

**ILLINOIS PROTOCOL
FOR
PARTNER ABUSE INTERVENTION PROGRAMS**

Section I - Male Perpetrators of Woman Abuse

**ILLINOIS DEPARTMENT OF HUMAN SERVICES
Domestic Violence Advisory Council
Third Revision March 2002**

January 2005

Dear Colleagues:

In 1994, the Illinois Department of Human Services first issued the Illinois Protocol for Partner Abuse Intervention Programs: Section I - Male Perpetrators of Woman Abuse. We are pleased to re-issue this revision from March 2002.

The Department has approved 68 Partner Abuse Intervention Programs with 23 satellite locations throughout the State of Illinois as providers adhering to the standards set forth in the protocol. All programs provide expertise in services to perpetrators and participation in the community response model designed to end domestic violence. The highest priority of each program is to ensure the safety and rights of victims and their children while preventing domestic violence through effective intervention strategies and integration with other systems.

The growth of programs and the latest re-issue of the Protocol is a testament to the efficacy with which providers have adhered to these standards. It has also been used as a standard for other state agencies and the criminal justice system. With this re-issue, I am pleased to continue with the commitment of the Department's efforts to end domestic violence. Thank you for your interest, support, and partnership to enhance victim safety and improve the world in which we all live.

Sincerely,

Carol L. Adams, Ph.D.
Secretary

ILLINOIS PROTOCOL FOR PARTNER ABUSE INTERVENTION PROGRAMS

SECTION I - MALE PERPETRATORS OF WOMAN ABUSE

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ACKNOWLEDGMENTS

This protocol was written and revised by the Partner Abuse Services Committee of the Domestic Violence Advisory Council (DVAC) and the Illinois Department of Human Services. DVAC is charged with advising the Illinois Department of Human Services on matters pertaining to administration of programs to prevent and respond to domestic violence in the state of Illinois.

In preparing the original protocol, the committee reviewed all existing protocols known to exist in local, state and provincial governments throughout the United States and Canada, and compared their specific requirements and guidelines to those in the Illinois protocol. While drawing on many ideas from other protocols, the committee was encouraged to find that the Illinois protocol is among the most concise and understandable. We are grateful to these units of government for sharing their work with us.

The revisions contained in this document are the result of the ongoing work of the Partner Abuse Services Committee, the Illinois Department of Human Services, and the programs which have been approved under the protocol.

Thanks goes to Ed Walker, design instructor at Millikin University, for designing the cover.

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CONTACT INFORMATION

For more information please contact: Illinois Department of Human Services
Bureau of Domestic & Sexual
Violence Prevention
217-524-6034

Partner Abuse Services Committee

Ida Anger
Metropolitan Family Services
Chicago, Illinois

Cheryl Howard
ICADV
Springfield, Illinois

Jose Luis Avila
La Familia Unida
Chicago, Illinois

Janet Knappen
IDHS - Bureau of Domestic &
Sexual Violence Prevention
Rock Island, Illinois

Larry Bennett
University of Illinois at Chicago
Jane Addams College of Social Work
Chicago, Illinois

Dora Lader
Chicago Abused Women Coalition
Chicago, Illinois

Osvaldo Caballero
Circuit Court of Cook County
Social Service Department
Chicago, Illinois

Tom Sayers
DuPage County
Department of Human Resources
Wheaton, Illinois

Christine Call
Westside Domestic Abuse Project, Inc.
Chicago, Illinois

Charlie Stoops
Dominican Universtiy
Graduate School of Social Work
River Forest, Illinois

Sandra Colbert
Swansea, Illinois

Pam Wiseman
Safe Passage
DeKalb, Illinois

Christopher David
A Safe Place, IPDAV
Waukegan, Illinois

Andy Young
Chicago, Illinois

Janice DiGirolamo
IFVCC
Springfield, Illinois

RuthAnne Faught
The Center for the Prevention of Abuse
Peoria, Illinois

This protocol describes standard practices for partner abuse intervention programs (PAIPs). These programs work with men who, because of their abuse of women, have been convicted of crimes, those who could have been convicted had they been prosecuted or those who could have been prosecuted had they been arrested. Programs that comply with the protocol are placed on a list which is periodically circulated to courts, probation offices and others in positions to refer abusers for services.

This protocol is issued by the Illinois Department of Human Services. The Department provides funding and technical support for programs serving victims of domestic violence, and it developed a protocol for abuser intervention as a part of its effort to prevent future episodes of domestic violence. The Department published the original protocol in August 1994. While this is the third revision of that document, the underlying tenets and principle direction of the protocol remain the same. Where changes have been made, the purpose is to clarify, refine and reconsider practices and issues.

In this document two terms are routinely used: domestic violence victim services program and partner abuse intervention program. The definition of domestic violence victim services program has changed slightly since the last revision and now is defined as a program that offers comprehensive services to domestic violence victims and their children by trained domestic violence staff and/or volunteers. Comprehensive services include a minimum, legal advocacy, counseling specific to domestic violence (individual and/or group) and 24-hour shelter or access to such shelter. A partner abuse intervention program is a program that works with perpetrators of domestic violence to assist them in recognizing and understanding behaviors that lead to violence directed at their female intimate partners. PAIPs can be part of private therapeutic practices or multi-service agencies or can be programs dedicated entirely to working with perpetrators.

Like the 1994 protocol, this revision is based on the Illinois Domestic Violence Act, which defines domestic violence and abuse as **"physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation" between "spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating relationship, and persons with disabilities and their personal assistants."** Reasonable parental discretion is specifically excluded from the Act.

As indicated by the Act, domestic abuse occurs in a broad range of relationships. However, in Illinois during state fiscal year 1998, 95 percent of victims of domestic violence were women. For this reason, this protocol specifically addresses male perpetrators of women abuse.

While the protocol encourages a great deal of flexibility among PAIPs, it insists that all programs adhere to basic principles, including the paramount importance of victim safety, the need for individual accountability for and a system-wide response to domestic abuse, and the necessity of changing the attitudes, beliefs and behaviors which lie behind illegal acts. If any practices of a submitting program are found to be dangerous or egregious, the program will not be approved.

1.0 PURPOSES

The purposes of the *Illinois Protocol for Partner Abuse Intervention Programs* are:

1. To establish minimum expectations of partner abuse intervention programs (PAIPs) for compliance review, monitoring and evaluation, and as guidelines for future program improvement
2. To ensure the safety and rights of victims and their children
3. To reduce and prevent domestic violence through effective intervention programs
4. To ensure that perpetrators receive services that are effective
5. To ensure that perpetrators are held accountable for their abusive behavior
6. To provide recognition of current, appropriate intervention methods
7. To inform the public about the nature of services and standards of PAIPs
8. To encourage statewide communication and interaction among service providers and related agencies towards the goal of ending domestic violence

2.0 DECLARATION OF PRINCIPLES

The Illinois Department of Human Services subscribes to the following program principles:

1. The safety and rights of victims/survivors must be the highest priority.
 2. The primary goal is cessation of domestic violence.
 3. Domestic violence perpetrators are a separate category of violent offenders requiring a specialized approach. Where they are guilty of other offenses, their domestic violence must be addressed separately.
 4. Abuse can never be condoned under any circumstances.
 5. Perpetrators are responsible for their violent and abusive behavior.
 6. Perpetrators must be held accountable for their abusive behavior; the community must provide consequences for engaging in violent behavior such as being arrested, convicted and punished for a criminal act. The community must make them aware of the full emotional, social and economic costs of their behavior.
 7. Perpetrators can change their behavior.
 8. One principal cause for the high prevalence of domestic violence is the perpetrator's belief that men are superior to women and have the right to dominate them. To the extent that communities support this belief, perpetrator's are encouraged to be abusive.
 9. PAIPs must provide separate services for male, female, and same sex offenders to ensure safety and address victim/perpetrator issues.
 10. PAIPs must not focus on saving relationships, but on ending violence and abuse.
-
1. PAIPs must support community efforts to enable victims of domestic violence to leave abusive relationships if they choose.

2. Victims of domestic violence undergo tremendous turmoil and fear as a result of the violence inflicted. Their feelings and the potential for further harm to them must always be of utmost consideration when making program decisions.
3. PAIPs must respect the individual differences and rights of participants.
4. PAIPs must not discriminate on the basis of race, color, religion, gender, national origin, ancestry, age, physical or mental disabilities, sexual orientation or economic circumstances.
5. PAIPs should strive to reflect the cultural diversity of the communities they serve.
6. As knowledge about domestic violence perpetrators progresses, philosophical and programmatic changes may be necessary to improve PAIPs.

3.0 PROGRAM REQUIREMENTS

3.1 DESIGN

PAIP's must be designed to address violence and abusive behavior in the context of the purposes as described in sections 3.2 and 3.3 of this protocol.

3.2 EDUCATIONAL COMPONENT

3.2a Format and Structure

PAIP staff shall conduct educational sessions that participants must complete to graduate from the program. This component must consist of no fewer than 24 sessions, conducted weekly or once every two weeks, conducted in at least 90 minute sessions and providing at least 36 hours of direct program contact. The 36 hours do not include intake and assessment. They may include up to four hours of individual counseling, but all remaining

hours must be group work unless individual circumstances contraindicate group involvement.

3.2b Content

1. PAIPs must educate participants about the causes and forms of domestic violence.
See Appendix for examples of tools.
 - a. PAIPs should provide participants with skills for handling immediate conflict situations without becoming abusive. See Appendix for examples.
 - b. PAIPs must promote attitudes that are associated with non-abusive behavior and challenge attitudes that are associated with abusive behavior.
 - i. Attitudes and behaviors to promote can include:
 1. Belief in egalitarian partnership
 2. Respect for equal rights of women
 3. Taking full responsibility for abusive behavior and for stopping it
 4. Expression of a full range of emotions
 5. Awareness of the costs of abusive behavior and its intent
 6. Empathy for the victim's experience
 7. Understanding the negative effects of the abuse on victims, families and others
 - c. Attitudes to challenge can include:
 - i. Justification of violence such as revenge, retaliation, etc.
 - ii. Normalization of the violence
 - iii. Belief in male entitlement to control women
 - iv. Rigid sex-role stereotypes
 - v. Aggression as a conflict resolution tool
 - vi. Sexism, racism, homophobia, and other oppressive belief systems
7. PAIPs must contain components that assist participants to develop skills for non-abusive behavior. These components include, but are not limited to:
 - a. Recognition and identification of abusive behaviors
 - b. Non-violent conflict resolution
 - i. Assertive, non-aggressive communication
 - ii. Achievement and maintenance of healthy and non-abusive parenting

2. One PAIP component that is highly recommended but not required is the encouraging of each participant to take responsibility for changing the social environment/community by:

- a. Confronting other individuals who demonstrate abusive, sexist, racist, homophobic, etc., attitudes, behaviors and beliefs when doing so does not jeopardize the participant's own safety
- b. Bringing other abusive men to the PAIP
- c. Working for positive changes in societal attitudes and practices

- d. Participating in self-help groups or activities that are consistent with the principles enumerated in this protocol

3.2c The following models are inappropriate for use as domestic violence intervention and are not permitted:

3. Models that stress couples and family counseling and therapy. Some PAIPs may choose to provide or refer participants and their partners to other services in which they will be seen jointly, not as a treatment for domestic violence, but to address other issues. This may be done upon completion of the PAIP program. The following conditions must be met:

- a. The participant has been violence-free for six months
- b. A determination by the participant's facilitator and victim's advocate that it is appropriate, not automatic at a set time
- c. An affirmative desire by the victim, which must include provision for safety at the facility
- d. Separate screening of the participant and victim
- e. A determination that the victims do not hold themselves responsible for the abuse and that the victim is aware of resources and knows how to use them
- f. An affirmative statement from the participant that the participant accepts full responsibility for their actions
- g. The joint arrangement must be able to be terminated at any time in the process
- h. The victim must never be required to attend counseling as a condition of service for the participant

2. Models that suggest victims are responsible for the abuse they receive

3. Models that deny a participant's personal responsibility for violence
4. Models that encourage the expression of rage
5. Anger management techniques that place primary causality on anger and/or are the sole intervention rather than one part of a comprehensive approach

6. Approaches that identify and treat violence as an addiction and the victim as enabling or co-dependent in the violence
7. Theories or techniques that identify poor impulse control as the primary cause of the violence
8. Pastoral counseling
9. Models that fail to approach substance abuse and partner abuse as separate issues. Protocol approved programs must approach these two issues as separate and distinct disciplines that involve separate accountability

3.2d Facilitator Teams and Group Composition

10. Groups must be co-facilitated. Male/female co-facilitation teams are preferred. In the event a PAIP chooses to use male/male co-facilitation teams, alternate means of accountability must be demonstrated that are consistent with such practices as outlined in Section 3.3a of this protocol.
 1. Former perpetrators of domestic violence may co-facilitate after being abuse-free for a minimum of one year, but only with another facilitator who has no history of violence in his/her own life. Verification of nonviolence must be obtained in such a way that no partner or former partner has safety compromised.
 2. Male and female participants must not be in the same group.
 3. The group composition (age, size, sexual orientation) should be appropriate to the intervention strategies.

3.3 OTHER COMPONENTS

3.3a Service Coordination

1. PAIPs must establish and maintain cooperative working relationships with domestic violence victim services programs. In order to establish accountability and ensure safety, it is strongly recommended that PAIPs incorporate the following activities:
 - a. Solicit and consider domestic violence victim services programs' input and direction on all PAIP decisions that may affect abused women

- b. With the assistance of domestic violence victim services programs, develop all policies governing PAIPs that are established in addition to these standards
- c. Hold periodic meetings with domestic violence victim services programs to discuss mutual problems and concerns such as monitoring, influencing the criminal justice system, safety issues and programmatic changes
- d. Work with the area domestic violence victim services program to establish the parameters and purpose for monitoring PAIPs in order to develop a process for utilization of feedback
- i. At the discretion of the domestic violence victim services program, compensation may be required for consultation and training

Other activities may include:

- a. Programs may invite domestic violence victim services program staff to ongoing case review meetings for consultation.
- b. If the PAIP is not part of a domestic violence victim services program, it is highly recommended that the victim services program be asked to review program curriculum.
- c. The PAIP may invite a representative of the domestic violence victim services program to serve on its Board of Directors or on the Advisory Board.

Affiliation or cooperation with any domestic violence victim services program is not to be used as an endorsement or to solicit clients without express written permission of the victim service program.

- a. PAIPs must also collaborate with other related individuals and agencies such as:
 - a. Victim advocates and domestic violence victim service programs
 - b. State and local coalitions
 - c. Mental health agencies
 - d. Law enforcement

- e. Prosecution
- f. Judiciary
- g. Correctional facilities
- h. Medical personnel
- i. Substance abuse treatment providers
- j. Public health agencies
- k. Child protective service agencies
- l. Public defenders and local defense bar association
- m. Any other agency involved in the delivery of services to participants, victims and other children
- n. Other community service organizations
- o. Victims of domestic violence
- d. Agencies who provide services to gay, bisexual and transgendered (LGBT)

3.3b 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 service programs.

3.3c 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 violence used in the participant's family of origin, with their partners, and in their relationships
2. Obtaining information regarding criminal history and pending court actions
3. Obtaining from the participant a descriptive history of experience with violence and other abusive behaviors outside the intimate relationship, with special attention given to possible incidents of child abuse or neglect by the participant
4. Screening for mental health problems or disruptive behavior and referring to appropriate treatment
5. Screening for chemical dependency problems and following the procedures as outlined in 3.3e of this protocol
6. 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 can be done safely as outlined in section 3.3o of this protocol

7. Determining the precipitating incident
8. Identifying the referral source
9. For the purpose of best practice and victim safety, the assessment process must focus on history of the relationships as a whole rather than one specific incident

3.3d Exclusion Criteria

- a. PAIPs must make a determination of whether or not 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. Examples of individuals that may not benefit from services include the generally violent individuals whose psychiatric symptoms prevent them from benefitting and individuals for whom a medical condition is the primary cause of the violence, such as those with frontal lobe epilepsy or closed-head injuries. Partner abuse intervention programs are encouraged to exclude individuals who would disrupt the group.
- b. Participants identified through assessment as victims of domestic violence must be referred to a victim services program that referral should be conducted in a way that will not result in victimization of the participant.

3.3e Substance Abuse

If the initial intake evaluation or subsequent evidence indicates drug and/or alcohol abuse, the abuse must be addressed either prior to, or in conjunction with the PAIP.

Substance abuse treatment referrals must be initiated in those circumstances. However, for reasons of victim safety, it is recommended that the participant who refuses treatment not be refused service by the PAIP.

3.3f 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 (See section 3.3l, 4).

3.3g Contracts with Participants

PAIPs must establish a contract with the participant that clearly spells out the obligations of the participant to the program. Included in the contract must be reporting standards as described in 3.3n, 1 and 2 of this protocol.

3.3h Completion Standards

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

- a. Fulfillment of all contractual requirements
 2. Admission of violent behavior, taking of responsibility for their own behavior, and understanding of contributing factors
 2. Demonstration of understanding of alternatives to abusive behavior and report use of such
 1. Demonstration of use of respectful language regarding partner and understanding of benefits of egalitarian relationships
 2. 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)
3. Information regarding continued violence/abuse can only be used if it will not endanger the victim.

It should be recognized that evidence of attitude/belief change indicated in the group may not always translate to behavior change in the relationship with a partner

3.3i Evaluation

PAIPs must develop and implement methods for evaluating their effectiveness. At a minimum, PAIPs must use the criteria outlined in part 3.3h of this protocol in evaluations.

3.3j Victim Safety

1. PAIPs that are not part of domestic violence victim services programs must refer victims to such programs
 1. PAIPs' policies and procedures must reflect programs' priority of the safety and autonomy of victims and their children. For example, when programs address issues other than abuse, they must do so with full recognition of safety issues for the victim

and the possibility of negative effects such as further acts of violence, confusion about responsibility for violent behavior, and confidentiality. When PAIP participants are referred to other resources for any form of counseling, it is highly recommended that PAIP staff collaborate with the providers of those services. The victim must be advised if the participant refuses to sign a release of information for this collaboration.

3.3k Follow-up Services

PAIPs are encouraged to create and/or support options for continued services for individuals who have successfully completed their initial, required PAIP commitment. Continued services may allow individuals to continue in regular or ongoing groups. The rationale for follow-up services is:

- a. To provide access to further service
- b. To maintain continued monitoring
- c. To refer individuals to other services that are consistent with the procedures and guidelines set forth in this protocol
- d. To recognize that a commitment to non-abusive behavior is lifelong

3.3l Ethical Standards

- a. PAIPs and their personnel must meet standards outlined by professional groups with which they are affiliated.
- b. Group facilitators must be violence-free in their own lives.
- c. Group facilitators must consistently act and communicate in ways that do not perpetuate attitudes or bias.
- d. Group facilitators must immediately report to the Department of Children and Family Services when they discover that a child has been subjected to abuse or alleged or suspected child abuse or neglect by a participant or other family member. (See Child Abuse and Neglect Reporting Act.) Facilitators must refer suspected cases of elder abuse, neglect, and financial exploitation to the Department on Aging's Elder Abuse and Neglect Program. PAIPs must have written procedures in place reflecting mandated reporter status.

3.3m Confidentiality

1. Victim reports or notes must not be included in any participant's file.
 - a. Reports and notes generated by the program
 - a. Reports and notes not generated by the program
 - b.** Documents hand carried by the participant

2. Written or verbal reports of the partner's or victims calls, comments, or input must not be included in any participant's file. The information is potentially very dangerous for the victim's safety and must be kept separate.
1. 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. Victim(s) of the abuse
 - d. Relevant significant others
 - e. Any persons or agencies from 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.
2. In the event that a PAIP needs to release information to any outside agency, organization, or individual, appropriate signed releases will be obtained and kept on file.

3.3n Reporting

1. PAIPs and facilitators must immediately report additional violence or threats of violence perpetuated or revealed by any participant involved in court-ordered PAIPs to appropriate authorities in the criminal justice system, with the two following exceptions (unless the duty to warn applies):
 - i. 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.
 - ii. 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.
3. Facilitators must make every effort to notify the victim prior to making a report to authorities and must document those efforts. All reports of further violence must be documented in a manner that protects the confidentiality of victims and reporters. Participants must be notified of this process in their contracts.
1. 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 the intervention.

3.3o Victim Contact

There is disagreement in the field on whether or not victim contact is appropriate. The protocol neither encourages nor discourages victim contact except to warn of imminent danger or threats. See section 3.3n. However, PAIPs that choose to make victim contact must follow these standards:

1. The contacts are to determine if the victim is safe, to discuss safety issues and orders of protection, to get the victims assessment of the past and present abuse, and to link the victim to a domestic violence victim services program, if the victim desires.
 - a. If the victim is the participant's current partner, or an ex-partner with whom the participant has an ongoing relationship, attempts to contact the victim must be a high priority. In many cases, other ex-partners who have been abused or current partners may also be contacted. The guiding principle for who should be contacted, and if they should be contacted, is the safety of victims and potential victims.
 - b. PAIPs 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. This information may be given through:
 - i. Orientation sessions
 - ii. Telephone contacts
 - iii. Mailing of written materials explaining the PAIP
 - c. Contact with the partner or ex-partner may be made by domestic violence victim services programs working in collaboration with PAIPs. It is recommended that the PAIP pay for this service.

3.3p Referrals

2. 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 sanctions.

2. PAIPs must establish policies and procedures for reporting instances of non-compliance with program rules and violations of orders of protection to the court system.
- a. Regarding those participants who are referred by entities other than the court system, PAIPs must establish policies and procedures for reporting to those referral sources.

3.3q Fee Structure

2. PAIPs shall charge participants fees for services except when PAIPs determine participants are unable to pay.
1. 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.
2. PAIPs must not refuse to accept participants who pay no fees, including the intake/assessment, until such clients equal a minimum of 10 percent of the total clients.

3.3r Staff Competency

3. PAIP staff must be competent in general communication skills and those specific skills required to challenge and facilitate change in attitudes, beliefs, and behaviors. They must have a general knowledge of human behavior and specific knowledge about domestic violence, and they must have attitudes and behavior consistent with these guidelines.
1. All 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.

The 20 hours should consist of formal training or conference attendance in abuser intervention and/or experience in facilitating partner abuse intervention groups.

3.3s Supervision

PAIPs must have written personnel policies and procedures. Supervision of PAIP facilitators must be provided by an individual who meets the required 40-hour training standard and include structured supervision of facilitators. Supervisors must have sufficient training and experience to provide oversight of quality and effectiveness of service provision. At a minimum, supervisors will observe facilitators in group every six months.

supervision can be provided by an agency staff person, victim service agency, or another PAIP which has been approved under this protocol.

3.3t Program Innovation

The development of effective intervention programs in domestic violence is an evolving process. In recognition of that, this protocol does not include innovation in the area of program development. Should a PAIP decide to develop a new program that initiates or incorporates a new approach, it is encouraged to do so and may be considered for approval under this protocol under the following conditions:

- a. Submission of a written plan and/or curriculum
- b. Documentation of reasons for the different approach
- c. Acceptance of additional monitoring
- d. Acceptance of a time limit that includes the opportunity for evaluation
- e. Submission of a process for evaluating the efficacy of the approach
- f. Adherence to the principles of the protocol

3.3u Geographic Locations

PAIPs who wish to expand their services to new geographic sites will be expected to provide a new application for those sites.

A letter documenting the ongoing relationship with the victim service provider in the new area and a letter of support from the judicial referral agency in the new area should accompany that application. New site refers to areas not currently within the catchment area of the victim service provider and judicial referral agency of the previously approved program.

3.3v Maintenance of Data

2. 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)
- k. Source of referral
- l. If refused, reason for refusal
- m. Charge type
- n. Description of offense
- o. Date of intake
- p. Assessment
- q. Signed release of information (ROI)
- r. Signed contract
- s. Date of program start
- t. Attendance records

- u. Case notes
- v. Date of completion
- w. Referrals to other agencies and purpose (with ROI)
- x. Record of payment
- y. Department of Children and Family Services contacts (if applicable)
- z. Arrest records_
- aa. Police reports_
- a. Record of legal status (convictions, court dates, etc.)_
- i. Repeat offenses and what happened_
- a. If repeating, number of times_
- b. Correspondence with courts and others_
- a. Copies of court orders_
- a. Military history
- a. Current residential status

_ PAIPs do not always receive this information. If they have it, it must be maintained in participants' files.

1. PAIPs must aggregate and keep the following data in a statistical data base:
 - i. Number of referrals
 - ii. Number of intakes completed

- iii. Number of participants refused entry
- iv. Number of participants referred to other resources
- v. Number of participants re-arrested during program, by category
- vi. Number of participants mandatorily required to be in the program
- vii. Number of participants in program voluntarily
- viii. Number of participants in the program for the second time or the second offense
- ix. Number of participants completing the program
- x. Language of participants by category

APPENDIX

ACCOUNTABILITY

A Man Who has Battered A Woman Becomes Accountable When:

1. He has acknowledged to the battered woman and to their community of friends and family that he has assaulted and controlled a woman, and that he has committed acts of violence against her;
2. He has admitted the pattern of abusive control which tyrannized her;
3. He has admitted that his behavior was unprovoked and inexcusable;
4. He knows his behavior was criminal;
5. He understands his behavior was not caused by stress, chemical dependency, or any other outside factor;
6. He knows he was not out of control;
7. He admits that he intended to control or punish her;
8. He deeply regrets his actions, and is appalled;
9. He recognizes the pain and suffering he visited upon her;
10. He accepts full responsibility for his acts;
11. He acknowledges this without expectations of approval from her;
12. He understands he is not entitled to her forgiveness;
13. He recognizes that the woman may never trust him again, and may remain afraid of him forever;
14. He can enumerate the losses suffered by her and her family;
15. He does not expect protection for his name;
16. He realizes he needs the help of his family, his friends and his community to prevent further use of violence;
17. He knows that he needs to find others to support him in nonviolence;
18. He knows clearly that there is nothing in the relationship or the woman that caused the battery;
19. He knows he is at risk for battering any woman in the future; and
20. He realizes that the battered woman should not have to hear any of the above points from him, unless she desires to hear it.

In addition, if the battered woman has left him:

21. He agrees to limit contact with her, her friends and her family;
22. He agrees to stop chasing and tracking her;
23. He agrees to avoid the places she frequents, and to provide her with plenty of space away from him;
24. He agrees to stop collecting information about her;
25. He understands he needs to pay restitution, which could mean child support and alimony, if she desires, and he agrees to support her in this restitution as long as she needs it, to replace the losses she has sustained; and, finally,
26. He refuses to manipulate their children to discredit her.

When you, as a man who has battered a woman, can do all of the above, then and only then are you accountable to the woman you have battered, to battered women as a group and to yourself.

Adapted from Keynote Presentation by Barbara Hart, PCADC, Baltimore Conference on Batterers, 1987.

CYCLE OF VIOLENCE CHART

POWER AND CONTROL WHEEL

EQUALITY WHEEL

**** SAMPLE ****

CONFLICT LOG

Date _____ Time _____ Place _____

Who was I in conflict with?

When did I first realize a conflict existed?

What was my physical condition? Tired? _____ Hungry?
Under the influence of alcohol? _____ Drugs?
Anything else to note?

What physical warning signs did I have?

How about mental ones?

What were my emotions? (Names of feelings go here - be as specific as possible)
How intense were
those feelings on a scale of 1 - 10?

What about this issue set me off?

When the conflict first became apparent to me, I thought the issues were:

As it progressed, how did my understanding of the issues change?

Which of these issues have we talked about before?

What did I do? (Make use of the Control Log here also):

A: At the beginning of the conflict (As soon as I knew I was in a conflict)?

B: As the conflict progressed?

CONTROL LOG

1. ACTIONS

Describe the situation and the actions you used to control your partner:

2. INTENTS AND BELIEFS

What did you want to happen in this situation?

What beliefs do you have that support your actions and intents?

3. FEELINGS

What feelings were you having?

4. MINIMIZATION, DENIAL AND BLAME

In what ways did you minimize or deny your actions or blame her?

5. EFFECTS

What was the effect of your action?

—

On you?

On her?

On others?

6. PAST VIOLENCE

How did your past use of violence affect this situation?

7. NONCONTROLLING BEHAVIORS

What could you have done differently?

SAFETY PLANNING/ACTION PLANNING QUESTIONNAIRE

How could I become aware of the conflict earlier?

What would be my first response when I realize I am in a conflict?

What would be my physical position?

What self talk messages help keep me from being abusive?

What else will I do?

If I get increasingly angry, do I know what I will do to prevent my becoming violent?

What time out arrangements have I already made with my partner?

If I need to take a time out, where will I go?

What will I do?

How will I communicate this?

When will I return?

How will I begin the work on the conflict again?

REFLECTIONS

How do I state my feelings?

What is my knowledge of the other person's feelings in this conflict?

How do I state my understanding of the issues?

What is my knowledge of the other person's issues in this conflict?

How do I state what I want as an outcome?

What is my knowledge of what the other person wants?

Sample Contracts

**** SAMPLE #1 ****

CONTRACT FOR PARTICIPATION

I, _____, acknowledge that I need help because of my past violence, and that I need to learn and use nonviolence. I agree to deal with my problems by working with the (PROGRAM NAME). During the term of this contract, I agree to the following terms.

1. ENDING VIOLENCE

- a. I will not use physical and sexual violence toward others, or toward myself.
- b. I will not use verbal and mental violence toward others, including all threats of violence or suicide, name-calling or intimidation.
- c. I will not injure or destroy pets or property as a means to hurt or control others.
- d. I will not engage in abuse of drugs or alcohol, and will not in other ways inflict harm upon myself.
- e. I will earnestly try to find ways to stop controlling other people. I will not follow, harass, or hold onto a person who has expressed a wish to be free of me.
- f. I will not withhold child support nor access to children. I will not involve myself in legal actions where the goal or strategy is to hurt, harass, humiliate, or control another.
- g. If I break any of the above agreements for ending my violence, I will report this immediately to (PROGRAM NAME), and will openly talk about the problem. I will accept the consequences of such behavior, including extension or removal from the program, or other intervention.

2. NONVIOLENCE PLAN

I will turn in written assignments when due, and will turn in an approvable Nonviolence Safety Plan within (X) weeks after signing this contract. I will continue to work on the plan until it is approved by (PROGRAM NAME). I will ask for help if I am having trouble writing the plan. I understand that I will be expected to share this plan in group until it is approved, and that the total number of (PROGRAM NAME) sessions may be increased if I do not turn in an approvable plan on time.

3. ATTENDANCE AND FEES

I agree to attend group sessions weekly, to be on time, and to pay as I go.

a. Attendance

I agree to attend a total of (XX) sessions, including one intake interview and (XX) weekly group sessions.

I understand that I may be removed from the program for absences and tardiness. I will notify (PROGRAM NAME) of any absences, and I understand that (PROGRAM NAME) does not differentiate between "excused" and "unexcused" absences.

b. Fees

I will pay \$____ for each session attended. This will be paid weekly. If I become (XX) days behind on payments, I agree to pay (XX)% interest per annum, plus collection fees. I understand that failure to pay as scheduled may result in my being barred from attendance or removed from the program.

My fees will be paid by _____ (Name of payee).

4. RELEASE OF INFORMATION

- a. I have correctly given (PROGRAM NAME) the address and phone number(s) of (spouse, partner, complainant), _____, and will immediately inform (PROGRAM NAME) of any changes to that information. I give (PROGRAM NAME) permission to contact her in order to tell her when I start the program, when I stop attending to refer her to women's counseling or suggest other options for her safety or well-being, and to give her or her counselor or agent other information as (PROGRAM NAME) deems necessary. (PROGRAM NAME) will also contact her before making reports of additional violence to the authorities.
- b. I further give (PROGRAM NAME) permission to contact the following person(s)/agencies:
- c. (PROGRAM NAME) has my full consent to release any pertinent information and to express opinions concerning my case to all persons/agencies named in Paragraphs 4.a. and 4.b. above. I further give my full consent to each of those named persons/agencies to release, discuss, or disclose any pertinent information and to express opinions to (PROGRAM NAME) concerning me or my case.
- d. I will not bring any suit and I waive and release (PROGRAM NAME), its agents, and all named persons from any liability or acting in reliance upon this release. I understand that I may not be informed of any communications which take place between any of the named persons and (PROGRAM NAME), and I waive any right to have access to or to be informed of the nature, content or existence of any such communications. This release shall be valid for a period of (XX) months from the date of this agreement.

5. PARTICIPATION

MALE PERPETRATORS OF WOMAN ABUSE 43

- a. I agree that the purpose for my being in (PROGRAM NAME) is to become nonviolent, and I will act accordingly both in counseling and in my personal life.

I will participate openly, honestly, and actively on a regular basis, and I will abide by all group and program rules, which I have a right to have in writing.
- b. If related personal problems exist or surface, such as alcohol or drug abuse, or mental health issues, I will seek appropriate treatment as a condition of my continued involvement with (PROGRAM NAME). I will cooperate with measures to assess such problems, if so requested by (PROGRAM NAME).
- c. I understand that I may be removed from (PROGRAM NAME) if I do not abide by this agreement, and I will be liable for all unpaid fees and expenses.

(PROGRAM NAME) agrees to offer its facility and services to the Participant for so long as he abides by his part of this agreement. Other than expressly permitted by participant in this release, or otherwise in writing, (PROGRAM NAME) will strive to preserve participant's confidences, except as ordered or required by a court, legal authority, or legal duty.

I HAVE READ THIS AGREEMENT AND UNDERSTAND THAT ONCE SIGNED IT IS LEGALLY ENFORCEABLE. I KNOW THAT I MAY CONSULT WITH MY ATTORNEY OR ADVOCATE BEFORE SIGNING THIS AGREEMENT.

PARTICIPANT SIGNATURE _____ Date

(PROGRAM NAME) REPRESENTATIVE

CONTRACT FOR PARTICIPATION

I am aware that the (PROGRAM NAME) requirements are that I attend the weekly class and group sessions for the duration of my court order or commitment to the program. This usually involves (X) orientation sessions and (XX) weeks of class/group.

(PROGRAM NAME) requirements allow one absence per (X) weeks of attendance after orientation, unless excused by the (PROGRAM NAME) Program Coordinator. Further absence will be noted as noncompliance. Any sessions missed must be made up.

I am aware that I am expected to be completely alcohol and drug free the day of each session, and that I will be asked to leave if it is suspected that I am not.

I am aware that if I arrive late, I may not be credited with having attended that session.

I am aware that group sessions may be tape recorded. Tapes are used solely for group facilitator supervision and training. I agree to being taped for this purpose.

I am aware that I am expected to pay my group fee for each session as I enter, and that I will not be allowed to participate if I do not pay the fee, unless I have made prior arrangements with (PROGRAM NAME). I am aware that my group fee is \$ _____.

I am aware that I may not carry a pocket knife or weapon of any kind to any (PROGRAM NAME) session.

I am aware that I am expected to treat all agency personnel with whom I come into contact with courtesy and respect. I understand that no violence or abuse is allowed during class or group sessions.

I am aware that I am expected to comply with any and all laws, legal arrangements and agreements (probation conditions, orders of protection, etc.) and that any acts or threats of violence will be reported to the appropriate agencies, following notification to my partner.

I understand that violations of conditions of probation, orders of protection, or this contract are grounds for removal from this program and or referral to the court.

I HAVE READ THIS CONTRACT AND UNDERSTAND MY REQUIREMENTS WITH (PROGRAM NAME).

PARTICIPANT NAME (PRINTED)

PARTICIPANT SIGNATURE

DATE

WITNESS

CONTRACT FOR PARTICIPATION

1. PARTICIPATION

- a. I understand that it is my responsibility to attend weekly classes and groups of the program, regardless of where my commitment to (PROGRAM NAME) originated. I may only miss (X) week out of every (X) weeks in the program. If I miss a session, I understand my responsibility to make it up. It is my responsibility to be on time; if I am late I may not be admitted to the session.
- b. I will complete the written exercises that are part of the curriculum.
- c. I will pay all the assessed registration and group fees. If I am having difficulty doing so, I will talk to a program staff person to work out an arrangement. I will notify (PROGRAM NAME) of any change of my financial condition or place of residence.
- d. I understand that the purpose for my being in this program is to become nonviolent, and I will act accordingly toward staff during my participation in (PROGRAM NAME). I will abide by all group and program rules, which I have a right to have in writing.
- e. I am agreeing to an alcohol dependency assessment. I will seek appropriate treatment if alcohol or drug abuse is found to exist. I understand that I must attend all sessions clear-headed and sober, and that I will be asked to leave the session if found to be otherwise.

2. RELEASES OF INFORMATION AND CONFIDENTIALITY

- a. If my partner, _____, requests it, (PROGRAM NAME) will release to her my attendance record. This includes the dates of my attendance, my participation in class and group, and the indication of when I ask for time to discuss issues in group. If I am asked to leave the program, I understand that (PROGRAM NAME) will inform my partner of this.
- b. I understand (PROGRAM NAME) will not divulge the content of my participation in group without my written consent. An exception to this is the safety initiative; if (PROGRAM NAME) perceives a threat to an individual, it has the duty to warn that person and/or the police and/or agencies providing for the safety of battered women and children of the danger. In the event of additional violence, my partner will be notified that a report is being made to the appropriate authorities.
- c. (PROGRAM NAME) may obtain further releases of information from me, and will then have my consent to exchange pertinent information and opinions concerning me to such named persons and agencies.

- d. Other than as permitted by me in this and corresponding agreements, (PROGRAM NAME) will preserve the confidentiality of my attendance, except as ordered or required by a court, legal authority, or legal duty.
- e. I understand that groups may be taped for the purpose of monitoring the work of the group leaders. These tapes would be the property of (PROGRAM NAME) and would be destroyed after supervision/review.

3. COMMUNICATION WITH JUDICIAL SYSTEM

- a. I must live up to the full limits of court orders, civil protection orders, or restraining orders.
- b. I understand that if I am mandated to attend (PROGRAM NAME) by a court of probation and parole office, my attendance or lack of attendance will be reported to the appropriate authority.
- c. Any act of physical violence will result in my having to re-start the program, and may be reported to appropriate authorities.
- d. My failure to comply with this agreement may result in my being excluded from (PROGRAM NAME), or, at the discretion of a court officer, in the revocation of my parole or probation if applicable.

I, _____ HAVE READ AND AGREE TO THE

ABOVE TERMS OF PARTICIPATION IN (PROGRAM NAME).

Signature _____ Date

(PROGRAM NAME) staff person

CONTRACT FOR PARTICIPATION

I, _____, have been informed of the recommendations that have been made in my behalf by of the (PROGRAM NAME). Those recommendations are as follows:

1. I will arrive (XX) to (XX) minutes early in order to complete my check-in process prior to the start of the first group session.
 2. I will attend (XX) consecutive weekly sessions. I understand that if I am (XX) minutes late to a session, I will not be allowed into that session and will be counted as absent. I understand that if I have more than (X) absences, I will be removed from the group and the court may be notified of my noncompliance with program requirements.
 3. I understand that I am responsible for paying the fees on the information list I received.
 4. I understand that substance use 24 hours prior to group meetings is not permitted and is considered noncompliance.
 5. I understand that when someone shares something of a personal nature in the group meeting, I and other group members must respect that person's privacy and not discuss that information with others outside of group.
 6. I understand that beepers and mobile phones must be turned off during sessions.
2. I understand my partner has a right to be notified if reports of additional violence are made to authorities.

I FULLY UNDERSTAND WHAT I MUST DO TO ADHERE TO THESE RECOMMENDATIONS. I REALIZE THAT IF I REFUSE TO CARRY OUT THE RECOMMENDATIONS, I WILL BE SUBJECT TO THE CONSEQUENCES OUTLINED BY THE (PROGRAM NAME).

Client Signature _____ Date

Clinician Signature _____ Date

CONTRACT FOR PARTICIPATION

I agree to attend weekly group meetings held at ___ p.m. to ___ p.m. at (PROGRAM NAME) located at (PROGRAM ADDRESS).

I understand that I cannot miss more than (X) consecutive sessions of the (XX) week program and that I must make up all sessions missed. Failure to comply may result in suspension from the program and if court ordered, a referral back to the court.

I understand the (PROGRAM NAME) staff will report any acts of violence, my attendance and participation to the courts, where applicable.

I understand that my partner and/or ex-partner, where applicable, will be contacted to verify nonviolence.

I understand that my partner has the right to know if I am attending sessions and if I have made threats to harm her, or if reports are to be made to the authorities for additional violence.

I understand that if I am under the influence of drugs or alcohol I will not be admitted into that session. I will also not be permitted to bring any weapons into group.

I understand that successful completion of the program is based upon the following and will be reported to the appropriate persons:

1. Abstinence from violence as reported by partner (where applicable).
2. Acknowledgment of responsibility for violent behavior without blaming partner.
3. Attendance at (XX) sessions with no more than (X) consecutive absences.
4. Completion of any assignments.
5. Payment of fees.

I UNDERSTAND THE GROUP RULES AS WRITTEN AND THIS CONTRACT. I HAVE BEEN GIVEN AN OPPORTUNITY TO ASK QUESTIONS. I AGREE TO ABIDE BY ALL OF THESE TERMS.

PARTICIPANT NAME (Printed)

PARTICIPANT SIGNATURE _____ DATE

WITNESS NAME (Printed)

WITNESS SIGNATURE _____ DATE

(PROGRAM NAME) AGREES TO:

1. Respect your dignity and confidentiality.
2. Be honest with you in all aspects of your treatment.
3. Provide you with an educational program and referrals for additional assistance at your request.
4. Provide documentation to the court describing your involvement in the (Program Name), including attendance, assessment and recommendations.
5. Contact your partner during the program to verify her safety and advise her of your attendance and level of participation.

(PROGRAM NAME) EXPECTS YOU:

1. To attend an all-day orientation workshop followed by group sessions once a week for a minimum of (XX) sessions.
2. To work on all mutually agreed upon goals.
3. To be on time for sessions. Excessive Tardiness may result in an increase in the number of required sessions.
4. To attend sessions regularly. A maximum of (X) absences are allowed. Violation of the attendance rule may result in termination from the group or required attendance at an additional number of sessions.
5. To be honest and direct about yourself and to actively participate in group sessions, including sharing experiences, insights and feelings, and completing group and homework activities.
6. To be nonviolent while participating in the (PROGRAM NAME). Violence or threats of violence toward group members, your partner, ex-partner, children, (PROGRAM NAME) staff, or anyone else may result in immediate termination from the program. In the event that you are violent toward others, you agree to report the incident yourself at the next group meeting. The program will contact your partner before making any reports to the authorities for additional violence.
7. Not to use alcohol or other mood altering drugs the day of group.
8. Not to engage in other criminal or disruptive behavior.
9. To satisfactorily complete the following program criteria:
 - a. Turn in a weekly log form for at least (XX)% of the sessions attended.
 - b. Attend (XX) sessions in a (XX) week span. If there are more than (X) sessions missed, an additional (X) week span of participation will be required.

- c. At the first session, turn in a written agreement to be nonviolent. Revise it after the (XX) session and turn in the revision prior to your self-evaluation session.
 - d. Write a report on your most violent incident and share it in group.
 - e. Take group time at least twice when nonviolent incidents have occurred.
 - f. Actively participate in group sessions through personal sharing, confrontation of other members, contributing to problem solving, participation in role-plays or other group experiences.
 - g. Complete and turn in a written self-evaluation at (XX) weeks and again at program completion. Share the evaluation with the group at program completion.
 - h. Complete all other assignments.
10. To follow through on all referrals for evaluation and treatment when deemed appropriate by (PROGRAM NAME) staff.
11. To pay your fees and request adjustment if your financial situation changes. To be responsible for your fee obligation, even if you miss the session.

I UNDERSTAND THE RULES AND EXPECTATIONS IN THIS CONTRACT AND AGREE TO ABIDE BY THEM.

PARTICIPANT SIGNATURE _____ DATE

WITNESS/COUNSELOR SIGNATURE

CONTRACT FOR PARTICIPATION

GROUP ATTENDANCE EXPECTATIONS

Regular attendance is essential to achieve maximum benefits from the (PROGRAM NAME). However, as perfect attendance is not always possible, minimum attendance requirements have been established. There are (XX) meetings scheduled. You must attend both of the first two meetings or you will be terminated. A minimum of (XX) meetings must be attended to complete the program successfully. More than (X) absences will result in a violation hearing.

GROUP CREDIT

Group credit is given only if :

1. You are on time. A (XX) minute leeway will be given.
2. You sign in on the group sheet.
3. You have not used any drugs or alcohol for 24 hours prior to the meeting. If it is suspected that you have been drinking or drugging, you will be asked to leave and will receive no credit for that meeting.

EXPECTATIONS REGARDING GROUP MEMBER BEHAVIOR

1. Members will sign in and be seated in the reception area.
 2. Members will remain in the group room once the session has begun.
 3. Members will refrain from smoking in the group room or any public area.
 4. Members will turn off all beepers during group.
 5. Members will treat all other members and staff with respect and consideration and use respectful language at all times.
 6. Members will dress appropriately. No shorts or tank tops are allowed in the building.
 7. Members are not allowed in the building with any electronic equipment - radios, cameras, etc. - or any packages, backpacks, etc.
1. Members agree to be non-violent. Reports of additional violence will be reported to the appropriate authorities following notification to my partner.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICIES.

MEMBER SIGNATURE _____ DATE

