

Interviewing Presentation and Discussion
Meeting Minutes
10/21/2024

Attendees: Scott Risolute, Amanda L. Vasquez, Megan Alderden, Sara Block, Amirrah Abou-Youssef, Dominique Sheehama, Fawn Pettet, Jayden, Kim Wolgast, Lauren Callinan, Pat Davenport

Purpose: To have an open dialogue about what it means or how the processes used to conduct interviews with survivors, witnesses or other affected persons.

Materials Referenced: PowerPoint Interviewing Survivors DVFR.pptx

Guidebook

Pence article

Risan article

Discussion:

1. Interview Stages and Considerations

- a. Not all states do interviews (learned at conference)
- b. Pre-interview Considerations
 - i. Making a list of all possible sources of information
 - ii. Deciding who and how to reach out to survivors
 - 1. What hat is interviewer wearing (DV or RRT) – brings confidentiality into focus
 - iii. Determining what information should be shared w/interviewee
 - iv. Who and how many will conduct interview
 - v. Prepping for the interview
 - 1. What is your protocol
 - a. Types of preparation (information review, timeline, etc)
 - i. Information review
 - ii. Timeline
 - iii. Taking notes (how), recording
 - b. How long will the interview be
 - c. Zoom, in person, etc
 - d. Balance between meeting needs of interviewee and the information you need to gather
 - e. Flexibility
 - f. Consider language (offender/perpetrator, etc)
- c. Following the Interview
 - i. Provide next steps about information
 - 1. Resources
 - 2. Sharing information from interview, including how
 - 3. Expressing gratitude

4. How to provide a factual summary of information without any lens of interpretation
2. Guidebook
 - a. Living document, updating as we learn from others and our own experiences
 - i. Conference – we learned a better best practice of developing a timeline and reviewing information prior to conducting interviews – at least to some degree
 - b. Pages 32-36 – information on Interviewing
 - i. Considerations/Steps Before Conducting Interviews
 - ii. Conducting the Interview
 - iii. Sharing Out Information with the Team
3. Trauma Informed Practices
 - a. Ten Principles from article by Pence, highlighted:
 - i. 2nd Principle – focus of trauma informed practices should be on recovery – not really applicable to fatality review, but can look at as offering to be present and open, list of resources
 - ii. 4th Principle – provide choices and control – provide space for them to share their stories in the way they want to share them (might be different than our goals)
 - iii. X Principle – building trust (no shame or blame)
 - iv. 8th Principle – minimizing re-traumatization – active listening, clear about what DVFR is intended to do and what it's not intended to do
 - b. Review Risan article – to inform the interview process
4. Jaden – Kankakee 21st Circuit
 - a. Furthest along, reviewed their interview process
5. Important Topics re: Interviewing – asking if anything missing from the list
 - a. Documenting the interview
 - b. Reporting out the interview
 - i. Statute does contemplate that there will be sharing of information
 - c. Confidentiality – getting a release of information to share? Which hat are you wearing?
 - d. Guarding against bias
 - e. Adding this information to the Guidebook
6. Meet again mid-Winter when more interviews have been conducted, try to touch base quarterly
7. Possibly come together in person