



**Office of the Kansas Attorney General**  
**Application for**  
**Batterer Intervention Program Certification**

June 13<sup>th</sup>, 2011

**N**

New Application

**Instructions:**

Procedures for Certification

- Providers must make written application and provide copies of all requested documentation to the Office of the Attorney General BIP Unit, for review.
- Certification is only for those programs providing domestic violence offender assessments and intervention services to domestic violence batterers.
- Certification is awarded for a two (2) year period contingent upon satisfactory reviews.
- The BIP Unit staff will review the application. Collateral contacts and site visits will be completed for the purpose of evaluating the program.
- The Office of the Attorney General and/or designee will determine if the applicant program meets the criteria for approval. The applicant may be offered “full”, “provisional” or be denied certification.
- The fee for new applications for certification is: **\$100.00**, paid to the order of “Office of the Attorney General”
- Submit a completed application packet, including required attachments and fees, to:

**Office of the Attorney General**  
**120 SW 10<sup>th</sup> Ave, 2<sup>nd</sup> Floor**  
**Topeka KS 66612-1597**  
**Victim Services Division**  
**Attn: BIP Program Coordinator**

**For Additional information please call: 785-296-3367 to speak with the BIP Coordinator**

Office Use Only	
Date Received:	Required Documentation: <input type="checkbox"/> YES
Staff initials:	<input type="checkbox"/> NO

<b>Program Information</b>			
Name of Program as it is to appear on certificate			
Program Street Address			Judicial District
City		County	Zip code
Telephone No.	Fax No.	Email	
<b>Director Information</b>			
Name of Director <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No. (If applicable)
Telephone No.	Fax No.	Email	
<b>Applicant Information</b>			
Please select your status and enclose copies of the appropriate documentation with the application.			
<input type="checkbox"/> Federal, State, or Local Government Agency		<input type="checkbox"/> For-profit Agency	
<input type="checkbox"/> Non-profit, Not-For-Profit Organization		<input type="checkbox"/> Other: Please Describe:	
<b>Facilitator Information</b>			
Name <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No. (If applicable)
<i>Educational background:</i>		<i>Number of Months/Years facilitating BIP:</i>	
Name <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No.
<i>Educational background:</i>		<i>Number of Months/Years facilitating BIP:</i>	
Name <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No.
<i>Educational background:</i>		<i>Number of Months/Years facilitating BIP:</i>	
Name <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No.
<i>Educational background:</i>		<i>Number of Months/Years facilitating BIP:</i>	
Name <i>First</i> <i>Middle</i> <i>Last</i>			Professional License Type and No.
<i>Educational background:</i>		<i>Number of Months/Years facilitating BIP:</i>	

**Instructions: Please fill out the following checklists regarding the specified components of your program. This checklist will be utilized to determine your compliance with the *Essential Elements and Standards for Batterer Intervention Programs in Kansas* (found at [www.ksag.org](http://www.ksag.org)). If you have not checked an item, but are currently in the process of completing the requirements for that item, please explain in the comments section provided.**

<b>Standards</b>
------------------

**Framework – Does your program operate within a framework of the following fundamental tenets?**

- 1.  **Yes**  **No** This batterer intervention program, above all, is committed to the safety of victims of domestic violence and their children.
- 2.  **Yes**  **No** This program operates under the belief that battering is a pattern of behavior, not a singular event.
- 3.  **Yes**  **No** This program operates under the belief that battering is not an addiction or disease.
- 4.  **Yes**  **No** This program operates under the belief that batterers are not powerless over “persons, places, or things”.
- 5.  **Yes**  **No** This program understands that “codependency” and “enabling” are inaccurate, inappropriate, and victim blaming terms for survivors of battering.
- 6.  **Yes**  **No** This program operates under the belief that batterers are solely responsible for their violence and abuse.
- 7.  **Yes**  **No** This program operates under the belief that batterers must be held accountable for their violence and abuse.
- 8.  **Yes**  **No** This program operates with the understanding that alcohol and substance abuse do not diminish the responsibility for battering and are not causal agents for violent behavior. However, because alcohol and drug abuse is an aggravating factor, it should be addressed.
- 9.  **Yes**  **No** This program agrees that it may provide factual information, but must never take on an advocacy role for batterers in the legal arena due to the inherent possibility of collusion.
- 10.  **Yes**  **No** This program agrees to not provide “family” or “couples” interventions to address battering as the primary intervention and understands that these interventions should never be used in the following circumstances:
  - 1) in the beginning stages of the intervention program, or
  - 2) while violence is still occurring.

**Comments:**

**Program Goals – Does your program make the following goals the primary purpose for intervention?**

11.  Yes  No The focus of this program is on interrupting, avoiding, and ending violence/abuse and on the batterer's capacity to change.
12.  Yes  No This intervention program uses the following goals in implementation:
- To increase the safety of victims, family members, and the community as a whole
  - To enable the batterer to understand that acts of violence, abuse and use of domination and privilege are a means of controlling the victim's actions, thoughts and feelings.
  - To encourage the batterer to acknowledge the battering and recognize it as a behavior choice, and to accept responsibility for its impact on the victim and others.
  - To increase the batterer's willingness to change the battering behavior by examining the negative effects of the behavior on all relationships with the victim, children, friends, community, and self.
  - To expand the batterer's understanding of the cause of personal violence and battering by examining the cultural, social, and personal factors that influence the choice to be violent.
  - To teach the batterer practical skills for non-controlling and non-violent ways of relating in interpersonal relationships.
  - To encourage the batterer to become accountable to those who are battered, children and/or others who are impacted, to take whatever actions are necessary to comply with the safety needs of the victim(s) and to make reparations for the effects of the battering.

Comments:

**Elements**

13.  Yes  No Program intervention methodology primarily consists of the group processing approach.
14.  Yes  No This program challenges a batterer's belief system of domination and control.
15.  Yes  No This program understands that violence shall not be condoned under any circumstances and agrees that abusive behaviors, intentional or unintentional, shall be challenged and reported to the court or appropriate authorities.
16.  Yes  No This program maintains the philosophical beliefs that:
- Criminal consequences may result from battering behavior
  - Batterers choose to be abusive
  - The batterer shall be held accountable for personal actions and violence
17.  Yes  No In this program, payment is an indicator of responsibility. The batterer shall assume financial responsibility for the intervention.
18.  Yes  No This program has the option to charge fees based on a batterer's ability to pay (i.e. sliding scale), thus enabling the batterer to afford the program.

Comments:

## Program Role in the Community

### Community-wide Coordination

19.  Yes  No This program works in cooperation with victim services and domestic violence programs as well as other key agencies such as courts, prosecutors, law enforcement and probation officers.
20.  Yes  No This program is linked with other service providers in order to make appropriate referrals.
21.  Yes  No The role of this program within the criminal justice system is either as a diversion or post-conviction sentencing condition.
22.  Yes  No This program will provide the judicial system with information regarding the intervention program and domestic violence offenders.

### Victim Service Program

23.  Yes  No This program has a cooperative relationship with a local domestic violence victim service program in order to ensure support, appropriate referral information, and advocacy for victims.
24.  Yes  No This program participates in cross-training and cooperates with outreach efforts with the domestic violence service program.
25.  Yes  No Services to partners/victims are provided as a separate and distinct service and not only as a part of the batterer intervention program.

## Technical Considerations

### Selection of Participants

26.  Yes  No This program completes the **Kansas Domestic Violence Offender Assessment (KDVOA)** to identify those who use abusive tactics.
27.  Yes  No This program only accepts those participants assessed as appropriate.

### Assessment of Batterer Participants

28.  Yes  No This program gathers preliminary information from multiple referral sources including: the referral source, the alleged batterer, and the victim, when possible.
29.  Yes  No This program requires the following information at intake:
- a. Name, telephone number, mailing/living address, date of birth, employer, address and telephone number of place of work, court case number, and emergency contact information.
  - b. Partner and/or victim's name, telephone number, mailing/living address, work telephone number and address.  
\*This information can be waived if it jeopardizes the safety of the victim or is unavailable.
32.  Yes  No The participant signs an agreement that includes the rules, goals, responsibilities, confidentiality restrictions, and fees. This agreement also includes a statement that all the information that is given is true, correct, and current.

Comments:

**Expectation of Batterer Participation**

33.  Yes  No The evaluation of the participant for successful completion or graduation is measured by:
- Attendance at sessions
  - Attitude and cooperation with program rules
  - Active participation
  - Freedom from violent and abusive behavior \*Coordination necessary with law enforcement, probation, and victims necessary to determine this.
  - Compliance with financial responsibility

**Group Participants**

34.  Yes  No The composition of the groups is restricted to batterers of domestic violence.
35.  Yes  No Male and Female participants are combined in the same groups.
- If yes,
- 35 (a)  Yes  No This program structure and curriculum is designed to meet the needs of a combined group by having two group facilitators, with one being female.
36.  Yes  No Participants referred for battering their intimate partner are combined with those who are referred for abuse of their children.
- If yes,
- 36 (a)  Yes  No This program has the appropriate curriculum and structure to meet the needs of combining these two groups of participants.

**Facilitation**

37.  Yes  No Groups are facilitated by co-facilitators, one male and one female, when possible.
38.  Yes  No Group size does not/will not exceed 20 batterers, with 8 to 15 batterers preferred.

**Curriculum**

40.  Yes  No This program uses specific written curriculum which includes a cognitive-behavioral approach for group facilitation.
41.  Yes  No The curriculum includes: identification, discussion, confrontation and change of abusive and controlling behavior to victims, including current and past partners and children. Also, all forms of domestic violence are identified and challenged including physical, emotional, verbal, mental, sexual, economic abuse, intimidation and the destruction/damage of pets or property.
42.  Yes  No The curriculum also includes: the short and long term effects of battering on victims, including children who witness the violence, with the dual goals of building empathy, as well as requiring the batterer to take responsibility for these effects.
43.  Yes  No The curriculum is structured to confront excuses for battering, including a philosophical stance that violence and abuse are the sole responsibility and choice of the batterer and are never justified.
44.  Yes  No The curriculum includes the identification and discussion of non-cooperative and abusive forms of communication and quick fix responses.
45.  Yes  No The curriculum includes the identification and practice of cooperative and non-abusive forms of communication, positive communication skills, long term solutions and responsible ways of treating partners, children, and others.
46.  Yes  No The curriculum includes the identification of cultural and social influences that contribute to battering behavior, without allowing these issues to excuse or justify individual responsibility of abuse and violence.

Comments:

**Prohibited Practices**

47.  Yes  No This program agrees to not engage in the following prohibited practices:

- **Victim Blaming:** any intervention or approach that indicates a victim causes the violence or excuses abuse
- **Victim Coercion or Mandates:** any approach that coerces or requires mandatory participation by the victim
- **Couples, Marriage or Family Therapy:** as the primary intervention
- **Circular process or family systems approach:** any approach that treats violence as a mutually circular process
- **Addiction Models:** any approach that identifies the violence as an addiction and the victim/children as “enabling” or “codependent” in the violence
- **Containment Approaches:** Any approach that attempts to teach containment methods in an attempt to de-escalate the violence
- **Impulse Control:** Use of theories or techniques that identify poor impulse control as the primary cause of violence is prohibited
- **Psychopathology:** Any approach that identifies psychopathology on the part of either of the parties as the primary cause of the violence.

**Restricted Practices**

48.  Yes  No This program only uses the following interventions as part of a comprehensive curriculum, and NOT exclusively as primary educational approaches:

- **Psychodynamic:** interventions that link violence to past experience and unconscious motivation.
- **Communication enhancement/Anger Management**
- **Fair fighting techniques, getting in touch with emotions, alternatives to violence and non-threatening ventilation techniques**

**Batterer Confidentiality and Safety Checks**

49.  Yes  No The information that is available to courts, appropriate authorities, victims, previous victims, partners, and ex-partners includes, but is not limited to: assessment, findings, attendance, any use of violence or threats, reasons for suspension or termination, recommendations, and completion from the program.

50.  Yes  No In this program, probation and parole violation reports are made to the appropriate authorities.

51.  Yes  No For case monitoring and safety checks, this program requires a batterer to sign a release to address the following situations:

- Inform the victims and if unavailable, the victim advocate within 24 hours that the batterer is assessed for admission in the program
- Provide the information for safety purposes to the victim and if unavailable, the victim advocate within 24 hours of assessment.
- Prior and current treatment agencies to provide information on the batterer
- Provide information on the batterer to relevant legal entities including the courts, parole and probation officers, community corrections, and court services.
- Provide information to any person whose safety appears to be at risk from the batterer’s potential violence and lethality, i.e. the current and past intimate partner
- Permitting the program to disclose information to the court or investigative body about a batterer when his/her heir, executors or administrators file suit of complaint against the batterer intervention program which arises out of or is connected with, the intervention rendered or denied to such batterer by the program

52.  Yes  No Additional releases are signed by the batterer to:

- Provide the victim and if unavailable, the victim advocate, periodic updates regarding the batterer’s participation.
- Discuss group attendance arrangements with the batterer’s current employer (if requested)

**Comments:**

**Length of Program**

53.  Yes  No This program is a minimum of 24 weekly group sessions, with intake/assessment and orientation in addition to these sessions.
54.  Yes  No Group sessions are a minimum of 90 minutes and do not exceed 2 hours.

**Victim Notification**

55.  Yes  No Upon admission of the batterer, this program attempts to notify the victim in a face-to-face interview (if permitted by victim).
56.  Yes  No If unable to notify the victim face-to-face, this program attempts phone and/or mail contact only after assessing victim safety or if the victim does not permit a face to face interview.

**56 (a) If yes,**

- Yes  No This Program's contact with the victim provides:
- The purpose of the program
  - The procedure of reporting further offenses
  - A preliminary assessment for the victim's own use in determining risk
  - Limitations of the program
  - Resource information regarding victim services
  - Opportunity for the victim to provide input in the assessment process
57.  Yes  No This program either directly or through a DV victim service program assists victims to develop a safety plan.
58.  Yes  No This program makes at least three attempts to contact the victim and documents these attempts.
59.  Yes  No This program notifies victims of any change in the status of the batterer within the program, including the denial of admission or termination of the batterer from the program.
60.  Yes  No This program has a written policy which ensures that any potential victim of a batterer in the program is warned regarding any threats to his/her life within at least 24 hours.
61.  Yes  No If the victim cannot be contacted, it is documented that all reasonable avenues have been exhausted.
62.  Yes  No Appropriate reports are made to law enforcement and/or the courts when prudent.

**Victim Involvement**

**Victim Generated Information and Participation**

63.  Yes  No Victims are not obligated to participate in any way in this intervention program with the batterer.
64.  Yes  No The role of the victim in this program is solely to provide information.
65.  Yes  No If the victim chooses to share information, this information is only used with the documented consent of the victim and after a discussion of safety planning pertaining to the disclosure of that information.
66.  Yes  No The victim has the right to refuse further information about the batterer.

**Comments:**



## Public Relations Efforts

### Public Statements and Materials

67.  Yes  No This program coordinates with victim service providers in the development of any public relations material pertaining to domestic violence.

## Research

### Notice of Research

68.  Yes  No This program agrees to notify KCSDV of all research studies done with intervention programs to ensure that the research design accounts for victim safety and supports best practice.

## Agency Structure

### Supplemental Requirements

69.  Yes  No This agency/organization offers an environment conducive to safe business practices including, but not limited to:
- Proof of insurance (general/professional liability, fire, etc...)
  - Policies and procedures addressing employee safety such as when entering or leaving the premises, being alone with offenders, etc...
  - Policies and procedures addressing the presence of weapons on the premises, including any parking areas.
70.  Yes  No The location of this program does not create additional safety concerns for victims.

### Comments:

## Personnel Qualifications

### Employees

71.  Yes  No Facilitators employed by this program are violence free.
72.  Yes  No Facilitators hired by this program are not currently or formerly a domestic violence batterer unless: the program director is satisfied that the staff member has successfully completed an intervention program and remained violence free. This is accomplished by seeking input from victims/partners and the intervention program that was completed.
73.  Yes  No In this program, primary facilitators are free from any criminal convictions, diversions, or similar agreements in his/her life for at least five (5) years and co-facilitators for at least two (2) years.
74.  Yes  No Facilitators hired by this program are not a victim of domestic violence unless: the program director is satisfied that the potential staff member has successfully dealt with the issues related to the domestic violence.
75.  Yes  No All staff members are required to sign a statement that they are violence free.
76.  Yes  No This program has a policy which seeks to ensure that staff employed by the program shall not abuse alcohol, use illicit drugs or abuse prescription drugs and never allow alcohol or drugs impair their individual ability to function in a responsible and professional manner while performing work duties.

**Employees continued...**

77.  Yes  No Staff members employed by the program shall have a background free of conduct that bears adversely on his/her ability to provide required services and shall agree to not engage in conduct resulting in a criminal conviction or any other conduct, criminal or otherwise, deemed to impair the individual's ability to provide services or which jeopardizes the purposes of the program.
78.  Yes  No Any staff member who has allegedly engaged in conduct described above are placed in a position which involves no contact with either batterers or victims of domestic violence until it can be verified that such charges are unsubstantiated.
79.  Yes  No This program has a written ethics policy covering sexual contact with program participants and other staff, conflict of interest, personal issues regarding domestic violence and issues of power and control, racism, sexism, homophobia, discrimination and criminal activity.

**Training Requirements for Program Facilitators**

**Training/Experience of Facilitators**

80.  Yes  No Each facilitator has experience and training in interpersonal skills, group dynamics and specific issues in domestic violence as it relates to both victims and batterers.
81.  Yes  No Primary facilitators have:
- A baccalaureate degree OR two (2) years of experience involving direct contact work with victims and/or batterers
  - AND 40 hours of direct, face-to-face co-facilitating experience in batterer intervention groups
  - AND 40 hours of training that is approved by the accrediting body including, but not limited to: causes and dynamics of domestic violence, legal issues surrounding domestic violence, facilitation skills with batterer intervention groups, characteristics of batterers, victim safety and sensitivity to victims (at least 8 hours), and assessment and intake skills with batterers.
82.  Yes  No Facilitators are able to provide documentation of their qualifying training.

**Education and Training Requirements for Program Supervisors and Coordinators:**

83.  Yes  No Intervention program supervisors/coordinators have a master's degree in social work, counseling, or a related field OR a bachelor's degree in social work, counseling, or a related field with an additional two years of intensive work experience in domestic violence.
84.  Yes  No Training for intervention program supervisors consisting of a minimum of eight (8) hours of training on victim issues, and eight (8) hours of training on understanding the batterer and the supervisor's role in batterer intervention programs. (Training approved by the accrediting body).
85.  Yes  No Coordinators can provide documentation of their qualifying education and training.

**Continuing Education Requirements**

86.  Yes  No Twelve (12) hours of continuing education are/will be completed every two (2) years. Content can include best practice issues related to working with batterers, conferences and specific classes, as well as discussion of difficult cases with other professionals within the context of an interagency meeting designed specifically for that reason.
87.  Yes  No Content of CE training is/will be approved by the accrediting body.

**Comments:**

**Conflict of Interest**

**Avoidance of Conflict of Interest Issues**

- 88.  Yes  No BIP staff of this program are neutral and detached from direct power of court referral of batterers to intervention programs.
- 89.  Yes  No Batterer intervention personnel are not working in other employment that would likely create a conflict of interest.

**Required Attachments Check-list**

**Please submit the following documentation with your application:**

- **Completion of specialty training in domestic violence**
- **Demonstration of cooperative relationship with the local domestic violence advocacy program**
- **A copy of the core curriculum that will be used for group facilitation**
- **Copy of release of information forms and program agreements (group rules)**
- **Professional Licensure documentation (if applicable)**

**I declare that the named program in this application meets all standards for approval by the Office of the Attorney General. By submission of this application, I agree to abide by all laws, rules and regulations that apply to the operation of an approved batterer intervention program. I understand that any omissions, misstatements, or misrepresentations are grounds for denial or withdrawal of approval. I understand that this self-assessment is only one part of the application process and that the Office of the Attorney General and/or designee may contact collateral sources (not limited to: members of a coordinated response team, referral sources, completed participants and their victims, etc...) whose information may be considered in the approval process. By signing this application, I am declaring that all the information given within this application is true and correct.**

**X** \_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Applicant**