



**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 Article 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)**.

### **§ A Definitions**

1. **Accreditation:** a status issued to a **program or provider** at the time that TDCJ-CJAD determines the **program or provider** successfully completed its **probationary accreditation** period.
2. **Non-transferability of Accreditation:** accreditation is issued in the name of the **program or provider** who applies for accreditation, is non-transferable, and is valid only for the **program or provider** and location or locations listed on the letter.
3. **Evaluation:** includes a review of personnel files, batterer files, group observation(s), and other guidelines determined by **TDCJ-CJAD**.
4. **Probationary Accreditation:** a temporary status which TDCJ-CJAD may issue to a **program or provider** after the fee, application, and required documents have been received and reviewed by TDCJ-CJAD.
5. **Program:** a battering intervention and prevention program that conforms to the guidelines adopted by **TDCJ-CJAD**.
6. **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**.
7. **Revocation:** action taken by **TDCJ-CJAD** to remove a **program's or provider's accreditation or probationary accreditation**. This action makes the affected **program or provider** ineligible to receive referrals or provide services; a previously revoked program or provider is ineligible for subsequent accreditation if the revocation was the result of a complaint made against the program or provider.

8. **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 denied renewal or **revoked**.

## **§ B-1 Probationary Accreditation**

### **(a) Application Procedures:**

1. A program or provider applying for accreditation must submit a completed application and the required fee. The application is located at ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)).
2. The application and all required documents must be submitted via email to [BIPPApplications@tdcj.texas.gov](mailto:BIPPApplications@tdcj.texas.gov).
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. The application fee is non-refundable.
4. A program or provider who has previously had an accreditation revoked as the result of a complaint made against the program or provider is ineligible for subsequent accreditation. Previously revoked programs or providers may not provide Battering Intervention and Prevention Program (BIPP) services under a different program name or if hired by a different provider.

### **(b) Application Includes:**

1. Completed Application.
2. Outline of BIP Program Curriculum
3. Signed BIPP Accreditation Statement of Understanding.
4. Signed BIPP Certification of Program Requirements.
5. Written plan identifying how the program or provider has established or is in the process of establishing a collaborative working relationship with the Community Supervision and Corrections Department (CSCD) and local family violence agencies in the county(ies) in which services are provided.
6. Documentation of training hour requirements (per Guideline #2).
7. For current **Providers:** A letter of good standing (per Guideline #2).
8. Completed Accreditation Remittance Form (to be sent to TDCJ Cashier's Office, P.O. Box 4015, Huntsville, Texas 77342-4015, along with required fee).

### **(c) Probationary Accreditation Process:**

1. Once **TDCJ-CJAD** receives a **program's or provider's** completed application and verification of payment, the review process for **Probationary Accreditation** will begin.

2. **Probationary accreditation** status will be issued to a **program or provider** if, after a desk review of the **program's or provider's** application, the TDCJ-CJAD determines, in its sole discretion, that **probationary accreditation** is appropriate. The issuance of a **probationary accreditation** status is not a guarantee that the **program or provider** will receive **accreditation**. **Probationary accreditation** may be denied or revoked any time at the sole discretion of TDCJ-CJAD. Regardless of whether **probationary accreditation** is granted, denied, or revoked, the application fee is non-refundable.

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

3. Once approved by TDCJ-CJAD, **probationary accreditation** must be maintained via compliance with the program's or provider's application and the TDCJ-CJAD benchmarks and guidelines for a minimum of three (3) months. Any extension of **probationary accreditation** status beyond one (1) year must be approved by the TDCJ-CJAD Deputy Director for good cause.

**(d) Probationary Accreditation Audits:**

1. If a **program or provider** is not in compliance with their application and the TDCJ-CJAD guidelines, they will receive written notification from **TDCJ-CJAD** outlining deficiencies and areas of noncompliance. **Programs or providers** will have 30 days to correct all noted deficiencies and areas of non-compliance. Extensions must be requested and approved by TDCJ-CJAD prior to the end of the 30-day period.
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, or extension period, if granted, **probationary accreditation** may be denied or revoked by TDCJ-CJAD. In this event, the **program or provider** may reapply only after a twelve (12) month waiting period from the date the **probationary accreditation** was denied or revoked. The application fee will not be refunded.

**§ B-2 Accreditation**

1. Once **Probationary Accreditation** status has been issued, one or more evaluations(s) will be scheduled during the period of **probationary accreditation**.
2. For a **program or provider** to be issued **accreditation** at the end of the **probationary** period, a **program or provider** must be compliant with all the non-negotiable guideline numbers 11, 12, 13, 14, 15 and 27.
3. If the evaluation determines the **program or provider** is in compliance with their application, the benchmarks and guidelines as determined by TDCJ-CJAD, accreditation may be issued at the end of the **probationary accreditation** period.

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

## § 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** renewing their **accreditation** must submit a renewal application which is located at ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)).
3. The application and all required documents must be submitted via email to [BIPPAApplications@tdcj.texas.gov](mailto:BIPPAApplications@tdcj.texas.gov).
4. A **program or provider** must submit an application to renew **accreditation** prior to their **accreditation** expiration.

### (b) Renewal Application Desk Audit:

**Programs and providers** in good standing may be required to submit the following updates at the time they apply for **accreditation** renewal:

1. Completed Application;
2. Any changes in personnel; and
3. Documentation of initial training requirements for new staff and staff development for current staff.
4. Documentation of staff and/or peer to peer supervision.
5. If a **program or provider** is not in compliance with their renewal application and the TDCJ-CJAD BIPP guidelines, they will receive written notification from **TDCJ-CJAD** outlining deficiencies and areas of noncompliance. **Programs or providers** will have 30 days to correct all noted deficiencies and areas of non-compliance. Extensions must be requested and approved by TDCJ-CJAD prior to the end of the 30-day period.
6. **TDCJ-CJAD** may provide technical assistance to the **program or provider**, if requested during the 30-day period.
7. If a **program or provider** is unable to become compliant during the 30-day period, or extension period, if granted, **accreditation** may be revoked by TDCJ-CJAD. In this event, the **program or provider** may re-apply only after a twelve (12) month waiting period from the date the **accreditation** was revoked.

TDCJ-CJAD will also verify data reporting compliance at the time of renewal.

**Accreditation** letter(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.

## **§ B-4 Complaint Investigation and Resolution**

- (a) Per TDCJ-CJAD Accreditation Guideline # 23, at the time of assessment or intake, each program or provider is required to provide a copy of program obligations to each program participant to include a written grievance procedure.
- (b) Complaints made to TDCJ-CJAD will be addressed on a case by case basis. TDCJ-CJAD may consult with the Office of General Counsel regarding complaints made related to the provision of BIPP services.
- (c) Complaint resolution and investigation may include, but not be limited to:
  - 1. Interview with person/entity making the complaint;
  - 2. Interview with program participants; or
  - 3. Site visits to the BIPP location, as deemed necessary by TDCJ-CJAD.
- (d) Resolution of complaints may include but not be limited to: no action taken, suspension, or revocation of accreditation.

A program or provider who has previously had an accreditation revoked as the result of a complaint made against the program or provider is ineligible for subsequent accreditation. Previously revoked programs or providers may not provide Battering Intervention and Prevention Program (BIPP) services under a different program name or if hired by a different provider.

## **§ B-5 Suspension, Denial of Accreditation Renewal, or Revocation of Accreditation**

- (a) **Grounds for Suspension, Denial of Accreditation Renewal, or Revocation of Accreditation.**

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

- 1. Failure to submit information required for **accreditation**; to include information requests for virtual observations or reviews;
- 2. Failure to respond to requests from TDCJ-CJAD within the stated timeframes;
- 3. Failure to submit renewal application and required documents prior to expiration;
- 4. Failure to achieve 100% compliance during the application process;
- 5. Failure to meet any of the Non-Negotiable BIPP Accreditation Guideline #s 12, 13 and 14 (one occurrence);
- 6. Denial of entry to auditors to conduct on-site visits or any other attempt to impede work of auditors (one occurrence);

7. Attempting to obtain **accreditation** by fraud, misrepresentation, or by the submission of incorrect, false, and/or misleading information (one occurrence);
8. The provision of direct services without being in good standing (one occurrence);
9. 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
10. Two or more substantiated complaints from participants, licensing boards or other entities.

**(b) Suspension of Accreditation:**

A **program or provider** whose **accreditation** has been **suspended** by **TDCJ-CJAD** will receive written notice outlining the guideline(s)/requirement(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 become compliant within the specified time frame assigned by **TDCJ-CJAD**, the **program's or provider's accreditation** status may be **revoked**.

**(c) Process for Denial of Accreditation Renewal or Revocation of Accreditation:**

1. If TDCJ-CJAD determines that there are grounds for denial of an accreditation renewal or revocation of accreditation, TDCJ-CJAD shall provide the **program or provider** with detailed written notice regarding the areas of noncompliance. The **program or provider** must submit an action plan detailing how the areas of noncompliance have been corrected within thirty (30) days of the notice.
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** may be **suspended or revoked** if the **program or provider** fails to become compliant within thirty (30) days or is not compliant with any of the non-negotiable Guidelines.

**(d) Review Process for Denial of an Accreditation Renewal or Revocation of Accreditation:**

A **program or provider** which has been issued accreditation may request an additional review of the denial of an accreditation renewal or revocation of its accreditation. This additional review may be requested by the **program or provider** by sending a written statement within thirty (30) days of the denial or revocation. The written statement must explain the reasons the **program or provider** believes the denial or revocation is in error. At the first level of review, TDCJ-CJAD staff may either concur with the reasons or re-affirm the denial or revocation. If the staff concurs that an error was made, they may make an appropriate adjustment to the **program's or provider's accreditation**. If the TDCJ-CJAD staff reaffirms the denial or revocation, they shall prepare the file for consideration by the Division Director. The Division Director shall review the file and provide a written decision to staff and the **program or provider**. The decision issued by the Division Director is final.

## **§ B-6 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-7 Notification of Suspension, Denial, or Revocation of Accreditation**

**TDCJ-CJAD** shall provide notice to the administrative judge, the CSCD director, and the family violence shelter and/or family violence non-residential center listed in the program's collaborative efforts description if any action is taken against a **program or provider** to **suspend, deny, or revoke accreditation**.

## **§ B-8 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 designated program representative. **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 (fee not required)** 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-9 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.

In the event TDCJ-CJAD is unable to contact an accredited program or provider, a final attempt will be made to contact the program via letter. If the letter is returned or the program or provider fails to respond within 30 days, the program will be closed and removed from the list of accredited programs.