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

Thank you for applying for membership to our site. We will review your details and send you an email letting you know whether your application has been successful or not.

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

To review this member please click the following link: https://disco.sp.eu/?page_id=16&um_user=scounsellor
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.

Your account at DISCO Team is now active

Oct 15, 2019, 8:32 AM

DISCO Team
to scounsellor

Thank you for signing up!
Your account is now approved.

Login to our site

Account Information

Your account e-mail: scounsellor@domain.com
Your account username: scounsellor
Set your password: https://disco-sp.eu/?page_id=22&act=reset_password&hash=wlhjvHMN9UU0U5sQ96z1&user_id=20

Thank you!
The DISCO Team
3.2. Changing Profile Settings or Password

![Image of Profile Settings and Password Change Form]

3.3. Application Main Menu

![Image of Application Main Menu]

- View available Questionnaires
- Assign Questionnaire to a Client
- Generate New Client ID
- View Recent Clients
- View All Clients
- Change Client Status (Active/Inactive)
- Assign Questionnaire to a Client
- Create Safety Plan for a Client
- View Active Clients
- View Inactive Clients
- Show Client History
- Change Client Status (Active/Inactive)
- Assign Questionnaire to a Client
- Create Safety Plan for a Client
- Change Profile Settings
- Change Password
3.4. View Available Questionnaires

To view the available Questionnaires, follow the steps below.

Sample Questionnaire

**DISCO-CORE**

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 humiliated or shamed by other people
   - Not at all
   - Only Occasionally
   - Sometimes
   - Often
   - Most or all the time

4. I have hurt myself physically or taken dangerous risks with my health
   - Not at all
   - Only Occasionally
   - Sometimes
   - Often
   - Most or all the time
3.5. Generate New Client ID

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

1. **NEW CLIENT**
   - 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

2. **GENERATE ID**

3. **Client ID generated successfully**
   - Press here to copy the ID to the clipboard
   - One minute cool down to enable button again

4. **CLIENT ID**
   - GRAY-6F
   - Generated: 21-10-2019 13:5:35

5. **ASSIGN QUESTIONNAIRE**
3.6. **Assign a Questionnaire to a Client**

To assign a Questionnaire to a Client, follow the steps below.
Following a Questionnaire assignment, after the client response (as described in section Client Questionnaires and Safety Plans below) the Councillor will receive an email with the answered questions.

Client ID: GRAY-6E - DISCO-CORE

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'm just O.K. about

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

Sent from DISCO Team
3.7. Create a Safety Plan for a Client

To create a Safety Plan for a Client, follow the steps below.
Safety when preparing to leave

Section Title

Safety when preparing to leave

Introduction Text

Leaving must be done with a careful plan in order to increase safety. Perpetrators often return more aggressively when they believe their partners are leaving their relationship.

Actions

Hold Ctrl to select many actions

I will leave money and an extra set of keys with ___________________________ so I can
I will keep copies of important documents at ___________________________.
I will open a savings account by ___________________________ to increase my independence.
To keep my phone communications confidential, I must either use coins, or ask to use

Hold ctrl to select many actions.
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 will hide 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
4. **Client User Interface**

4.1. **Client Login**

- The Councillor should provide his/her Client with:
  1. the application url address and
  2. her unique Client ID, generated by the Councillor as described above.

- The client should be instructed by her Councillor to open the application url address (from her preferred web browser) and click the button "Login"
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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Generated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DISCO-CORE Q</td>
<td>2019-10-17 14:47:28</td>
<td>Answered: No ANSWER</td>
</tr>
</tbody>
</table>

**Questionnaire answered**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Generated</th>
<th>Status</th>
</tr>
</thead>
</table>

**Questionnaire and Safety Plan (created by the Counsellor)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Generated</th>
<th>Status</th>
</tr>
</thead>
</table>
### 4.3. Client Questionnaire

All fields are required

**DISCO-CORE**

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have felt terribly alone and isolated today *&lt;br&gt;Not at all</td>
<td>Only Occasionally</td>
</tr>
<tr>
<td>2. I have felt tense, anxious or nervous *&lt;br&gt;Not at all</td>
<td>Only Occasionally</td>
</tr>
<tr>
<td>3. I have felt I have someone to turn to for support when needed *&lt;br&gt;Not at all</td>
<td>Only Occasionally</td>
</tr>
<tr>
<td>34. I have hurt myself physically or taken dangerous risks with my health *&lt;br&gt;Not at all</td>
<td>Only Occasionally</td>
</tr>
</tbody>
</table>

Submit
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 help.

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

[Printable Version]