

INSTRUCTIONS

Please prepare **2 pdf** files to upload in *Part 2, Policies, Procedures and Curriculum* section. PDF pages need to be numbered consecutively. **The application requires you to provide page numbers where each of the required policies, curriculum elements and supporting documents can be found.**

NOTE: You cannot go back to correct any mistakes once you have submitted your application.

PDF File 1: Policies and Curriculum for your domestic violence offender treatment program, including assessments and forms. A Table of Contents is appreciated and a preferred format for the document is as follows:

Section 1: Policies and Procedures

Section 2: Curriculum

- Theory of Change (how your program changes behavior)
- Strategies to hold offenders accountable for their violent behavior
- Outline of 52-week syllabus

Section 3: Assessments and forms

- In-take Assessment
- List of recommended alternative offender treatment providers
- Monthly reporting form
- Written participant contract
- Information release waiver
- Danger assessment tool
- Other assessments, if applicable

PDF File 2: Supporting Documentation

- General and professional liability insurance documents
- Business licenses (or statement that your agency does not require a business license)
- Documentation of the New Mexico Tax Payers Identification Number
- Current licenses for all clinicians providing services (if applicable)
- Current DVOTI training certification for all staff