

DVCC CERTIFICATION PANEL

RULES AND PROCEDURES

The Domestic Violence Coordinating Council (DVCC) formed the Certification Panel to implement the intervention standards established by the DVCC Treatment Committee. The standards were developed to ensure that individuals receiving domestic violence intervention attend effective programs that are tailored to meet the unique needs of domestic violence offenders.

The Certification Panel will consist of the following eleven members:

1. One representative each, from three of the certified treatment programs as determined by the Intervention and Treatment Subcommittee;
 2. A victim advocate from an agency or organization that works directly with domestic violence victims;
 3. A representative from Family Court;
 4. A representative from the Attorney General's office;
 5. A representative from Probation and Parole;
 6. A representative from Youth Rehabilitation Services;
 7. A representative from the Office of Defense Services;
 8. A representative from the Department of Correction's Treatment Unit;
 9. At-large member, a representative from Delaware Prevention and Behavioral Health Services, with experience in adolescent development.
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- 1) At least once per year, DVCC staff will confirm the designated representative from each of the 11 agencies included on the Panel.
 - 2) Changes in an agency's designee shall be communicated to DVCC Staff in writing no later than 30 days after the change is made.

- 3) A quorum of the certification panel shall require the presence of a majority of the panel, including at least two treatment program representatives.
- 4) Meetings of the Certification Panel shall be scheduled by staff of the DVCC. Meetings must be timely scheduled so that applications are reviewed within 60 days of receipt.
 - i) To ensure certification decisions are made in a timely manner, in the absence of a quorum and by motion of the DVCC Treatment Committee, a Certification Panel Desk Review may be held to review applications for certification or recertification.
 - ii) A desk review may not be conducted for two consecutive years.
 - iii) The Desk Review team shall include at least one treatment provider from a program other than the program applying for certification, one additional panel member, and a DVCC staff member.
 - iv) The manner in which the review is conducted, including parameters around confidentiality, voting and considering the totality of the documents submitted, will remain consistent with procedures ordinarily followed by the Certification Panel and described below.
 - v) Following the Certification Panel Desk Review meeting, DVCC Staff will send all Panel Members a summary regarding the outcomes and decisions of the meeting.
 - vi) For a period of 5 days, Certification Panel Members not present at the desk review meeting may review the application, in-person and together with DVCC Staff, and raise any questions or concerns.
 - vii) Following the 5-day waiting period, DVCC Staff shall send a summary of the Certification Panel's desk review outcomes and decisions to the members of the DVCC Treatment Subcommittee for final review by the DVCC Council.
- 5) Decisions shall be made by a majority vote of the members present.
- 6) Treatment program representatives shall abstain from voting on applications submitted by their own programs.
- 7) Certification decisions shall be made based on the totality of the circumstances after review of the protocol, application, and other submitted documents.
- 8) After review, the Certification Panel may vote to certify, conditionally certify or not certify the applicant program. The panel may also vote to request further information from the applicant before making a certification decision.
- 9) Programs, which are conditionally certified, will be reviewed one year from the certification decision.

- 10) By February 1st of each year, certified programs must send the DVCC a copy of the Statement of Qualifications for Staff and Volunteers for any new staff and for any staff with a change in status (trainee to facilitator, facilitator to supervisor) from the original application for certification. The Statement of Qualifications from your original application must also be included with your annual update. The Certification Panel will review the Statement of Qualifications and DVCC will notify the program that the staff meets or does not meet the qualifications.
- 11) Certified programs that plan to make any change to their program model must send the DVCC a detailed description of the proposed program changes. The program director or supervisor may be asked to meet with the Certification Panel to explain the changes and answer any questions. Program changes must be approved by the full Domestic Violence Coordinating Council (see # 13 below).
- 12) The Certification Panel will meet once a year to review the continuing education requirements (12 hours per year) for facilitators and supervisors. Program staff will be randomly selected for review of continuing education requirements. At least one person from each program will be selected. DVCC staff will notify the certified program's director/supervisor and they will be asked to submit each staff person's training log.
- 13) Following each meeting of the Certification Panel, DVCC staff will send a summary regarding the Certification Panel's meeting outcomes and decisions to the members of the Treatment Committee.
- 14) The Certification Panel shall have the authority to review certified programs at any time during their certification periods.
- 15) Certification Panel decisions will not become final until approved by the full Council. Decisions of the Certification Panel shall be voted upon by the Council at the next scheduled meeting. Programs that the Certification Panel have recommended for certification shall be considered "preliminarily certified" until approved by the Coordinating Council.
- 16) DVCC staff shall notify applicants of the certification decision following the vote of the Coordinating Council.
- 17) Decisions by the Certification Panel shall be appealable in writing to the full Treatment Committee. Further appeal will be to the Executive Committee of the Coordinating Council.
- 18) Changes to the protocol or these procedures shall be made only upon vote of the Treatment Committee and approval of the full Council.