



Tracking Documentation Form

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

This form is to be used when a certified site is providing the 20-hour virtual/20-hour in-person training. It verifies that this staff/volunteer person has completed the training as required by the guidelines of the Illinois Domestic Violence Act and ICDVP requirements as outlined in the ILCDVP Policy and Procedure Manual. There is no ICDVP format for a full 40-hour virtual training.

To provide the 40-hour training in this format, an organization must be a certified 20-hour virtual/20-hour in-person certified site.

Format requirements for all topics are listed in the documentation chart below. Some topics may be covered virtually, 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 virtual/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:				
ICDVP REQUIRED TOPICS	Facilitator Initials	Date	In-Person Hours	Virtual Hours
Foundations of Domestic Violence (2 hour minimum) This section may use any of the listed training formats				
Definition of Domestic Violence				
Historical and Feminist Perspectives				
Societal and Institutional Issues				
Myths and Realities				
Minimum Requirement 2.0	Section Total:			
Dynamics (5 hour minimum) This section may use any of the listed training formats				
Statistics of Domestic Violence				
Cycle of Violence				
Power and Control Wheel/Types of Abuse				
Strangulation				
Barriers or Challenges to Leaving an Abusive Partner				
Identifying Victims/Survivors				
Minimum Requirement 5.0	Section Total:			

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:			
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:			
People Who Cause Harm in Relationships (1 hour minimum) This section may use any of the listed training formats				
Characteristics and Beliefs				
Overview of Partner Abuse Intervention Programs (PAIP)				
Minimum Requirement 1.0	Section Total:			
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:			
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:			
Cultural Humility (3 hour minimum) This section MUST be covered in person				
Anti-Racism				
Religion				
Minimum Requirement 3.0	Section Total:			
Working with Victims/Survivors with Complex Issues (6 hour minimum) This section may use any of the listed training formats				

Facilitator Full Name	Initials	Date(s) Presented