



**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. 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 ICDVP Policy and Procedure Manual. There is no ICDVP format for a full 40-hour module training.

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:	ICADV Modules		Other	
<b>ICDVP REQUIRED TOPICS</b>	<b>Facilitator Initials</b>	<b>Date</b>	<b>In-Person Hours</b>	<b>Module Hours</b>
<b>Foundations of Domestic Violence (2 hour minimum)</b> <b>This section may use any of the listed training formats</b>				
Definition of Domestic Violence				
Historical and Feminist Perspectives				
Societal and Institutional Issues				
Myths and Realities				
Minimum Requirement 2.0	<b>Section Total:</b>			A
<b>Dynamics (5 hour minimum)</b> <b>This section may use any of the listed training formats</b>				
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	<b>Section Total:</b>			B

<b>Direct Services Issues (5 hour minimum)</b> <b>This section MUST be covered in person</b>				
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	<b>Section Total:</b>			
<b>Safety and Assessment (2.5 hour minimum)</b> <b>This section MUST be covered in person</b>				
Safety Planning				
Lethality Assessment				
Suicide Assessment				
Non-Suicidal Self Injury - Self Harming Behaviors				
Minimum Requirement 2.5	<b>Section Total:</b>			
<b>People Who Cause Harm in Relationships (1 hour minimum)</b> <b>This section may use any of the listed training formats</b>				
Characteristics and Beliefs				
Overview of Partner Abuse Intervention Programs (PAIP)				
Minimum Requirement 1.0	<b>Section Total:</b>			B
<b>Children’s Issues (3 hour minimum)</b> <b>This section MUST be covered in person</b>				
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	<b>Section Total:</b>			
<b>Teen Dating Violence (1 hour minimum)</b> <b>This section MUST be covered in person</b>				
Dynamics				
Legal Issues for Teens				
Safety Planning for Teen Dating Violence				
Minimum Requirement 1.0	<b>Section Total:</b>			
<b>Cultural Humility (3 hour minimum)</b> <b>This section MUST be covered in person</b>				
Anti-Racism				
Religion				
Minimum Requirement 3.0	<b>Section Total:</b>			
<b>Working with Victims/Survivors with Complex Issues (6 hour minimum)</b> <b>This section may use any of the listed training formats</b>				

Abuse Later in Life				
Adult Protective Services Act (APSIL)				
Rural Populations				
Immigrant Communities				
People with Disabilities; People who are Deaf or Hard of Hearing				
People with Behavioral or Mental Health Issues				
LGBTQ+ Relationships and Heterosexism				
Substance Use and Domestic Violence				
Sexually Transmitted Diseases Including HIV/AIDs and Hep C				
Sex Work				
Human Trafficking				
Minimum Requirement 6.0	<b>Section Total:</b>			C
<b>IDVA and Legal Issues (4 hour minimum)</b> <b>This section may use any of the listed training formats</b>				
Illinois Domestic Violence Act (IDVA)				
Orders of Protection				
Criminal Offenses: Assault, Domestic Battery, Violation of Order of Protection, Stalking				
Conditions of Bond/Pretrial Release				
Full Faith and Credit				
VAWA: Immigration Issues				
Prohibitions Against Firearm Possession				
<i>Optional: Parentage</i>				
<i>Optional: Parental Responsibilities</i>				
<i>Optional: Child Abduction</i>				
<i>Optional: Concerns about Leaving the State</i>				
Minimum Requirement 4.0	<b>Section Total:</b>			D
<b>Professional Conduct (1.5 hour minimum)</b> <b>This section may use any of the listed training formats</b>				
Illinois CPAIP/CDVP Certification				
ICDVP Code of Ethics				
Self-Care				
Minimum Requirement 1.5	<b>Section Total:</b>			E
<b>Additional Topics (Optional)</b> <b>This section may use any of the listed training formats as long as 20+ hours of training are covered in person.</b>				
	<b>Section Total:</b>			
<b>Minimum Total Hour Requirement 40</b> <i>Minimum In Person Hour Requirement 20</i>	<b>TOTAL HOURS:</b>			

Facilitator Full Name	Initials	Date(s) Presented