

## BATTERERS' INTERVENTION AND CHILD ABUSE TREATMENT PROGRAMS MONITORING STANDARDS

- 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 **Treatment** Programs
- RESCINDS:** Procedure Manual Item 1-2-256, dated 3/31/17
- DOCUMENT:** Batterers' Intervention Program (BIP)/ Child Abuse Treatment (CAT)  
 Monitor Reports
- PURPOSE:** To provide a standardized procedure for the monitoring of approved Batterers' Intervention Programs (BIP) and Child Abuse Treatment Programs (CAT) to ensure that services are meeting statute requirements, adhere to Probation's Standards and Procedures and to assure the quality service delivery.

### I. GENERAL INFORMATION

- A. Pursuant to Penal Code Sections 1203.097 the Probation Department has the sole authority to approve and monitor Batterers' Intervention Programs (BIP).
- B. **All group facilitators for Batterers' Intervention Programs/Child Abuse Treatment programs may be subject to annual group monitors to assure compliance to statute mandates and Probationer's Standards and Procedures of said programs.** Pursuant to Penal Code Section 273a the Probation Department must approve Child Abuse Treatment Programs; however, the monitoring of said programs is through Administrative Directive. The Probation Department has assumed the monitoring responsibility to assure adherence to Probation Standards and Procedures for CAT Programs and to ensure the quality of service delivery.
- C. All sites rendering BIP and CAT Program services **may** be subject to file audits to assure that case files comply with statute mandates and Probation's Standard and Procedures for said programs.
- D. All BIP and CAT Programs **may** be subject to annual group monitors to assure compliance to statute mandates and Probation's Standards and Procedures of said programs.

### II. INVESTIGATIVE FILE AUDIT PROCEDURE

- A. The Programs Unit **Liaison may** schedule a case file audit with the Program Director to assure full access to files.

1. At the audit, the Programs Unit **Liaison** shall select **the** case files **in question**. The **purpose of the audit is to ensure compliance with Penal Code and Probation Department Standards and to investigate client complaints against programs**.
2. **If non-compliance issues are found**, and it is deemed that changes can be made by the program to gain compliance, a Corrective Action Plan will be requested from the Program Director.
  - a. The Program Director shall be directed to address the identified problems and respond with a Corrective Action Plan within 14 calendar days.
  - b. Should the program fail to correct identified problems, the matter shall be submitted to the **SPO** of the Programs Unit for a decision on how to proceed.
  - c. The Programs Unit **Liaison** shall keep written documentation of all actions taken and maintain copies in the Program's file. Once all issues are resolved, the Programs Unit **Liaison** shall send the program an approval letter and a copy will be placed in the Program file.

### III. FACILITATOR MONITOR PROCEDURE

- A. The Programs Unit shall maintain a separate file on each facilitator. The file shall include: 1) Proof of the initial 40 hours of mandated training pursuant to Penal Code section 1203.098, 2) Proof of the annual 16 hours of continuing education, 3) Completed Probation 40 hour training matrix, 4) Copies of all Monitoring Report Forms and 5) Any relevant information about the facilitator.
- B. All facilitators **are** subject to an annual group monitor. Group monitors **may** be completed on a fiscal year basis.
  1. The Programs Unit **Liaison** shall maintain a list of all active facilitators, a current list of all scheduled BIP/CAT Program weekly groups, along with the day and time of the group and the facilitator conducting the group.
  2. The Programs Unit **Liaison may** monitor the facilitator on an unannounced basis and evaluate the facilitator's performance utilizing the Group Monitor Worksheet. Should a facilitator conduct both BIP and CAT Groups, the Programs Unit staff **may** monitor both groups.
  3. The Programs Unit **Liaison** shall prepare a Group Monitor Report within 30 days of the monitor. The completed report shall be reviewed and signed by the Unit **SPO**. The original report shall be sent to the Program Director with a copy for the facilitator and one **shall be** placed in the facilitator's file.

4. Facilitators' performance shall be separated into three categories: In Compliance, Follow-Up Needed or Out of Compliance.
  - a. Facilitators who receive a Follow-Up Needed or Out of Compliance rating will require follow-up.
    - (1) The program's Clinical Director shall be responsible to address identified issues and assist the facilitator to resolve those issues. A re-monitor will be scheduled within a specified time prior to the end of the fiscal year.
    - (2) If the identified issues are severe, the Programs Unit **Liaison** shall staff the matter with the unit **SPO**. In such cases the facilitator will not be allowed to conduct groups without the Clinical Director being present. A re-monitor will be scheduled only after the Clinical Director has indicated that the identified issues have been addressed and the facilitator is ready for a re-monitor.
    - (3) A Group Monitor Report will be completed on each follow-up monitor. Should the facilitator not make acceptable improvement, he/she may lose their approval status and not be allowed to conduct groups.

**REFERENCES:**

Procedures:	1-2-253	Dissemination of Resource Information
	1-2-254	Batterers' Intervention and Child Abuse Treatment Programs Application/Approval and Renewal Process
	1-2-255	Referral of Adult and Juvenile Probationers to <b>Batterers' Intervention and Child Abuse Treatment Programs and Community Resources</b>
Policy:	E-10	Use of Public and/or Private Community Resources

D. Lambert

**APPROVED BY:**