



## Tracking Documentation Form

Format: 40 Hours In Person

This form is to be used when a certified site is providing the 40-hour domestic violence training entirely in person. 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.

The topics listed **MUST** be covered live and in the physical presence of a trainer. This form allows for the agency to determine the topics and time frames for additional hours but requires that these topics/time frames are related to the required 40-hour training topics. It is recommended that a copy of this form be placed in the employee's personnel file.

|                                                          |                             |             |                        |
|----------------------------------------------------------|-----------------------------|-------------|------------------------|
| Agency Name:                                             |                             |             |                        |
| Staff/Volunteer/Participant Name:                        |                             |             |                        |
| Name of CDVP Overseeing Training:                        |                             |             |                        |
|                                                          |                             |             |                        |
| <b>ICDVP REQUIRED TOPICS</b>                             | <b>Facilitator Initials</b> | <b>Date</b> | <b>In-Person Hours</b> |
| <b>Foundations of Domestic Violence (2 hour minimum)</b> |                             |             |                        |
| Definition of Domestic Violence                          |                             |             |                        |
| Historical and Feminist Perspectives                     |                             |             |                        |
| Societal and Institutional Issues                        |                             |             |                        |
| Myths and Realities                                      |                             |             |                        |
|                                                          |                             |             |                        |
| Minimum Requirement 2.0                                  | Section Total:              |             |                        |
| <b>Dynamics (5 hour minimum)</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                                  | Section Total:              |             |                        |
| <b>Direct Services Issues (5 hour minimum)</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                                                    | Section Total: |  |  |
| <b>Safety and Assessment (2.5 hour minimum)</b>                            |                |  |  |
| Safety Planning                                                            |                |  |  |
| Lethality Assessment                                                       |                |  |  |
| Suicide Assessment                                                         |                |  |  |
| Non-Suicidal Self Injury - Self Harming Behaviors                          |                |  |  |
|                                                                            |                |  |  |
| Minimum Requirement 2.5                                                    | Section Total: |  |  |
| <b>People Who Cause Harm in Relationships (1 hour minimum)</b>             |                |  |  |
| Characteristics and Beliefs                                                |                |  |  |
| Overview of Partner Abuse Intervention Programs (PAIP)                     |                |  |  |
|                                                                            |                |  |  |
| Minimum Requirement 1.0                                                    | Section Total: |  |  |
| <b>Children’s Issues (3 hour minimum)</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                                                    | Section Total: |  |  |
| <b>Teen Dating Violence (1 hour minimum)</b>                               |                |  |  |
| Dynamics                                                                   |                |  |  |
| Legal Issues for Teens                                                     |                |  |  |
| Safety Planning for Teen Dating Violence                                   |                |  |  |
|                                                                            |                |  |  |
| Minimum Requirement 1.0                                                    | Section Total: |  |  |
| <b>Cultural Humility (3 hour minimum)</b>                                  |                |  |  |
| Anti-Racism                                                                |                |  |  |
| Religion                                                                   |                |  |  |
|                                                                            |                |  |  |
| Minimum Requirement 3.0                                                    | Section Total: |  |  |
| <b>Working with Survivors/Victims with Complex Issues (6 hour minimum)</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                                                                  | Section<br>Total:       |  |  |
| <b>IDVA and Legal Issues (4 hour minimum)</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                                                                  | Section<br>Total:       |  |  |
| <b>Professional Conduct (1.5 hour minimum)</b>                                           |                         |  |  |
| Illinois CPAIP/CDVP Certification                                                        |                         |  |  |
| ICDVP Code of Ethics                                                                     |                         |  |  |
| Self-Care                                                                                |                         |  |  |
|                                                                                          |                         |  |  |
| Minimum Requirement 1.5                                                                  | Section<br>Total:       |  |  |
| <b>Additional Topics<br/>(Optional)</b>                                                  |                         |  |  |
|                                                                                          |                         |  |  |
|                                                                                          |                         |  |  |
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|                                                                                          |                         |  |  |
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|                                                                                          |                         |  |  |
|                                                                                          |                         |  |  |
|                                                                                          | Section<br>Total:       |  |  |
| Minimum Requirement 40                                                                   | <b>TOTAL<br/>HOURS:</b> |  |  |

[illegible]