RE-APPLICATION FOR RE-PLACEMENT ON THE APPROVED PROVIDER LIST



COLORADO DOMESTIC VIOLENCE OFFENDER MANAGEMENT BOARD

COLORADO DEPARTMENT OF PUBLIC SAFETY DIVISION OF CRIMINAL JUSTICE

700 Kipling Street, Suite 1000 Denver, CO 80215 Tel: (303) 239-4528 or 1-800-201-1325 (in Colorado only) Fax: (303) 239-4491

http://dcj.dvomb.state.co.us

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Instructions for Re-Application for Re-Placement on the Approved Provider List

Colorado Department of Public Safety
Division of Criminal Justice
700 Kipling Street, Suite 1000
Denver, CO 80215
Tel: (303) 239-4528 or 1-800-201-1325 (in Colorado only)
Fax (303) 239-4223

http://dcj.state.co.us/odvsom

This re-application is for **previously approved** Domestic Violence Treatment Providers wishing to be re-listed on the Domestic Violence Offender Management Board's Approved Provider List (hereafter called the *Provider List*). Applicants must demonstrate compliance with the Domestic Violence Offender Management Board's current standards of practice contained in *Standards for Treatment with Court Ordered Domestic Violence Offenders* (hereafter referred to as the *Standards*).

This re-application is for applicants applying to work with <u>male</u> domestic violence offenders. If a re-applicant is seeking to work with <u>female</u> or <u>same-sex partner</u> offenders in addition to male offenders, please refer to *Standard 10.0* and complete the Special Offender Population application and submit it along with this re-application.

INSTRUCTIONS

- 1. Identify if you were removed from the Approved Provider List Voluntarily or Involuntarily.
- 2. All Re-Applicants must complete A K of this Re-Application, and,
- 3. Re-Applicants who were **Voluntarily Removed** must complete **Section J-1 and K-1**.
- 4. Re-Applicants who were **Involuntarily Removed** must complete **Sections J-2 and K-2.**
- 5. Use only the forms provided.
- 6. Submit <u>only</u> the information requested.
- 7. Submit the required information in the order requested.
- 8. Follow all instructions carefully–incomplete or incorrect applications may be returned.
- 9. <u>Please do not</u> use staples, paper clips, binders, sheet protectors or other materials. Please submit all materials on SINGLE-SIDED COPIES.

INSTRUCTIONS CONTINUED

- 10. A money order made payable to "Colorado Department of Public Safety" must be included with the Re-Application form (*see page 8 of this packet for applicable fee*).
- 11. It is the re-applicant's responsibility to obtain, review, and adhere to the current publication of the Standards since the Standards are revised periodically.
- 12. Re-applicants will be notified in writing that our office has received their Application packet and again in writing once the packet has been reviewed.
- 13. The ARC will review your documentation and determine whether your placement will be granted or denied.

Frequently Asked Questions (FAQ)

Why is the process called a Re-Application and not a renewal similar to the process from the Department of Regulatory Agencies?

The Re-Application involves a review of your practice, program, and clinical skills. Your documentation will be reviewed to determine whether your placement will be granted or denied. A renewal generally does not require any of these types of documentation. The DVOMB Biennial Renewal is for Providers who are already listed on our Approved Provider List who wish to maintain their Placement on the Approved Provider List.

What is the difference between "voluntary" and "involuntary" Removal from the Approved Provider List? Involuntary Removal from the Approved Provider List:

If you were removed from the Approved Provider List due to Standards Violations or DORA Discipline, your removal from the List was "involuntary". Please note specific additional requirements related to your Removal may be required by the Application Review Committee, C.R.S. 16-11.8-103 (4) III (D). You will be notified in writing from the Application Review Committee of any additional requirements after the initial review of your Re-application.

Voluntary Removal from the Approved Provider List:

If you were removed from the Approved Provider List for reasons such as moving out of state, failing to submit your Biennial Renewal by the DVOMB deadline, or retiring and then deciding to return to the field, then your Removal from the List was "voluntary".

Why must I be listed at the Entry Level if I have been Involuntarily Removed from the Provider List?

The *Standards*, *Appendix D* (*F*) (*3*) state: "...Providers who were removed from the Provider List due to Standards violations and/or DORA discipline shall submit a *Re-Application for Re-Placement Application* and if approved, shall provide treatment at Entry Level for at least six months before being permitted to apply for Full Operating Level."

What should a Provider do upon completion of this Re-Application?

When completed, send the Re-Application in hard copy to: **Domestic Violence Offender Management Board/Division of Criminal Justice, 700 Kipling Street, Suite 1000, Lakewood, CO 80215**.

PLEASE KEEP A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.

How long will the entire re-application review process take?

Please note the re-application review process could take several months. You can expedite the process by submitting all of your Re-Application materials according to the instructions.

What are my additional responsibilities as an Applicant?

It is your responsibility to notify the Board, in writing, of any changes to your name, title, address, phone number, program name, program materials and if you have added any additional treatment locations. It is your responsibility to provide information to the Board, in writing if you have added a license, if you have been disciplined by the Department of Regulatory Agencies, if you have had your license revoked, or if there is any other change in your professional standing.

A. Statement of Understanding Form

What Will Be Done With Information I Provide on the Re-Application?

I understand that the information I have submitted for this Re-Application to the Domestic Violence Offender Management Board (hereafter Board) for placement on the Approved Domestic Violence Offender Treatment Provider List will be used for the following purposes:

- 1. To conduct a criminal history check and a background investigation.
- 2. To create and disseminate a list of Approved Domestic Violence Offender Treatment Providers.
- 3. To create a database of information on the availability of domestic violence offender treatment services in Colorado.
- 4. My Re-Application materials will become public record of the Division of Criminal Justice and may be subject to the Open Records Act requests pursuant to §24-72-304, C.R.S.
- 5. Inclusion on the Approved Provider List does not constitute certification or licensure and should not be represented as such. It does not create an entitlement or guarantee that I will receive referrals. If I am approved to be on the Approved Provider List, it means that I am eligible to be considered for referral as a provider of treatment services for court ordered domestic violence offenders, pursuant to §16-11.8-104, C.R.S. which states:

On or after January 1, 2001, the Department of Corrections, the Judicial Department, the Division of Criminal Justice within the Department of Public Safety, or the Department of Human Services shall not employ or contract with and shall not allow a domestic violence offender to employ or contract with any individual or entity to provide domestic violence offender treatment evaluation or treatment services pursuant to this article unless the individual or entity appears on the approved list developed pursuant to §16-11.8-103(4), C.R.S.

- 6. The Board will release information regarding the status of my Re-Application, my placement on the Approved Provider List, and any information regarding any Board decision to remove me from the Approved Provider List or denial of my application for placement on the Approved Provider List to all referring agencies.
- 7. If any complaints are filed against me, or my services, my file may be re-reviewed by the Application Review Committee of the Domestic Violence Offender Management Board.

Signature of Re-Applicant:	Date
Print Name: (type or print legibly):	

B. Re-Application Fee

Re-Applicant Name		
Re-Applicant Phone Number		
Please attach the following:		
Provisional Level: \$150 Entry Level: \$200 Full Operating Level and DV Clinical Supervisor: \$300		
The correct amount in the form of a money order is required to cover the cost of your Re-Application. Please make the money order payable to "Colorado Department of Public Safety" (<u>Do not use acronym</u>). <i>Personal checks will not b accepted</i> .		
For office use only		
Date received: Money Order enclosed		

Pursuant to C.R.S. 16-11.8-104 (2) (a) (b):

- (a) The board shall require any person who applies for placement, including any person who applies for continued placement, on the approved list developed pursuant to Section 16-11.8-103 (4) to submit to a current background investigation that goes beyond the scope of the criminal history record check described in section 16-11.8-103 (4) (b) (III) (A). In conducting the current background investigation, the board shall obtain reference and criminal history information and recommendations that may be relevant to the applicant's fitness to provide domestic violence offender treatment evaluation or treatment services pursuant to this article.
- (b) The board may assess a fee to a person who applies for initial placement or renewed placement on the approved provider list not to exceed three hundred dollars per application to cover the costs of conducting the current background investigation required by this subsection (2) and the costs associated with the initial application review and the renewal process pursuant to section 16-11.8-103 (4) (b) (III) and other costs associated with administering the program. All moneys collected pursuant to this paragraph (b) shall be transmitted to the state treasurer, who shall credit the same to the domestic violence offender treatment provider fund, which fund is hereby created and referred to in this paragraph (b) as the "fund". The moneys in the fund shall be subject to annual appropriation by the general assembly for the direct and indirect costs associated with the current background investigation required by this subsection (2) and the application review and renewal process and other costs associated with administering the program. Any moneys in the fund not expended for the purpose of this subsection (2) may be invested by the state treasurer as provided by law. All interest and income derived from the investment and deposit of moneys in the fund shall be credited to the fund. Any unexpended and unencumbered moneys remaining in the fund at the end of a fiscal year shall in the fund and shall not be credited or transferred to the general fund or another fund.

C. Department of Regulatory Agencies (DORA) Verification Form

(To be completed by Re-Applicant)

PLEASE INCLUDE THIS PAGE IN YOUR RE-APPLICATION PACKET

PRINT NAME	Last	First	Middle	(Maide	n Name)
AGENCY ADDRESS	S	Street	City	State	Zip
*******	******	********	*******	******	******
		Regulatory Agencies to n, complaints, and any	o release information regular disciplinary actions.	garding the sta	itus of my
				garding the sta	ntus of my

D. Background and Identifying Information Form (This information will be used by staff or an investigator to conduct a criminal history check, background

investigation, and to document qualifications.)

Re-Applicant Name:			
(You must apply as a	n individual, not as a	a program or partnership.)	
Maiden Name/other r	names used:		
Salutation: (Mr., Ms.,	, etc)		B List: Ref. Page 4 of Re-application
Date of Birth:		Cell phone number (if possible):	
E-mail is the most cost-	-effective and efficien	t way to communicate with you. Please provid	e your email address below.
Requested inj	formation below is p	which you provide DV treatment public record. For safety reasons, do not use the safety of	use home information
#1 AGENCY: Mailing Address:			· ·
	City	County	Zip
Phone Number:		Fax Number:	
Judicial District #			
☐ The mailing address	s I have listed above is	s my <i>home</i> address and should not be posted or	n the Approved Provider List.

Address:			
	City	County	Zip
Phone Number:		Fax Number:	
udicial District #			
3 AGENCY:			
Address:			
	City	County	Zip
Phone Number:		Fax Number:	
fudicial District #			
‡4 AGENCY:			
Address:			
	City	County	Zip
Phone Number:		Fax Number:	
Indicial District #			

• Do you ha	ave a current Colorado license to practice psychotherapy?
□ NO 403, 12-43-5	\square YES (A copy of your license must be attached to this application.) (Sections 12-43-303, 12-43-503, and 12-43-603, C.R.S.)
If you are	not licensed:
to this	Registered Psychotherapist status current with DORA? (A copy of your registration must be attached application 12-43-702.5, C.R.S.) This requirement applies to ALL applicants, including DOG ees and student interns.
□ NO	□ YES
	ny pending professional discipline or have you received any form of professional since the date of your last application?
□ NO	☐ YES If yes, please explain and provide documentation of the resolution.
	any pending arrests, charges or convictions or have you been arrested, charged or of any criminal offense since the date of your last application?
□NO	☐ YES If yes, please explain and provide documentation of the court's disposition.

E. Statements of Compliance Forms

1. Report of Any Practice that Conflicts or Varies from the Standards

In the space below, please identify any aspect of your practice in which you are unable to comply with the *Standards*. Describe in detail your plan or steps being taken to bring your practice into compliance. Some recent examples of reported variance with the *Standards* have been: (1) rural providers not attaining the required types and levels of supervision or (2) providers for specific populations developing treatment that is not in accordance with the *Standards*.

I am in complete compliance with the <i>Standards</i> .	☐ YES	□NO
If you answered no, please explain below:		
(Please initial)		
2. Research Statement of Compliance		
I agree to provide data and documentation as required by the Domesti Board for the purposes of research or evaluation as required by \$16-1		
(Please initial)		

F. Offender Evaluations, Treatment Plans and Contracts

Standards, 4.00 and 5.00

Providers have an ethical responsibility to conduct evaluation procedures in a manner that ensures the integrity of testing data, the humane and ethical treatment of the offender, and in compliance with mental health statutes. Providers should use testing instruments in accordance with their qualifications and experience. I understand that training and education are required for the administration, scoring and interpreting of assessment instruments. I verify that I have the credentials and training required by the publisher for those instruments I have checked "Yes" below. For those I have checked "No," I verify I have a qualified supervisor or referral source to address the areas, if indicated.

Adhering to the established ethical standards, practices and guidelines of your profession, are you qualified in

the follows	ng areas?	
□ NO	 □ YES 	ASI (Addiction Severity Index) SASSI (Substance Abuse Subtle Screening Inventory) ASUS-R (Adult Substance Use Survey – Revised) DVRNA (Domestic Violence Risk & Needs Assessment) SARA (Spousal Assault Risk Assessment) MCMI II or III (Millon Clinical Multiaxial Inventory) MMPI – 2 (Minnesota Multiphasic Personality Inventory) DVI - Domestic Violence Inventory DVRAG - Domestic Violence Risk Appraisal Guide MMSE (Mini Mental Status Exam) STAXI – State-Trait Anger Expression Inventory other other other
If you have cheeded.	necked "no"	to any item above, please describe how you would assess an offender in this area is

- Treatment Plan (Standards section 5.0) and Offender Contract (Standards section 5.0) that you have co-designed for each population you are seeking approval for (i.e. male, female*, same sex*). If you are applying to work strictly with male offenders, you must submit 2 evaluations, treatment plans and contracts that you have co-designed on male offenders. *If you are seeking approval for Female and/or Same Sex, you must submit application for specific offender populations.
- 2. Offender Evaluations, Individualized Treatment Plans and Offender Contracts must be <u>formal</u> <u>written documents containing all required components of Standards 4.0 and 5.0.</u> Copies must be

of actual offender evaluations, treatment plans and offender contracts (with client identifying information omitted).

3. The evaluations must be signed by your DV Clinical Supervisor to indicate that he or she has reviewed and approved it. They must be accompanied by a signed and completed *Assessment of Applicant's Evaluations by DV Clinical Supervisor* form for each evaluation (SEE PAGES 15-17)

<u>Please note</u>: Evaluations must have been completed within six (6) months prior to the date of this Re-Application and co-signed/reviewed by either:

- a) Your DV Clinical Supervisor if you were involuntarily removed from the Provider List or if you are voluntarily applying at the Entry Level, or
- b) Your Peer Consultant if you were voluntarily removed and are re-applying at the Full Operating Level.

G. Letter from Victim Advocate

Ask your victim advocate to submit a letter directly to our office verifying that he/she is currently (or will be once you are approved) providing victim advocacy for you per the *Standards*, *Section* 7.02

Assessment of Applicant's Evaluations by DV Clinical Supervisor

This form must be completed by your DV Clinical Supervisor and submitted with your evaluation and treatment plan. DV Clinical Supervisors are also encouraged to make copies of this form to use as a training tool with supervisees.

Applicant/Supervisee Name:				
DV Clinical Supervisor Name:				
Today	y's Date:			
	ALL ELEMENTS BELOW ARE REQUIRED			
STAN	<u>IDARD</u>			
4.06	Identify Referral Source?			
	Identify when evaluation was completed? (e.g. post plea, pre-sentence, post sent	tence)		
4.08	Identify minimum mandatory source of information?			
	External sources of information:			
	Criminal Hx/other CJ info			
	Police report			
	Victim Impact Statement or victim input (if avail)			
	Previous evaluations			
	Available collaterals			
	PSI if available			
	Internal sources of information:			
	Clinical interview			
	Risk assessments			
	Required Assessment Instruments (used and scored correctly?):			
	SARA			
	Substance Abuse Screening Instruments			
	DVRNA			
	Required in Clinical Interview:			
	Psychosocial History			
	Mental health history			
	Mini Mental Status Exam <i>or</i>			
	Colorado Criminal Justice Mental health Screen			
	Substance use history			
	Relationship history (DV dynamics)			
4.07	The evaluation shall not make a determination of guilt or innocence.			
	Did the evaluation identify the following?			
	Specific victim safety issues			
	Risk of re-offense or abuse			
	Criminogenic factors & needs			
	Potential destabilizing factors			
	Motivation/responsivity/amenability to tx			
	Offender accountability			

COLORADO DOMESTIC VIOLENCE OFFENDER MANAGEMENT BOARD RE-APPLICATION FOR RE-PLACEMENT PACKET -August 2016 Strengths & Weaknesses Initial level of placement in treatment (based on DVRNA) Initial tx recommendations Was the evaluation co-signed by an approved DVOMB Provider? 4.09 If offender was found to be *inappropriate* for DV tx, was criteria in 4.09 addressed? 10.01 For female or same sex specific, were tx recommendations compliant with 10.06, 10.07 and 10.08? **REQUIRED EVALUATIONS COMPETENCIES** Applicant demonstrates the following: 1. Knowledge of, use of and accurate reporting of findings from DVRNA and SARA. (Additionally consider the following: Was there not enough information to determine if the following items should have been scored, although there was indication that it should be explored further? Were any of the instruments scored incorrectly based on the information provided in the evaluation report?) 2. Case Conceptualization- (All information has been utilized to identify conclusions and treatment needs. Data is synthesized and findings are clearly explained) _____ 3. All required components of 4.0 4. Understanding of DV dynamics, contributing factors and relevant treatment recommendations 5. Tx goals reflective of offender dynamics and needed behavioral changes

6. An identification & subsequent explanation of information that is missing	
TREATMENT PLANS Standard, 5.05 Does the plan promote victim safety?	
Does the plan identify containment goals?	
Does the plan promote risk reductions?	
OFFENDER CONTRACTS Standard, 5.05 (II) Does the Offender Contract meet 5.05 (II) A-D?	
DV CLINICAL SUPERVISOR'S NOTES:	
Evaluations accepted.	
Treatment Plans accepted.	
Treatment Contract accepted.	
Accepted with comments: please attach any additional comments.	
I attest that I have reviewed this evaluation and treatment plan for compliant Standards for Treatment with Court Ordered Domestic Violence Offenders, and 5.0. I approve of its submission to the DVOMB.	
DV Clinical Supervisor Signature Date	

H. Contact Information for Your References

Please list below names, addresses, and phone numbers of the following three (3) references: These individuals may be interviewed by DVOMB staff or an investigator.

- 1. Your Domestic Violence Clinical Supervisor OR a peer consultant;
- 2. The advocate who provides (or will provide) victim advocacy for your program; and,
- 3. The name of the Chief Probation Officer in the jurisdiction in which you wish to provide services.

1.	Name:				
	Position:				
	Address:				
	Office phone:	Cell Phone:			
	E-Mail Address:				
2	Name:				
_					
	Office phone:	Cell Phone:			
	E-Mail Address:				
3.	Probation Officer Name (also identify judicial distric	et, state or private probation):			
	Address:				
	Office phone:	Cell Phone:			
	E-Mail Address:				

I. Verification of Ongoing Co-Facilitation Form

Court ordered domestic violence offender treatment may only be provided by an Approved Provider.

Therefore, all client face to face sessions must be co-facilitated, this includes individual sessions, grow

sessions, and evaluations. §16-11.8-104 C.R.S.				
Re-Applicants: Please have the Approved Provide if you are not currently working in domestic violethis form.	~ ·	•		
I,(Approved Domestic Violence Treatment Prov	do hereby very vider) [as required by Sec	erify that I am co-facilitating all etion 9.0]		
domestic violence offender treatment, as identified	above, with the following	re-applicant:		
(Re-A _I	pplicant)			
I further verify that I will continue to provide co-facily process which I understand may continue for several I will notify the DVOMB office at the address listed	months or more. If I need			
(Approved Domestic Violence Treatment Pro	vider's Signature)	Date		
IF YOU ARE NOT CURRENTLY WOR TREATMENT, COMPLET				
I,(Re-Applicant)	do hereby verify that I	am not currently working in the		
domestic violence offender treatment field. If I do proffenders, I will notify the DVOMB immediately and	-			
(Approved Domestic Violence Treatment Pro	vider's Signature)	Date		

J-1. Verification of Trainings for those Re-Applicants who were Voluntarily Removed from the Approved Provider List:

Reference the Standards Section 9.01 III

<u>Directions for Re-Applicant who has been voluntarily removed from the Provider List as defined in Section FAQ, page 6 of this Re-Application:</u>

- You must submit 28 hours of continuing education (from 3 different trainers and/or 3 different training agencies to be exposed to diverse philosophies, styles and theories) obtained within the past two years of the date of this RE-Application; 4 out of 28 hours must be in victim issues.
- In addition, you must have completed the DVRNA and the 7 Hour DVOMB Current Standards Training.

28 hours Training Title	Training Hours		Training Date			
DVRNA (from a DVOMB trainer only)		4	Hours	Date:		
7 Hour DVOMB Current Standards Training		7	Hours	Date:		
(Re-Applicant Signature)					Date	
20						

J-2. Verification of Trainings for those Re-Applicants who were Involuntarily Removed from the Approved Provider List:

Reference the Standards Section 9.01 III

<u>Directions for Re-Applicant who has been involuntarily removed from the Provider List as defined in Section FAQ, page 6 of this Re-Application.</u>

- You must submit 28 hours of continuing education (from 3 different trainers and/or 3 training agencies to be exposed to diverse philosophies, styles and theories) obtained within the past two years of the date of this RE-Application; 4 out of 28 hours must be in victim issues.
- In addition, you must have completed the DVRNA and the 7 Hour DVOMB Current Standards Training, and any other specific requirements related to your Removal as determined by the Application Review Committee. C.R.S. 16-11.8-103 (4) III (D).

(Please note any other specific requirements related to your Removal as determined by the Application Review Committee will be identified in writing after the Committee's first initial review of your Re-application.)

28 Hours Training Title		ning	Training Date	
DVRNA from DVOMB		4	Hours Date:	
7 Hour DVOMB Current Standards Training		7	Hours Date:	
(Re-Applicant Signature)				Date

K-1 Verification of Ongoing Peer or Clinical Supervision Form

(FOR VOLUNTARILY REMOVED PROVIDERS)

Reference the *Standards*, Sections 9.0. Please complete section I, section II, or both as applicable.

I. SUPERVISOR OF RE-APPLICANT

т	do hereby verify that I meet th	a qualifications of DV
I, Domestic Violence Clinical S	Supervisor	e quantications of DV
Clinical Supervisor as required by the	e Standards Section 9.03. I further verify that I am prov	viding supervision for
Re-Ar	as required by the oplicant	Standards Section 9.04
	This supervision consists of Date	hours
each month of group and	_hours each month of individual supervision per the S.	tandards Section 9.19
	ision occurs	
(Signature of Domest	ic Violence Clinical Supervisor)	Date
II. PEER CONSULTAT	ION with RE-APPLICANT	
I,Re-Applicant	do hereby verify that I e	engaged in peer
Consultation with		
Consultation with Name(s) of during the following time period	of Peer Consultant (s)	

K-2 Verification of Ongoing Clinical Supervision Form

(FOR INVOLUNTARILY REMOVED PROVIDERS)

Reference the Standards, Sections 9.0.

C	SUPERVISOR	OF ENTDY I	EVEL	DE A	DDI ICANI	Г
	II PHRVINIR		. H. V H. I .	. K H 4	APPLIC AN	

I,	do hereby verify that I meet the quali	ifications of DV
Clinical Supervisor as required by the <i>Standards</i> Section 9	9.03. I further verify that I am providing	supervision for
Re-Applicant	as required by the Standa	ards Section 9.04
and that this supervision began onDate	This supervision consists of	hours
each month of group andhours each month	of individual supervision per the Standa	ords Section 9.19
If this supervision includes electronic modes, please indic as how and when face-to-face supervision occurs		
(Signature of Domestic Violence Clinical	Supervisor)	Date