



Tracking Documentation Form

Format: 20-Hour Module/20-Hour In-Person

This form is to be used when a certified site is providing the 20-hour module/20-hour in-person training. There is no ICDVP format for a full 40-hour module training. There is only one type of certified site that will use this form when documenting the 40-hour training: 20-hour module/20-hour in-person certified sites.

To provide the 40-hour training in this format, an organization must be a certified 20-hour module/20-hour in-person certified site. A certified site can only use the modules provided by the Illinois Coalition Against Domestic Violence (ICADV) or the certified site's own modules, approved first by ICDVP.

Format requirements for all topics are listed in the documentation chart below. Some topics may be covered in online modules, while others must be covered in person. Topics indicated as "must be covered in person" MUST be live and in the presence of a trainer.

There **MUST** be at minimum 20 hours of in-person training in the 20-hour module/20-hour in-person training. Trainings cannot combine virtual and module training options in one 40-hour training.

Agency Name:				
Staff/Volunteer/Participant Name:				
Name of CDVP Overseeing Training:				
Modules Used: <input checked="" type="radio"/> ICDV Modules <input type="radio"/> Other				
ICDVP REQUIRED TOPICS	Facilitator Initials	Date	In-Person Hours	Module Hours
Foundations of Domestic Violence (2 hour minimum) This section may use any of the listed training formats				
Definition of Domestic Violence				0.50
Historical and Feminist Perspectives				0.75
Societal and Institutional Issues				0.50
Myths and Realities				0.25
Minimum Requirement 2.0	Section Total:	2.00	0.00	2.00
Dynamics (5 hour minimum) This section may use any of the listed training formats				
Statistics of Domestic Violence				0.50
Cycle of Violence				0.50
Power and Control Wheel/Types of Abuse				0.50
Strangulation				1.25
Barriers or Challenges to Leaving an Abusive Partner				0.50

Identifying Victims/Survivors				0.50
Trauma-Informed Services (Must still cover in person – see Direct Services Issues)				
Minimum Requirement 5.0	Section Total:	3.75	0.00	3.75
Direct Services Issues (5 hour minimum) This section MUST be covered in person				
Counseling Domestic Violence Victims/Survivors				
Trauma Specific Care				
Defining Advocacy				
Basic Crisis Intervention Skills				
Referrals To and Working with Other Agencies/Systems				
Documentation of Client Files – Victim’s/Survivor’s Rights				
Minimum Requirement 5.0	Section Total:	0.00	0.00	
Safety and Assessment (2.5 hour minimum) This section MUST be covered in person				
Safety Planning				
Lethality Assessment				
Suicide Assessment				
Non-Suicidal Self Injury - Self Harming Behaviors				
Minimum Requirement 2.5	Section Total:	0.00	0.00	
People Who Cause Harm in Relationships (1 hour minimum) This section may use any of the listed training formats				
Characteristics and Beliefs				0.50
Overview of Partner Abuse Intervention Programs (PAIP)				0.50
Minimum Requirement 1.0	Section Total:	0.00	0.00	1.00
Children’s Issues (3 hour minimum) This section MUST be covered in person				
Effects of Domestic Violence on Children				
Abused and Neglected Child Reporting Act (ANCRA)				
Department of Children and Family Services (DCFS) Issues				
Safety Planning with Children				
Working with Children				
Documentation of Child Client Files				
Minimum Requirement 3.0	Section Total:	0.00	0.00	
Teen Dating Violence (1 hour minimum) This section MUST be covered in person				
Dynamics				
Legal Issues for Teens				
Safety Planning for Teen Dating Violence				
Minimum Requirement 1.0	Section Total:	0.00	0.00	
Cultural Humility (3 hour minimum) This section MUST be covered in person				
Anti-Racism				
Religion				
Minimum Requirement 3.0	Section Total:	0.00	0.00	
Working with Victims/Survivors with Complex Issues (6 hour minimum) This section may use any of the listed training formats				
Abuse Later in Life				0.25
Adult Protective Services Act (APSIL)				0.25
Rural Populations				0.50

Immigrant Communities				0.50
People with Disabilities; People who are Deaf or Hard of Hearing				0.75
People with Behavioral or Mental Health Issues				2.00
LGBTQ+ Relationships and Heterosexism				1.00
Substance Use and Domestic Violence				0.50
Sexually Transmitted Diseases Including HIV/AIDs and Hep C				0.25
Sex Work				0.25
Human Trafficking				0.25
Minimum Requirement 6.0	Section Total:	6.50	0.00	6.50
IDVA and Legal Issues (4 hour minimum) This section may use any of the listed training formats				
Illinois Domestic Violence Act (IDVA)				0.50
Orders of Protection				1.00
Criminal Offenses: Assault, Domestic Battery, Violation of Order of Protection, Stalking				0.75
Conditions of Bond				0.25
Full Faith and Credit				0.25
VAWA: Immigration Issues				0.75
Prohibitions Against Firearm Possession				0.50
Minimum Requirement 4.0	Section Total:	4.00	0.00	4.00
Professional Conduct (1.5 hour minimum) This section may use any of the listed training formats				
Illinois CPAIP/CDVP Certification				0.25
ICDVP Code of Ethics				0.25
Self-Care				1.00
Minimum Requirement 1.5	Section Total:	1.50	0.00	1.50
Additional Topics (6 hour maximum) List up to 6 hours of additional topics below. This section may use any of the listed training formats as long as 20+ hours of training are covered in person.				
Trauma-Informed Services (Must still cover in person – see Direct Services)				1.25
Maximum Allowed 6.0	Section Total:	1.25	0.00	1.25
	TOTAL HOURS:	20.00	0.00	20.00

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