



**Texas Department of Criminal Justice-Community Justice Assistance Division
Battering Intervention and Prevention Program (BIPP)
Accreditation Process**

SUBJECT: Battering Intervention and Prevention Program Accreditation

AUTHORITY: Texas Code of Criminal Procedure 42.141, Section 4A

POLICY: A **program or provider** providing Battering Intervention and Prevention services to adult male batterers/family violence offenders must be accredited by the **Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD)**.

DEFINITIONS:

1. **Accreditation:** status issued to a **program or provider** after an initial on-site audit is performed and the **program or provider** is in compliance. (See initial on-site audit requirements)
2. **Denial:** action taken by **TDCJ-CJAD** to not accredit a **program or provider** or action taken at the end of a three year period denying a **program's or provider's** application for renewal.
3. **Hearing:** a **program or provider** can request a formal hearing with **TDCJ-CJAD** to dispute any action taken by the division to deny, revoke, or suspend any accreditation status.
4. **Division:** Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD).
5. **Non-transferability of Accreditation:** accreditation is issued in the name of the **program or provider** who applies for accreditation and is non-transferable and is valid only for the **program or provider** and location or locations listed on the certificate.
6. **On-Site Audit:** includes a review of personnel files, batterer files, group observation(s), and other guidelines determined by **TDCJ-CJAD**.
7. **Probationary Accreditation:** status issued to a **program or provider** after the fee, application, and required documents have been received and found to be in compliance.

8. **Program:** a battering intervention and prevention program that conforms to the guidelines adopted by **TDCJ-CJAD**.
9. **Provider:** Texas Occupational Codes 152 (State Board of Medical Examiners), 501 (Psychologists), 502 (Marriage & Family Therapists), 503 (Licensed Professional Counselors), and 505 (Social Workers) providing battering intervention services that conform to the guidelines adopted by **TDCJ-CJAD**.
10. **Revocation:** action taken by **TDCJ-CJAD** removing a **program's or provider's accreditation** or **probationary accreditation** status. This action makes the affected **program or provider** ineligible to receive referrals.
11. **Suspension:** action taken by **TDCJ-CJAD** in lieu of denying renewal or revoking **accreditation** that stipulates the **program or provider** may not admit any new referrals until any deficiencies are corrected or the **accreditation** is refused for renewal or **revoked**.

§B-1 Probationary Accreditation

(a) Application Includes:

1. Completed Application.
2. Signed BIPP Accreditation Statement of Understanding.
3. Submission of BIPP Accreditation Guidelines Policy and Procedure Manual.
4. Cooperative working agreement or documentation of efforts to obtain a cooperative working agreement with a family violence shelter or family violence non-residential center in the county or counties in which services are provided.
5. Documentation of training hour requirements (per Guideline #2).
6. For current **Providers:** A letter of good standing (per Guideline #2).
7. Completed Accreditation Remittance Form (to be sent to TDCJ Cashier's Office, P.O. Box 4015, Huntsville, Texas 77342-4015, along with required fee).

(b) Application Procedures:

1. A **program or provider** applying for **accreditation** must submit a completed application and the required fee.
2. The application and all required documents must be submitted via mail to **TDCJ-CJAD** Attn: BIPP Accreditation 209 W. 14th Street, Suite 400 Austin, Texas 78701.
3. The one-time \$300 application fee in the form of a check or money order must be sent to **TDCJ** in Huntsville, Texas. The application fee must be attached to the remittance form provided. Applications will not be reviewed until the fee is received by **TDCJ**.

(c) Desk Audit:

1. Once **TDCJ-CJAD** receives a **program's or provider's** completed application and fee, the review process for **Probationary Accreditation** will begin.
2. **Probationary Accreditation** status will be issued to a **program or provider** after review and approval of the **program or provider's** application and policy and procedure manual.

Probationary Accreditation letter(s) must be displayed in plain view at all sites listed on the application.

Notification of **Probationary Accreditation** status will be sent to the Community Supervision and Corrections Department(s) (CSCDs), county and district attorney's office, and judges for the areas in which the **program or provider** provides BIPP services.

(d) Recourse:

1. If a **program or provider** is not in compliance with their application and policy and procedure manual, they will receive written notification from **TDCJ-CJAD** outlining deficiencies. Programs will have 30 days to correct all noted deficiencies.
2. **TDCJ-CJAD** may provide technical assistance to the **program or provider**, if requested during the 30 day period.
3. If a **program or provider** is unable to become compliant during the 30 day period, they will not receive **Probationary Accreditation** and will have to start the process again.
4. A **program or provider** can only apply for **accreditation** once within a twelve-month period.

§B-2 On-Site Audit

(a) Initial On-Site Audit Procedures:

1. Once **Probationary Accreditation** status has been issued, an initial on-site audit will be scheduled.
2. For a **program or provider** to be issued **accreditation** status, a **program's or provider's** on-site audit must meet the **TDCJ-CJAD** benchmark of 80%. In addition, the **program or provider** must be in 100% compliance with all of the non-negotiable guidelines. These guidelines are Guideline numbers 11,12, 13, 14 and 15.

Accreditation certificate(s) must be displayed **at all sites** listed on **the application and are** valid for a period of three years from the date issued.

(See Section B3 for **renewal procedures**)

(b) Recourse:

1. If a **program or provider** does not meet the **TDCJ-CJAD** benchmark for the on-site audit outlined above, the **program or provider** will be given 30 days to submit an action plan detailing corrective action.
2. During the 30 day period, a **program or provider** may request technical assistance from **TDCJ-CJAD**.
3. A **program's or provider's probationary accreditation** status will be **revoked** if the **program or provider** fails to become compliant within the 30 day period or is not in compliance with any of the non-negotiable guidelines.
4. A **program or provider** can only apply for **accreditation** once within a twelve-month period.

§B-3 Accreditation Renewal Procedures

(a) Renewal Application Procedures:

1. All accredited **programs or providers** will need to renew their **accreditation** every three years.
2. A **program or provider** must submit an application to renew **accreditation** 60 days prior to their **accreditation** expiration.
3. A **program or provider** renewing their **accreditation** must submit a renewal application which can be found at (www.tdcj.texas.gov) along with all required documents.

(b) Renewal Application Desk Audit:

Programs and providers in good standing must submit the following updates at the time they apply for **accreditation** renewal:

1. Completed Application;
2. Any changes in personnel;
3. Any revisions in the **program's or provider's** BIPP Accreditation Guidelines Policy and Procedure Manual; and
4. Documentation of training requirements for new staff and staff development for current staff.

(c) Accreditation Renewal On-Site Audit Procedures:

1. During the renewal process an on-site audit may be conducted to determine compliance.
2. For a **program's or provider's accreditation** to be renewed, the **program's or provider's** on-site audit score must meet the **TDCJ-CJAD** benchmark of at least 80%. In addition, the **program or provider** must be in 100% compliance with all of the non-negotiable guidelines. These guidelines are Guideline numbers 11, 12, 13, 14 and 15.

Accreditation certificate(s) must be displayed in plain view at all sites listed on the application and are valid for a period of three years from the date issued.

(d) Recourse:

1. If a **program or provider** does not meet the **TDCJ-CJAD** benchmark for the on-site audit outlined above, the **program or provider** will be given 30 days to submit an action plan detailing how the non-compliance issue(s) have been corrected.
2. During the 30 day period, a **program or provider** may request technical assistance from TDCJ-CJAD.
3. A **program's or provider's accreditation** status may be **suspended** or **revoked** if the **program or provider** fails to become compliant within 30 days or is not in compliance with any of the non-negotiable guidelines.
4. If a **program's or provider's accreditation** status is **suspended** or **revoked**, they may request a **hearing** with **TDCJ-CJAD** to dispute action taken by the division.
5. If, after the **hearing**, the division's decision to **revoke** a **programs or provider's accreditation** is upheld, the **program or provider** will not be able to re-apply for **accreditation** for a period of one year from the date of their most recent on-site audit.

§ B-4 Suspension, Denial, or Revocation of Accreditation

Each of the following, in and of itself, may constitute full and adequate ground(s) on which to **suspend, deny, or revoke accreditation** to operate as a **program or provider**:

1. Failure to submit information required for **accreditation**;
2. Failure to achieve 100% compliance during the application process;
3. Failure to meet any of the Non-Negotiable BIPP Accreditation Guidelines;
4. Failure to meet the **TDCJ-CJAD** benchmark of 80% or higher during an on-site audit;
5. Denial of entry to auditors to conduct on-site visits or any other attempt to impede work of auditors;
6. Attempting to obtain **accreditation** by fraud, misrepresentation, or by the submission of incorrect, false, and/or misleading information;
7. Operation of providing direct services without being in good standing;
8. Operation by an **accredited program or provider** in a manner that endangers the health or safety of participants and/or victims/survivors of family violence; or
9. Substantiated complaints from participants, licensing boards or other entities.

(a) Recourse:

Suspension of Accreditation:

A **program or provider** whose **accreditation** has been **suspended** by **TDCJ-CJAD** will receive written notice outlining the guideline(s) with which the **program or provider** is not in compliance and a time frame in which to comply.

If a **program or provider** is unable to come into compliance within the specified time frame assigned by **TDCJ-CJAD**, the **program's or provider's accreditation** status may be **revoked**.

Denial of Accreditation:

If an application for **accreditation** is denied, **TDCJ-CJAD** shall provide the **program or provider** with detailed written notice. **Programs or providers** will have an opportunity to request a **hearing** within thirty (30) days of receipt of the Notice.

If, after the **hearing**, the **division's** decision to **deny a program's or provider's accreditation** is upheld, the **program or provider** will not be able to re-apply for **accreditation** for a period of one year from the date of their most recent on-site audit.

Revocation of Accreditation:

TDCJ-CJAD shall provide the **program or provider** with detailed written notice regarding revocation of **accreditation**. The **program or provider** may request a **hearing** within thirty (30) days of the receipt of the Notice of Revocation.

If, after the **hearing**, the division's decision to **revoke a program's or provider's accreditation** is upheld, the **program or provider** will not be able to re-apply for **accreditation** for a period of one year from the date of **revocation**.

§ B-5 Notification and Referral of Participants

In the event of **denial or revocation of accreditation**, the **program or provider** shall take immediate steps to notify and refer current participants back to the original referral source.

§ B-6 Notification of Suspension, Denial, or Revocation of Accreditation

TDCJ-CJAD shall provide written notice to the administrative judge, the district and/or county attorney's office, the CSCD director, and the family violence shelter and/or family violence non-residential center listed in the cooperative working agreement if any action is taken against a **program or provider to suspend, deny, or revoke accreditation**.

§ B-7 Change of Name, Ownership, or Location

1. An accredited **program or provider** shall notify **TDCJ-CJAD** in writing of any change in location, name of program, or personnel changes of staff who work directly with batterers. **Accredited** programs shall also notify **TDCJ-CJAD** of any change in executive director, program director, or coordinator within five working days.
2. A **program or provider** who intends to change the location of their services to a different jurisdiction shall submit a new completed application for **accreditation** at the new site at least sixty (60) days prior to the intended date of relocation.
3. In the case of the transfer of ownership of an accredited **program or provider**, the new owner(s) of the providing location shall submit an **accreditation** application, along with the application fee, within five working days of the change in ownership.

§ B-8 Voluntary Closure

An **accredited program or provider** shall submit to **TDCJ-CJAD** notice of intent to close or otherwise cease operating at least sixty (60) days in advance of the proposed closure. The notice shall include a plan for how the referral source(s) will be notified to refer current clients to other **accredited programs or providers**. In addition, victims/partners and the family violence shelter or family violence non-residential center(s) listed in the cooperative working agreement will need to be notified of the **program's or provider's** closure.