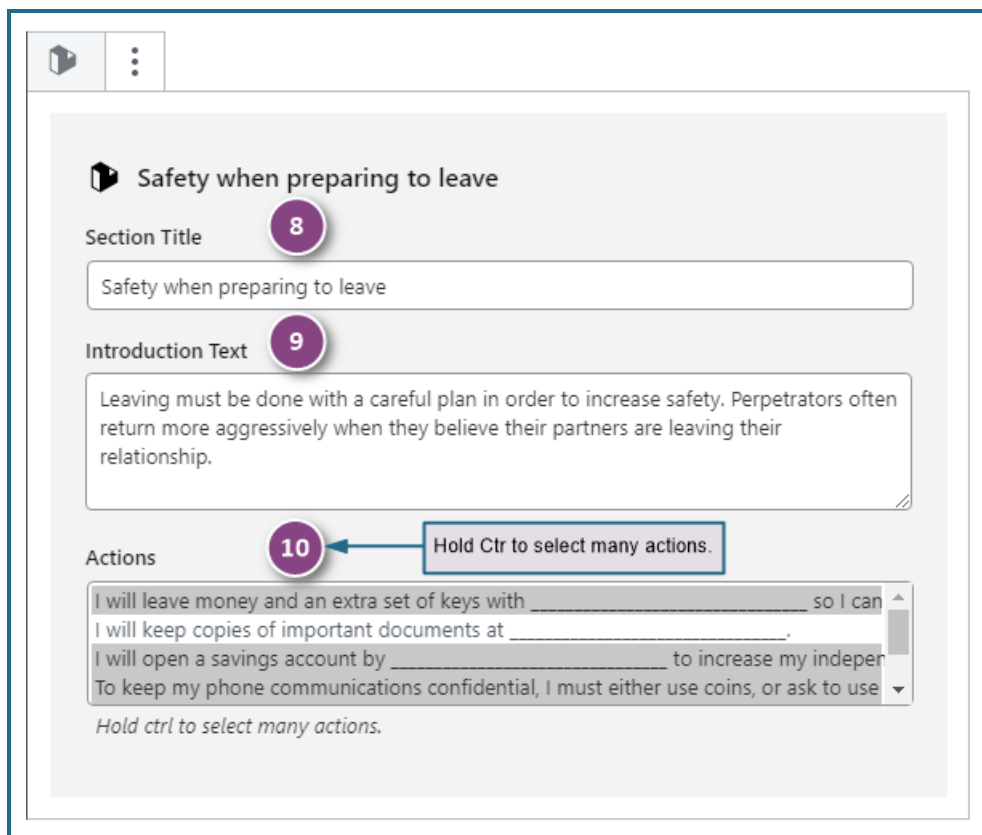
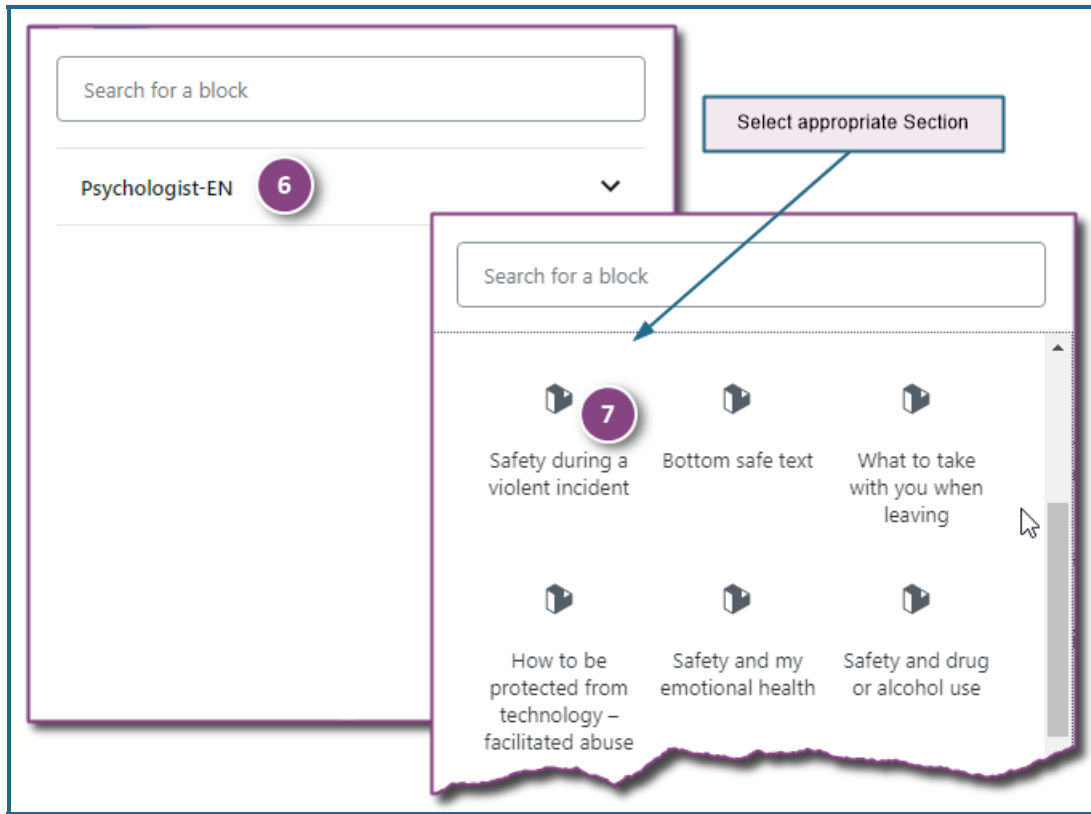
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3.7. Create a Safety Plan for a Client

✦ To create a Safety Plan for a Client, follow the steps below.



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DISCO

Safety plan

You can't stop your partner's violence and abuse – only he can do that. But there are things you can consider doing to increase your own and your children's safety.

Name..... Date.....

Safety during a violent incident

A. If I decide to leave, I will _____
 (practice how to get out safely, what doors, windows, elevators, stairwells, or fire escapes would you use?)

B. I can keep my purse and car keys ready and put them (location) _____ in order to leave quickly.
 _____ money in a suitcase with _____.

F. I will rehearse my escape plan and as appropriate, practice it with my children.

I will keep this document in a safe place and out of the reach of my potential attacker.

[Printable Version](#)

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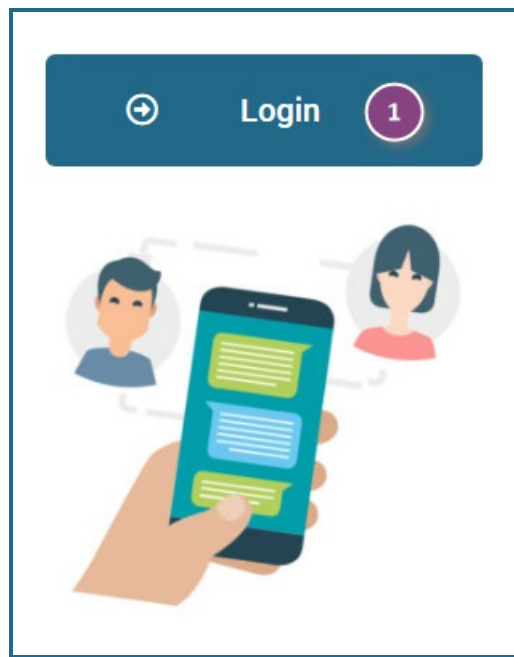
4. Client User Interface

4.1. Client Login

⚙ The Counsellor should provide his/her Client with:

- 1 the application url address and
- 2 her unique Client ID, generated by the Counsellor as described above.

⚙ The client should be instructed by her Counsellor to open the application url address (from her preferred web browser) and click the button



Client Login

Login using the ID your Counsellor provided to you.

ID as provided

2

3

LOGIN

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4.2. Client Questionnaires and Safety Plans

✦ After login, the Client is able to view all assigned Questionnaires and Safety Plans as well as to fill new Questionnaires assigned to her.

✦ Questionnaire NOT answered

Your Client ID: **GRAY-6E**
Session status: **Active**

Your Questionnaires and Safety Plans

Press to answer the Questionnaire

	Type	Name	Generated	Status
1	Questionnaire	DISCO-CORE VIEW	2019-10-17 14:47:28	Answered: No ANSWER

✦ Questionnaire answered


	Type	Name	Generated	Status
1	Questionnaire	DISCO-CORE VIEW	2019-10-17 14:47:28	Answered: Yes 2019-10-18 13:17:56

✦ Questionnaire and Safety Plan (created by the Counsellor)

	Type	Name	Generated	Status
1	Questionnaire	DISCO-CORE VIEW	2019-10-17 14:47:28	Answered: Yes 2019-10-18 13:17:56
2	General Safety Plan	VIEW	2019-10-18 15:25:48	

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4.3. Client Questionnaire



All fields are required

DISCO-CORE

Client ID *

1. I have felt terribly alone and isolated today *

Not at all
 Only Occasionally
 Sometimes
 Often
 Most or all the time

2. I have felt tense, anxious or nervous *

Not at all
 Only Occasionally
 Sometimes
 Often
 Most or all the time

3. I have felt I have someone to turn to for support when needed *



Not at all
 Only Occasionally
 Sometimes
 Often
 Most or all the time

4. I have ... out occasionally
 Sometimes
 Often
 Most or all the time

34. I have hurt myself physically or taken dangerous risks with my health *


Not at all
 Only Occasionally
 Sometimes
 Often
 Most or all the time

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4.4. Client Safety Plan



Safety plan

You can't stop your partner's violence and abuse – only he can do that. But there are things you can consider doing to increase your own and your children's safety.

Name..... **Date**.....

Safety during a violent incident

A. If I decide to leave, I will _____
(practice how to get out safely, what doors, windows, elevators, stairwells, or fire escapes would you use?)


B. I can keep my purse and car keys ready and put them (location) _____ in order to leave quickly.

C. I can tell _____ about the violence and request that she or he can call the police if she or he hears suspicious noises coming from my house


D. I can teach my children how to use the telephone to contact the police, the fire department, and emergency services (e.g. 112).


E. I will use _____ as a code word with my children or my friends so they can call for me.

I will keep this document in a safe place and out of the reach of my potential attacker.

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