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General Information

Monitoring

1. If, at any time prior to or following the granting of probationary certification, the Office of Certification and Monitoring receives information that a program or assessor has submitted false information on an application, probationary certification may be denied or withdrawn. Application fees will not be returned.

2. If a program's certification is currently on probationary status due to failure to meet state minimum standards during the initial or a subsequent annual monitoring, the OCMBIP will not accept a certification application from the program to establish an additional certified program in another judicial circuit. Consideration will not be given to the application until such time as the initial certified program site meets state minimum standards and attains full certification.

The 2001 Florida Legislature charged the Florida Department of Children and Families with the responsibility of certifying and monitoring batterers' intervention programs throughout the state. Monitoring is conducted by persons authorized by the Department, including staff from the OCMBIP at the Central Office in Tallahassee. The goal of monitoring is to determine that certified BIPs are complying with required policies, such as partner contact, notification of courts/ referral source immediately upon violation or termination and to ensure that certified BIPs are not providing inappropriate services. Site visits shall be conducted to ensure certified BIPs are in compliance with basic standards relative to group content, philosophy, and approach that must be adhered to ensure accountability of the batterer, safety of the victims, and overall program compliance.

The monitoring process conducted by Department monitors and/ or OCMBIP staff includes the following steps:

a) The Department of Children and Families monitoring staff and/or OCMBIP staff will contact all programs/assessors with probationary certification to schedule an initial monitoring and review of the program (both administrative and group observation for batterers' intervention) for compliance with state minimum standards no earlier than 180 days from the date that the program/assessor receives probationary certification from the OCMBIP.

b) The date scheduled for monitoring will be confirmed in writing and may be provided to the program/assessor by U.S. mail. No monitoring may be delayed, postponed, or rescheduled without written permission.

9 c) Upon completion of an administrative monitoring and group observation, the monitors will conduct an exit interview with the program director or designated representative to advise of their findings. Within 14 days, the local monitoring office will send a written report to the program and forwarded a copy to the OCMBIP.

- d) Programs and/or assessors that meet the state minimum standards during the initial monitoring will be granted full certification.
- e) If the monitoring reflects a failure of the BIP to meet the statewide minimum standards, the monitors will issue a corrective action plan outlining the areas of non-compliance and the time frames allowed to bring the program into compliance with state standards. Program monitors will re-monitor no later than 60-days from the date of the program compliance letter on all non-compliant standards addressing victim safety. Program monitors will re-monitor no later than 90 days on all administrative issues not related to victim safety. Please note: One “below standards” group will put a program in probationary status.
- f) Probationary certification status will be extended in all cases where noncompliance is noted during the initial monitoring, or the BIP/assessor will be returned to probationary status if full certification has been previously granted.
- g) Full certification may be granted when the program has satisfactorily addressed all non-compliance issues.
- h) Subsequent monitoring visits will be scheduled annually based on the date the assessor or program receives full certification, however, the Office of Certification and Monitoring has the option of visiting an assessor or BIP site without prior notification.
- i) If the program is still found to be in non-compliance with state minimum standards and does not attain full certification by the annual or subsequent monitoring visit, the department may commence decertification proceedings. The BIP/assessor will receive a complete report by certified mail from the OCMBIP stating reasons for decertification.
- j) If, at any time, information is received by the Office of Certification and Monitoring that a program or assessor is not meeting certification standards to the extent that such failure has a detrimental impact on the victims, participants, staff, and/or the public, the Office of Certification and Monitoring may make inquiries, conduct site visits or utilize the Office of the Inspector General of the Florida Department of Children and Families to complete an immediate investigation based on the information and allegations received. This information, and any resultant investigation, may formulate the basis for de-certification of the program/assessor and may be referred to the appropriate state attorney’s office or court administrator for further action as appropriate.

Current amount is \$1.25 million per year money for BIPPs

- By law, 17% of this amount is earmarked to fund monitoring as well as training and technical assistance for BIPPs

Monitoring

Well established and high functioning contracts with state to monitor BIPPs program at least once per biennium are visited at least once per year. BIPPs are visited less often

Monitoring Standards Florida Illinois Texas Michigan

Monitoring—Process

- Program notified of visit about six weeks in advance
- Program told which Guidelines will be audited and how they will be measured (see “Objectives” in CD-ROM)
- Examine participant case files and staff training records

Monitoring—Process

- One or more group sessions are observed
- Hypothetical scenario used as basis for structured interview (see CD-ROM)
- Exit interview
- Missing Items List

Monitoring—Hypothetical Scenario

- Accountability to Program Principles
- Guideline #9
- Structured interview—verbal
- Audio-taped with permission
- Over 90% respond satisfactorily

Monitoring—Observing Group

- Introduce self and speak of accountability
- No tool or checklist used
- Take extensive notes
- Deflect questions from participants during group back to facilitator
- Ask facilitator if this was a typical group
- Debrief with facilitator

Monitoring—Audit Reports

- 60 days to write report
- 70% compliance threshold
- Documented non-compliance calls for an Action Plan to correct the deficiency
- Action Plan typically gives 30 days to achieve compliance

Monitoring—Audit Reports

- Group observation written up as narrative
- Non-compliance with Guidelines for group typically gets Action Plan calling for periodic electronic monitoring and increased supervision
- Two typical audit reports are included on the CD-ROM (names and places disguised to protect the innocent and the guilty)

Pluses and Minuses of the Texas Monitoring System

Pluses

- Funding for BIPPs
- Funding for monitoring system
- Heavy scrutiny of BIPPs yields a high degree of accountability
- Funding provided is a powerful lever for shaping BIPPs

Minuses

- Guidelines are not universal
- Programs not receiving state funds are not bound by Guidelines

- Currently, there are 28 funded programs and probably three times that many that receive court referrals

Possible Changes

- Accreditation—making all programs accountable to the Guidelines
- Less time spent on high functioning BIPPs
- Require low functioning BIPPs to call in periodically
- Institute unscheduled visits
- Separate Guidelines for females identified by the system as offenders

AUDIT OBJECTIVES

1 OBJECTIVE Determine the extent to which the BIPP Program provides accurate and timely statistical

information to TCFV via the Monthly Activity Report (MAR) form.

orientation and initial training, supervision, and staff development requirements.

case scenario with program coordinator or director.

MEASURES TDCJ-CJAD grant award statement requiring “timely and accurate” statistical reporting to TCFV.

METHODOLOGY Review Monthly Activity Reports submitted during the past six months.

2 OBJECTIVE Determine the extent to which the BIPP staff is in compliance with all applicable employee

MEASURES BIPP Guidelines 5 (as required by guidelines 6 & 7), 8 and 9.

Review BIPP staff personnel files for orientation and initial training, supervision, and staff

METHODOLOGY development records. Interview program staff. Conduct structured interview based on hypothetical

Determine to what extent the BIPP program is in compliance with the BIPP Guidelines regarding
3 OBJECTIVE case records, case management, information gathered concerning abusive behavior, victim/partner

notification of participant program entrance and exit, and reports to referral sources.

MEASURES BIPP Guidelines 10, 13, 25, 34, and 38

METHODOLOGY Review a random sample of BIPP participant files.

4 OBJECTIVE Determine to what extent the BIPP program is in compliance with BIPP Guidelines regarding

victim/partner initial contact.

MEASURES BIPP Guideline 32.

METHODOLOGY Review BIPP program records for victim/partner contact and examine policy and procedure. 5 OBJECTIVE Determine to what extent the BIPP program is in compliance with internal

and external program

assessment.

MEASURES BIPP Guidelines 39 and 40.

METHODOLOGY Review BIPP program documents for external assessments and internal evaluations of program.

6 OBJECTIVE Determine to what extent the BIPP program is in compliance with requirements to offer trainings to

criminal justice agencies.

MEASURES BIPP Guideline 43, part 1.

METHODOLOGY Review BIPP program records for trainings offered to law enforcement, prosecutors, judges, community supervision officers, and others.

7 OBJECTIVE Determine to what extent the BIPP program is in compliance with Guidelines regarding BIPP

participation in community education/advocacy activities.

MEASURES BIPP Guideline 46.

METHODOLOGY Review BIPP program records for community education and advocacy efforts to end violence and abuse against women.

8 OBJECTIVE Determine to what extent the BIPP program is in compliance with the Guidelines regarding program format..

MEASURES BIPP Guideline 20, 21, and 22.

METHODOLOGY Observe one or more BIPP group sessions.

9 OBJECTIVE Determine if the program is in compliance with the curriculum Guideline requiring content

regarding the effects of domestic violence on children.

MEASURES BIPP Guideline 24, part 5

METHODOLOGY Examine curriculum and related documents.

Specific Evaluation Criteria

The Office of Certification and Monitoring of Batterers' Intervention Programs is charged with certifying and monitoring batterers' intervention programs. Along with administrative monitoring, the Office of Certification and Monitoring observes groups held by certified intervention programs to ascertain whether groups are being conducted in a manner that is consistent with certification standards. To avoid subjective conclusions, the following guide is used to assist in the analysis of groups. The office is cognizant that there may be an occasional unsatisfactory group. In these cases, a monitoring team will make return visits to observe additional groups prior to any action being taken.

Each "NO" and "N/A" requires explanation in the "discuss your findings" section. An asterisk (*) denotes partial compliance.

YES NO N/A

1. The group size was a minimum of three (3) and a maximum of 15, with one approved full facilitator, or group size was 16-24 with two approved full facilitators or one approved full facilitator and trainee who meets the pre-requisite 34 training hours.

2. The group had a "facilitator trainee" as a co-facilitator. The trainee must have completed the 21 hours of state approved facilitator training prior to their participation in group and if the group is over 15 participants, the facilitator trainee must have completed 34 of the required 84 hours of face-to-face contact for groups.

3. The group session was one (1) hour and 30 minutes excluding breaks.
4. Facilitator(s) did not use information that may endanger the victim such as information she had requested remain confidential.
5. The facilitator(s) had a clear understanding that battering includes many forms of abuse and identified these behaviors at appropriate times during group.
6. The facilitator(s) were clear with group members that the use of violence and other abusive behaviors are intentional acts designed to control their partners (Tactics on Power and Control Wheel).
7. The facilitator(s) stressed that there are always appropriate alternatives to violent behavior.
8. The facilitator(s) confronted minimizing and denying statements made by group participants. The facilitator did not allow batterers to minimize the violence used.
9. The facilitator(s) modeled equal and respectful relationships in their groups.
10. The facilitator(s) brought focus back to the group when a group member attempted to blame his partner for his abusive behavior.

YES NO N/A

Discuss Your Findings:

11. Facilitator(s) confronted sexist, racist, ageist and homophobic comments and/or inappropriate joking.
12. The facilitator(s) did not promote gradual containment/de-escalation of violence nor teach theories/techniques that identify poor impulse control as the primary cause of the violence.
13. The facilitator(s) avoided making colluding comments or statements that group members could interpret as supporting their use of violence or abusive behavior. Examples: Colluding comments could include, "I can understand how that would set you off." "If my partner did that I guess I'd be mad as hell, too." "You shouldn't let her hook you into an argument."
14. All group participants appeared to have a history of intimate partner violence and were not participating due solely to other forms of domestic violence, i.e., child abuse, sibling violence, elder abuse, etc.
15. Facilitator(s) allowed time for group members to check in (at the beginning of group) or to check out (at the end of group)
16. The facilitator(s) exhibited leadership that provided an open and respectful group process for all participants that encouraged them to participate but did not allow members to dominate the discussion
17. Facilitator(s) addressed how domestic violence affects children.
18. Facilitator(s) held group members accountable and challenged current belief systems and myths about domestic violence.
19. Facilitator(s) taught skills that would facilitate positive change in behavior.

BATTERERS' INTERVENTION PROGRAM

The program is required to maintain documentation proving that standards as described in the Certification Procedures and Minimum Standards for Assessors and Batterers' Intervention Programs are being met. Each "NO" and "N/A" requires explanation in the discussion/findings section. An asterisk (*) denotes partial compliance.

PERSONNEL FILES

(Facilitator, Assessor, Supervisor, Facilitator Trainee)

YES NO N/A

Discuss Your Findings:

1. Does the provider maintain a personnel file on each staff member?
2. If staff file was reviewed during last monitoring visit, does the file contain the annual 12 hours of continuing education as required by the state minimum standards?

If staff was hired since last monitoring visit, does the file contain the following:

3. The FDLE background check required by state minimum standards? (If requested and not received within three months, program must follow up at three-month intervals.)
4. Name, address, home telephone number, social security number, date of birth and recent photograph or a copy of a Florida driver's license of the staff member?
5. The name and contact information of the employee's closest relative and emergency contact?
6. Proof of a local law enforcement criminal background check?
7. A detailed job description for each applicable position outlining principle duties and responsibilities?
8. Does each file contain a signed:
 - Privacy act statement? (acknowledging confidentiality of information received)
 - Copy of the program's philosophy and mission statement?
 - Copy of the "drug-free workplace" policy?
 - Copy of the statement agreeing to adhere to a violence-free lifestyle?
 - Copy of the program's sexual harassment policy?

FACILITATOR FILE REQUIREMENTS

(New Hires)

YES NO N/A

Discuss Your Findings:

9. Does the file contain a letter of approval from the Office of Certification and Monitoring of Batterers' Intervention Programs?
10. Does the file contain a copy of a bachelor's degree and a certified transcript in support, or in lieu of, a bachelor's degree, verified documentation of two years of equivalent experience working with victims and/or batterers? (If the individual is licensed in the State of Florida under Chapters 490, 491 or 458, Florida Statutes or has a

master's degree or doctorate, and documentation is in the file, further documentation of education is not required.)

11. Does the file contain verified documentation of completion of 84 hours of direct fact-to-face contact facilitating male batterers' groups using the power and control model that was completed in not less than six months?

12. Does the file contain verified documentation of completion of 40 hours of domestic violence victim-centered training, which can include providing advocacy to battered women and their children, conducting women's and children's groups, attending victim panels or presentations at which victims discuss their victimization, and/or any other program or training where victim issues are taught?

13. Does the file contain verified documentation of the completion of 21 hours of a state approved course on basic facilitation of batterers' intervention classes?

14. Does the file contain documentation of the completion of four hours of substance abuse training specific to domestic violence?

15. Does the file contain verified documentation of four hours of riding along with local law enforcement, court attendance and/or a combination of both?

FACILITATOR TRAINEE FILE REQUIREMENTS

YES NO N/A

Discuss Your Findings:

SUPERVISOR FILE REQUIREMENTS

YES NO N/A

16. Does the facilitator trainee's file contain a letter of approval from the Office of Certification and Monitoring of Batterers' Intervention Programs?

17. Does the file contain a copy of a bachelor's degree and a certified transcript in support, or in lieu of, a bachelor's degree, verified documentation of two years of equivalent experience working with victims and/or batterers? (If the individual is licensed in the State of Florida under Chapters 490, 491 or 458, Florida Statutes or has a master's degree or doctorate, and documentation is in the file, further documentation of education is not required.)

18. Does the file contain a log of training hours tracking the required 84 hours of face-to-face contact under the direct supervision of an approved facilitator?

19. Does the file contain a certificate from a state approved training provider supporting completion of the 21 hours of basic facilitator training prior to the trainee's commencement of the 84-hour internship?

20. Does the file contain a letter of approval from the Office of Certification and Monitoring of Batterers' Intervention Programs?

21. Does the file contain documentation of a master's degree plus one year

of experience involving direct contact work with victims and/or male batterers, or a bachelor's degree plus two years of equivalent work experience, or three years of equivalent experience involving direct contact work with victims and male batterers? (If the individual is licensed in the State of Florida under Chapters 490, 491 or 458, Florida Statutes, and a copy of the license is in the file, further documentation of education is not required.)

22. Does the file contain documented experience of three or more years in domestic violence work, which may include:

- Domestic violence training?
- Teaching Domestic Violence in high school or post-secondary settings?
- Domestic Violence Program development, implementation, monitoring or evaluation?
- Documented research conducted in the field of domestic violence?
- Authorship of publications in the field of domestic violence?

23. If applicable, were deficiencies in personnel and/or facilitator files corrected from the last monitoring?

Discuss Your Findings:

BATTERER FILE REQUIREMENTS

YES NO N/A

24. Does each batterer's file contain a signed statement indicating knowledge of the sliding fee scale and has the program assessed and collected fees based on that scale?

25. Does each file contain a copy of relevant income records to show the batterers' ability to pay as determined by the director or program staff?

26. Does each file contain documentation that the participant's fee of \$30.00 was paid by the batterer and forwarded to the Department of Children and Families?

27. Does the program maintain individual logs or an overall log evidencing program fee payments from the batterer? All group participants must receive receipts for all fees paid.

28. Is there evidence in any file that individuals court ordered for nonintimate partner violence without a history of partner violence (may be determined by assessment) are enrolled in the program?

29. Does each file contain the standard enrollment form?

30. Does each file contain the standard assessment form performed by a state certified assessor?

31. Does the file contain the standard contract signed by the batterer and the program representative?

32. Does the file contain a statement signed by the batterer acknowledging attendance at one hour and 30 minutes orientation session?

33. If the batterer has been rejected and/or terminated from the program, is

there documentation in the file supporting rejection and/or termination from the program?

34. If the batterer has been rejected and/or terminated as noted above, does the file contain the following:

- Documentation from the program advising the referral source of this rejection and/or termination?
- Documentation on making specific alternative recommendations to the court and/or referral source?
- Documentation advising the victim of rejection and/or termination?

Discuss Your Findings:

VICTIM CONTACT REQUIREMENTS

YES NO N/A

35. Does the file contain a copy of a letter and the Partner's Guide to Batterers' Intervention Program Classes for Men sent to the victim advising of the batterer's enrollment in the program? The letter must be dated and sent within four (4) working days of the batterer's enrollment in the program.

36. Does the letter include, at a minimum, the telephone numbers(s) of the local domestic violence center; law enforcement; the state attorneys office; count and state probation; clerk of court and other referral sources?

37. If the batterer has been terminated from the program, does the file contain a copy of the letter to the victim advising of the reason for termination and include contact information for the local certified domestic violence centers, law enforcement and other referral sources? The letter must be dated and sent within four (4) days of the batterer's termination from the program.

38. If the batterer has completed the program (or been discharged for any reason other than termination), does the file contain a copy of the letter to the victim advising of the batterer's discharge and include contact information for the local domestic violence center(s), law enforcement and other referral sources? The letter must be dated and sent within four (4) working days of the batterer's discharge from the program.

39. If the batterer made a threat of harm to the victim during the course of the program, is there documentation in the file showing that the provider contacted or attempted to contact the victim, law enforcement and the referral source with the information?

Discuss Your Findings:

PROGRAM SPECIFICS

YES NO N/A

Discuss Your Findings:

SUMMARY

41. Does the program have a complete Program Policy and Procedure Manual incorporating all elements and criteria of the statewide minimum standards? (This manual must be available for review during the administrative monitoring.)

The New Kid in Town

You have just been hired as the new BIPP Coordinator in Barbecue, Texas. You have six years experience leading BIPP groups in another state, but have never been in charge of a program before now.

You will be supervising three BIPP staff. Due to financial constraints you were told that your position was the last to be filled before a hiring freeze. Future vacancies will not be filled.

Brian works full-time and is just out of graduate social work school. He has been working with batterers for seven months. Bonnie is an LPC and works half-time. She has been doing BIPP groups at this agency for four years while Hector, a contractor, has had a long career in substance abuse treatment and now has been leading two groups per week for 18 months.

Your predecessor as BIPP Coordinator, Cynthia, helped found the agency over fifteen years ago. She retired last month. You didn't have any overlapping time with her before she left, but did get to speak with her by phone during your first week on the job. Cynthia was a clean desk kind of person and left immaculate files, everything was in order. She was given the job of starting the BIPP program six years ago because she was a terrific administrator. Unfortunately, after talking with her for 45 minutes you come to understand that Cynthia doesn't know a lot about working with batterers. Her philosophy as Coordinator was that "my professional staff are the experts and so I defer to them in terms of clinical matters".

In your first supervisory session with Bonnie she tells you about a partner of one of the men in her group who called yesterday. This was the first time that anyone from BIPP had any contact with this woman. According to Bonnie, the woman explained in great detail that the incident for which her husband was arrested was blown out of proportion by the police and that, in fact, was a misunderstanding all the way around. She requested that her husband be released from his BIPP commitment so that they could attend couples counseling. Bonnie replied that it is doubtful that her husband could be let out of the BIPP group, but that she agreed that couple counseling "would probably be best in your case". Bonnie said that she would gather several referrals of local counselors to give her to choose among. Bonnie also reported that she gave the woman no other information nor did she ask any other questions of her.

Question #1: Identify the issues involved in this situation using the Program Principles of the BIPP Guidelines? What instructions would you give Bonnie for proceeding with this matter? (for purposes of this scenario assume that your BIPP staff initiates periodic contact with the victim/partners of the men in your program as opposed to not making periodic contacts or having a separate staff handle these contacts)

As you meet with Brian for the first time he tells you about his outlook on doing BIPP groups. "We have to give our men a firm grounding in anger management skills before they can feel confident in taking on tougher subject matter like power and control

issues and jealousy reduction activities like the control log. Unfortunately, we only have these guys for 18 weeks and I seldom see these guys ready to move into those hard topics much before week 12. But, what are you going to do? You have to walk before you can run.”

When you sat in to observe one of Hector’s groups it seemed almost like a drug rehab group. Hector used the language and framework of the substance abuse treatment field as he tried to lead the BIPP group. For instance, he told one man that he was addicted to the adrenaline rush of anger, violence, and aggression. During the group several of the participants said they were powerless over their abuse amid heads nodding all around. The homework for next week was “everyone finish up your fourth step”.

When you examine the BIPP program’s brochure that is distributed throughout the community you see that it spends a lot of time talking about “the stresses of modern family life” and “the scourge of addiction and substance abuse” and relatively little about violence, abuse, safety for victims, and accountability for batterers. When you mention at the staff meeting that you are going to be revising the brochure the three—Bonnie, Hector, and Brian—are not supportive. They like it the way it is. They say it has been well received by the community; they hear lots of good comments about the brochure. If it ain’t broke, don’t fix it.

Question #4: What is the problem with the brochure and how can you explain it in terms Due to the hiring freeze you must deal with the staff that you have. Starting over with new employees is not an option.

Question #2: You need to explain to Brian that his emphasis on anger management is inappropriate. What three or more passages from the Program Principles would you point out to Brian and how do you explain the pitfalls of anger management?

Question #3: Hector obviously must change the way he conducts his groups. How would you explain this to him? How do the Program Principles back you up? of the BIPP Program Principles? Be as specific as possible based upon the information you have been given in this scenario..

Question: #5: In order to bring your three folks into an understanding of how the program is going to be changing to conform with the BIPP Program Principles what remedial steps will you implement? What actions will you require of them? What questions can you pose to them that will help them see how the program up until now has not been holding batterers accountable?

3.3v Maintenance of Data

PAIPs must collect and maintain the following data in participants’ files, unless otherwise noted:

- a. age;
- b. race;
- c. address;
- d. telephone number;
- e. marital status;
- f. children;
- g. educational level;
- h. employment;

- i. income;
- j. health history (including mental health);
- k. source of referral;
- l. if services are inappropriate, reason for referral to other services;
- m. charge type;
- all signed releases of information (ROI);
- referrals to other agencies and purpose (with ROI);
- Department of Children and Family Services contacts (if applicable);
- n. description of offense;
- o. date of intake;
- p. assessment;
- q. signed contract;
- r. date of program start;
- s. attendance records;
- t. case notes;
- u. date of completion;
- v. record of payment;
- w. arrest records*;
- x. police reports*;
- y. record of legal status (convictions, court dates, etc.)*;
- z. re-offenses and depositions, by category of offense*;
- aa. if repeating the program, the number of times repeated*;
- bb. correspondence with courts and others*;
- cc. copies of court orders*;
- dd. military history;
- ee. current residential status.

*PAIPs do not always receive this information. If they have it, it must be maintained in participants' files.

- 2. PAIPs must aggregate and keep the following data in a statistical database:
 - a. number of referrals;
 - b. number of intakes completed;
 - c. number of participants refused entry, by category of determination;
 - d. number of participants referred to other resources, by category or referral;
 - e. number of participants re-arrested during program, by category of offense;
 - f. number of participants mandated into the program;
 - g. number of participants in program voluntarily;
 - h. number of participants in the program for the second time or the second offense;
 - i. number of participants completing the program;
 - j. language of participants by category.

Specific Documents

- 1. The following terms and conditions are contained in both the assessor and batterers' intervention program's applications. The signature of the applicant

on both or either of these applications indicates acceptance of the terms and conditions of this program. All programs/assessors holding either probationary or full certification signed this statement as a condition of their probationary certification by the OCMBIP.

It is understood and agreed upon by the undersigned that (1) approval status granted as a result of this application is for the purpose set forth herein and is in accordance with all applicable state laws and regulations and policies of the Florida Department of Children and Families, Office of Certification and Monitoring; (2) I have read the Certification Procedures and Minimum Standards for Assessors and Batterers' Intervention Programs in its entirety and I agree to adhere to all program standards, policies and procedures contained therein that apply to my certification as an assessor/program; (3) My program/assessment files will be monitored based on the monitoring instruments contained in the certification packet; (4) Any failure to correct deficiencies after proper notification by the Office of Certification and Monitoring may result in de-certification; (5) Any proposed changes in the certification process as approved, will be submitted in writing by the Office of Certification and Monitoring, Florida Department of Children and Families, and, upon notification to the assessor/program, shall be deemed incorporated into and shall become a part of this approval; and (6) this approval is subject to annual renewal.

Any misstatement or misrepresentation made in the application process may be cause for denial or revocation of assessor or program certification.

**BIP CERTIFICATION APPLICATION
BATTERERS' INTERVENTION PROGRAM
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
DOMESTIC VIOLENCE PROGRAM OFFICE
CERTIFICATION AND MONITORING OF BATTERERS' INTERVENTION
PROGRAMS**

DATE: _____

NAME OF PROGRAM: _____

ADDRESS: _____

TELEPHONE # (_____) _____ Fax # _____ Email address: _____

JUDICIAL CIRCUITS TO BE SERVED _____

TERMS AND CONDITIONS:

It is understood and agreed upon by the undersigned that (1) approval status granted as a result of this application is for the purpose set forth herein and is in accordance with all applicable state laws and regulations and policies of the Florida Department of Children and Families, Office of Certification and Monitoring; (2) I have read the Certification Procedures and Minimum Standards for Assessors and Batterers' Intervention Programs in its entirety and I agree to adhere to all program standards, policies and procedures contained therein that apply to my certification as an assessor/program (3) My program/assessment files will be monitored based on the monitoring instruments contained in the certification packet; (4) Any failure to

correct deficiencies after proper notification by the Office of Certification and Monitoring may result in de-certification (5) any proposed changes in the certification process as approved, will be submitted in writing by the Office of Certification and Monitoring, Florida Department of Children and Families and, upon notification to the assessor/program, shall be deemed incorporated into and shall become a part of this approval; and (6) that this approval is subject to annual renewal.

Any misstatement or misrepresentation made in the application process may be cause for denial or revocation of certification.

Chief Executive Officer (please print) Chief Executive Officer (signature)

Date

7/2001 NAMEOFPROGRAM:

The following must be attached with the application:

Proof of insurance (General liability, fire, etc.).

A signed, completed application form found the Certification Procedures and Minimum Standards for Assessors and Batterers' Intervention Programs,

A cover letter requesting certification as a batterers intervention provider, along with a check for \$ 300.00, made payable to the Florida Department of Children and Families.

A brief narrative demonstrating an understanding of the established minimum standards and how the program will implement these standards.

A statement signed by the executive director, president or sole proprietor (on program letterhead) advising of program sites accessibility to persons with disabilities in accordance with Public Law 101-36, Americans with Disabilities Act, USC s.504 of the Rehabilitation Act (29 USC 704, the Architectural Barriers Act of 1968 (42 USC 4151-4157, as amended) Uniform Federal Accessibility Standards 795, 29 June, 1987.

A statement signed by the executive director and on program letterhead that the applicant is an Equal Opportunity Employer (EOE) and that it has a hiring policy that supports employment of persons who represent the demographic diversity of the local area.

A copy of a code of ethical conduct (on program letterhead) for staff that actively promotes work on staff's own issues of power and control and prohibits: use of violence, use of illegal drugs, use of alcohol prior to or during working hours, conflicts of interest and sexual conduct with program participants.

A copy of the program's emergency plan for facilitators on program letterhead (i.e. dangerous or disruptive participants).

A copy of the program's duty to warn policy on program letterhead.

A copy of the program's sexual harassment policy, signed by the executive director and on program letterhead.

Copies of all degrees, certificates and/or documentation of required education, training and experience for each program staff member as outlined in the standards.

A complete, current resume for all program staff. The resume should clearly indicate the staff member's experience in domestic violence, families in crisis, victim advocacy and batterers' intervention.

Job descriptions for specific program staff and a list specifying the role of each staff member (i.e. John Smith-facilitator, Mary Jones-facilitator, supervisor, Jane Wilson-victim

liaison, etc.)

NAME OF PROGRAM:

DATE OF OBSERVATION:

TYPE:

OUTCOME:

DATE OF LAST

OBSERVATION VISIT:

TYPE:

EXECUTIVE DIRECTOR:

SUPERVISOR:

FACILITATOR(S):

MONITORING AGENTS:

(names and positions)

REVIEWED BY:

REVIEW DATE:

DISTRIBUTION:

BATTERERS' INTERVENTION PROGRAM

GROUP OBSERVATION MONITORING REPORT

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

DOMESTIC VIOLENCE PROGRAM OFFICE

CERTIFICATION AND MONITORING OF BATTERERS' INTERVENTION PROGRAMS

INITIAL

PASS = NO CORRECTIVE ACTION RECOMMENDED

PASS = CORRECTIVE ACTION RECOMMENDED

FAIL = MONITORS TO RETURN IN MONTHS

INITIAL

Pre Audit Questionnaire

Texas Council on Family Violence

Battering Intervention and Prevention Project

FY 2003

In order to gather information in advance of our on-site audit we ask you to fill out this form. Please answer the following questions and fax (512) 685-6397 or email them (tswitz@tcfv.org) back to TCFV within one week of receiving this form. Your promptness in responding will be greatly appreciated.

Thank you.

- 1. List current staff members including (contractors) and their titles. Include their date of hire as a BIPP staff member.

Name of Employee Degree Job Title Date of Hire

Name of Employee	Degree	Job Title	Date of Hire

2. As of today how many BIPP group sessions do you have per week?

_____ Total number of BIPP groups

_____ Number of groups for men

Day of the week English/Spanish Time Facilitator(s)

_____ Number of groups for females

Day of the week English/Spanish Time Facilitator(s)

_____ Length of program (number of weeks)

_____ Hours per group session (do not include break time)

_____ Total (number of weeks x hours per group session)

_____ Open groups or _____ Closed groups

3. What is the structure of the program?

4. Do you offer services to batterers who complete the program?

_____ Yes _____ No

If yes describe: _____

5. In FY '03 have/will you offer trainings on the dynamics of family violence, family violence laws, treatment options, and program activities to:

Yes No Plan to

a. Law Enforcement _____

b. Prosecutors _____

c. Judges _____

d. Probation Officers _____

e. Other Criminal Justice Provider _____

6. How does your BIPP program engage in community education and outreach about the problem of violence against women? How does your program participate in advocacy for victims of intimate partner violence?

Describe:

7. What do you perceive as your program's top three accomplishments during the past 12 months?

1. _____

2. _____

3. _____

8. How might your program be stronger?

9. What are your program's top three priorities for the next 12 months?

1. _____

2. _____

3. _____

10. What kind of training would be most helpful to your program staff?

11. How may CJAD better assist you?

12. How may TCFV better assist you?

13. After our visit I will need to write a report and we send a copy to the Chair or President of your program's Board of Directors. Could you supply that for me now please?

13. Other comments:

Sample Reviews

This report is real other than names and places being altered. The names assigned to group facilitators reflect the gender and race/ethnicity of the actual group facilitator.

Program Review

of

ABC-BIPP

Roadrunner, Texas

by

Texas Council on Family Violence

Reviewer

Tony Switzer

The Reviewer appreciates the efforts of Ms. PD, Executive Director and Ms. HL,

BIPP Coordinator, and all the staff for accommodating activities of the Review.

These activities included providing work space, allocating staff time, and

exercising flexibility in meeting the schedule of the Reviewer.

Audit Report

Month Day, 2003

Texas Council on Family Violence

Sheryl Cates, Executive Director This program review is a focused examination of a BIPP funding recipient's records and/or activities

to ascertain the degree to which it is operating in compliance with prevailing laws, Battering Intervention and Prevention Project (BIPP) Guidelines, and grant conditions. The purpose of the program review is to ensure that the funded entity operates in accordance with all applicable guidelines established for efficient and effective delivery of programs and services. An on-site BIPP program compliance review of the ABC-BIPP was conducted on Month Day, 2003.

Texas Council on Family Violence

Review objectives were established prior to the review based on information obtained during past site

visits, a pre-audit questionnaire, and input from program performance reviews as well as applicable laws, guidelines, and agency policies. The objectives define the scope of this review and are listed in detail throughout the report. The objectives focus on the following areas:

OBJECTIVES

1. Monthly Activity Reports sent to Texas Council on Family Violence (TCFV);
2. Staff supervision, education, experience, orientation and training;
3. Program records and documents relating to the BIPP Guidelines;
4. Case management practices; and,
5. Group sessions.

INTRODUCTION

Month, 2003 Measures: TDCJ-CJAD grant award statement requiring BIPP programs to make “timely and

accurate” statistical reports to TCFV.

Methodology: The review team examined Monthly Activity Reports (MARs) submitted by the program prior to the on site audit. MARs for the last six reporting periods were examined. MARs were evaluated on three criteria: 1) completeness of information; 2) timeliness of report; and, 3) accuracy of information, i.e., determining if the information is congruent with the categories sought and whether the data is internally consistent.

Results:

The MARs submitted by the program were found to be satisfactory on all criteria examined for calendar year 2002.

Findings

Objective 1: Determine the extent to which the BIPP program provides accurate and timely statistical information to TCFV via the Monthly Activity Report form.

Objective 2: Determine the extent to which the BIPP staff is in compliance with all applicable orientation and training, supervision, and the staff development requirements

Measures:

BIPP Guidelines 5-9. This section of the Guidelines defines requirements for orientation, initial training, staff development, and supervision.

Guideline 5 requires that program staff, volunteers, and interns working directly with batterers complete forty hours of orientation and initial training within six months of the date of employment and prior to working unmonitored with batterers.

Guideline 6 requires that orientation include: agency mission, philosophy, program curriculum, organizational structure, agency policies and procedures, personnel policies and client rights, battered women’s programs’ relationship to the BIPP program, and safety planning for victims/partners.

Guideline 7 requires that program staff receive initial training that includes information on state domestic violence laws, protective orders, and their community’s law enforcement, prosecution, and court policies regarding domestic violence

Guideline 8 requires that program staff working directly with batterers receive a minimum of twenty hours of staff development in the area of domestic violence per calendar year.

Guideline 9 requires that program employees continually be supervised for adherence to BIPP Program Principles. This must include, at a minimum, bi-monthly documented assessments of the employee’s adherence to the BIPP Program Principles.

Methodology: The reviewer examined personnel and training records of the ABC-BIPP. A case scenario designed to test knowledge of the BIPP Program Principles (Guideline #9) was forwarded to the program at least one week in advance of the on site visit. Ms. HL, the BIPP Coordinator, answered five questions (also provided in advance) about the hypothetical case scenario. Ms. HL's responses Texas Council on Family Violence Month, 2003 were evaluated by TCFV staff in accordance with the "Guide for Evaluating Responses to the Case Scenario of The New Kid in Town".

Results:

All Guidelines were found in compliance.

Objective 3: Determine to what extent the BIPP program is in compliance with the BIPP Guidelines regarding case records, services, case management, and notification of victim/partners and referral sources.

Measures:

BIPP Guidelines 10, 13, 25, 34, and 38. This portion of the Guidelines provides requirements related to case records, confidentiality, limits of confidentiality, providing orientation for each participant, intake procedures, victim/partner notification of participant entrance and exit from program, and written participant agreements.

Guideline 10 requires a case record management system which includes: assessments, written agreements, confidentiality and limits thereof, group rules, progress/attendance reports to referring agencies, services rendered, victim name, address, and telephone (when provided by the batterer), attendance records, as well as all outside referrals.

Guideline 13 requires that batterers be informed of the limits to the program's confidentiality including: release of information for victims and corrections officials, notification to law enforcement or victim in the case of probability of imminent physical injury to batterer or others, that case records are subject to subpoena, and TDPRS notification.

Guideline 25 requires BIPP programs to obtain information from the batterer about his current and past use of violence, including child abuse and neglect, substance abuse, and other abusive behaviors. Guideline 34 requires that BIPP programs notify victim/partners when a batterer enters and exits the program.

Guideline 38 requires that exit reports be provided to the referral source and the victim/partner.

Methodology:

A sample of five (5) active case files, ten (10) cases closed completed, and five (5) cases closed Month, 2003 4 Texas Council on Family Violence incomplete were randomly selected from the program's file cabinets. Case files were reviewed for the following: completed assessments, signed written agreements, services rendered, attendance records, reports to referral agency, imminent physical injury notification, TDPRS advisement, consent for release of information, information pertaining to record subpoena, documentation of past use of violence, child abuse/neglect, substance abuse, use of other abusive behaviors, and exit reports to the referral source and the victim/partner. Those participants whose cases were closed due to failure to complete the program were reviewed for the above criteria as well as notification to the referral source of elimination from the program.

Results:

1. Program was found to be out of compliance with one of the requirements of Guideline #10.

Specifically, only one progress report to the referral source was found in 17 files.

2. Program was found to be out of compliance with two of the requirements of Guideline #13.

Action Plan:

1. Within 30 days of this Audit Report, the program must ensure that progress reports are sent to
2. Within 30 days of this Audit Report, the program must design and begin to use a revised form to obtain consent to release information and explain limitations of confidentiality to participants as per Guideline #13. A copy of the new form should be forwarded to TCFV.
3. Within 30 days of this Audit Report, the program must design and begin to use a revised form to explain to participants that reporting of child abuse or neglect will be reported as per Guideline #13. A copy of the new form should be forwarded to TCFV.

Objective 5: Determine to what extent the BIPP program is in compliance with written policies and procedures related to the TDCJ-CJAD & TCFV BIPP Guidelines.

Measure:

BIPP Guidelines 24 part 5, 32, 39, 40, 43 part 1, and 46. These Guidelines outline specific policies and procedures that must be documented and implemented by BIPP programs.

Guideline 24, part 5 specifies that the curriculum of the BIPP program contain material regarding the effects of domestic violence on children and non violent parenting techniques.

Guideline 32 specifies five (5) requirements for initial contact between the BIPP program and the victim/partner of the BIPP participant.

Guideline 39 specifies that BIPPs need to document annual program assessment (external feedback) regarding their services from other domestic violence programs as well as other sources.

Guideline 40 specifies that BIPPs need to develop a policy regarding their agency's participation in program evaluation (internal feedback).

Guideline 43, part 1 states that BIPPs must offer training to law enforcement, prosecutors, judges, community supervision officers, and others on the dynamics of family violence, treatment options, and program activities.

Guideline 46 requires programs to develop a policy consistent with the BIPP Program Principles to outline their community education and advocacy goals efforts to end violence and abuse against women.

Methodology:

BIPP program records and documents were reviewed for documentation of the following: program curriculum containing adequate information on the effects of domestic violence and non violent parenting techniques, policy and procedure for initial victim/partner contact, internal program assessment and evaluation, external program assessment and evaluation, trainings offered to the criminal justice system, coordination of education/advocacy activities, and program annual work plan.

Results:

1. Guideline #39 was found to be in non-compliance. Program could not produce documentation of external program assessment as per Guideline #39.

Action Plan:

1. Within 30 days of the Audit Report the program shall document a plan to obtain external program assessment as per Guideline #39. A copy of the plan shall be forwarded to TCFV.

Objective 6: Determine to what extent the BIPP program is in compliance with the BIPP Guidelines pertaining to group sessions.

Measures:

BIPP Guidelines 20-22. These Guidelines outline requirements pertaining to the conduct of BIPP group sessions.

Guideline 20 requires that BIPP program components shall focus on ending violence and abuse and the batterer's capacity to change.

Guideline 21 requires that BIPP program components shall avoid victim blaming. During group, facilitators are required to confront instances of victim blaming, avoid colluding with batterers, and focus on holding batterers accountable for their violence.

Guideline 22 requires that during group sessions, facilitators confront instances of participants denying, blaming, minimizing, justifying, and rationalizing their behavior, regardless of dysfunctional relationship, current stress factor, or previous trauma of the participant. Facilitators must inform participants that battering involves choices.

Methodology:

Group sessions were specifically reviewed on the following criteria: focus on ending violence, abuse, and batterer's ability to change, confrontation of victim-blaming, avoidance of colluding with batterer's, holding batterers accountable, and confrontation of batterer's denial/rationalizations.

Month, 2003 7 Texas Council on Family Violence Results:

Tony Switzer observed a group session facilitated by Cesar Chavez and Cristina Aguilera. The group consisted of eleven male participants in a men-who-batter format. There were no late participants. The reviewer found that BIPP Guidelines 20-22 were adhered to in the group observed.

Reviewer Comments:

Cristina Aguilera started the group session at 6:00 by inviting me to introduce myself. At 6:02 she asked the participants to introduce themselves by saying their name, the name of their victim/partner and what they did to be in a BIPP group. Almost all of the participants straightforwardly reported why they were in the group with comments such as "I assaulted my wife, Veronica" and "I was arrested for hitting my girlfriend, Juana, with a backhanded slap".

At 6:07, Aguilera introduced the topic for that night's group by reviewing the content of last week's group. Then she said the topic for tonight was "understanding the use of violence as a tactic of control". She solicited participants to supply their interpretation of that phrase. For the next several minutes men offered comments (in English with some phrases in Spanish) and the whole group worked on defining the evening's topic.

During this segment, Cesar Chavez asked the group to please use English because there was one Anglo participant in the group along with myself and "they may not speak Spanish". I was impressed by the courtesy and respect shown the group by both facilitators throughout the session. For instance, in addition to using a man's first name they often addressed participants as Mr. _____ or as "sir". The participants fully and unfailingly returned this respect and courtesy. However, this does not mean the atmosphere was formal and lacked the challenge and disagreement of a good BIPP group session.

At 6:14, a participant said that he thinks that the woman is partly responsible in most family violence situations. Aguilera listened impassively, then asked the group if anyone had any comments. Several men who had been in the group for longer periods of time provided succinct explanations about individual responsibility for ones actions. No commentary from the facilitators seemed necessary since the participants fully and accurately replied to the original comment.

Chavez asked the group to look at their homework assigned from last week. The homework had been to fill out a control log about their behavior. Chavez told the group that the control log was "like a video camera that shows how you acted".

At 6:20, Aguilera started walking the group through the control log homework by asking men to read

parts of their log. At one point she asked, “How many of you have trouble showing your feelings?” Four or five men raised their hands after which she gave a short talk about men and feelings. She directed participant’s attention to a page in their workbooks that showed sketches of faces displaying various feelings. She tied suppression of ones feelings to outbursts of violence and abuse. She ended the brief lecture with, “My challenge to you is that you don’t have to use violence, don’t teach it to your kids.”

At 6:27, Chavez directed the participants to break into three small groups for discussion amongst Month, 2003 8 Texas Council on Family Violence themselves of their control logs. He encouraged men to help each other and to teach each other. For

the next 15 minutes, the facilitators circulated among the three groups listening, commenting, posing questions, and encouraging the participants. This was a very efficient use of time as every man was actively engaged.

At 6:42, Chavez reconvened the large group. He asked the men how they liked the small group experience. Half the group nodded in agreement and assent. He asked, “How do we learn?” Participants seemed at a loss and Chavez gave them a brief explanation about learning styles and use of different learning methods. It is commendable that he explained this technical and intellectual subject matter in completely accessible terms; the group seemed to comprehend the explanation.

At 6:45, Chavez asked for a volunteer to read from his control log. After he read what he had written, Chavez praised the participant, “Well done, sir.” After another man read a lengthy description from his control log, Chavez asked, “Why do we tell the short version of the story in the control log?” The man didn’t know and group members volunteered that telling the long version often allowed room for minimizing and blaming to enter the narrative. Chavez summed up, “The shortest distance between two points is a straight line. That is what the control log does for you, it helps you go straight to the truth.”

At 6:55, Aguilera told the men that they could take a five-minute break. She reminded them that if they were not back in the room in five minutes they would find the door locked. When all were back in their seats and ready at 7:00 she thanked them for returning promptly.

For the next 30 minutes, Chavez led the group in discussing the concepts of fair fighting and “winning” an argument. During the final 30 minutes of group, Chavez and Aguilera led the men through an experiential exercise called the Ladder of Anger. They drew a diagram of a ladder on the white board and then had volunteers stand in a succession to represent the steps of escalation of ones anger. They solicited from each man in turn a description of the physical sensations they experienced at that stage of escalation.

After discussing anger and the physical cues within ones body, they transitioned over to discussing time outs. They introduced this with a 15-second role-play of a couple arguing and Chavez leaving abruptly to terminate the exchange. Chavez hen said, “Me walking away is not a time out.” Aguilera followed with “It is abandoning me.” She continued, “Don’t say you want a time out when it is your turn to do the dishes. Time out is for strengthening your relationship.”

At 7:56, the pair of facilitators began the closing of the group. Aguilera called for a round of men saying one thing they had learned that evening. Chavez distributed and briefly explained handouts on positive self-talk and time out. He previewed the content of the next week’s group. Group was dismissed at 8:01.

Aguilera and Chavez functioned seamlessly as a team. I have not seen a better example of a man and a woman modeling an egalitarian relationship as they co-facilitated a BIPP group.

Month, 2003

This report is real other than names and places being altered. The names assigned to group facilitators reflect the gender and race/ethnicity of the actual group facilitators.

Program Review

of

XYZ-BIPP

Barbecue, Texas

by

Texas Council on Family Violence

Reviewer

Tony Switzer

The Reviewer appreciates the efforts of Ms. BR, Program Director, Mr. GK, BIPP Coordinator, and all the staff for accommodating activities of the Review.

These activities included providing work space, allocating staff time, and exercising flexibility in meeting the schedule of the Reviewer.

Audit Report

Month Day, 2002

Texas Council on Family Violence

Sheryl Cates, Executive Director This program review is a focused examination of a BIPP funding recipient's records and/or activities

to ascertain the degree to which it is operating in compliance with prevailing laws, Battering Intervention and Prevention Project (BIPP) Guidelines, and grant conditions. The purpose of the program review is to ensure that the funded entity operates in accordance with all applicable guidelines established for efficient and effective delivery of programs and services. An on-site BIPP program compliance review of the XYZ-BIPP was conducted on Month Day, 2002 and completed by telephone interview on Month Day, 2002.

Texas Council on Family Violence

Review objectives were established prior to the review based on information obtained during past site visits, a pre-audit questionnaire, and input from program performance reviews as well as applicable laws, guidelines, and agency policies. The objectives define the scope of this review and are listed in detail throughout the report. The objectives focus on the following areas:

OBJECTIVES

1. Monthly Activity Reports sent to Texas Council on Family Violence (TCFV);
2. Staff supervision, education, experience, orientation and training;
3. Program records and documents relating to the BIPP Guidelines;
4. Case management practices; and,
5. Group sessions.

2

INTRODUCTION

Month, 2002 Measures: TDCJ-CJAD grant award statement requiring BIPP programs to make "timely and

accurate" statistical reports to TCFV.

Methodology: The review team examined Monthly Activity Reports (MARs) submitted by the program prior to the on site audit. MARs for the last six reporting periods were examined. MARs were evaluated on three criteria: 1) completeness of information; 2) timeliness of report; and, 3)

accuracy of information, i.e., determining if the information is congruent with the categories sought and whether the data is internally consistent.

Results:

The MARs submitted by the program were found to be satisfactory on all criteria examined for calendar year 2001.

Findings

Objective 1: Determine the extent to which the BIPP program provides accurate and timely statistical information to TCFV via the Monthly Activity Report form.

Objective 2: Determine the extent to which the BIPP staff is in compliance with all applicable orientation and training, supervision, and the staff development requirements

3

Measures:

BIPP Guidelines 5-9. This section of the Guidelines defines requirements for orientation, initial training, staff development, and supervision.

Guideline 5 requires that program staff, volunteers, and interns working directly with batterers complete forty hours of orientation and initial training within six months of the date of employment and prior to working unmonitored with batterers.

Guideline 6 requires that orientation include: agency mission, philosophy, program curriculum, organizational structure, agency policies and procedures, personnel policies and client rights, battered women's programs' relationship to the BIPP program, and safety planning for victims/partners.

Guideline 7 requires that program staff receive initial training that includes information on state domestic violence laws, protective orders, and their community's law enforcement, prosecution, and court policies regarding domestic violence

Guideline 8 requires that program staff working directly with batterers receive a minimum of twenty hours of staff development in the area of domestic violence per calendar year.

Guideline 9 requires that program employees continually be supervised for adherence to BIPP Program Principles. This must include, at a minimum, bi-monthly documented assessments of the employee's adherence to the BIPP Program Principles.

Methodology: The reviewer examined personnel and training records of the XYZ-BIPP. A case scenario designed to test knowledge of the BIPP Program Principles (Guideline #9) was forwarded to the program at least one week in advance of the on site visit. Due to scheduling conflicts and shortness of time a structured interview based on the case scenario could not be conducted during the on-site visit. After several delays, the interview was finally conducted on Month Day, 2002. Ms. BR's responses were evaluated by TCFV staff in accordance with the "Guide for Evaluating Responses to the Case Scenario of The New Kid in Town".

In Compliance

1. Program was found to be out of compliance with Guideline #5. None of the files examined documented the required 40 hours of initial training and orientation.
2. Program was found to be out of compliance with Guideline #7. One-third of the files examined did not document that one of the required training topics had been covered.
3. Program was found to be out of compliance with Guideline #8. The four files examined did not document a sufficient number of staff development hours.
4. Program was found to be out of compliance with Guideline #8. None of the files examined contained documentation of staff supervision.

1. Within 30 days of this Audit Report the program must establish a system for ensuring that each new BIPP employee receives and documents 40 hours of initial training as per Guideline #5. Documentation of the system should be forwarded to TCFV.

2. Within 30 days of this Audit Report the program must establish a system for conducting and documenting new BIPP employee initial training that covers the required topics as per Guideline #7. Documentation of the system should be forwarded to TCFV.

3. Within 30 days of this Audit Report the program must establish a system to ensure that all BIPP staff obtain and document 20 hours of staff development per calendar year as per Guideline #8. Documentation of the system should be forwarded to TCFV.

4. Within 30 days of this Audit Report the program must establish a system to ensure that all BIPP staff who work directly with batterers are supervised as per Guideline #9.

Month, 2002 4 Objective 3: Determine to what extent the BIPP program is in compliance with the BIPP

Guidelines regarding case records, services, case management, and notification of victim/partners and referral sources.

Measures:

BIPP Guidelines 10, 13, 25, 29, 30, 31, 34, and 38. This portion of the Guidelines provides requirements related to case records, confidentiality, limits of confidentiality, intake procedures, victim/partner notification of participant entrance and exit from program, and written participant agreements.

Guideline 10 requires a case record management system which includes: assessments, written agreements, confidentiality and limits thereof, group rules, progress/attendance reports to referring agencies, services rendered, victim name, address, and telephone (when provided by the batterer), attendance records, as well as all outside referrals.

Guideline 13 requires that batterers be informed of the limits to the program's confidentiality including: release of information for victims and corrections officials, notification to law enforcement or victim in the case of probability of imminent physical injury to batterer or others, that case records are subject to subpoena, and TDPRS notification.

Guideline 25 requires BIPP programs to obtain information from the batterer about his current and past use of violence, including child abuse and neglect, substance abuse, and other abusive behaviors. Guideline 29 requires that an individualized plan for each batterer be completed within four weeks of intake and that it address the batterer's particular needs.

Guideline 30 requires BIPP programs to establish a written agreement that delineates a participant's obligations to the program.

Guideline 31 requires BIPP programs to establish a written agreement that delineates the program's obligations to the participant.

Guideline 34 requires that BIPP programs notify victim/partners when a batterer enters and exits the program.

Guideline 38 requires that exit reports be provided to the referral source and the victim/partner.

Methodology:

A sample of ten (10) active case files, five (5) cases closed completed, and five (5) cases closed incomplete were randomly selected from the program's file cabinets. Case files were reviewed for the following: completed assessments, signed written agreements, services rendered, attendance records, reports to referral agency, imminent physical injury notification, TDPRS advisement, consent for release of information, information pertaining to record subpoena, documentation of past use of

violence, child abuse/neglect, substance abuse, use of other abusive behaviors, individualized plans, statements regarding the batterers obligations to the program, statements regarding the program's obligations to the batterer, and exit reports to the referral source and the victim/partner. Those participants whose cases were closed due to failure to complete the program were reviewed for the above criteria as well as notification to the referral source of elimination from the program.

Results:

1. Program was found to be out of compliance with Guideline #13. None of the files examined contained Limits to Confidentiality forms that included TDPRS as required by Guidelines #13.
2. All of the files examined were out of compliance with the requirement of Guideline #25 that information about substance abuse history be gathered about each participant.
3. Program was found to be out of compliance with Guideline #29. None of the files examined contained individualized plans for participants.
4. Program was found to be out of compliance with Guideline #30. None of the files examined had any kind of statement of the BIPP participant's obligations to the program.
5. Program was found to be out of compliance with Guideline #31. None of the files examined had any kind of statement of the program's obligations to the BIPP participant.
6. Program was found to be out of compliance with Guideline #34. Only one of the files examined had any entrance or exit reports sent to the victim/partner of the BIPP participant.
7. Program was found to be out of compliance with Guideline #38. Only half of the files examined had exit reports to the referral source of the BIPP participant.

Action Plan:

1. Within 30 days of this Audit Report the program must modify their Limits to Confidentiality forms to include notification of TDPRS as per Guideline #13. A copy of the new form should be forwarded to TCFV.

Measure:

BIPP Guidelines 24 part 5, 32, 39, 40, 43 part 1, and 46. These Guidelines outline specific policies and procedures that must be documented and implemented by BIPP programs.

Guideline 24, part 5 specifies that the curriculum of the BIPP program contain material regarding the effects of domestic violence on children and non violent parenting techniques.

Guideline 32 specifies five (5) requirements for initial contact between the BIPP program and the victim/partner of the BIPP participant.

Guideline 39 specifies that BIPPs need to document annual program assessment (external feedback) regarding their services from other domestic violence programs as well as other sources.

Guideline 40 specifies that BIPPs need to develop a policy regarding their agency's participation in program evaluation (internal feedback).

Texas Council on Family Violence

2. Within 30 days of this Audit Report the program shall implement a system to ensure that information on substance abuse history is collected for each participant as required by Guideline #25.
3. Within 30 days of this Audit Report the program must implement a plan to write an individualized plan for each participant as per Guideline #29. Documentation of the system should be forwarded to TCFV.
4. Within 30 days of this Audit Report the program must create and begin using a document that

is given to each participant outlining their obligations to the BIPP program as per Guideline #30. A copy of the new document should be forwarded to TCFV.

5. Within 30 days of this Audit Report the program must create and begin using a document that is given to each participant outlining the BIPP program's obligations to them as per Guideline #31. A copy of the new document should be forwarded to TCFV.

6. Within 30 days of this Audit Report the program must implement a system to notify each victim/partner of the entrance and exit of a batterer as per Guideline #34. Documentation of the system should be forwarded to TCFV.

7. Within 30 days of this Audit Report the program must implement a system to send an exit report to referral sources for each participant as per Guideline #38. Documentation of the system should be forwarded to TCFV.

Objective 4: Determine to what extent the BIPP program is in compliance with written policies and procedures related to the TDCJ-CJAD & TCFV BIPP Guidelines.

Guideline 43, part 1 states that BIPPs must offer training to law enforcement, prosecutors, judges, community supervision officers, and others on the dynamics of family violence, treatment options, and program activities.

Guideline 46 requires programs to develop a policy consistent with the BIPP Program Principles to outline their community education and advocacy goals efforts to end violence and abuse against women.

Methodology:

BIPP program records and documents were reviewed for documentation of the following: program curriculum containing adequate information on the effects of domestic violence and non violent parenting techniques, policy and procedure for initial victim/partner contact, internal program assessment and evaluation, external program assessment and evaluation, trainings offered to the criminal justice system, coordination of education/advocacy activities, and program annual work plan.

Results:

1. Program was found to be out of compliance with Guideline #39. No records existed because

2. Program was found to be out of compliance with Guideline #40. No records existed because external program assessment was not done.

internal program evaluation was not done.

3. Program was found to be out of compliance with Guideline #43. No records of trainings offered to criminal justice and law enforcement agencies existed.

Action Plan:

1. Within 30 days of this Audit Report the program shall establish a written plan of how external program assessment will be accomplished as per Guideline #39. A copy of plan should be forwarded to TCFV.

2. Within 30 days of this Audit Report the program shall establish a written plan of how internal program evaluation will be accomplished as per Guideline #40. A copy of plan should be forwarded to TCFV.

Month, 2002 8 Texas Council on Family Violence 3. Within 30 days of this Audit Report the program shall begin offering trainings to criminal

justice and law enforcement agencies as per Guideline #43 or write a plan of how this will be accomplished. A copy of plan or documentation of trainings offered or conducted should be forwarded to TCFV.

Objective 5: Determine to what extent the BIPP program is in compliance with the BIPP Guidelines pertaining to group sessions.

Measures:

BIPP Guidelines 20-22. These Guidelines outline requirements pertaining to the conduct of BIPP group sessions.

Guideline 20 requires that BIPP program components shall focus on ending violence and abuse and the batterer's capacity to change.

Guideline 21 requires that BIPP program components shall avoid victim blaming. During group, facilitators are required to confront instances of victim blaming, avoid colluding with batterers, and focus on holding batterers accountable for their violence.

Guideline 22 requires that during group sessions, facilitators confront instances of participants denying, blaming, minimizing, justifying, and rationalizing their behavior, regardless of dysfunctional relationship, current stress factor, or previous trauma of the participant. Facilitators must inform participants that battering involves choices.

Methodology:

Group sessions were specifically reviewed on the following criteria: focus on ending violence, abuse, and batterer's ability to change, confrontation of victim-blaming, avoidance of colluding with batterer's, holding batterers accountable, and confrontation of batterer's denial/rationalizations.

Results:

A group session facilitated by Arnold Schwarzenegger and Eva Longoria was observed by Tony Switzer. There was no topic for the group designated or mentioned. The group consisted of nine male participants in a men-who-batter format. The group session started after the appointed time with six men present. Three others filtered in over the next fourteen minutes after the late start.

The reviewer found that BIPP Guidelines 20-22 were not adhered to in the group observed.

Reviewer Comments:

The group session was scheduled to start at 5:30. Due to poor scheduling and other factors BIPP Coordinator BR and I didn't arrive until 5:46. Eva Longoria and several participants were present at that time. Arnold Schwarzenegger arrived at 5:49 and at 5:50 he commenced the group by calling roll. He read a roster of about 15 names and six of those called were present. I was invited to introduce myself to the group and Schwarzenegger asked the group to check in at 5:56, "We want you to share about successes and failures."

At 5:58 one of the participants started telling a story about how he spent the weekend involved in the drag races as a competitor. He spent much of the next 20 minutes on irrelevant details such as his fastest time as a drag racer and rebuilding transmissions. Schwarzenegger did nothing to limit the irrelevant comments, in fact, encouraging them by his non-intervention.

Part way through the drag racer's story another participant started talking about how his wife married him while he was in prison. Schwarzenegger countered by asking the man what charge he was locked up for and then opining that, "Your wife obviously has some self esteem issues and what we call codependency.

A woman who goes looking for a husband in jail is looking for someone to fix her."

These comments by Schwarzenegger seemed grossly inappropriate for several reasons. First, they were completely irrelevant and gratuitous. Second, and most important, even if his opinions happened to be valid and factually accurate they still would have no place in a BIPP group.

The group did not fully move on from the drag racer's check in for almost an hour. However, other men commented and brought up their own check in topics. Some of the topics were relevant to the

purposes of a BIPP group such as talking about parent/child conflicts and discipline. All discussions were couched in the assumptions and language of anger management. For instance, one man talked about having a conflict with a gas station attendant. Schwarzenegger spent about ten minutes talking with this man about his thinking errors and reframing his understanding of the situation. Another man spoke about a conflict involving someone taking a parking spot that he thought was his. The reply from Schwarzenegger centered on the participant letting his buttons be pushed.

Anger management offers a useful philosophy and set of tools for certain situations. Wife assault is not one of them. The Program Principles of the BIPP Guidelines make clear that anger management is not to be used in BIPP groups as a primary intervention. This group as led by Schwarzenegger was 80% anger management with occasional references to family violence. Most of the family violence mentioned involved a wife or a BIPP participant striking a child. My notes contain the following, “6:54—no mention [in the group] of violence against women yet”. That is, after nearly an hour the reason for being in the BIPP group had yet to be mentioned by Schwarzenegger or any of the participants.

The session proceeded in much the same way until 7:16 when Schwarzenegger said, “We have been having a great, great lesson here, but we have to process homework.” At this point Longoria for the first time took an active role in the group by directing men to read their homework which was to fill out a Control Log. These Control Logs are supposed to be for a participant to analyze and introspect on his own abusive behavior. However, half of those who read their Control Log wrote about other situations. One man was even allowed to read his homework even though it was based on the angry behavior of his cousin.

Schwarzenegger dismissed the group at 7:28. By my watch the group length was 98 minutes in length and was portrayed as a two hour group. No accounting of the group’s duration was offered to me or to the participants.

Results:

1. The group session observed was out of compliance with Guideline #20. The session did not focus on “ending violence and abuse”.
2. The group session observed was out of compliance with Guideline #21. The session did not focus on “holding batterers accountable for their violence”.
3. The group session observed was out of compliance with Guideline #22. The session and the facilitators did not “confront instances of denying, blaming, minimizing, justifying, and rationalizing their behavior, regardless of dysfunctional relationship, current stress factor, or previous trauma of the participant.”

Action Plan:

1. Within 30 days the program shall ensure that facilitators adhere to Guideline #20 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop again shall be forwarded to TCFV.
2. Within 30 days the program shall ensure that facilitators adhere to Guideline #21 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop again shall be forwarded to TCFV.
3. Within 30 days the program shall ensure that facilitators adhere to Guideline #22 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop

again shall be forwarded to TCFV.

Recommendations:

The program needs to establish written group rules and enforce them. At a minimum the rules should address tardiness, inappropriate language and conduct, inappropriate attire (one man wore sunglasses throughout the session observed), and attendance requirements.

Co-facilitators should strive for working as a partnership. It is particularly important for male/female teams to model relationships of equality for the participants to see. This was definitely not the case in the group observed.

Results:

A second group session facilitated by Arnold Schwarzenegger and Eva Longoria was observed by Tony Switzer. The topic for the group was "Support and Trust". The group consisted of eight male participants in a men-who-batter format. There were no late arriving participants.

The reviewer found that BIPP Guidelines 20-22 were not adhered to in the group observed.

Reviewer Comments:

Schwarzenegger started the group at 7:39 by calling roll for attendance. It sounded like the same list he called names from to start the first group. If this is so, apparently it is acceptable to attend either group session interchangeably.

At 7:43 Schwarzenegger initiated the check in procedure by asking, "Does anyone have a good tale or a blow up to tell about?" The first participant began to talk about a hearing involving his child at Child Protective Services. His infant son had been removed from the home due to the child suffering a leg fracture. Schwarzenegger spent 20 minutes talking to this man about his situation. The participant was angry at CPS and much of the discussion was about dealing with his anger at the system.

Texas Council on Family Violence Month, 2002 11 Schwarzenegger was skillful enough at dealing with this man in regard to his anger. However,

Schwarzenegger lost sight of the purpose of a BIPP group; it is about dealing with a perpetrator's violence and abuse to an adult intimate partner not about anger at a state agency. This misunderstanding is summed up in Schwarzenegger's concluding words to the participant, "We have provided you with a place to vent about your problems, now you need to focus on solutions." (emphasis added)

The next participant to check in told of having his probation revoked because of several women who lied about being assaulted by him. His blaming and name calling of these women ("she's a loony chick") was not challenged by Schwarzenegger in the course of a 15 minute dialogue.

At 8:28 Schwarzenegger made a last call for volunteers to check in. No one volunteered and Longoria took the lead as she started to present the topic for the evening. She made an introductory statement and then asked, "What is trust? Who do you trust?" When no participant spoke up within about five seconds Schwarzenegger snatched back the leadership of the group by interjecting, "Do you trust your mom? If you robbed a bank with someone wouldn't you have to trust them?" Schwarzenegger posed questions and fielded comments about trust for the next eleven minutes.

At 8:39 Schwarzenegger paused and looked at Longoria who launched into the second part of the topic, "What is support?" Again after a very short time Schwarzenegger stepped in saying, "Let's connect this to domestic violence and battering your wife. How does a man feel if he sees his wife reaching out to someone else for trust and support?" For ten minutes Schwarzenegger posed good questions about trust and battering. The way he verbally cast Longoria aside, however, was a poor model of male/female relations.

At 8:49 a short video vignette was shown to the group and Control Logs distributed. After the vignette

Schwarzenegger posed questions based on the categories enumerated in the Control Log. His questions were appropriate and useful. After ten minutes he lost track of how far down the categories on the Control Log they had progressed. He turned to Longoria and in an almost demanding tone of voice asked, "Where are we?" Longoria replied and Schwarzenegger proceeded.

At 9:23 Schwarzenegger moved to wrap up the group saying, "OK...homework?" and he looked at Longoria. She gave the homework assignment after which Schwarzenegger reiterated nearly verbatim what she had said and dismissed the group at 9:26.

The group length was 107 minutes as opposed to the 120 minute length advertised.

After the group I shared briefly with the pair my impressions of the group. I told Schwarzenegger that I felt that he did not model a good partnership based on equality in his dealings with Longoria as a co-facilitator of the group. He acknowledged this reluctantly and appeared somewhat defensive.

This second group was not without redeeming qualities and moments as was the first group.

Schwarzenegger did challenge participants at times on matters relating to their violence and abuse.

Longoria was on target in her very limited comments. However, none of this changes the fact that this second group was also based primarily on a philosophy of anger management. The atmosphere of the group was clearly one that permitted victim blaming, minimizing, and justifying of ones abusive behavior rather than the tone of a BIPP group that stresses accountability.

Results:

1. The group session observed was out of compliance with Guideline #20. The session did not focus on "ending violence and abuse".

2. The group session observed was out of compliance with Guideline #21. The session did not focus on "holding batterers accountable for their violence".

3. The group session observed was out of compliance with Guideline #22. The session and the facilitators did not "confront instances of denying, blaming, minimizing, justifying, and rationalizing their behavior, regardless of dysfunctional relationship, current stress factor, or previous trauma of the participant."

1. Within 30 days the program shall ensure that facilitators adhere to Guideline #20 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop again shall be forwarded to TCFV.

2. Within 30 days the program shall ensure that facilitators adhere to Guideline #21 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop again shall be forwarded to TCFV.

3. Within 30 days the program shall ensure that facilitators adhere to Guideline #22 through whatever means they deem necessary to remedy the deficiency. Report of the actions taken and the steps that will ensure that such a situation of non-compliance will be unlikely to develop again shall be forwarded to TCFV.

Recommendations:

The program needs to establish written group rules and enforce them. At a minimum the rules should address tardiness, inappropriate language and conduct, inappropriate attire, and attendance requirements.

Co-facilitators should strive for working as a partnership. It is particularly important for male/female teams to model relationships of equality for the participants to see. This was definitely not the case in

the group observed. Schwarzenegger dominated the speaking time occupying about 90% of the time in which facilitators were speaking.

The program should evaluate closely the feasibility of conducting two two-hour groups sessions back-to-back. Neither of the groups observed were two hours in length and it was apparent that the facilitators were fatigued as the second group wore on.

Criteria for Assessors

IV. APPLICATION AND CERTIFICATION REQUIREMENTS

A. Application and Certification Process

The certification process has been separated into two categories: application for certification as an assessor and application for certification as a batterers' intervention program. A program may apply for both of these certifications as long as it meets the requirements for both categories, however, separate application packets must be submitted.

Part One of this booklet contains all minimum standards and policy and procedure statements for certification as an assessor and/or batterers' intervention program by the Florida Department of Children and Families, Office of Certification and Monitoring. Copies of application forms and monitoring instruments for assessors and batterers' intervention programs are included in Part Two of this booklet, along with copies all other required forms. The forms may be computerized and program name and logo may be imprinted on them

The actual certification process for both assessors and batterers' intervention programs is detailed below:

B. Requirements and Timelines

1. A fee of \$300.00 will be assessed per applicant for BIP certification and \$100.00 per assessor. All branches or satellite offices of a BIP are covered by one fee as long as they are located within the same judicial circuit. Separate applications packets and full certification fees must be submitted for offices located in each additional judicial circuit.
2. Completed application packets containing supporting documentation for each certification requirement (BIP or assessor) and certification fee(s) are to be mailed to the following address, along with a cover letter identifying the category for which certification is being sought:

Florida Department of Children and Families
Office of Family Safety, Domestic Violence Unit
1317 Winewood Boulevard, Building 7
Tallahassee, FL 32399-0700
Attention: Barbara Carter

3. The Office of Certification and Monitoring will review the application within 60 days of receipt. The application is considered in “pending” status from the date the application is received by the OCMBIP.
4. If the application meets certification criteria, the department will issue probationary certification to the applicant.
5. If the application does not meet certification requirements, the OCMBIP will respond in writing, within 60 days of receipt, to the applicant describing application deficiencies. The application will remain in pending status for ten working days from the date of the Department’s letter. The applicant must submit all documentation necessary to meet certification criteria within the ten-day time frame, otherwise the application will be denied. Certification fees will not be refunded if the application is denied.
6. The applicant has one (1) year from the date of notification of denial to submit the documentation necessary to achieve probationary certification, along with a letter updating the OCMBIP of any program changes or changes of staff from the time of initial application. If the application remains in denied status for more than one (1) year, the applicant must submit a new application packet, along with a \$300 certification fee.
7. If, at any time prior to or following the granting of probationary certification, the Office of Certification and Monitoring receives information that a program or assessor has submitted false information on an application, probationary certification may be denied or withdrawn. Application fees will not be returned.
8. If a program’s certification is currently on probationary status due to failure to meet state minimum standards during the initial or a subsequent annual monitoring, the OCMBIP will not accept a certification application from the program to establish an additional certified program in another judicial circuit. Consideration will not be given to the application until such time as the initial certified program site meets state minimum standards and attains full certification.

G. The Assessment Process - Conditions For Certification

1. Prerequisite Credentials for Assessors

The assessment may only be performed by:

- a) A person with a bachelors degree from an accredited college/university who is an approved full facilitator by the OCMBIP and who has been acting in that capacity for a minimum of two (2) years; or
- b) A person with a bachelors degree from an accredited college/university and a minimum of two (2) years documented experience in domestic violence victim advocacy (facilitating female BIP groups or female anger management groups will not suffice); or
- c) A person licensed under Chapters 490 or 491, Florida Statutes; or
- d) A person license-eligible under Chapters 490 or 491, Florida Statutes (so long as that person is working under the supervision of a Chapter 490 or 491 licensee); or

e) A psychiatrist licensed under Chapter 458, Florida Statutes.

2. Training

The assessor applicant must have a minimum of 29 hours of training as described below:

a) Completion of 21 hours of training as follows:

(1) Dynamics of Domestic Violence Within the Context of Power and Control **Cultural/Historical Perspective (3 hours);

(2) Victim Contact and Safety Planning: Why and How *Responsibility Planning (2 hours);

(3) Effects of Domestic Violence and Children (2 hours);

(4) Lethality Assessment-stalking, substance abuse, mental health (2 hours);

(5) Special Populations-elderly, people of color, gay/lesbian, juveniles (3 hours);

(6) Legal Issues in Domestic Violence-federal law, state law, criminal status of offender (2 hours);

(7) Role of the Facilitator Within the Group (3 hours);

(8) How to Use the Wheels, Control Logs (4 hours);

b) The assessor applicant must have eight hours of a state-approved course on substance abuse specific to domestic violence to include the following:

(1) The victim's perspective of domestic violence:

(a) progressive nature of domestic violence

(b) issues of power and control;

(2) The disease model of addiction :

(a) progressive nature of addiction

(b) battering as a symptom of domestic violence

(c) introduction of codependency issues;

(3) False assumptions about domestic violence to include:

(a) the cause and effect relationship between domestic violence and substance abuse

(b) substance abuse treatment adequately addresses domestic violence issues

(c) battered victims are codependent and contribute to abuse;

(4) The substance abusing perpetrator:

- (a) increased frequency of abuse
- (b) increased severity of abuse
- (c) uses impairment as an excuse for battering
- (d) blackouts, forgets violent behavior;
- (5) The substance abusing victim:
 - (a) Increased drinking/using to cope with abuse
 - (b) attempts to stop drinking/drugging sabotaged by abuser
 - (c) excuse for violent demeaning behavior because he reviews her as acting inappropriately:
- (6) Both victim and perpetrator abuse:
 - (a) Violence within relationship
 - (b) Additional bond due to loss of drinking/using buddy or supplier;
- (7) Effects of substance abuse and domestic violence on children:
 - (a) Insecurity, insecurity, low self esteem; inappropriate behavior; repeat behavior of role models;
- (8) Substance abuse assessment:
 - (a) assessment tools
 - (b) placement;
- (9) Substance abuse treatment/ Role of support groups:
 - (a) Outpatient treatment; residential treatment; family involvement
 - (b) Alcoholics anonymous, narcotics anonymous; domestic violence groups; rational recovery;
- (10) Identify barriers to accurately identify domestic violence within the substance abuse problem:
 - (a) Assessors lack of experience in domestic violence;
 - (b) consequences when we neglect to identify the chemical dependency issues with the domestic violence relationship and vice versa;
- (11) General assessment of dangerousness; and
- (12) Specific dangerousness assessment strategies

Four hours of SASSI training may be substituted for 4 hours of the above-required training.

3. Continuing Education

Continuing education requirements for assessors will be the same as those for facilitators of batterers' intervention groups except for those training components directly related to the facilitation of batterers' intervention groups. Facilitator training is optional and should be attended in addition to the above required domestic violence training for assessors.

Assessors are required to have twelve hours of total education or experience annually in any of the following areas:

- a) domestic violence and substance abuse
- b) domestic violence and the law
- c) completion of a power and control model training
- d) other issues which pertain to domestic violence such as, domestic violence and its effect on victims, including children, mediation, arrest procedures and its affect on children, group dynamics, or eight hours of education as described above and four hours of documented supplemental experience in the area of family violence such as:

- (1) court attendance during domestic violence hearings or trials
- (2) riding-along with local police
- (3) work with a state-certified domestic violence center
- (4) evaluation and intervention with families where domestic violence is present.

4. Duties of Assessors:

For each referral for assessment, the assessor shall:

- a) agree to schedule the assessment within 10 calendar days from the batterer's initial contact;
- b) complete a psychosocial assessment using the uniform assessment instrument requiring a minimum of one hour to complete;
- c) submit assessment and any additional information to the batterer intervention provider within five calendar days of the assessment;
- d) provide for release of information concerning the psychosocial assessment to the program, appropriate probation department, the Department (for monitoring purposes) or other criminal justice agency;
- e) collect and receipt fees from each batterer for his psychosocial assessment based on the recommended range of \$5.00-\$50.00 and the ability to pay;
- f) maintain accurate records of the batterers attendance at and cooperation with the psychosocial

assessment;

g) notify the referral source within five calendar days of those who are screened out of group in accordance with the rejection criteria described at Section V., D. 5 b)

H. Approved Training

1. Requests to train

If an individual, group, or agency meets the trainer requirements and wishes to offer training for facilitators and/or assessors for state certification as required in the Certification Procedures and Minimum Standards for Assessors and Batterers' Intervention Programs, a complete training packet must be submitted to the OCMBIP for approval. The packet must contain the following:

- a) an agenda listing for each topic and associated time frames;
- b) a course outline and objectives for the training;
- c) documentation of the completion of the trainer requirements as outlined below (Section IV, H. 4. a) and b)).

2. Training Agreement

All trainer applicants must agree to allow Department of Children and Families, OCMBIP, monitoring or Education and Training staff to observe and monitor training without cost.

Approval by OCMBIP can be withdrawn at any time if the training encourages or teaches any concept in violation of the state minimum standards for certified batterers' intervention programs.

3. Grandparenting

All trainers approved by the OCMBIP under the May 1996 standards will not need to re-apply, however, all prior-approved training tracks must meet revised minimum standards by May 31, 2000. Newly hired trainers for training programs approved by the OCMBIP under the May 1996 standards must meet revised minimum standard trainer requirements by May 31, 2000.

4. Trainer Requirements

a) Facilitator Training (21 hours)

If an individual, group, or agency wishes to conduct the 21-hour facilitator training required by Florida's state minimum standards, all proposed trainers must meet the following qualifications:

Monitoring Standards Florida Illinois Texas Michigan

- (1) Meet minimum standards for approval as a facilitator under Florida's state minimum standards;
- (2) Completion of basic and advanced facilitator training from the National Training Project (Duluth), Emerge or Men Stopping Violence. Other nationally recognized training programs utilizing the power and control model of intervention will be considered on a case-by-case basis by the OCMBIP, however a copy of the course curriculum must be included at the time of application;
- (3) Documentation of completion of all requirements must be submitted at the time of application for trainer status;
- (4) A minimum of three (3) years experience facilitating or cofacilitating male batterers' intervention groups using a power and control model of intervention.

b) Substance Abuse As It Relates to Domestic Violence (4 and 8 hour course)

If an individual, group of individuals or agency wishes to conduct the 4 or 8 hour "Substance Abuse as it Relates to Domestic Violence" training required by Florida's state minimum standards, all proposed trainers must meet the following qualifications:

- (1) A bachelor's degree;
- (2) Minimum Certified Addictions Professional or Certified Criminal Justice Addictions Professional;
- (3) Documentation of a minimum of three (3) years professional experience providing substance abuse treatment;
- (4) Documentation of a minimum of three (3) years of professional experience working with families in crisis.