

**FLORIDA DEPARTMENT OF CORRECTIONS
OFFICE OF CERTIFICATION AND MONITORING
OF BATTERERS' INTERVENTION PROGRAMS**

BATTERER INTERVENTION PROGRAM MONITORING INSTRUMENT

DATE OF MONITORING: _____

a) NAME OF PROGRAM:

ADDRESS:

EXECUTIVE DIRECTOR: _____

DATE AND TYPE OF LAST MONITORING: _____

THIS MONITORING IS: _____ INITIAL _____ ROUTINE _____ SPECIAL

MONITORING AGENTS: (names and positions)

REVIEWED BY: _____

DATE: _____

DISTRIBUTION:

1/2000

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" requires explanation in the discussion/findings section.

PERSONNEL FILES (to include "trainees)

YES NO

- | | | |
|---------|----|--|
| ___ ___ | 1. | Does the provider maintain a personnel file on each program staff member? |
| ___ ___ | 2. | Does the file contain the name, address, home phone number, social security number, date of birth and recent clear photograph or copy of the Florida drivers license of the staff member? |
| ___ ___ | 3. | Does each file contain the name and contact information of the employees closest relative and emergency contact? |
| ___ ___ | 4. | Does each file contain proof of a local criminal background check? |
| ___ ___ | 5. | Does each file contain the FCIC background?
(If FCIC is not received within 3 months from request, program must follow-up at 3 month intervals). |
| ___ ___ | 6. | Does each file contain a signed job description? |
| ___ ___ | 7. | Does each file contain a: <ul style="list-style-type: none">• signed privacy act statement? (acknowledging confidentiality of information received)• a signed copy of the program's philosophy and mission statement?• a signed copy of the "drug free workplace" policy?• a signed copy of the statement agreeing to adhere to a violence free lifestyle?• a signed copy of the program's sexual harassment policy? |

All items (# 7) may be printed on one sheet and signed by the employee, however, each item must be defined in detail.)

Discuss your Findings: _____

FACILITATOR'S PERSONNEL FILES

YES NO

- ___ ___ 9. Does the file contain a copy of a bachelor's degree and a certified transcript in support, **or in lieu of bachelors 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, or has a masters degree or Ph.D, and documentation is in the file, further documentation of education is not required.)
- ___ ___ 10. Does the file contain verified documentation of completion of 84 * hours of direct face-to-face contact facilitating male batterers' groups using the power and control model that was completed in not less than six months?
* 78 hours per May 1996 standards
- ___ ___ 11. 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 any other program or training where victim issues are taught? (Section IV.F.1.a) (3)
- ___ ___ 12. Does the file contain verified documentation of the completion of 21 * hours of a state approved course(s) on batterers' intervention? *19 hours per May 1996 standards.
- ___ ___ 13. Does the file contain documentation of the completion of 4 hours of substance abuse training specific to domestic violence?
- ___ ___ 14. Does the file contain verified documentation of four (4) hours of riding along with local law enforcement **or four** (4) hours of court attendance during domestic violence cases **or** a combination of both. After February 28, 2000, this standard must be documented by the law enforcement officer or court personnel on the date training completed.
- ___ ___ 15. Does the file contain verified documentation of the completion of twelve hours of total education annually as required by the standards?
- ___ ___ 16. Does the file contain a signed job description for the facilitator's position including all principal and other duties described in?

Discuss your Findings: _____

II. SUPERVISOR'S PERSONNEL FILES

A. YES NO

- ___ ___ 17. Does the file contain a copy of a master's degree and certified transcripts * in support, and verified documentation of one year equivalent experience working with victims and/or batterers? **Or in lieu of a master's degree**, a bachelor's degree and verified documentation of two years equivalent experience working with victims and batterers? **Or in lieu of a bachelor and master's degree**, verified documentation of three years equivalent experience working with victims and /or batterers directly? * If the individual is licensed in the State of Florida under Chapters 490, 491 or 458, and a copy of the license is in the file, further documentation of education is not required.
- ___ ___ 18. Does the file contain verified documentation of completion of 84 * hours of direct face-to-face contact facilitating male batterers' groups using the power and control model that was completed in not less than six months?
* 78 hours per May 1996 standards
- ___ ___ 19. 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 any other program or training where victim issues are taught?
- ___ ___ 20. Does the file contain verified documentation of three or more years of domestic violence experience, which may include the following areas?
- 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; and
 - Authorship of publications in the field of domestic violence.
- ___ ___ 21. Does the file contain verified documentation of one-year management or supervisory experience?
- ___ ___ 22. Does the file contain a signed job description for the supervisor's position including all principle and other duties described in Section F. Credentials for BIP Personnel, 7. Principle Duties of Supervisors?

Dscuss your Findings: _____

BATTERER FILES
YES NO

- ___ ___ 23. Does each batterer's file contain a signed statement, indicating knowledge of the sliding scale fee schedule and has the program assessed and collected fees based on that schedule?
- ___ ___ 24. Does each file contain a copy of the batterers' most recent federal income tax return, or other relevant income records?
- ___ ___ 25. Does each file contain copies of all receipts or a log evidencing the receipting of payment of program fees?
- ___ ___ 26. Does each file contain copies of all receipts or a log evidencing the receipting of payment of participant fees to the Department of Corrections?
- ___ ___ 27. Does each file contain a copy of the uniform enrollment form?
- ___ ___ 28. Does each file contain a copy of the uniform assessment from a certified assessor?
- ___ ___ 29. Is there a signed uniform contract between the program and the batterer in the file?
- ___ ___ 30. Does the file contain a signed statement from the batterer acknowledging attendance at a one hour and thirty minute orientation session?
- ___ ___ 31. Is there evidence in any file that non-intimate batterers or batterers without any history of partner violence are enrolled in the program?
- ___ ___ 32. If the batterer has been rejected from the program, is there documentation in the file supporting one or more of the following?
- extensive psychiatric history including active mental health history
 - extensive criminal history of violent crimes
 - chronic substance abuse or chemical dependency that requires residential treatment
 - an inability to function in a group due to limited mental ability
 - batterers who have been incorrectly sentenced by the court to attend BIP as their current offense does not involve intimate partner abuse nor is there a history of intimate partner abuse.
- ___ ___ 33. If the batterer has been rejected as noted above,
- Does the file contain documentation of the program advising the referral source of this rejection?
 - Has the program made specific alternative recommendations to the court or the referral source?
 - Does the file contain documentation advising the victim of the rejection?
- ___ ___ 34. If the batterer has been terminated from the program, is there documentation in the file that clearly and specifically details one or more of the following without jeopardizing the safety of the victim?
- Recurrence of violence and/or arrest for violence.
 - Failure to abide by the rules and regulations of the programs as set forth in the standards.
 - Failure to participate and attend sessions.
 - Attending group under the influence of alcohol or drugs.

- ___ ___ 35. If terminated, does the file contain documentation that the referral source has been advised?
- ___ ___ 36. If the batterer has been terminated from the program, has the program made specific recommendations to the referral source, including alternatives?

Discuss your Findings: _____

VICTIM FILES

YES NO

- ___ ___ 37. Are the victim files kept separate, marked confidential and apart from batterer files, even upon the case closing?
- ___ ___ 38. Is the victim liaison the same gender as the victim? * Exceptions may be made if program meets requirements under Section V. D. 7
- ___ ___ 39. Does the victim file contain a completed uniform victim contact form?
- ___ ___ 40. Was victim contact made or attempted within four working days of batterers' enrollment in the program? (Attempts should be made a varying times and dates, Section V. D. 7)
- ___ ___ 41. If three initial attempts to reach the victim within the first four (4) working days of the batterers' enrollment in the program were documented as unsuccessful, is there a copy in the file of a follow-up letter, sent via regular mail with the first five (5) working days after enrollment? The letter must provide the following:
- Information about the program
 - Potential lethality of the batterer
 - How to contact the batterer's probation officer (name, address, phone number), and/or other referral source
 - Other important information about whom to contact to get help.
- ___ ___ 42. Does the victim contact form show that a minimum attempt at three contacts, consisting of at least the initial, 3 month (12th week) and final (22nd week) contact, have been made during the batterer's participation in the program ?
- ___ ___ 43. If victim requests no contact, is that documented in the file?
- ___ ___ 44. If the letter referenced was returned unopened, was the envelope retained in the file?

- ___ ___ 45. Does the victim file contain evidence that the victim has been offered referrals or assistance and that she has been updated on the batterer's status in the group via telephone or letter?
- ___ ___ 46. If the batterer has been terminated from the BIP, does the victim file contain documentation that the victim has been advised of the termination?
- ___ ___ 47. If the batterer has made a threat of harm to the victim or prior victim, has the provider attempted to contact the victim, law enforcement and the referral source with this information?

Discuss your Findings: _____

PROGRAM SPECIFICS

III. YES NO

- ___ ___ 48. 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)

Discuss your Findings: _____

