

## Batterers' Intervention Program Expansion Application Checklist

Name of Program:	
Document	Present in Application
<ul style="list-style-type: none"> <li>• <b>Current letter of certification</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Current documentation of ongoing working relationships in the new service area</b>  <i>(i.e. letter(s) of collaboration from local domestic violence shelter(s))</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Documentation of any differences between original certified program area and new service area in:</b></li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Procedures for ensuring victim safety</b> <i>(i.e. Victim Contact + Victim Confidentiality Policy and Procedures)</i></li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Procedures for reporting violence or abuse</b> <i>(i.e. Reporting Policy and Procedure)</i></li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Communication process with the justice system</b> <i>(i.e. Information Sharing Policy and Procedure)</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Batterer's Responsibility Plan</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Contracts signed by batterer</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Forms to be utilized in new service area that differ from original certified program forms</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Documentation of any changes in curriculum in the new service area, and an explanation about how the changes to curriculum are implemented</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Personnel and Training Information for any additional staff persons hired to serve the new area</b> <i>(i.e. background checks, signed staff certification statements)</i></li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Free from Abuse Statements from additional staff persons hired to serve the new area</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>A list of trainings accompanied by documentation (types and hours) attended by all staff persons hired to serve the new area</b> <i>(i.e. staff training logs)</i></li> </ul>	