



**Ending  
Violence**  
ASSOCIATION OF BC

**INTERAGENCY CASE  
ASSESSMENT TEAM (ICAT)  
ORIENTATION RESOURCE**

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- Interagency Case Assessment Team Co-Chairs from communities across British Columbia
- An ICAT Orientation Advisory Committee consisting of the following members:
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  - Michelle Robarts, Police Victim Services BC
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## The purpose of the ICAT orientation document

The purpose of the ICAT Orientation Manual is to provide an introductory overview for new and existing ICAT members to the essential elements of the ICAT practice and associated processes. The ICAT Orientation Manual is designed to provide a concise review of the content covered more extensively in the Interagency Case Assessment Team Best Practices: Working Together to Reduce the Risk of Domestic Violence (ICAT BP manual) and to supplement learnings obtained from ongoing ICAT training and consultation provided by the Community Coordination for Women's Safety (CCWS) Program in collaboration with the BC RCMP Crime Prevention Services.

This document will include content that is essential to understand the purpose, functioning and effective operation of an ICAT. An overview is provided on the following topics:

1. ICAT Purpose and Principles
2. The Importance of Collaboration in Responding to Domestic Violence
3. Information Sharing and Privacy
4. Local Protocols
5. Membership and Roles
6. ICAT Referrals and Risk Review and Designation
7. ICAT Meetings
8. Documentation and Records Management





## Violence Risk Factors

- Legally and ethically sharing relevant, risk-related information and reaching agreement regarding the risk level
- Creating a collaborative, comprehensive risk management plan that provides supportive interventions for the survivor/victim and others at risk and monitoring, management and support for perpetrators
- Monitoring factors and critical events until the risk is reduced

It is recommended that all ICAT members review and familiarize themselves with the ICAT BP manual which has been developed in consultation with a cross-sectoral advisory group. The objectives of the Best Practices Manual are to:

- Guide and support the operation of local high risk domestic violence Interagency Case Assessment Teams (ICATs) in BC
- Enhance collaboration among members of existing ICATs
- Guide and support communities interested in developing an ICAT
- Encourage consistent ICAT practices in different parts of the province.

It is also recommended that new ICAT members schedule a meeting with the Co-Chairs of their local ICAT to gain further information about their local ICAT protocol, meeting structure and processes, to sign the required Affirmation of Confidentiality, and to pose

any questions that may arise from review of the ICAT Orientation or the ICAT Best Practices Manual.

ICAT members are welcome to contact CCWS ([ccws@endingviolence.org](mailto:ccws@endingviolence.org)) should you have any questions about the information contained in this Orientation or in the Best Practices Manual.

### I. ICAT purpose and principles: What is an interagency case assessment team?

An ICAT is a partnership of local agencies, including police, community and police-based victim supports, child welfare, health, social service, and other agencies.<sup>i</sup> The local partnership responds to referrals of suspected highest risk<sup>ii</sup> cases of domestic violence with a goal of increasing safety. This goal is achieved by:

- Identifying risk using the BC Summary of Intimate Partner

## ICAT principles

In cases of domestic violence, enhanced collaboration between agencies saves lives.

Appropriate information sharing among agencies responding to domestic violence survivors/victims and offenders has long been recommended by academic research, Coroner's inquests, and domestic violence fatality review committees. Most importantly, survivors of domestic violence report that they are well aware of whether this type of coordination is in place and feel safer and more confident in responders when it is.<sup>1iii</sup>

The Violence Against Women in Relationships (VAWIR) 2010 Policy<sup>iv</sup> stresses the critical importance of a multi-agency, coordinated response to domestic violence where risk related information is shared across sectors.

The benefits of these interagency teams include better identification of risk factors, proactive supports to survivors/victims and offenders, elimination of systemic barriers to safety, reduction in service duplication, fewer removals of children, and an overall reduction in domestic violence offences.<sup>v</sup>

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**Victim/survivor consent optimizes risk management planning.**

ICAT Best Practices emphasize the importance of obtaining victim/survivor consent to the ICAT process. Every effort should be made to get consent from the domestic violence survivor/victim before disclosing their personal information.<sup>vi</sup>

Obtaining consent from the survivor/victim as part of the referral process has two main benefits:

- When a survivor/victim provides consent to the ICAT process, they are more likely to collaborate and participate in the risk management plan that has been developed to address and mitigate risk and increase safety
- When survivors/victims consent to and are engaged with the ICAT process, the ICAT is able to obtain critical initial and ongoing risk related information. It is usually the survivor/victim who has the most information about risk: the offender's current functioning, the nature of the violence, the presence of coercive controlling behaviours as well as their own challenges and strengths. Information from the survivor/victim will illuminate the social location<sup>vii</sup> factors that



influence the level of risk and what effective safety planning will look like, the victim/survivor's perceptions of current and future violence as well as strategies that have been used in the relationship to maintain safety.

**Information sharing within legal and ethical parameters.**

ICAT permits the sharing of relevant risk related information for the purposes of reviewing and mitigating risk in high-risk domestic violence situations. Enhanced information sharing and collaboration between service providers has been shown to be effective in reducing risk. It is equally important that information is shared within legal and ethical parameters and an individual's right to privacy is protected to whatever degree is possible.

Making decisions about information disclosure requires each ICAT member to be familiar with the privacy legislation that governs their sector, their agency polices and

any codes of ethics or professional standards that may apply.

**Use of consistent evidence-based risk-indicators.**

To review risk and designate cases as highest-risk or not highest risk, ICATs use the BC Summary of Intimate Partner Violence Risk Factors.<sup>viii</sup> These risk factors are consistently utilized by police, child welfare, corrections and criminal justice partners across BC. The risk factors are evidence based, and it is important to remember that these factors do not operate as a checklist. Professional judgment, and consideration and knowledge of domestic violence are required of the ICAT members to carefully consider the risk factors in the context of survivor/victim and perpetrator/suspect vulnerabilities.

**Victim/survivor safety is primary in the ICAT process.**

Unlike a Domestic Violence Unit (DVU), an ICAT is not an investigative body. While ICATs do review



cases to review and designate risk, any domestic violence case may be referred to the ICAT even if a police or child protection report has not been made. The primary objective of the ICAT is to enhance victim safety through the creation of a risk management plan. While a police or child protection investigation may ensue as a result of information learned through the ICAT process, this is a secondary outcome and not the key focus of the ICAT.

**Offender accountability is key to risk management and victim safety.**

ICATs are also tasked with ensuring ongoing monitoring and provision of supports to those who commit domestic violence. This is a critical component of enhancing victim/survivor safety as the severity and lethality of domestic violence is likely to increase where there are no

accountability measures or practical supports such as counselling, substance misuse programs, income supports, housing or social supports in place for the offender. In the risk management planning process, ICATs place equal emphasis on safety and supports for those at risk as well as developing individualized strategies to monitor and provide services to offenders.

## **II. The importance of collaboration in responding to domestic violence:**

An essential foundation of ICAT work is collaboration among responders to gender-based violence. ICATs were developed in response to several tragic domestic violence homicides in an effort to improve services for victims and to prevent future fatalities.

Unlike most other coordination

tables such as VAWIR/VIR and Sexual Assault Coordination initiatives, ICATs function at the individual case-level, meaning that ICAT members work to increase safety and decrease risk on a specific, case-by-case basis. Part of this risk management work involves the sharing of relevant case-specific information to ensure everyone at the table possesses all necessary information to increase safety.

### **Importance of varied perspectives.**

Collaboration, at its core, is about working together across sectors. One of the strengths of the ICAT is the presence of both systems and community-based agencies. Systems and community-based agencies are often in possession of vastly different and equally critical case information. This structure ensures that such information comes to the table and can be used to increase victim safety. This structure also serves to equalize the power at the table, and to emphasize the equal importance and expertise of both systems-based and community-based organizations at the table.

To facilitate community agencies working together effectively, relationships amongst partners must be built and maintained. This involves commitment to the process, shared respect, understanding for each person's (and their agency's) unique position and role, and a willingness to resolve conflict when it arises. Many ICATs implement conflict resolution policies so



that there is a clear process when conflict does arise, allowing for relationships to be preserved and conflict to be resolved.

### Consensus decision-making.

A collaborative strategy employed by ICATs is consensus decision-making. The designation of a case as highest risk or not highest risk is shared collectively amongst team members and made only after careful group consideration. Consensus decision-making does not always mean everyone is in complete agreement about the risk designation, but it does mean that everyone on the team can live with the decision and agrees to move forward once a risk designation is confirmed. For example, an outreach worker may be the only team member to feel a case does not qualify as highest risk. However, subsequent to the group decision-making process, the worker may agree that the case be designated highest risk because she/ he respects the integrity of the process and trusts her/his colleagues' judgement that this case presents significant risk to the safety of the individuals involved in the case.

### Collaboration and mentorship.

Finally, collaboration primarily involves a shared responsibility of educating, supporting, and mentoring new workers to the anti-violence field and to the ICAT table. It is, therefore, essential that longer-term members of coordination tables mentor new members and encourage an understanding and



acceptance of the value of collaborative engagement to reducing the various risk factors for victims of domestic violence.<sup>ix</sup>

### III. Information sharing and privacy<sup>x</sup>

Federal and provincial laws that apply to records management practices, seeking informed consent, information sharing, and maintaining confidentiality in relation to ICAT are:

- Federal Privacy Act
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Personal Information Protection Act (PIPA)
- Child, Family and Community Service Act (CFCSA)

Both federal and provincial privacy laws allow for the collection, use and disclosure of personal information with the consent of the

individual to whom the information relates. Consent to the ICAT process should be obtained from the survivor/victim in writing whenever possible.<sup>xi</sup>

Privacy laws also allow for certain circumstances when information may be released without consent. As a general rule, disclosure of any personal information without consent must be necessary to address potential serious harm and the information released also must be relevant to addressing the harm. The overarching principle in legislation is that *“life trumps privacy”*.

The table below provides basic information regarding privacy laws that are relevant for ICAT members:

| Privacy Laws  | Applicable to   | Disclosure of personal information without consent:  |
|---|---|--|
| Privacy Act   | Federal government entities – RCMP, Federal Parole, some Indigenous programs  | <p><u>In enforcing a law or a lawful investigation:</u><br/>For the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation, if the request specifies the purpose and describes the information to be disclosed. Section 8(2)(f)</p> <p><u>In the public interest:</u><br/>Where in the opinion of the head of the institution, the public interest in disclosure clearly outweighs any invasion of privacy that would result from disclosure or disclosure would clearly benefit the individual to whom the information relates. Section 8(2)(m)(i) and(ii)</p> |
| BC Freedom of Information and Protection of Privacy Act (FIPPA) | Public bodies – Municipal Police, Community Corrections, Health Authorities, MCFD, contracted service providers performing services for a public body | <p><u>Potential harm to health or safety:</u><br/>Compelling circumstances exist that affect anyone’s health or safety. Section 33.1(1)(m)(i)and(ii).</p> <p><u>Reducing risk of domestic violence:</u><br/>If the information is necessary for the purpose of reducing the risk that an individual will be a victim of domestic violence, if domestic violence is reasonably likely to occur. Section 33.1(1)(m.1)</p>  |
| BC Personal Information Protection Act (PIPA)                   | Not-for-profit organizations <ul style="list-style-type: none"> <li>• CBVS programs, anti-violence programs, charities</li> </ul>                     | <p><u>Potential harm to health or safety:</u><br/>There are reasonable grounds to believe that compelling circumstances exist that affect the health or safety of any individual. Section 18(1)(k).</p>  |
| BC Child, Family and Community Service Act (CFCSA)              | Ministry of Children and Family Development/Delegated Aboriginal Agencies   | <p><u>Obtaining information without consent:</u><br/>Under section 96 of the CFCSA, the director has the right to any information held by a public body in order to ensure the safety and well-being of a child.</p> <p><u>Disclosing information without consent:</u><br/>Under section 79(a) and (a.1) of the Act, the director may, without consent, disclose any information if the disclosure is necessary to ensure the safety or wellbeing of a child or the safety of a person other than a child. This section overrides privacy provisions in FIPPA.</p>                                   |

## IV. Local protocols

In addition to the ICAT BP manual produced by CCWS in collaboration with stakeholders and subject matter experts, many local ICATs develop a set of protocols specific for their community. Protocols are not meant to replace the Best Practices manual, but to illustrate procedures that might be specific to a community. Local protocols may outline the community's referral process (including information such as who the designated police officer is and how to contact them), what community and police-based positions typically fill the co-chair roles, and what organization or member typically fills the coordinator role. Protocols may also identify procedures for calling meetings, how often and where the group meets, how meetings are structured, and other details relevant to the individual community.

## V. Membership and roles

Membership and agency representation on an ICAT can vary from community to community. Though all members are important and valued, there are four core ICAT members that are needed in order for the ICAT to function. These are Police, Community Corrections, MCFD, and Community-Based Victim Services or another anti-violence agency where no CBVS services exist. This array of key members ensures that there is a broad range of perspectives at the table who are specifically informed through working with the survivor/ victim, perpetrator,



or children involved in a case in different capacities. Police must be present at the table in order to hold an ICAT meeting.

Though the above members are called core members, other standing members of the ICAT are also vital to the ICAT's functioning. A community-based anti-violence perspective provides invaluable information as well as a survivor/victim focused perspective for evaluating risk in gender-based violence. Standing members often also include Police-Based Victim Services, Transition House Workers, Mental Health Workers, Outreach workers, and any other organizations that frequently serve survivors/ victims of violence.

Each ICAT should be co-chaired, including a representative from the police agency and a representative from a community-based anti-violence agency. Co-chairs are responsible for facilitating ICAT meetings, recruiting and orienting new members and acting as a point of contact for referrals, public comments and requests for information.

The ICAT coordinator is responsible for ICAT administration including sending meeting notifications, recording and distributing meeting minutes, maintaining the ICAT master list, and preparing Risk Review Reports for submission to Crown Counsel by the ICAT police officer. Most ICATs do not have an ICAT Coordinator role and it is common for one of the co-chairs to fill the coordinator role.

## VI. ICAT referrals and risk review and designation






One of the key roles of members of the ICAT is the ability to recognize and identify high risk situations that should be referred to the ICAT.

Generally, cases that are referred to an ICAT are situations that are suspected to be highest risk based on the 20 risk factors. Risk factors that have a dynamite stick (these are highlighted in red below) are associated with an increased likelihood of future violence and also an increased severity (escalation) of




future violence. These 20 risk factors are divided into 4 categories with sub-categories:



### 1. Relationship History

- a. Recent or Threatened Separation 
- b. Escalation in Abuse 
- c. Children
- d. Threats 
- e. Sexual Coercion
- f. Strangulation/Suffocation (Choking) 
- g. Coercive Controlling Behaviour (CCB) 


### 2. Complainant's Risk Factors

- a. Perception of Personal Safety
- b. Perception of Future Violence 
- c. Complainant's Vulnerabilities

### 3. Suspect History

- a. Criminal Violence History (non-IPV)
- b. IPV History
- c. Court Orders/Violations of Conditions
- d. Alcohol/Drugs
- e. Financial Instability
- f. Mental Health Concerns 
- g. Suicidal Ideation 
- h. Suspect Supports of Condones Violence

### 4. Access to Weapons and Firearms

- a. Firearms/Weapons Used or Threatened 
- b. Access to Firearms/Weapons

Once a case has been identified as potentially high risk, it should be referred to the ICAT. The first step is to complete the ICAT referral form<sup>xii</sup>

and send it to the designated ICAT police member. The form should be sent by fax or encrypted email as this ensures there is a record of the referral being sent. It is important to follow-up with a phone call to the ICAT police member to confirm receipt of the referral. Once a referral of a suspected highest risk case is received by the police designate, the ICAT Co-Chairs or ICAT Coordinator securely (password-protected, in attachment) distributes the names and birthdates of the victim, perpetrator, children and any other person at risk. The secure email will suggest a date, time and place for the meeting.<sup>xiii</sup> After receiving the new ICAT referral information, all ICAT members will search their agency records for information related to the victim, children, perpetrator and other associated third parties and bring relevant information to the ICAT meeting. This information is key to being able to conduct a robust risk analysis and also to develop an effective safety plan for all affected individuals.

All ICAT referrals should be assessed by all members of the ICAT. Decisions about risk designation should not be made prior to the ICAT meeting and no referrals should be screened out of the ICAT process prior to a meeting occurring. The ICAT is a collaborative process that relies on everyone at the table sharing relevant risk related information. Each agency at the table has something important to contribute to the information being gathered about the survivor/victim, perpetrator, and the overall situation.

A meeting of the ICAT should be scheduled as soon as possible in response to a referral. It can be held on an emergency basis or added to the agenda at the next regularly scheduled ICAT meeting. While the ICAT meeting is pending, the police and MCFD will perform their initial safety assessments and attend to any emergency situations.

## VII. ICAT meetings

The number of ICAT meetings held annually will depend on the community's needs. Many ICATs around the province hold regular meetings (bi-weekly/monthly/quarterly) in order to review new and existing cases. Other meeting purposes include the development of relationships between member agencies, discussion of issues related to the community's response to domestic violence or to review sample case studies to build skills in risk review and risk mitigation when there are no new referrals. ICAT meetings may also be scheduled when an urgent situation arises. The Co-Chairs of your local ICAT will be able to advise of the meeting schedule.

### ICAT case reviews: New referrals:

For new case referrals, the person who referred the case to the ICAT should present the case to the rest of the team. If the referring person is not available, an alternate from their agency may present the case. Using the BC Summary of Intimate Partner Violence Risk Factors, risk indicators and vulnerabilities as



well as any protective factors are reviewed. After the referring person presents the case and reason for concern, other agencies share structured, relevant information regarding the case and events.

When information sharing is complete, the risk level of the case is determined. The case is designated **Highest-Risk** or **Not Highest-Risk**. A commitment to consensus when making decisions about highest risk designation is important to the collaborative partnership of ICAT. However, if arriving at consensus is impossible after multiple deliberate attempts during the meeting, a vote should be taken. If the vote does not resolve the matter, the final decision about risk level will be made by the ICAT police member.

Where a case has been designated as **Highest-Risk**, risk management plans<sup>xiv</sup> are created, including

the appointment of a liaison from ICAT for both the victim/survivor and the offender. The liaisons will gather and share relevant updates with the team and will provide support and monitoring (for offenders). Action items related to the risk management plan are assigned to the appropriate ICAT member for follow up. Risk management planning and execution is a critical step in the ICAT process so as to enhance safety for all participants.

**It is important to note that there will be circumstances where designated agencies (police, child protection) may need to act immediately because of imminent risk of harm.**

If the case is determined to be **Not Highest Risk**, information sharing for the purposes of ICAT response ends. A risk management plan is created and referrals to support services are made. Agencies with

designated roles in the risk management plan will monitor the situation for any changes in risk.

#### **ICAT case reviews: Existing cases:**

Open ICAT cases will be reviewed for critical updates and situational changes for the victim or perpetrator at every regular ICAT meeting. This will continue until the risk is reduced and the case can be closed. Cases should be closed only when the risk has been reduced and has been assessed, through a review of the BCSIPVRF, as no longer highest risk. This could be due to a variety of factors such as a prolonged period of inactivity, compliance with court orders or that the perpetrator has moved to another jurisdiction. ICAT cases should not remain open unless they continue to be designated as highest risk and risk mitigation efforts are in place. This is because information sharing without consent should only occur if a file continues to be designated as highest risk. ICAT members will continue to monitor risk and provide ongoing supports and services to all relevant parties upon file closure. Because risk is dynamic and ever-changing in domestic violence, closed files can be referred back to the ICAT for assessment where necessary.

#### **Other business items:**

Discussion of relevant trainings, agency updates, setting next meeting dates and/or other general business for discussion should also be standing items for discussion.

## Annual review/evaluation meeting:

Many ICATs schedule an annual review or evaluation meeting to bring together member agencies to discuss overall functioning of the ICAT. Discussion items may include:

- A review of the number of referrals received
- The number of cases designated as Highest Risk and case outcomes
- General trends relevant to domestic violence and impacts on the work of the ICAT and individual agencies
- Training and education needs for ICAT members and the larger community
- An evaluation of current local ICAT processes and protocols
- A review of current ICAT membership: Are there any missing agencies? Is their consistent engagement from member agencies?

### Dispute resolution at the ICAT:

Different ICAT members will have different responsibilities, obligations and values. From these varying roles and positions, challenges can sometimes arise. There are, however, strategies that can be employed by teams to maintain functioning and protect relationships when conflict does arise.

- **Have procedures in place** – It is important that teams have a conflict resolution procedure in place in advance of any potential



conflict, ensuring that teams know what to do and have a predetermined procedure to follow. This procedure can be added to or developed with your local ICAT protocols. Protocols should be designed intentionally and in collaboration with all ICAT members, giving all parties a say in how the team operates and how disagreements are resolved. Having a procedure in place relieves pressure and fosters an environment of readiness if the need for the conflict resolution process ever arises.

- **Build relationships** – It is recommended that teams schedule regular ICAT meetings even if there are no new referrals or case updates. The time can be utilized for relationship building among partners, to practice sample case scenarios, to learn about each individual's agency, job and role, and to engage in other forms of professional

development. It is much easier to work through conflict or disagreement with teammates when relationships are built on commitment, investment, collaboration, and respect.

- **Remember the purpose of ICAT**
  - All participants at the ICAT table are there for the critical purpose of enhancing survivor/victim safety. When there is conflict or disagreement, ICAT members should always return to focus on what is most beneficial to the survivor/victim. There is not always a clear path forward, but recognizing that the main priority is survivor/victim and community safety can help diffuse a situation and bring the team back to the main goal of collaboration.

## VIII. Documentation and records management<sup>xv</sup>

Information shared at the ICAT table that is relevant to the risk review and



designation is recorded by the appointed ICAT note taker. These notes are used to prepare the Risk Review Report<sup>xvi</sup> that is prepared and sent to Crown Counsel by the ICAT Police Officer where applicable.

The note-taker also fully records the Risk Management Plan<sup>xvii</sup> including the agency responsible for follow up and other action items. Bring forward dates are noted and tracked by the Co-Chairs or ICAT Coordinator.

Other members record, for their own agency, only those action items on the Risk Management Plan that they will be primarily responsible for. ICAT members should only be documenting those specific action or follow up items as identified on the Risk Management Plan. Information related to the risk factors or other extraneous personal information should not be recorded or retained by ICAT members.

**Note: Child protection workers must document risk and safety information in order to adhere to their duties under the CFCSA. This information may be shared with other child protection staff where necessary. The Ministry of Children and Family Development has created guidelines for child protection workers attending ICAT to outline what should be documented at the meeting and disclosed on their internal database system.**

If a file is designated Not Highest Risk the same documentation procedures apply and notes should include why the case was determined to be Not Highest Risk.

When closing a file, a brief summary of reasons for closure should be documented on a Case Closure Form<sup>xviii</sup> and in the appropriate column on the ICAT Master List.<sup>xix</sup> Closed ICAT files should be maintained by the ICAT police member's agency.

#### Managing ICAT records:

The ICAT police member takes the lead role in maintaining ICAT records and communicating ICAT conclusions to Crown Counsel and other criminal justice personnel as necessary. This role for law enforcement is consistent with information sharing provisions in both provincial and federal legislation.

ICAT files are created following the RCMP Police Records Information Management Environment (PRIME-BC) policy. Police create an ICAT file within the PRIME system and link it to the operation file (offence file). Applicable ICAT information is held within the ICAT PRIME file. The ICAT police member should keep all documents and notes (originals and copies) related to each ICAT case review in a locked file cabinet in the detachment.

ICAT files should be referenced by year and case number, starting with the first new case of a calendar year. The files should contain the police file number and ICAT file number.

The case review notes should include the ICAT file number and names of the victim(s) and perpetrator. The notes for each case review should be recorded on a separate sheet and should be separated from any general business notes such as minutes that are taken.

ICAT notes should be recorded and stored on separate sheets for each case reviewed or updated.<sup>xx</sup> The only document that individual ICAT members retain should be the ICAT Master List and notes related to their agency's obligation to the risk management plans and next steps.

The ICAT files, including consent documents and risk management plans, are kept separately from the investigative file related to that case. ICAT records are separate and distinct from files owned and held by ICAT member agencies.

## Appendix

- i Where available, standing members of the ICAT may also include representatives from Transition House Programs, Stopping the Violence Counselling and/or Outreach Programs, Health, Mental Health and Substance Misuse Programs, Indigenous organizations, Income Assistance, Immigrant and Refugee organizations, PEACE Programs, schools and hospitals/clinics.
- ii Consistent with the BC Violence Against Women in Relationships (VAWIR) 2010 Policy, ICATs use the term “highest-risk” to refer to domestic violence cases when there is concern for serious bodily harm or death.
- iii Measures of Empowerment for Women Who Are Victims of Violence and Use the Justice System, Russell 2001.
- iv BC Violence Against Women in Relationships Policy, 2010, Ministry of Attorney General, Ministry of Public Safety and Solicitor General and Ministry of Children and Family Development,  
<https://www2.gov.bc.ca/assets/gov/la-w-crime-and-justice/criminal-justice/victims-of-crime/vs-info-for-professionals/in-fo-resources/vawir.pdf>
- v **BACKGROUND**, Community Coordination for Women’s Safety Interagency Case Assessment Teams; Collaborating to Identify Risks and Increase Safety
- vi Provincial and federal privacy laws recognize that in high-risk situations, it may be necessary to share either victim or suspect/offender information without consent in order to prevent more violence or save a life. Please see the section on Information Sharing and Privacy for more information about the legislative authority to share information in high-risk situations.
- vii Social location includes a variety of factors including gender, race, sexual orientation, gender identity, culture, religion, immigration status, disability, poverty and class, among others. Many victims/survivors experience significant and systemic barriers to accessing services or are reluctant to engage with agencies they or their communities have had oppressive Every victim/survivor will experience risk differently, thus requiring individualized approaches to safety planning.
- viii A more extensive review of the BC Summary of Intimate Partner Violence Risk factors can be found in Section VIII of the Orientation Document.
- ix For more information and tools to build collaboration among responders, please see “Step-by-Step: Tools for Developing a Coordinated Response to Violence Against Women”.  
<https://endingviolence.org/publications/step-step-tools-developing-coordinated-response-violence-women/>
- x See Section 9 of the ICAT Best Practices Manual for a comprehensive review of privacy and information sharing legislation that applies to ICAT.
- See Chapter 20 of the ICAT Protocol, Appendix 5: Consent to the ICAT Process and to Release Personal Information to the ICAT and Appendix 8: Affirmation of Confidentiality.
- xii See ICAT Best Practices Manual, Appendix 4, page 53 for a Sample Initial ICAT Referral Form.
- xiii Anyone having a conflict of interest with the case, for example someone who has a personal or family connection with the victim or perpetrator, is asked to abstain from further ICAT involvement on this case and to send their agency’s alternate.
- xiv See Appendix 11 of the ICAT Best Practices Manual for a sample Risk Management Plan.
- xv For a more extensive review of Documentation and Records Management Practices for ICAT, please see the ICAT Best Practices Manual pgs. 27-31, and the relevant Appendices for sample documents.
- xvi See the ICAT Best Practices Manual, Appendix 10 for a sample Risk Review Report.
- xvii See the ICAT Best Practices Manual, Appendix 11 for a sample Risk Management Plan.
- xviii See ICAT Best Practices Manual, Appendix 14 for a sample ICAT Case Closure Notes.
- xix See ICAT Best Practices Manual, Appendix 6 for a sample ICAT Master List Template.
- xx See ICAT Best Practices Manual, Appendix 13, for a sample ICAT Case Update.