**Section 501.100 Other Components**

a) Service Coordination

PAIPs must establish and maintain cooperative working relationships with domestic violence victim services programs. PAIPs must also collaborate with other related individuals and agencies such as victims of domestic violence; victim advocates; State and local coalitions; mental health agencies; law enforcement; prosecution; judiciary; corrections facilities; medical personnel; substance abuse treatment providers; public health agencies; child protective service agencies; and any other agency involved in the delivery of services to participants, victims, and their children.

b) Public Awareness

PAIPs must contribute to public awareness of the seriousness of domestic violence and coordinate public education and other prevention efforts with domestic violence victim services programs.

c) Intake Process/Intake Assessment

At intake, an assessment of the participant must be conducted and must include, but not be limited to, the following:

1) obtaining background information on the participant, violence used in the participant's family of origin, any partners of the participant, other relationships of the participant, criminal history and pending court actions;

2) obtaining from the participant a descriptive history of the use of violence and other abusive behaviors, including those both within and outside the intimate relationship with special attention given to possible incidents of child abuse or neglect by the participant;

3) assessing the participant for severe mental health problems or disruptive behavior and referring to appropriate treatment, if appropriate;

4) screening for chemical dependency problems and following the procedures as outlined in subsection (e) of this Section;

5) assessing the degree of current risk to the victim or others, which may include information gathered directly from the victim about the participant's use of violence and other abusive behaviors, provided such contact with the victim can be done safely;

6) determining the precipitating incident; and

7) identifying the referral source.

d) Exclusion

PAIPs must make a determination of whether an individual can benefit from the services at the initial assessment. This determination can be revised subsequently, based on additional information. Individuals who cannot benefit from the services must be referred for appropriate treatment. This would not preclude them from re-entering the PAIP when they meet the criteria.

e) Substance Abuse

If the initial intake evaluation or subsequent evidence indicates drug and/or alcohol abuse, substance abuse treatment referrals must be initiated. Substance abuse must be addressed either prior to, or in conjunction with, and separate from, the PAIP.

f) Abuse and Neglect of Children and other Family Members

If the intake assessment or subsequent contact reveals the possibility or actuality of child abuse or neglect, the PAIP must report it to the Department of Children and Family Services (DCFS). The PAIP must refer suspected cases of elder abuse, neglect and financial exploitation to the Department on Aging's Elder Abuse and Neglect Program.

g) Contracts with Participants

PAIPs must establish a written contract with each participant that clearly spells out the obligations of the participant to the program. Reporting standards as described in subsections (m)(1) and (2) of this section must be included in the contract.

h) Completion Standards

PAIPs must develop standards that participants must meet in order to complete the program. These standards must include, at a minimum:

1) fulfillment of all contractual requirements;

2) admission of abuse, taking responsibility, and understanding of contributing factors;

3) demonstration of understanding alternatives to abusive behavior and report use of those alternatives;

4) demonstration of use of respectful language regarding a partner and understanding of benefits of egalitarian relationships;

5) completion of any other PAIP requirements (i.e., substance abuse and/or mental health evaluations and treatment, etc.);

6) no recent evidence of abusive behavior (information regarding the abuse can only be used if it will not endanger the victim); and

7) recognition that evidence of attitude/belief change indicated in the group may not always translate to behavior change in the relationship with a partner.

i) Evaluation

PAIPs must develop methods for evaluating their effectiveness. At a minimum, PAIPs must use the criteria outlined in subsection (h) of this Section in the evaluations.

j) Victim Safety

1) PAIPs that are not part of domestic violence victim services programs must refer victims to such programs.

2) PAIP's policies and procedures must reflect program's priority of the safety and autonomy of victims and their children.

k) Ethical Standards

1) PAIPs and their personnel must meet standards outlined by professional groups with which they are affiliated.

2) Group facilitators must be violence-free in their own lives.

3) Group facilitators must consistently act and communicate in ways that do not perpetuate discriminatory attitudes or bias.

l) Confidentiality

1) Victim reports or notes must not be included in any participant's file.

2) Written or verbal reports of the partner's or victim's calls, comments or input must not be accessible to the participant.

3) Participants entering a PAIP are required to sign a release of information. The release must allow access to information, as needed, from the following entities:

A) relevant law enforcement, criminal justice, and court authorities;

B) mental health agencies;

C) victims of the abuse;

D) relevant significant others;

E) any persons or agencies to which the program would need to report compliance or subsequent or threatened abuse, an assessment or related ongoing data to plan for proper intervention, and/or to collaborate on an ongoing basis on an intervention plan.

m) Reporting

1) Facilitators and PAIPs must immediately report additional violence perpetrated or revealed by any participant involved in court-ordered PAIPs to appropriate authorities in the criminal justice system, with the following two exceptions:

A) If the report originates with the victim, the victim's consent must be obtained before reporting to authorities or confronting the participant with the information.

B) Reports of violence received from a third party, e.g., family or friend, may be reported to authorities except if to do so would place the reporter or victim in jeopardy.

2) Facilitators must make every effort to notify the victim prior to making a report to authorities and must document these efforts. All reports of further violence must be documented in a manner that protects the confidentiality of victims and reporters.

3) PAIPs must immediately report a participant's threats to do harm or kill to the monitoring agency, e.g., probation officer, district attorney or court. The victim must also be notified of any threat of violence the participant makes in the course of therapy.

n) Victim Contact

1) PAIPs that choose to make victim contact must ensure the contacts are to determine if the victim is safe, to discuss safety issues and orders of protection, to get the victim's assessment of the participant's past and present abusive behavior, and to link the victim to a domestic violence victim services program, if the victim desires.

2) If the victim is the participant's current partner, or an ex-partner with whom the participant has an ongoing relationship, attempts to contact a victim must be a high priority.

3) PAIPs that choose to make victim contact must inform victims about the nature of the PAIP, participants' attendance at the PAIP, any threats made by participants, and participants' progress or lack of progress.

o) Referrals

1) PAIPs must develop procedures for accepting and rejecting court referrals. Those procedures must be developed in conjunction with the court system and must include reasons for rejection of referrals and recommendations for alternative referrals.

2) PAIPs must establish policies and procedures for reporting instances of noncompliance with program rules and violations of orders of protection to the court system.

3) PAIPs must establish policies and procedures for reporting to referral sources of those participants who are referred by entities other than the court system.

p) Fee Structure

1) PAIPs must charge participants fees for services except when charging of fees is prohibited or when PAIPs determine participants are unable to pay.

2) PAIPs must establish a fee scale to cover the cost of the program. Fees must be based on either a sliding scale or alternative system that would accommodate inability to pay, enabling participants to afford services. PAIPs may allow participants to perform work or community service in lieu of full payment.

3) PAIPs must not refuse to accept participants with an inability to pay until such participants equal a minimum of 10 percent of the total clientele.

q) Staff Competency

1) PAIP staff must be competent in general interpersonal skills required to relate to battering and abusive participants, general knowledge of human behavior and specific knowledge about domestic violence, and they must have attitudes and behavior consistent with these guidelines.

2) All PAIP direct service staff and supervisors must have completed the 40 hours of training consistent with the requirements of the Illinois Domestic Violence Act [750 ILCS 60] and an additional 20 hours of training in abuser services.

r) Supervision

PAIPs must have written personnel policies and procedures. Included in these procedures must be provisions for supervision of and peer consultation between group facilitators.

s) Maintenance of Data

1) PAIPs must collect and maintain the following data in participants' files, unless otherwise noted:

A) age;

B) race;

C) address;

D) telephone number;

E) marital status;

F) children;

G) educational level;

H) employment;

I) income;

J) health history (including mental health, if appropriate release is obtained);

K) source of referral (if refused, reason for refusal);

L) charge type;

M) description of offense;

N) date of intake;

O) assessment;

P) signed release of information;

Q) signed contract;

R) date of program start;

S) attendance records;

T) case notes;

U) date of completion;

V) referrals to other agencies and purpose (with release of information);

W) record of payment;

X) Department of Children and Family Services contacts (if applicable).

2) PAIPs do not always receive the information listed below. However, if any of this information is available, it must be maintained in the participant files:

A) arrest records;

B) police reports;

C) record of legal status (conviction, court dates, etc.);

D) repeat offenses and what happened;

E) if repeating, number of times;

F) correspondence with courts and others; and

G) copies of court orders.

3) PAIPs must aggregate and keep the following data in a statistical database:

A) number of referrals;

B) number of intakes completed;

C) number of participants refused entry;

D) number of participants referred to other resources;

E) number of participants re-arrested during the program, by category of offense;

F) number of participants mandatorily required to be in program;

G) number of participants in the program voluntarily;

H) number of participants in the program for the second time or the second offense; and

I) number of participants completing the program.