

**BATTERERS' INTERVENTION AND CHILD ABUSE TREATMENT PROGRAMS  
APPLICATION / APPROVAL AND RENEWAL PROCESS**

- AUTHORITY:** Penal Code Section 1203.097  
 Penal Code Section 273a  
 Penal Code Section 273d  
 Penal Code Section 273.1  
 Administrative Directive  
 Standards and Procedures for Batterers' Intervention Programs  
 Standards and Procedures for Child Abuse Programs
- RESCINDS:** Procedure Manual Item 1-2-254, dated 09/27/11
- DOCUMENT:** Batterers' Intervention Program (New/Renewal) Application Packet
- PURPOSE:** To provide a standard procedure for assessing, approving and renewing Batterers' Intervention and Child Abuse Programs which comply with statute and the Batterers' Intervention Programs and Child Abuse Treatment Programs Standards and Procedures.

I. GENERAL INFORMATION

- A. Pursuant to Penal Code Sections 1203.097 and 273a the Probation Department must approve and monitor Batterers' Intervention Programs (BIP) and Child Abuse Treatment Programs (CAT).
- B. CAT Programs shall function under the umbrella of Batterers' Intervention Programs. BIP Providers shall be the lead program in the application/approval and renewal process. Only approved Batterers' Intervention Programs shall be eligible to provide Child Abuse Treatment under Penal Code section 273.1.
- C. This manual item provides for the collection of current and accurate program information for the purpose of assessing the qualifications of programs who want to be approved and/or renewed as approved BIP Providers or CAT Programs.

II. NEW/RENEWAL APPLICATION PROCEDURE

- A. The designee of the **Programs** Unit maintains a file of community-based resources who have expressed a desire to be an approved **BIP** or CAT Program.
- When a program has expressed an interest in becoming an approved BIP **provider**, they shall **provide the Programs Unit designee with their contact information. The** designee of the **Programs** Unit shall maintain a file containing **contact information of all interested parties.** When the application process is opened, those resources which have expressed an interest will be invited to participate in the application process.
- B. **In early April** of each year, the **Programs Unit designee updates the application for the upcoming fiscal year (July 1 to June30) and sends it out**

to all currently approved providers along with those providers interested in applying for the first time.

1. **Applications are distributed via email to all currently approved providers as well as to those who have shown interest in becoming approved providers. A letter is distributed with the application specifying the date, time and manner in which the application must be returned.**
- C. The application shall solicit information from the resource to adequately evaluate the experience and ability to provide competent services pursuant to the requirements of Penal Code Sections 1203.097 and 273.1. **The applications are to be provided in a 3-ring binder with tabbed dividers.**
- D. The application shall include:
1. Program Information
    - a. Address, phone numbers, email address and fax number
    - b. Names of Program Director and Clinical Director
    - c. Copy of Business license
    - d. Copy of commercial and general liability insurance
    - e. Copy of liability insurance for unlicensed **staff**
    - f. Copy of professional liability insurance for licensed staff
    - g. **Signed originals of the Acknowledgement Forms for BIP and/or CAT programs (forms provided in application packet)**
    - h. Signed original of the BIP Program Statement of Assurances (forms provided in application packet)
  2. Staff Information
    - a. Complete Staff Information Sheet (form provided)
    - b. Proof of 40 hours of core training pursuant to Penal Code Section 1203.098 for each **new** group facilitator **or proof of 16 CEUs for each existing group facilitator and Clinical Supervisor (8 DV direct and 8 indirect)**
    - c. Copy of professional license for **all** licensed staff
    - d. Copy of California Driver's License **or California ID** for each **new** staff member
    - e. Copy of clinical supervision of facilitators
    - f. Signed copy of Ethical standards for each facilitator

- 1) Signed Tarasoff acknowledgement
- 2) Signed statement to abide by child/elder abuse reporting laws
- 3) Signed policy of code of ethics governing personal behavior

3. **Policies**

- a. Copy of **Clinical Supervision Policy/Procedure**

4. **Program Evaluation**

- a. **Description of program evaluation component, how/when it is administered**
- b. **Self-evaluation of the program including prior year's statistics**
- c. **Client Questionnaire**

5. **Invoice and Payment**

- a. **Copy of invoice**
- b. **Copy of payment**

6. **Content of Treatment**

- a. **New programs are to provide a complete description of the 52-week curriculum and the cognitive and behavioral techniques that will be utilized.**
- b. **Existing programs are to provide a complete description of any portion of the currently approved curriculum that they wish to change or update for the upcoming fiscal year.**
  - (1) **The curriculum must be provided to the Programs Unit in a 3-ring binder with tabbed dividers for each of the 52 weeks of the program.**
  - (2) **Each program must provide a binder of curriculum for languages offered for BIP/CAT services.**

- E. The **Supervisor** of the **Programs Unit** will assemble an Application Review Panel to evaluate and score the applications.
- F. The Panel members shall independently score the application.
- G. The Panel shall then meet and discuss the application packets, share scores and rationale for the scores and **approve the programs which meet the Penal Code and Probation Department Standards and Procedures' requirements.** The

Panel will then meet with the **Supervisor** of the **Programs Unit** to discuss the selections.

- H. Once approved, the **Programs Unit Liaison(s)** will advise the selected programs of their approval.
- I. **A liaison of the Programs Unit will** inform the Administrative and Fiscal Division of the new programs in order for the programs to be assessed a fee not to exceed \$250. The approval/administrative fee must be paid before full approval is granted.
- J. **Upon submission of the new/renewal application, the Programs Unit Liaison will:**
  - 1. **Review the application for completeness; verify that all requested documentation has been submitted and is up to date.**
  - 2. **Should the renewal application be incomplete, the Program's Unit Liaison will contact the program and request the needed information or documentation.**
- K. **Should the program fail to submit a completed application packet and/or fail to provide the required documents by the date specified, the program may be subject to revocation or suspension of approval and the cessation of referrals.**

**REFERENCES:**

Procedures:	1-2-253	Dissemination of Resource Information
	1-2-255	Referral of Adult and Juvenile Probationers to Community Resources
	1-2-256	Batterers' Intervention and Child Abuse Treatment Programs Monitor/File Audit Standards
Policy:	E-10	Use of Public and/or Private Community Resources

D. Lambert

**APPROVED BY:**