

***** Rename/Save before entering data *****

BIP Certification Worksheet #1: Provider/Program

Rev 4.7.2025

| | | | | | |
|---------------------|--|--|--|--------------------|--|
| Provider: | | Application: | | Specialist: | |
| County(ies): | | Circuit(s): | | Date: | |
| Corporation (NPO) → | | Certificate of status or letter from FL DOS | | | |
| Partnership/LLC → | | Certificate of status or letter from FL DOS List of Partners/members w/ title, address, phone | | | |
| Individual (Name:) | | (See Worksheet #2: Staff) | | | |
| Recommendation/ | | | | | |
| Follow-up: | | | | | |
| Comments: | | | | | |

Initial Certification Documentation

65H-2.015 (2) (a) 1.-3.

| Received | Reviewed | Item | Pass | Comment | Worksheet Table |
|----------|----------|---|------|---------|----------------------|
| | | Form CF831, Certification Application | | | n/a |
| | | Policy and Procedure Manual | | | 1.a., b., c., d., e. |
| | | Screening and Assessment Tools | | | 1.f., g. |
| | | All Curricula, Forms, Brochures | | | 1.h., i., j. |
| | | Staff Qualification Documents | | | Worksheet #2 |
| | | CF 1649 Character Affidavits | | | Worksheet #2 |

Tables In This Worksheet (Hyperlinks)

| Table | Pass | Comments Noted |
|--|------|----------------|
| 1.a. Policy & Procedures Manual | | |
| 1.b. Personnel Policies | | |
| 1.c. Victim Participation/Notification | | |
| 1.d. Conflicts of Interest | | |
| 1.e. Group Sessions | | |
| 1.f. Screen/Assessment Tools | | |
| 1.g. Intake/Enrollment Tools | | |
| 1.h. Orientation/Curriculum Outline | | |
| 1.i. Brochures, Other Material | | |
| 1.j. Program Curriculum | | |

Direct Service Staff

65H-2.015 (2) (a) 4., 5.

| (see Worksheet 2) Full Name | Role (Select All That Apply) | | | | Character Affidavit | Documents* | |
|--------------------------------|------------------------------|----------|------------------|------------------|---------------------|------------|----------|
| | Facilitator | Assessor | On-Site Director | Orientation Only | | Received | Reviewed |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

* Qualification Documentation = Assessors and Facilitators Only

1.a. Policy and procedure manual. Includes:*Go To Page 1*

65H-2.016 (4) (a)

| | |
|---------------------------------------|--|
| 1) Mission Statement and Philosophy | 6) Fee Collection and Acceptance of Indigent Participants |
| 2) Non-discrimination | 7) Days and Hours of Operation and Group Schedules |
| 3) Intake and Enrollment | 8) Accessibility to Persons with Disabilities |
| 4) Orientation and Curriculum Outline | 9) Duty to Warn and Reporting of Criminal Behavior |
| 5) Record Keeping and Reporting | 10) Reporting of Enrollment and Discharge Information to Referral Source and Probation and Parole, if applicable |
| Comments: | |

1.b. Personnel Policies and Procedures for:*Go To Page 1*

65H-2.016 (2)(a), 2.016 (4)(b)

| | | |
|--|-----------------------------|---|
| 1) Equal employment opportunity; | 4) Non-fraternization; | 7) Drug free workplace; |
| 2) Code of professional ethics and moral conduct; | 5) Conflict of interest; | 8) Sexual harassment, confidential employee assistance, and domestic violence in the workplace. |
| 3) Confidentiality; | 6) Violence free lifestyle; | |
| 9) confidential employee assistance to employees who are victims of domestic and dating violence, including: | | |
| a) referral to domestic violence centers for safety planning and other services, and | | |
| b) continued employment where appropriate and safe | | |
| Comments: | | |

1.c. Victim Participation/Notification:*Go To Page 1*

65H -2.016 (8)

| |
|--|
| Provider maintains policies and procedures on how it will communicate safely with victims, including: |
| 1) Obtaining victim contact information from referral source, and/or other sources such as court documents or police reports (NOT from perpetrator); |
| 2) Providing initial notification that the perpetrator is attending a batterers' intervention program; |
| 3) Determining whether the victim wants to receive information about the perpetrator's progress or provide information so that the provider can better understand the context of the perpetrator's violence; and |
| 4) Determining when and how to share information regarding threats of violence made by the perpetrator during group sessions. |
| Comments: |

1.d. Conflicts of Interest:*Go To Page 1*

65H -2.020

| |
|---|
| 1) Provider policies pertaining to conflict of interest: |
| a) Apply to direct-service staff, program employees, assessors, concurrent treatment providers, and participants. |
| b) Prohibit engaging in conflict of interest or the appearance thereof. |
| 2) If a participant referred to a BIP should also be referred for further evaluation: |
| a) The assessor may not self-refer; |
| b) The assessor must provide participant with a list of licensed or certified treatment providers. |
| 3) Staff or assessors providing direct services to participants may NOT provide counseling or therapy: |
| a) With the victim, or with family or household members of the victim, or with the victim's current partner |
| b) With the participant's current partner. |
| Comments: |

1.e. Group Sessions:*Go To Page 1*

65H-2.016 (6)

| | |
|---|---|
| 1) Time Requirements: | 2) Group Composition: |
| a) Minimum 29 weeks, incl at least 24 weekly sessions; | a) Max size: 23/ co-facilitated, 15/single facilitated; |
| b) Sessions 90 minutes, excluding breaks; | b) New members accepted, ongoing basis; |
| c) Continuity: no consecutive rescheduling. | c) Separate sessions for men, women; |
| 3) Policies Required: | d) Limited English procedures IAW 2.016(6)(h) |
| a) Excused/unexcused absences, makeup requirements; | 4) Virtual Groups: |
| b) Maximum number of unexcused absences allowed before termination; | a) Accessible to all participants, regardless of personal access to technology; |
| c) Conduct and expectations during sessions. | e) Participants on camera, with audio. |
| Comments: | |

1.f. Screening / assessment tool:*Go To Page 1*

65H-2.014 (1), (2); 65H-2.016 (5) (c), (d), (f)

| | |
|---|---|
| 1) Provides the means for determining if an individual: | 2) Facilitates the evaluation of: |
| a) Is a perpetrator of domestic violence or dating violence as defined by Florida Statute; | a) An individual's competency to consent to treatment; |
| b) Perpetrates said violence for the purpose of exercising power and control over the victim. | b) Patterns of a co-occurring mental illness and substance abuse; |
| c) Is not currently enrolled in another certified BIP (see Rule for exceptions) | c) Clinically significant neurological deficits that necessitate referrals to treatment or other programs prior to or concurrent with participation in a BIP. |
| Comments: | |

1.g. Intake and Enrollment:*Go To Page 1*

65H-2.016 (5) (b)

| | |
|--|--|
| 1) Intake includes explanation of: | 2) Enrollment Form Includes: |
| a) Exceptions to confidentiality; | a) History of perpetrated violence; |
| b) Refraining from perpetrating violence and violating pre-trial conditions or civil injunctions; | b) Personal demographics, economic status and income qualifications; |
| c) Refraining from use of substance prior to and during groups; | c) Source of referral; |
| d) Any special considerations surrounding recording of sessions or visitors to group (such as monitors); | d) Prior attendance at a batterers' intervention program; |
| e) When consent is required to release participant information. | e) Criminal and civil injunction history. |
| Comments: | |

1.h. Orientation and Curriculum Outline:

Go To Page 1

65H-2.016 (5) (e)

| | |
|--|--|
| 1) Orientation Includes: | 2) Outline of curriculum provided, including: |
| a) Orientation outline with participant signature space, procedures for retaining signed statements | a) Gender roles, socialization, and nature of the violence |
| b) Comprehensive definition of domestic violence, including coercive control, tactics of violence, and gender-based violence models; | b) The dynamics of power and control; |
| | c) The effects of abuse on the victim, children, and others. |
| c) Domestic violence and dating violence statistics; | |
| d) Introduction of the Power and Control Wheel and Equality Wheel; | |
| e) Overview of program rules, regulations, and expectations. | |
| Comments: | |

1.i. Program Brochures, Other Materials:

Go To Page 1

65H -2.015 (2)

Evaluate each item on its conformity to the standards published in 65H-2 FAC

| Describe item and its intended use (Pamphlet, Website, etc.) | Conforms with Rule? (Comments) |
|---|---------------------------------------|
| 1) | |
| 2) | |
| 3) | |
| Comments: | |

1.j. Program Curriculum:

Go To Page 1

65H-2.017

| | |
|---|---|
| 1) Based on a model which recognizes DV as the result of one person in an intimate relationship using tactics of coercion, emotional abuse and physical violence in order to assert power and control over the other. | |
| 2) Assigns responsibility for the violence solely to the batterer and provides a strategy for assisting the batterer in taking responsibility for the violence. | |
| 3) Addresses the following: | 4) Does NOT INCLUDE: |
| a) Intimate partner violence as a learned behavior, not an impulse control issue, the result of provocation or of substance abuse; | a) Anger management techniques that identify anger as the cause of domestic violence; |
| b) Gender specific forms of violence and challenges stereotypical gender role expectations; | b) Couples, marriage, or family therapy; |
| c) The effects of distorted thinking on emotions and behavior; | c) Any manner of victim participation; |
| d) The effects of domestic violence on children; | d) Theories or techniques that identify poor impulse control as the primary cause of the domestic violence or identify psychopathology on the part of either party as a primary cause of domestic violence; |
| e) Substance abuse patterns in domestic violence. | |
| 5) Provides Skills For: | |
| a) Critical thinking to rethink their behavior and identify behavior choices other than violence’; | e) Fair fighting techniques; |
| b) Identifying and articulating feelings; | f) Faith-based ideology associated with a particular religion or denomination. |
| c) Communication and listening with empathy; | |
| d) Negotiation and conflict resolution skills. | |
| Comments: | |