



**Georgia  
Commission on  
Family  
Violence**



**GEORGIA DEPARTMENT OF  
COMMUNITY SUPERVISION**  
— WHERE PUBLIC SAFETY AND PROGRESS MEET —



# Rules & Regulations for Family Violence Intervention Programs

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# Georgia Commission on Family Violence



In 1992, the Georgia General Assembly created the Georgia Commission on Family Violence (GCFV) to develop a comprehensive state plan for ending domestic violence in Georgia. The Commission consists of legislators, judges, advocates, law enforcement, medical professionals, educators, and concerned citizens.

# Objectives of GCFV



- Certify and Monitor Family Violence Intervention Programs in Georgia
- Produce Annual Domestic Violence Fatality Review Report
- Provide Technical Assistance to Family Violence Task Forces in Georgia
- Host Annual Domestic Violence Conference
- Provide Legislative and Policy Advocacy
- Develop plans to address domestic violence in Georgia

# Objectives of FVIP Compliance Coordination



GCFV serves as the point of contact for FVIPs and are responsible for ensuring that FVIPs are:

- Participating in a Coordinated Community Response (CCR) by attending local domestic violence task force meetings and volunteering in the community in domestic violence related events
- Regularly receiving domestic violence continuing education
- Reporting new participants by the 10<sup>th</sup> of each month
- Re-certifying their program every two years
- Ensuring victim safety by contracting with a victim liaison
- Reporting the status of a participant to their probation officer
- Following the rules and regulations set forth in the statute for FVIPs

# FVIP in Georgia



- Currently there are 108 certified FVIPs in the state of GA
- 11 Judicial Circuits do not have a certified FVIP
- ?? Participants enrolled in an FVIP in 2015

# O.C.G.A 19-13-10;17



- Grants authority to the “department” (DCS/GCFV) to certify and monitor FVIP programs
- Grants authority to the “department” (DCS/GCFV) to promulgate, adopt and enforce rules and regulations necessary to carry out statute
- Grants authority to the “department” (DCS/GCFV) to establish standards and requirements regarding FVIP courses and certification requirements

# Statute, Rules and SOP's



- O.C.G.A 19-13-10 – 19-13-17
- Rules of the Board of Department of Community Supervision Chapter 125-4-9
- Family Violence Certifications Standards and Guidelines SOP
- Contact with Victims of FVIP Participants SOP

# Steps to Certification



The program, or firm,  
is certified, not the  
individual facilitator

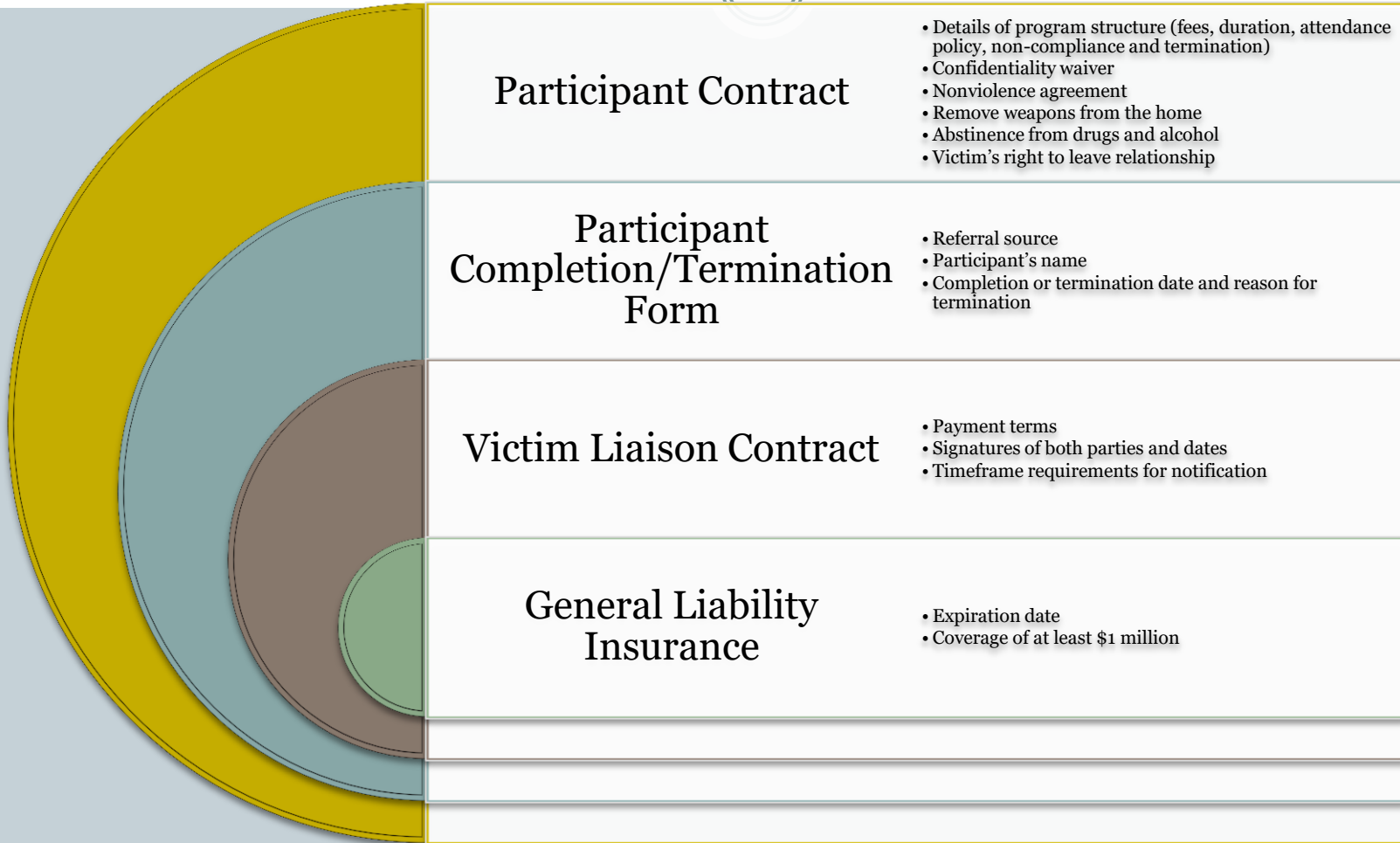
Two requirement  
categories: firm and  
facilitator



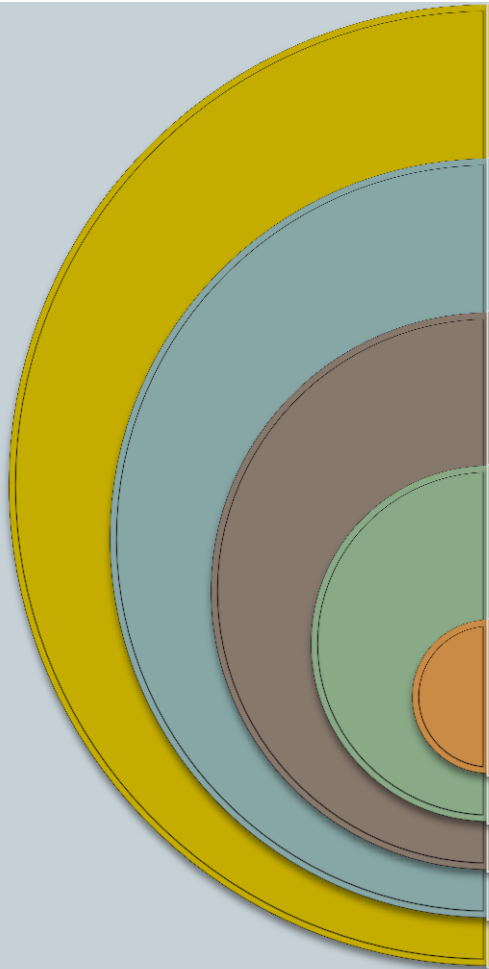
Firms re-certify every  
two years



# Firm Requirements



# Firm Requirements



<b>Owner's Secure and Verifiable Document</b>	<ul style="list-style-type: none"><li>• Must be uploaded with certification and re-certification applications</li><li>• State issued ID, passport, etc.</li></ul>
<b>Owner's Affidavit</b>	<ul style="list-style-type: none"><li>• Must be uploaded with certification and re-certification applications</li></ul>
<b>Locations</b>	<ul style="list-style-type: none"><li>• Provide at least one class location per judicial circuit</li><li>• Classes must be at least 90 minutes in duration</li></ul>
<b>Staff List</b>	<ul style="list-style-type: none"><li>• Employ at least one person who meets all facilitator requirements</li></ul>
<b>Payment</b>	<ul style="list-style-type: none"><li>• \$150 for each judicial circuit where classes are held</li></ul>

# Facilitator Requirements



## Degree

- Undergraduate degree or at least 2 years of equivalent experience involving batterers and victims or victim advocates

## Criminal Background Check

- Completed and signed background check authorization form

## Personal Identification Information

# Facilitator Requirements (initial)



**84 Hours**

- Co-facilitation of currently certified FVIP
- **New Facilitator CE Form**



**40 Hours**

- Coordinated Community Response
- Task force meetings, advocacy or volunteering with a certified DV program



**40 Hours**

- GCFV approved training
- Topics on FVIP facilitation or general domestic violence



**4 Hours**

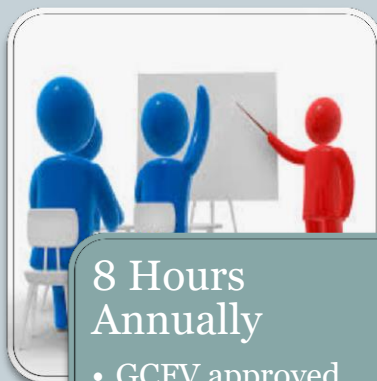
- Experiential
- Police ride-alongs
- DV related court observation

# Facilitator Requirements (ongoing)



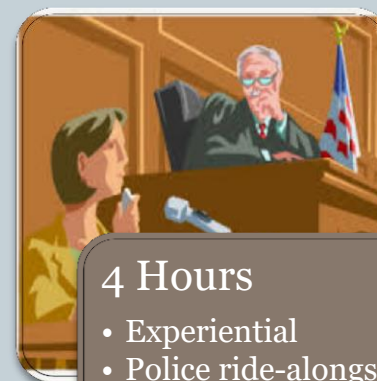
**4 Hours  
Annually**

- Coordinated Community Response



**8 Hours  
Annually**

- GCFV approved training
- Topics on FVIP facilitation or general domestic violence



**4 Hours**

- Experiential
- Police ride-alongs
- DV related court observation

# Personal Accountability



- Facilitators must sign a violence-free lifestyle statement
- Submit to referral and employment checks conducted by programs and criminal background checks performed by DCS
- Report any actual, potential, or apparent conflicts of interest to the program
- Report any arrests, TPO's, or violations of the nonviolent lifestyle agreement to the program

# Conflict of Interest



- FVIP owners, FVIP facilitators or employees must not have status that poses an actual or perceived conflict of interest.
- Any relationship that would place the owner, director, facilitator, employee or agent in a position to exert undue influence, exploit or take undue advantage of the participant is considered a conflict of interest and must be avoided.

# FVIP Class Structure



24 Weeks



Each class is at least 90 minutes long



Victims may not participate in any way



Classes cannot mix gender

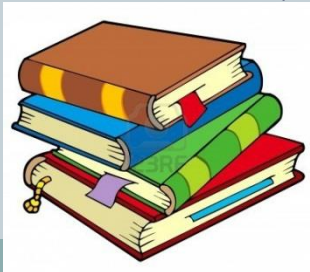


8:1 participant/facilitator ratio



# FVIP Curriculum Requirements

- Educational model, not therapy or treatment.
- Focus on:
  - **Power & Control** – identifies and challenges participants on their use of violence
  - **Beliefs & Social Context** – identifies and challenges personal beliefs and social contexts that support their use of power & control
  - **Effects** – identify consistently and hold participants accountable for the effects of their violence on victim and family.
  - **Accountability**- hold participants accountable for past, present and future use of violence

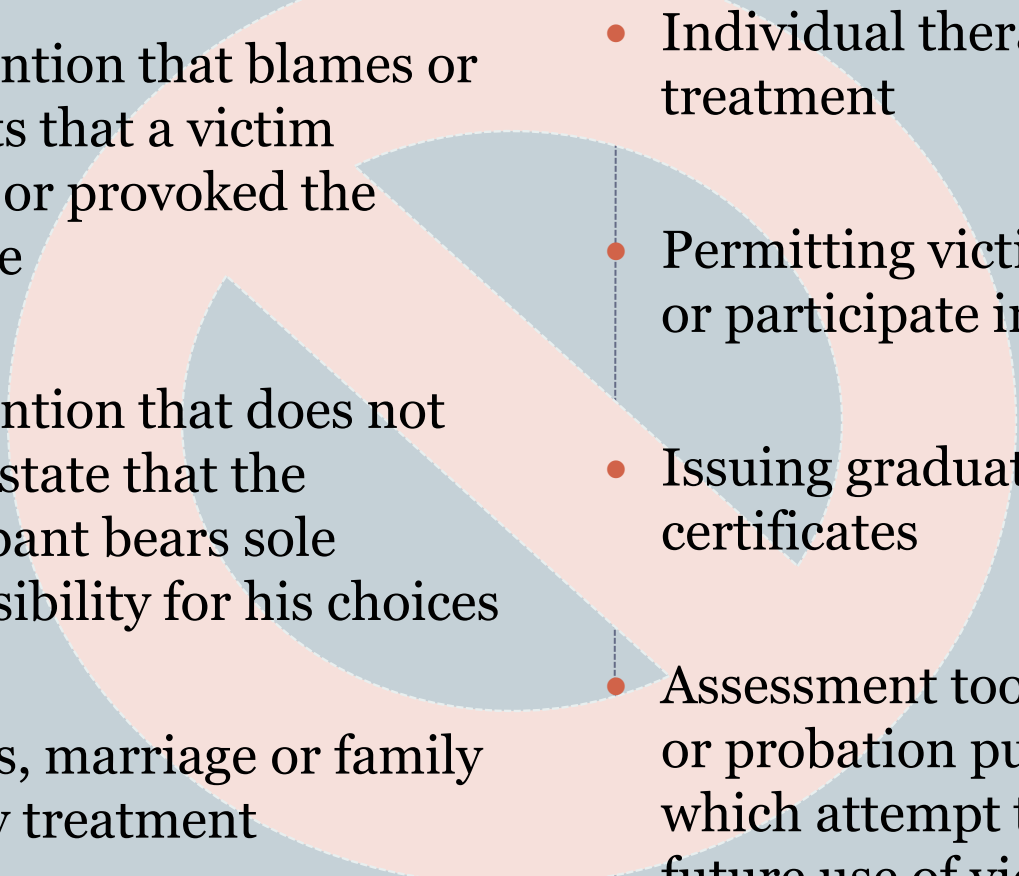


# Curriculum Options



- Domestic Abuse Intervention Programs  
<http://www.theduluthmodel.org/>
- Men at Work: Building Safe Communities  
Men Stopping Violence  
<http://www.menstoppingviolence.org/>
- Emerge  
[www.emergedv.com](http://www.emergedv.com)
- Turning Points: A Nonviolence Curriculum for Women  
[www.dvturningpoints.com](http://www.dvturningpoints.com)

# Prohibited Program Activities

- 
- Intervention that blames or suggests that a victim caused or provoked the violence
  - Intervention that does not clearly state that the participant bears sole responsibility for his choices
  - Couples, marriage or family therapy treatment
  - Individual therapy or treatment
  - Permitting victims to attend or participate in class
  - Issuing graduation certificates
  - Assessment tools for court or probation purposes which attempt to predict future use of violence

# Victim Safety Requirement



- ✓ FVIPs must have a written agreement with Victim Liaison organization to contact the victim according to the Department's Standard Operating Procedures.
- ✓ FVIPs must participate in a community task force on family violence.
- ✓ FVIPs must notify all referring sources including Victim Liaison Organizations within 4 days of participant joining or completing program, within 2 days of participant's termination from program for non-compliance.
- ✓ FVIP may initiate a contact with a victim of the FVIP participant through a paid, subcontracted victim liaison, unless the FVIP has a duty to warn.
- ✓ Victim Contact SOP

# How does FVIP contribute to victim safety?



- Victim has access to advocates, safety planning, & support
- She knows where her abuser is for 1.5 hours a week
- Msg to victim: “You are not responsible for his behavior!”
- Can be a measurement of the abuser’s willingness to change
- Victim may leave after he completes program and hasn’t changed
- Documentation of noncompliance
- The system and community is making it clear that violent/controlling behavior is not acceptable

# Grounds for Participant Termination



- Participant unwilling to sign contract
- Failure to abide by FVIP rules
- Continued use of violence or abuse
- Unwillingness to change and refusing to act on feedback
- Attending class under the influence
- Refusal to remove weapons from home
- Misses 4 classes without leave of absence

# Monitoring / Site Visits



- The first 6 months of 2016 GCFV conducted 13 FVIP site visits
- DCS issued 12 Notices of Deficiency with a variety of violations:
  - Terminations and Completions – 11 programs
  - Monthly Reporting and Payment – 11 programs
  - Facilitator/Participant ratio – 5 programs
  - Not sending Initial Contact Requests to Victim Liaison – 4 programs
  - Class Length – 2 programs
  - Non-compliance with recertification – 3 programs
  - Operating with non-approved facilitators – 1 programs
  - Allowing participants to break rules – 1 program
  - Non-compliance with Facilitators Continuing Education – 1 program
  - Unreported change of information – 1 program

# Site Visit Process



- GCFV will notify FVIP program of upcoming site visit and request participant files to review
- GCFV can make an unannounced site visit

Files to review:

2 currently enrolled participants

2 participants that have completed the program

2 terminated participants



# Site Visit



- GCFV monitor will arrive prior to class
- FVIP Facilitator must not identify GCFV monitor
  - Can share with participants that monitor is attending class to observe program not participants
- GCFV monitor will sit outside of class circle
- GCFV monitor will not participate during class



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**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, DFCS) if the participant was absent more than 3 times?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

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 the participant enrolled in the program?      \_\_\_ Yes \_\_\_ No \_\_\_ N/A

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

**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.



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## FVIP Class Rating Form

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

Location: \_\_\_\_\_ Date of observation: \_\_\_\_\_

Name of Facilitator 1. \_\_\_\_\_  
2. **(If present)** \_\_\_\_\_

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

1. Was the class at least 90 minutes? \_\_\_ Yes \_\_\_ No
2. Were any administrative duties performed during the class? (like taking attendance or collecting fees) \_\_\_ Yes \_\_\_ No
3. Are between 3 to 16 participants present? \_\_\_ Yes \_\_\_ No
4. Are the required number of facilitators present? (1 for 8 participants; 2 for 9-16 participants) \_\_\_ Yes \_\_\_ No
5. Are all participants of the same gender? \_\_\_ Yes \_\_\_ No
6. Are victims present or required to participate in any way? \_\_\_ Yes \_\_\_ No
7. Do the facilitator(s) demonstrate a clear understanding that battering includes many forms of abuse, including physical and emotional abuse? \_\_\_ Yes \_\_\_ No
8. Are the facilitator(s) clear with participants that their abusive behaviors are intentional acts designed to control their partners? \_\_\_ Yes \_\_\_ No
9. Do the facilitator(s) state clearly that batterers bear sole responsibility for their abusive choices? \_\_\_ Yes \_\_\_ No
10. Do the facilitator(s) blame victim by suggesting that *any* behavior on the part of the victim causes, provokes, or excuses abuse? \_\_\_ Yes \_\_\_ No

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- 11. Do the facilitator(s) use addiction counseling models that identify violence as an addiction and the victim as enabling or codependent? \_\_\_ Yes \_\_\_ No
- 12. Do the facilitator(s) teach theories or techniques which identify poor impulse control or anger as the primary cause of family violence? \_\_\_ Yes \_\_\_ No
- 13. Do the facilitator(s) indicate that psychopathology causes family violence? \_\_\_ Yes \_\_\_ No
- 14. Do the facilitator(s) indicate that alcohol or drugs cause family violence? \_\_\_ Yes \_\_\_ No
- 15. Do the facilitator(s) identify and challenge participants' personal beliefs that motivate their abusive choices? \_\_\_ Yes \_\_\_ No
- 16. Do the facilitator(s) identify and challenge social context that support participants' personal beliefs that motivate their abusive choices? \_\_\_ Yes \_\_\_ No
- 17. Do the facilitator(s) identify the effects of abuse on victims and hold participants accountable for these effects? \_\_\_ Yes \_\_\_ No
- 18. Do the facilitator(s) exhibit leadership that provides an open and respectful group process for all the class participants? \_\_\_ Yes \_\_\_ No
- 19. Do the facilitator(s) have a clear educational plan that is observable? \_\_\_ Yes \_\_\_ No

20. (To inquire with facilitator) How do you work with participants who did not engage in class today?

21. (To inquire with facilitator) What training topics would be helpful for you to enhance your facilitation skills?

21. How effective was this class in holding participants accountable for their use of abusive and controlling behaviors? (Please circle one)

1      2      3      4      5      6      7      8      9      10  
Unacceptable                                  Acceptable                                  Superior

For each question to which you responded NO, please discuss your observation. Include specific examples. Use additional pages, if necessary.



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## Collateral Contact Form

**For use with State Probation, private probation, CJCC certified shelters and victim advocacy organizations.**

Name of Contact:	Role of contact:
Name of Agency: -	Date:
Type of Agency: State probation	Private probation
DFACS	CJCC certified shelter
	Approved victim service agency
Other referring agency: _____	

Sample Introduction: "Hi, I'm state your name and I'm with the Georgia Commission on Family Violence (GCFV). GCFV certifies and monitors Family Violence Intervention Programs (FVIPs) in Georgia. I am conducting routine collateral contact for State number of FVIPs FVIP providers in your judicial circuit. Can we quickly go over the list to see if you have feedback about any of them?"

Your feedback is extremely important to GCFV in decisions on granting and maintaining certifications to FVIPs in Georgia. Your responses will be used by GCFV to enhance safety of programs to victims and their children.  
Thank you."

Name of FVIP: \_\_\_\_\_ Circuit: \_\_\_\_\_ County: \_\_\_\_\_

**Intervention**

1. Does the FVIP engage in couples or family counseling with court-ordered FVIP participants? \_\_ Yes \_\_ No \_\_ Don't know
2. Does the FVIP allow men and women participate in the same class? \_\_ Yes \_\_ No \_\_ Don't know

**Coordinated Community Response**

- Do you participate regularly in the local domestic violence task force? \_\_ Yes \_\_ No \_\_ Don't know
- Does the FVIP participate regularly in the local domestic violence task force? \_\_ Yes \_\_ No \_\_ Don't know
- Does the FVIP communicate back with you when a participant has been terminated from the FVIP? \_\_ Yes \_\_ No \_\_ Don't know
- Are any procedures in place to ensure that there is communication between the FVIP and your agency when a participant is terminated? \_\_ Yes \_\_ No \_\_ Don't know



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Does the FVIP provider communicate with you when they have safety concerns for a victim?

Yes  No  Don't know

**Victim Safety**

Do you believe the FVIP works in the interest of victims of family violence?

If so, how? If not, why not?

Is there anything else you would like us to know about this FVIP?

Is there anything you would like to know about the certification process?

Is there anything you would like to know about improving family violence survivor safety in partnership with GCFV?

Thank you so much for your time. Your feedback is very important to GCFV. Please call us if you have any questions or concerns about FVIP in your area. Our phone number is 404-657-3412.

# Post Site Visit



- Site visit debriefing / feedback session will be arranged with FVIP Program owner and FVIP facilitator if available
- If necessary a Notice of Deficiency (NOD) will be mailed to the FVIP Program owner via certified mail to the address on file with GCFV
- Debriefing / feedback session typically conducted over the phone
  - Address NOD if necessary
  - Discuss Corrective Action Plan
  - Provide feedback regarding class observed, files reviewed and certification



# Notice of Deficiency Process



- GCFV will mail NOD via certified mail to FVIP owner to the address on file with GCFV
- NOD will state the details of the deficiency and will give supporting legal basis. Will include the date, time and location for which the deficiency was documented
- NOD will request that the FVIP Program owner return evidence showing compliance or respond with a Corrective Action Plan (CAP) within 10 calendar days

# Failure to Submit CAP



- If the FVIP Program owner fails to respond with a CAP within the designated time frame or responds inadequately the Department may request enforcement action
- The Department will forward the request for enforcement action to the Commission on concurrence
- The Commission will forward the request for enforcement action to legal for review
- The Commission may review the decision with the Commissioner or Commission's designee before issuing the Department's Enforcement Action Letter with the Request for Reconsideration and OSAH Form attached

# Administrative Fines



- The Department may with the approval of the Commissioner, assess and administrative fine of up to \$1,000 per violation against any person, firm, or cooperation that has violated any provision of O.C.G.A. Title 19, Chapter 13 Article or any order, rule, or regulation developed pursuant to this code section

# Enforcement Action Letter



- The Department must respond with a Final Determination Letter within 5 business days from the date the Request for Reconsideration was received. If the Department is unable to respond within 5 business days, the Department must notify the FVIP in writing of any extension of time.

# Effect of Suspension or Revocation



- The date of revocation is the date the FVIP received the Enforcement Action Letter or the date that the revocation appeal is denied, whichever is later
- A FVIP that has had its certification revoked may not apply for re-certification for 18 months after the date of revocation
- Upon suspending or revoking FVIP certification, the Department must notify the appropriate courts, Task Forces, Probation Operations, Corrections Divisions and the Board of Pardons and Paroles as applicable



# Questions