



Minimum Standards for Abuse Intervention Programs

Certification and Implementation Guidance

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Vision: ICADV envisions a world where all people engage in healthy relationships characterized by the mutual sharing of resources, responsibilities, and affection; where youth are nurtured with those expectations; and where all people are supported within a society committed to equality in relationships and equity in opportunity as fundamental human rights.

Mission: ICADV works for the prevention and elimination of domestic violence - until the violence ends.

Versions: Adopted 2001; Revised 2007; Revised 2015; Revised 2023

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INTRODUCTION:

The purpose of the Minimum Standards for Abuse Intervention Programs (AIP) is to ensure overall quality and consistency for service providers that work with people who use violence. An AIP is expected to be a community partner that makes victim safety its first priority, establishes accountability for people who use violence and promotes a *coordinated community response* to intimate partner violence while encouraging participants to engage in a positive process of change. Accountability standards are one of numerous important community strategies to address intimate partner violence.

ICADV is designated by *state statute 35-50-9-1* to oversee the certification and compliance of Abuse Intervention Programs. In 2023, ICADV with the support of stakeholders rebranded the programming from BIP to AIP. The shift in branding from batterer to abuse reflects the experiences of survivors, people who use abuse, and national shifts in service trends.

These standards are informed by survivors of violence, personnel working at accountability programs, victim service advocates, and promising practices nationwide. Online only “DV classes” do not comply with the state statute. A list of certified programs is maintained on the ICADV website.

ICADV reserves the right to modify the standards through the release of published addendums.

DIVERSITY, EQUITY, AND INCLUSION:

ICADV recognizes that people who are referred to the intervention program have distinct collective histories; differing beliefs that flow from unique cultural identities, lived experiences; systemic inequities; and distinct elements that contribute to their use of violence, power, and control. ICADV has developed a racial equity and inclusion plan to guide our work. The plan is published on our website: <https://icadvinc.org/inclusivity/>

CERTIFICATION REQUIREMENTS AND APPLICATION PROCESS:

AIPs are not designed to provide medical model mental health treatment, counseling, or other services as defined, regulated and licensed under *IC 25-23.6* and subsections therein. The dynamics of violence, and especially domestic violence, are extremely complex, and potentially lethal for victims. It is vital for applicants regardless of previous backgrounds, professional experience, education, achievements, training, and expertise, to receive specialized training and experience specific to this field.

In order to obtain certification, an applicant must complete the following:

1. Submit an **AIP Program Application** (Form A) that includes a complete checklist of requirements.
 - a. Including a detailed programmatic synopsis, relevant policy and procedures, and supplemental attachments using the Abuse Intervention Programs (AIP) standards as minimum guidelines for operation.
 - b. Each policy must include detailed procedures for implementation that align with the program’s structure, capacity, and mission.
 - c. Submit a **Guided Orientation** (Form B) for proof of participation in coordinated community response interviews with the following entities for each county you plan to offer AIP classes.
 - i. Recognized DV Program Guided Orientation
 - ii. Probation Guided Orientation
 - iii. DCS Guided Orientation
 - d. Attachments such as brochures/manuals/sample letters/intake information **will not** substitute addressing the questions/policy requirements.
2. Submit a **Facilitator Application** (Form C) and all supporting documentation. The requirements for facilitator certification at a new and existing program are outlined below.
 - a. Requirements for the establishment of a **new AIP** in the state of Indiana. At least one staff must become a facilitator. The requirements to become a facilitator are as follows:
 - i. Participation in an ICADV AIP Academy online and in-person.
 - ii. Proof of participation (certificate) in the programs’ AIP curriculum. This can be facilitated by the curriculum developer (i.e. Duluth/Emerge/Family Peace Initiative) or a certified AIP program supervisor. Curriculum must be approved by ICADV.

- b. Requirements for **additional qualified staff** to facilitate groups at an **existing certified AIP**.
 - i. Completion of a Facilitator application form and certification payment.
 - ii. Participation in AIP Training Academy.

Note: While not required, applicants are *strongly* encouraged to observe multiple sessions at a certified AIP before starting the certification process.

Application, policies, and attachments must be submitted to Terri Noone at tnoone@icadvinc.org in word or PDF formats.

FEE STRUCTURE:

Below is a list of all fees associated with the operation of a certified program.

1. PRE-CERTIFICATION

- a. Applicants seeking program certification are required to pay a one-time fee of \$300.00 upon application submission.
- b. Applicants seeking facilitator certification are required to pay a one-time fee of \$150.00 for each application submission. This fee includes the registration costs for the AIP Academy.

2. RE-CERTIFICATION DESK REVIEW

- a. Every two years, regardless of certification date, programs are required to participate in a recertification desk review. This review will be conducted in even number years (2026, 2028, 2030, etc.). The cost associated with the desk review is tiered based upon program size. The following amount will be assessed and invoiced on a calendar year in January of the recertification year.
 - i. Programs with 1-3 certified facilitators- \$300
 - ii. Program with 4-7 certified facilitators- \$450
 - iii. Program with 8+ certified facilitators- \$600

Note: Fees for pre-certification and re-certification will not exceed \$1,500 in a calendar year.

3. COMPLIANCE

- a. Facilitators found in non-compliance are required to pay ICADV \$50.00 per monitoring session. These sessions will be conducted by ICADV.

APPLICATION REVIEW:

Certification applications are reviewed by the AIP team. On average, the application review process takes 60 days once submitted. The application review process may take longer if there are requested revisions or a significant number of applications in the queue for review.

POST CERTIFICATION COMPLIANCE:

1. **Continuing Education Units:** All certified facilitators are required to attend two ICADV approved trainings per calendar year. A list of approved training sources is provided on the Service Supports section of the ICADV website. The program must email proof of participation for all facilitators by January 31st.
2. **Annual Report:** Certified programs must email an Annual Report (Form D) at the conclusion of each calendar year. The report must be submitted by January 31st. Data submitted in the report will only be used in aggregate form.
3. **Recertification Desk Review:** Every two years, regardless of certification date, programs are required to participate in a recertification desk review. This review will be conducted in the even number years (2026, 2028, 2030, etc.). Programs must email the Desk Review Summary (Form E) and relevant attachments by January 31st. ICADV reserves the right to conduct the review in person or virtually.

It is the program's responsibly to send the materials above by the due date noted to the Technical Assistance Coordinator via email. Failure to comply with these post certification requirements could result in a notice(s) of probation, or revocation.

4. **Monitoring:** ICADV reserves the right to conduct on-site or virtual monitoring sessions to ensure quality assurance.

PROGRAM NON-COMPLIANCE

If there are any areas of non-compliance noted in the desk review summary, the program will be given 45 calendar days to come into compliance. If the program needs additional time to come into compliance, it **MUST** be communicated in writing at least 48 hours before the deadline and approved by ICADV.

If the program fails to obtain compliance after the 45-days or was not granted an extension, the program will be placed on probationary status for 60 calendar days. ICADV will communicate with the program's primary contact and any potential referral/contract (DCS, probation, etc.) agencies notifying them of the program's status.

If the program fails to obtain compliance after the 60 days probationary period, the program's certification will be revoked.

ICADV reserves the right to place a program on probationary status or revoke certification without notice in any of the following circumstances: (1) concerns for victim safety; (2) a pattern of noncompliance; (3) violation of the Code of Ethics.

COMPLAINT PROCESS

ICADV will direct any individual or program that wishes to file a complaint against a certified AIP to our website (Find Help Tab) to complete the online form. ICADV will not violate the confidentiality of the complainant if it could cause immediate danger or result in a poor professional relationship. Therefore, ICADV reserves the right to refuse to disclose the name or certain elements of the complainants concerns to the certified program/facilitator.

Once a complaint is filed the following actions will take place:

1. A member of the AIP Team will make contact with the complainant to gather any missing information and to discuss the compliant.
2. A member of the AIP Team will make contact with the certified program and provide written correspondence that a complaint was filed.
3. The certified program will be provided with a timeline for response that commensurate with the details of the compliant.
4. All members of the AIP Team will review the written statements of the parties; interview any key parties; review pertinent documents; consult with an ICADV board member as needed; and issue written findings.
 - a. Findings may include but are not limited to:
 - i. No violation of the standards
 - ii. Program/facilitator receives a *compliant resolution plan*.
 - iii. Program/facilitator is placed on probationary status.
 - iv. Program/facilitator certification is terminated.
5. A member of the AIP Team will make contact with the complainant to provide an update on the resolution of the complaint, if needed.

Appeal Process: The certified program or complainant may submit a written appeal statement to the ICADV executive director, within fourteen days of issuance of the finding. The ICADV executive director may refer the matter to an ad hoc review committee (designee). This ad hoc committee will include members of ICADV staff and board of directors. The executive director and/or their designee will review, modify, deny, or approve the appeal. The outcome of the appeals decision is final.

Conflict of Interest: Any person on the appeals ad hoc committee having a *conflict of interest* may not participate in, nor be privy to, the investigation, review, decisions, or information pertaining to a complaint. If a conflict exists, the person must recuse themselves.

MINIMUM REQUIREMENTS AND STANDARDS OR THE OPERATION OF A CERTIFIED PROGRAM

CORE PRINCIPLES OF PRACTICE:

Safety, accountability, and collaboration, in that order of importance, constitute the minimal foundation for responsible work with individuals who use *abusive behaviors*. Programs must sign and agree to incorporate these core principles of practice into the operations of the program. (Principles of Practice Form F).

1. The safety, rights, and confidentiality of victims must be an AIP's highest priority.
 1. **If your agency provides programming for victims and those who use abusive behaviors, there must be separate and distinct staff for each program to avoid potential dual relationships and prioritize protection of victims.**
2. AIPs should never collude with a participant, tolerate, or accommodate abusive behaviors.
3. AIPs must work compassionately with participants to create a culture of accountability.
4. AIPs must work collaboratively with community partners to hold people who use abusive behaviors accountable.
5. AIPs will not make representations implying that program completion is an indicator of future nonviolence.

PROGRAM STRUCTURE AND COMMUNITY ENGAGEMENT:

The applicant must submit a detailed programmatic synopsis addressing each of the following questions.

1. Describe in detail the following aspects of the AIP.
 - a. Describe the program's referral process.
 - b. Describe the program's intake process.
 - c. Describe the program's group design (open enrollment, phases, cohorts, etc.).
 - d. Does the program offer in person, virtual, or hybrid group sessions?
 - e. What is the program fee structure?
 - f. Describe the frequency and duration of the program's sessions. The following must be included in the response.
 - i. AIPs must provide a minimum of 26 sessions once per week.
 - ii. AIPs sessions must last at least 90 minutes.
 - g. How are different gender identities recognized and served independently?
 - h. Describe how the program is designed to accommodate equitable access to programming? (i.e. payment plans, work schedules, child care, transportation, etc.)
 - i. How will reasonable accommodations be made to promote inclusion and diversity in group sessions. (i.e. language access, literacy, people living with disabilities)?
 - j. If *aftercare* is offered, describe the services provided.
2. Describe in detail how you will communicate with and engage the community.
 - a. How will your program engage with the local domestic violence program(s)?
 - b. How will your program engage with other certified AIPs?
 - c. How will your program accommodate observations for community partners?
 - d. How will the applicant address community requests for couples counseling, individual therapy, and *anger management*? *Intimate partner violence is not an anger problem it is a pattern of coercive behavior that seeks to achieve and maintain power and control. Couples counseling, individual therapy, and anger management are not appropriate interventions for intimate partner violence and may place the victim at heightened risk.*
 - e. How will the applicant address participants that may benefit from mental health services and substance use disorder treatment in addition to AIP? *These interventions alone are not an appropriate response to intimate partner violence; however, programs may find that participants benefit separately and in addition to AIP.*
 - f. Does the applicant program conduct drugs screens for referral sources? *The AIP is not allowed to conduct drug screens as a condition of participation in the program unless ordered by the court.* If drug screens are conducted, please respond to the following:
 - i. Who pays for the drug screen?
 - ii. How are the referral sources notified?

- iii. How will a positive screening impact their participation in group?
- iv. If a positive screening results in sanctions on the participant, how will the impact on survivors be minimized? (i.e. increased danger, increased family cost, etc.)
- g. How will referral sources be notified of program completion/denial/expulsion?
 - i. Please provide sample letters. The letters must include the following disclaimer, “*Program completion is not predicative of future nonviolence or non-abusive behaviors.*”
- h. How will the program operate in the event of a prolonged closure, lapse in qualified staffing, suspension of certification, etc.? The following answers must be included in the response.
 - i. How will the program notify participants and refer to other providers?
 - ii. How will the program notify referrals sources?
 - iii. How will the program notify ICADV?

Note: Programs are strongly encouraged to have a MOU for cross coverage with another certified AIP.

PROGRAM CURRICULUM:

The applicant must submit a curriculum synopsis, agendas, worksheets, and activities that will be used for group sessions. The central focus of any AIP curriculum will remain on participant responsibility and accountability for their beliefs and actions. An approved education-based curriculum must include, but is NOT limited to, the following:

1. Definition of domestic violence.
2. Dynamics of power and control.
3. Socialization, including gender roles and equality.
4. Domestic violence effects on children.
5. Parenting after violence.
6. Responsibility for past and future abusive behaviors.
7. Relationship between substance abuse, mental illness, and acts of violence with a distinction that there is not a cause-and-effect relationship.
8. Challenging the beliefs that promote abusive behavior.
9. Nonviolent alternatives.

Note: Certified programs often use a combination of Duluth, MRT-DV, and Emerge curriculum.

CONFIDENTIALITY NOTIFICATION:

The applicant must submit a policy and procedure requiring participants to sign an explicit, Confidentiality Notification at the time of intake. This notification will give the AIP permission to make reports, to disclose participant file information, and communicate as needed to each of the following:

1. The referral source(s).
2. The court, prosecutor, police, probation and child protective agency of the referring county.
3. The survivor or designated advocate.
4. Other certified AIPs to coordinate service delivery.
5. Administrative and professional personnel who need information for record-keeping and monitoring, including ICADV.
6. An entity or person to whom the AIP is legally bound to report suspected abuse or neglect of a child or protected adult.
7. Any person to whom the AIP must report in order to fulfill its duty to warn or protect.

PARTICIPANT CONTRACT:

The applicant must submit a policy and procedure requiring participants to sign a contract at the time of *intake*. The contract must include but is not limited to the following. **The applicant is also required to submit a copy of the group rules.** If the rules are different for in person and virtual both must be submitted.

1. I agree that the reason I am in the AIP is to learn not to be violent or abusive.
2. I will not abuse anyone else or myself as long as I am in this AIP. This includes verbal, emotional, sexual, financial, and psychological abuse; threats of suicide; and threats of violence. If I engage in abusive behavior towards another person or myself, I will inform the AIP staff of what happened.
3. I will participate openly, honestly, and actively in educational group discussions, and I will abide by all AIP group rules.

4. While mental health services and substance use disorder treatment alone are not appropriate interventions for intimate partner violence. The program may find that you could benefit from these interventions separately and in addition to the AIP. I will cooperate if an AIP staff requests that I obtain a mental health or substance use assessment.
5. I will provide the correct contact information for the person(s) that were harmed by my abuse. I understand that the people harmed by my abuse may receive information from the AIP.
6. I understand that the safety of the people I have harmed by my abuse, the community, and myself are of paramount importance. I understand that measures will be taken by the AIP staff to promote safety including contacting the survivor, referral sources, or law enforcement, if necessary.
7. I understand that all suspected child abuse and neglect will be reported as defined by Indiana law (IC 31-33-5-1).
8. I understand that all suspected battery, neglect, or exploitation of an endangered adult will be reported as required by Indiana law (IC 35-46-1-12 and IC-35-46-1-13).

REASONS FOR DENIAL:

The applicant must submit a policy and procedure documenting the reasons for denial.

1. The following are **not** grounds for denial:
 - a. The participant is unwilling to disclose the use of violence at the time of intake.
 - b. The participant failed to complete an AIP.
 - c. The participant failed to complete a substance use disorder treatment program.
 - d. The participant needs language accommodations.
 - e. The participant needs other reasonable accommodations.
2. The applicant’s policy must include, at a minimum, the following administrative requirements.
 - a. Grounds for denial must be documented in writing.
 - b. Procedures for immediately notifying the referral source of the denial.

EXPULSION AGREEMENT:

The applicant must submit a policy and procedure requiring participants to sign an expulsion agreement at the time of intake. The agreement is designed to ensure decisions are uniform and predictable and so discrimination does not occur against any participant based on actual or perceived race, class, age, disability, religion, educational attainment, ethnicity, national origin, sex, sexual orientation, or gender identity.

1. The following are minimum grounds for expulsion:
 - a. Continued abuse or physical violence.
 - b. Failure to comply with conditions of the participant’s contract.
 - c. Violation of program rules.
 - d. Bringing weapons or illegal substances to program property.
 - e. Threats or violence to AIP staff.
2. The applicant’s policy must include, at a minimum, the following administrative requirements.
 - c. Grounds for expulsion must be documented in writing.
 - d. Procedures for immediately notifying the referral source of the expulsion.

COMPLAINT PROTOCOL:

The applicant must submit a policy and procedure requiring participants to sign a complaint protocol at time of intake. The policy and procedure must include but is not limited to the following:

1. How complaints are filed within the program, process for review, and a timeline for resolution.
2. Language that protects the participant from retaliation or sanctions as a result of filing a complaint.
3. If the complaint is not resolved by the program, the participant has the right to file a complaint with ICADV. A complaint form is available on our website or by calling the office at 317-917-3685.

HUMAN RESOURCES:

The following standards require programs to ensure AIP facilitators are not occupying positions that undermine the mission of the program.

PRE-EMPLOYMENT VERIFICATION:

The applicant must submit a policy and procedure that address at a minimum the following:

1. General Requirements

- a. No individual with an **active** order of protection or no contact order can train to become a facilitator. (Protective Order Registry Search)
- b. No individual with an **order of protection or no contact order** issued in the **five years** prior to date of hire can train to become a facilitator. (Protective Order Registry)
- c. No individual with **domestic violence charges** in the **five years** prior to the date of hire can train to become a facilitator. (My Case Search)
- d. No individual that has **participated in the applicant's AIP** in the **five years** prior to the date of hire can train to become a facilitator
- e. No individual with **sexual violence charges** in the **five years** prior to the date of hire can train to become a facilitator. (My Case/Sex and Violent Offender Registry)
- f. No individual with **child abuse or neglect charges and/or involvement with DCS** in the five years prior to the date of hire can train to become a facilitator.

2. Protective Order Registry /No Contact Order

- a. Who is responsible for conducting searches?
- b. Where will the information be stored?

3. Sex and Violent Offender Registry

- a. Who is responsible for conducting searches?
- b. Where will the information be stored?

4. Background Searches

- a. Who is responsible for conducting searches?
- b. Where will the information be stored?

CURRENT EMPLOYEE VERIFICATION:

The applicant must submit a policy and procedure for notification and response if a current employee receives an **order of protection, no contact order, are required to report to the sex and violent offender registry, or DCS has initiated an investigation**. The policy at a minimum must include the following:

1. Procedures for the employee (method and time frame) to notify the AIP.
2. Procedures for the AIP (method and time frame) to notify ICADV.
3. Actions that will result in an employee, volunteer, contractor, or consultant being prohibited from occupying positions that could undermine the ability of the facilitator to provide quality programming.

PROVIDER CODE OF ETHICS:

The applicant must submit a signed code of ethics for all staff engaged in the programming. The signed code of ethics is included on the Facilitator Application (Form C).

1. I will make victim safety my first priority in working with people who use violence.
2. I will immediately report to all appropriate legal authorities any suspected neglect, and/or abuse of a child or protected adult.
3. I will immediately report to ICADV any practice by untrained or unqualified persons, any unethical conduct, and/or unprofessional modes of practice by my program or other organizations.
4. I will be vigilant against becoming an advocate/witness on *behalf of a participant* and must use caution when responding to requests for impressions, opinions, information, or testimony.

5. I will not misrepresent my qualifications, education, experience, affiliations, or memberships.
6. I will not make representations implying that program completion is an indicator of future nonviolence.
7. I will immediately disclose to my direct supervisor if I commit, am arrested for, charged with, or convicted of any civil or criminal crime/action related to intimate partner violence including but not limited to domestic battery; physical violence; neglect or abuse of a child, protected adult, or animal; invasion of privacy; confinement; strangulation; stalking; sexual assault; sexual misconduct.
8. I will avoid personal, professional, or business relationships that conflict with the interest of the AIP and those it serves.
9. I will never engage in a *dual relationship* with a present or past program participant, a victim or former victim of a participant, or a family member of a participant that would compromise their health and well-being, the integrity of the AIP, impair professional judgment, and/or increase the risk of exploitation.
10. I will avoid the appearance of impropriety. I will not engage in any behavior with any persons that I would be unwilling to disclose fully to my colleagues, legal authorities, and the public.
11. I will not accept gifts, services, or benefits that impair my integrity, the integrity of the agency, or might invite special considerations from present or past program participant, a victim or former victim of a participant, or a family member of a participant.
12. I will not discriminate because of actual or perceived race, class, age, religion, educational attainment, ethnicity, national origin, disabilities, sex, gender identity, sexual orientation, or economic condition.
13. I will treat all program participants and the victims harmed by their violence compassionately and equitably.
14. I will work to ensure that all participants, especially the most marginalized, have equal access to AIP resources and services. This includes *but is not limited to* considerations and accommodations for language access, literacy, and disabilities.
15. I will fully explain all program rules and policies, fee payment, enrollment, program standards, discharge, and completion.
16. I will enforce consistent program rules to all participants.
17. I will never lessen program quality or duration for financial or personal reasons.
18. I will maintain the privacy of participants to all parties not involved in the matter. (i.e. other participants, my friends and family, the general public, etc.)
19. I will adhere to the code of ethics/conduct required by other entities and/or licensure, if applicable. (i.e. NASW, APA, ICAADA, ACA, Marriage and Family, etc.)

PARTNER CONTACT, ENGAGEMENT AND CONFIDENTIALITY ACKNOWLEDGEMENT:

Contact with the victim is inevitable in the course of operating an AIP. It is vital for victim safety that the AIP have policies and procedures that direct by whom and how contacts will be performed. It is imperative for certified programs to understand the differences in confidentiality thresholds that exist between victims and practitioners.

AIP facilitators and victim assistances personnel (prosecutor/law enforcement) do NOT fall under the definition of victim advocate. Because of this, ALL records pertaining to the victim could be subpoenaed and may result in unintentional additional harm to the victim and their family. **The only practitioners and programs that have complete confidentiality with victims are victim service providers.**

The definition of victim service provider(s) (IC 35-37-6-5) and advocates per (IC 35-37-6-3.5) are provided below: These programs are defined as a nonprofit, nongovernmental organizations including domestic violence programs, rape crisis centers, sexual assault programs, battered women's shelters, domestic violence transitional housing programs **whose primary mission** is to provide services to victims of domestic violence, dating violence, human or sexual trafficking, sexual assault, or stalking. Victim advocates are defined as an individual employed or appointed by or who volunteers for a victim services provider.

1. **The applicant must submit policies and procedures that address, at a minimum, the following:**
 - a. How will information provided by the victim be documented? (Note: Information shared by the survivor with AIP staff is NOT protected by confidentiality and could be subpoenaed.)
 - b. How will information provided by the victim be stored?

- c. How will staff notify victims of violence about their rights and make a proper referral to a domestic violence program advocate? A list of programs is maintained on the ICADV website.
 - i. Victims have the right to never feel pressured or coerced to disclose information, agree to confrontation of the AIP participant, agree to make a report or take any action that they feel is not in their best interest for safety and empowerment.
 - ii. Victims have the right to know information about the participant's entry in or removal from the program.
 - iii. Victims have the right to know about the AIP participant's program status and history regarding attendance and payments.
 - iv. Victims have the right to receive referrals to a victim advocate.
 - v. Victims have the right to confidentiality. You may consent to disclosure of your report but should only do so if you have a safety plan and believe disclosure will not reduce your safety.
 - vi. Victims have the right to know that the AIP staff, victim advocates, nor the legal system can guarantee your safety.
 - vii. Victims have the right to know that providing a witness statement or complaint to the legal system cannot be exercised confidentially or anonymously.
 - viii. Victims have a right to know, prior to sharing information, that any information shared involving suspected child abuse, or abuse of elder adults cannot be confidential and must be reported to the legal system.
- d. Informing or confronting the participant with information originating from the victim unless the victim has given explicit, informed consent, documented and dated is prohibited.

DUTY TO WARN:

The applicant must submit a policy and procedure on the safe and proper conduct of duty to warn contacts. The policy and procedure must address, at a minimum, the following.

AIP staff must make attempts to report the concern or threat of physical violence or other means of harm, in a timely manner to the following persons as relevant: (1) victim/partner/survivor; (2) relevant program staff; (3) courts, probation, or other referring agency; (4) law enforcement agencies located within jurisdiction.

1. What constitutes a duty to warn contact?
2. Who will perform these contacts?
3. How the duty to warn will contacts be performed?
4. How information will be documented?
5. How AIP staff will be trained in performing duty to warn contacts?

MANDATORY REPORTING:

The applicant must submit a policy and procedure on the safe and proper conduct of mandatory reports per IC-31-33-5-1 (*child abuse and neglect*) and IC-35-46-1-13 and IC 35-46-1-13 (*elder abuse/endangered adults*). The policy and procedure must address, at a minimum, the following.

1. What constitutes a mandatory report? (See glossary for Indiana Code)
2. How will staff be trained on filing mandatory reports?
3. Who will complete the report?
4. How information will be documented?

GLOSSARY:

BIP State Statue 35-50-9-1: Sec. 1. (a) At the time of sentencing for a person convicted of domestic battery under IC 35-42-2-1.3 or a crime that involved domestic abuse, neglect, or violence, the court may require the person to complete a batterer's intervention program approved by the court. (b) The person convicted of domestic battery or another crime described in subsection (a) shall pay all expenses of the batterer's intervention program. (c) The batterer's intervention program must be an intervention program certified by the Indiana coalition against domestic violence.

Abusive Behaviors: Any action or words, which constitutes a misuse of power whether, intended to, or resulting in the injury, control, or disregard of another person. The following are common behaviors used to control others: physical assault, sexual assault, emotional abuse, isolation, economic coercion, litigation, threats, stalking, and intimidation.

After Care: The ability for participants who have completed all the *required* group sessions to continue attending group and/or engaging with program staff to receive support, accountability, and referrals for other supportive services.

Anger Management: A psychotherapeutic program for anger prevention and control. This intervention is recommended for individuals that exhibit anger issues with bystanders, employers, community members, intimate partners, etc.

Child Abuse and Neglect IC-31-33-5-1: Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.

Compliant resolution plan: This plan documents in writing the complaint received and specific commitments for addressing any issues identified and procedures for resolution.

Conflict of Interest: A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

Coordinated Community Response: A multi-disciplinary group involving religious organizations, cultural groups, law enforcement agencies, judicial systems, domestic violence agencies and others involved in developing strategies to ensure victims of domestic violence receive the support they need in a timely and sensitive manner.

Dual relationship or multiple relationships: A personal or professional relationship with participants or members of their family that would compromise the health of either party, integrity of the AIP, impair professional judgment, and/or increase the risk of exploitation.

Elder abuse/endanger adults: Sec. 13. (a) A person who:(1) believes or has reason to believe that an endangered adult or person of any age who has a mental or physical disability is the victim of battery, neglect, or exploitation as prohibited by this chapter or IC 35-42-2-1; and (2) knowingly fails to report the facts supporting that belief to the division of disability and rehabilitative services, the division of aging, the adult protective services unit designated under IC 12-10-3, or a law enforcement agency having jurisdiction over battery, neglect, or exploitation of an endangered adult; commits a Class B misdemeanor. (b) An officer or employee of the division or adult protective services unit who unlawfully discloses information contained in the records of the division of aging under IC 12-10-3-12 through IC 12-10-3-15 commits a Class C infraction. (c) A law enforcement agency that receives a report that an endangered adult or person of any age who has a mental or physical disability is or may be a victim of battery, neglect, or exploitation as prohibited by this chapter or IC 35-42-2-1 shall immediately transmit the report to the adult protective services unit designated under IC 12-10-3. (d) An individual who discharges, demotes, transfers, prepares a negative work performance evaluation, reduces benefits, pay, or work privileges, or takes other action to retaliate against an individual who in good faith makes a report under IC 12-10-3-9 concerning an endangered individual commits a Class A infraction.

Group Sessions: An educational group that challenges abusive behaviors through the use of an approved curriculum.

Intake: Initial paperwork completed with an AIP participant to obtain a personal history, criminal history, conduct a lethality evaluation and various screenings, provide resource referrals, and complete program contracts.

FORMS & APPENDIX

Form A: Program Application

Form B: Guided Orientation

Form C: Facilitator Application

Form D: Annual Report Data (must be complete electronically)

Form E: Desk Review Summary

Form F: Principles of Practice

Form G: Complaint Form (Paper Copy)