



## FVIP File Review Checklist

(Please use separate forms for each file you review)

**File reviewed by:** \_\_\_\_\_

Name of FVIP: \_\_\_\_\_

Location: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Name on Participant File: \_\_\_\_\_ Date enrolled: \_\_\_\_\_

Name of victim on file: \_\_\_\_\_

Name of Victim Liaison on file: \_\_\_\_\_

Name of Victim Liaison Organization: \_\_\_\_\_ Date request sent: \_\_\_\_\_

Participant Status:      Currently Enrolled                      Completed                      Terminated

Please circle appropriate status

1. Was the participant placed in an FVIP class for violence against his/her intimate partner?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

2. Does the file have records of attendance, fee payment and class participation?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

3. Does the attendance sheet on file document no-shows and cancellations?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

4. Does the file indicate if probation was appropriately notified about the termination?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Name/Contact of Probation Officer: \_\_\_\_\_

5. Does the file include a record of notification to the referring agency (probation, court,      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

DFCS) if the participant was absent more than 3 times?

6. Regardless of whether the offender identified the victim, does the file have:

a. A copy of the Victim Contact Request Form to the Victim Liaison organization when      \_\_\_ Yes \_\_\_ No \_\_\_ N/A  
the participant enrolled in the program?

b. A copy of the Victim Contact Request Form to the Victim Liaison organization when      \_\_\_ Yes \_\_\_ No \_\_\_ N/A  
the participant **completed** or was **terminated** from the program?

Date of completion/termination: \_\_\_\_\_

7. Was the participant reported to GCFV on the appropriate Monthly Participant Fee Report? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A  
(to be completed by GCFV staff)

Month participant was reported to GCFV: \_\_\_\_\_

8. For every question you marked “No” or “N/A”, please provide an explanation.

9. Did you observe any additional information in the file which raised your concern for victim safety? If yes, please discuss. Please use an additional sheet if necessary.