

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Directive: 251.05

Subject: Intensive Domestic Abuse Program Files
Effective Date: July 9, 1999 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Authority for this directive is derived from Title 28, V.S.A. 102 (C) (1).

2. Purpose:

2.1 To establish a statewide system for developing, maintaining, and auditing program files for the Intensive Domestic Abuse Program (IDAP).

3. Applicability/Accessibility

3.1 Anyone may have a copy of this directive.

4. Directive

4.1 Implementation

4.1.1 The Department of Corrections shall use a standardized IDAP program file statewide. All staff and relevant service providers are expected to adhere to this directive.

4.1.2 Section Definition

Section 1:

(See Section 10.6C13 "Documentation Requirements, Vermont Department of Corrections Statewide Standards for Domestic Abuse Intervention)

Program Contract

Directive 251.05 Intensive Domestic Abuse Program Files

Release of Information and Waivers of Confidentiality
Warning Letters, Dismissal, Suspension, Start-over Letters
Program Completion Letter
Relapse Prevention Plan

Section 2:

IDAP Structured Interview
Thinking Reports, Control Logs, Journal work and other homework assignments
Fearless criminal inventories
Progress information: IDAP Competency and Completion Review, and skills check-list
Correspondence (facilitator to offender and vice-versa)
Other information as approved by the Domestic Violence Services Administrator

4.1.3 File Location

4.1.3.1 Files are to be kept within the confines of the Community Correctional Services Centers. Access shall be limited to members of the program team, to include the program's consultants and management.

4.1.3.2 Each file is to be labeled with the offender's name, date-of-birth, and program identification (i.e. Doe, John; November 20, 1058; IDAP).

4.1.4 Transfer of Files

4.1.4.1 When an offender is transferred to another IDAP program, the program file shall accompany the DOC core file to the new CCSC site supervising the offender.

4.1.4.2 Closed Files

4.1.4.2.1 Closed files are to be kept on site for three years. Individual programs will determine when closed files are to be sent to the Department of Corrections Central Office. All Federal and State regulations on file retention and confidentiality continue to apply.

4.1.4.3 Local Audits

4.1.4.3.1 Superintendents are to ensure that program file audits occur at least once a year using an Audit Review log for signature and date. Minimally, the audit should cover all areas recommended by the Central Level Quality Assurance Team using the forms recommended by that team. All such data collected and any "collective action plans" stemming from such shall be forwarded to the Director of Quality Assurance in a timely manner. (Audit forms should be kept in Section #5 of the "Core File" as per File Directive #251.01)

4.1.4.4 Central Level Audits

4.1.4.4.1 The Quality Assurance Team may conduct audits as per their Project Plan. Local sites shall be involved in any pre-audit planning and scheduling involving their site.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants

Jean Cass, Tim Workman, Michael Hartman, and Kathy Astemborski.