Domestic Violence Offender Treatment Annual Renewal Application

TITILE 8   SOCIAL SERVICES
CHAPTER 8 CHILDREN, YOUTH AND FAMILIES GENERAL PROVISIONS
PART 7   COURT ORDERED DOMESTIC VIOLENCE OFFENDER TREATMENT OR INTERVENTION PROGRAMS

8.8.7.18 ANNUAL RENEWAL: Renewal shall not be automatic from year to year. Each approved DVOTI program must submit an annual application packet and data report, which may be obtained from the department. [8.8.7.18 NMAC - Rp, 8.8.7.18 NMAC, 05/29/09]

Renewal Application Guidelines and Instructions

In accordance with the Children, Youth and Families (CYFD) Domestic Violence Offender Treatment (DVOTI) Rule, CYFD will renew the DVOTI Approved List by conducting a biennial (every other year) site visit and this annual renewal re-application process.

Please note:

- **NEW REQUIREMENT:** All approved agencies must use and administer the ODARA risk assessment as part of their DVOTI program. Information on the ODARA risk assessment can be found at [http://odara.waypointcentre.ca/](http://odara.waypointcentre.ca/)
  A license number must be obtained from CYFD to access the website and required training. Please contact Rebecca Edwards at Rebecca.edwards@state.nm.us to obtain a license number.

- **This year’s renewal application must be submitted in PDF format. All documents must be scanned and saved to a USB drive.** No paper copies will be accepted. Please mail a USB drive containing ONLY the electronic copy of the application.

- The current Executive Director or DVOTI Program Director must complete the application.

- **The complete Renewal Application is due November 29, 2017. All postmarks must be on or before November 29, 2017.**
Application Requirements

Staff Information:
- Provide an up-to-date list of the Domestic Violence Offender Treatment Intervention program’s facilitators, and identify any changes made in the DVOTI facilitators in this calendar year including DVOTI facilitator names, positions, (program director, supervisor, group facilitators, etc.) education, licenses held, languages spoken (see Appendix).

Administration:
- Describe the DVOTI curriculum used. Please send an outline of each of the 52 weeks topics.

Program Information

- Agency name, executive director, address, telephone number, fax number, contact name if other than executive director, email address for the executive director and other DVOTI contact staff, and physical address of all program sites.

- Group schedule - indicate the day, time, address, and facilitators’ names for all groups conducted at all program sites.

- A description of your program that includes, but is not limited to:
  - Staff to client ratio for group sessions.
  - Number of groups offered
  - Maximum number of participants permitted per group
  - Other services offered (i.e. DWI classes, Anger Management etc.)

Staff Information

- Current copy of Professional Liability Insurance (if staff has academic degrees that require licensure).

- List of specific Domestic Violence Offender Treatment/Intervention training received within 2017 calendar year for each DVOTI facilitator.
  - Number of training hours per training
  - Name of the trainer
  - Date & Sponsor of the training
  - Training location
Please send the following supplementary documents with your re-application:

- Current copy of agency’s general liability insurance.
- Current copy of professional liability insurance for the staff with college degrees where licensure is required.
- Current copy of professional license where applicable.
- Copies of DVOTI policy.
- Current copy of required business license. If a business license is not required, please check the “No” box on the Appendix.

This year’s renewal application must be submitted in PDF format. All documents must be scanned and saved to a USB drive. No paper copies will be accepted. Please mail a USB drive containing ONLY the electronic copy of the application to:

Rebecca Edwards
Protective Services
P.O. Drawer 5160
Santa Fe, NM 87502