

**FAMILY ADVOCACY PROGRAM (FAP)**

For use of this form, see AR 608-1; the proponent agency is ACSIM.

(NOTE: Pre-site materials are annotated with an asterisk \*)

**10000 ORGANIZATION AND MANAGEMENT**

**10000.1 The garrison commander has appointed and implemented a Family Advocacy Committee (FAC) in accordance with AR 608-18. CAT 1 (DODD 6400.1)**

- \*Review appointment orders for the FAC.
- Review FAC minutes for four consecutive quarters.
- Review installation MOA/MOU.

**10000.2 The installation FAC ensures that written policies and procedures exist that outline the responsibilities to be carried out in incidents of alleged child or spouse abuse. CAT 1 (DODD 6400.1)**

- Notification of the service member's commander per AR 608-18.
- Notification of military law enforcement and investigative agencies per AR 608-18.
- Notification of the local public Child Protection Services agency (in alleged child abuse cases only) in the United States and where covered by agreements overseas.
- Observance of the applicable rights of both alleged victims and offenders.

- \*Ensure installation MOA addresses the notification of local child protection services.
- \*Review command policy letter to ensure that the applicable rights of the alleged victims and offenders are addressed.
- Ensure FAP SOP outlines responsibilities and procedures to be carried out in incidents of alleged child/spouse abuse.

**10000.3 A requirement and authorization exist for an installation FAPM on the TDA and the commander has made written appointment of a designated individual to implement the FAP. CAT 1 (DODD 6400.1)**

- \*Review TDA to ensure a requirement and an authorization exist for FAPM.
- \*Review FAPM appointment orders.
- Ensure that the FAPM spends 80% of time in FAP or has an exception to policy in place.

**10000.4 The installation FAC has developed and evaluated measurable program outcomes in accordance with DA FAP outcomes (self-sufficiency, safety, community cohesion and personnel preparedness). CAT 2 (5 points)**

- Review documentation of the analysis and evaluation of the FAP utilizing DA FAP measurable program outcomes. (2 points)
- Ensure the installation has published FAC minutes that addressed an analysis and evaluation of the installation FAP utilizing DA FAP measurable program outcomes listed above. (3 points)

**10000.5 The installation FAC has established a FAP Strategic Plan with specific goals, objectives, needs and strategies in accordance with AR 608-18. CAT 2 (5 points)**

- Review the FAP Strategic Plan for specific objectives, needs and strategies (3 points); or

Determine if the FAP Strategic Plan is integrated into the ACS Strategic Plan (3 points); and

Determine if

- A needs assessment was conducted (2 points); or
- Surveys were conducted (2 points); or
- Focus groups were conducted (2 points).

**10000.6 The installation FAC ensures FAP services are planned, administered, and evaluated in a collaborative manner with other military installations, military activities, and/or civilian agencies to promote program efficiencies. CAT 2 (5 points).**

\*Ensure the FAP SOP promotes cooperation with other military installations or activities, and/or civilian agencies across program areas to include NPSP Home Visitor (HV) to provide cost-effective services (3 points); or

\*Review a partnership agreement/charter with other military installations, activities or civilian agencies (3 points); and

Review documentation of an evaluation of the FAP utilizing measurements and statistical analysis to calculate cost savings. (2 points)

**10000.7 The garrison/MTF commanders provide FAP personnel with housing and equipment suited to the delivery of FAP services. CAT 2 (5 points)**

Conduct interviews with FAP personnel and conduct a visual inspection of the FAP facilities. (3 points)

Review hand receipts. (2 points)

**10000.8 All purchase of service contracts or agreements with a civilian agency, organization or individual comply with Part 37, Title 48, Code of Federal Regulations (Federal Acquisition Regulations) and Part 5137 of the Army Federal Acquisition Regulation Supplement. CAT 1 (Federal Acquisition Regulation)**

Review FAP purchase contracts or agreements with appropriate military or civilian agencies, organizations or individuals for compliance.

Review FAP receiving reports from civilian agencies, organizations or individuals for compliance.

**10000.9 The garrison commander has appointed and implemented a Fatality Review Committee (FRC) IAW AR 608-18. CAT 1 (DOD Directive Type Memorandum (DTM))**

Review quarterly minutes of FRC (4 consecutive quarters).

Ensure that FRC members are on, by name, written appointment orders.

Ensure installation SOP/MOU addresses Fatality Review process.

Ensure annual Fatality Review Report is signed by garrison commander and contains all required elements (executive summary, data sheet, system interventions and failures, an analysis and listing of significant findings, and recommendations).

**10000.10 The Victim Advocacy Program is addressed in written policies and procedures IAW AR 608-18. CAT 1 (DTM)**

- Ensure that FAP SOP addresses the victim advocacy component, roles and responsibilities of the victim advocate, and restricted and unrestricted reporting provisions for victims of domestic abuse.
- Review Victim Reporting Preference Statement for date and signature.
- Review MOA with local community shelters.

**10000.11 Victim Advocates provide comprehensive assistance and support to victims of domestic abuse IAW AR 608-18. CAT 1 (DTM)**

- Review FAP records that reflect appropriate services and support actions, a safety plan, information on legal rights and proceedings, appropriate referrals and follow-up activities.
- Interview SJA Victim/Witness Liaison and case managers (if present) to ascertain level of partnership and cooperation between them and victim advocates.

**20000 PREVENTION AND EDUCATION**

**20000.1 The FAPM utilized the Prevention CD ROM to develop written criteria and priorities for servicing the installation population outlined in the FAP Prevention Plan. Cat 2 (5 points)**

- \*Ensure the FAP Prevention Plan includes prevention activities for the year, includes outcome measures, listing of classes/training schedule, and DV, CAP and SA awareness months, etc. (2 points)
- Ensure FAP Prevention Plan is based on the findings of the Prevention CD ROM data analysis and ACS needs assessment. (2 points)
- Review FAP SOP to reflect priorities for prevention activities (1 points)

**20000.2 The installation FAP has developed and implemented, in accordance with the Prevention Plan, education programs for the community. CAT 2 (5 points)**

- \*Review the FAP prevention plan to ensure it addresses education programs for the community. (3 points)
- \*Review program curriculum and lesson plan for all FAP educational programs (2 points); or
- Review participant lists or class numbers and evaluations for all FAP educational programs. (2 points); or
- Review Marketing Plan for educational programs (2 points).

**20000.3 The installation has developed and implemented a FAP Prevention Plan and education programs for the installation staff (legal, law enforcement, medical, chaplain, child and youth services, and volunteers), commanders and senior NCOs IAW AR 608-18. CAT 1 (DODD 6400.1)**

- \*Review FAP Prevention Plan.
- \*Review lesson plans and FAP curriculum on identifying, reporting and intervening in child and domestic abuse cases.
- Review participant lists, training rosters and evaluations.
- Verify that a system is in place to identify commanders and senior NCOs within 90 days of assumption of command.

Ensure attendance at FAP training by commanders and senior NCOs is mandated by Senior Mission Commander.

Interview select unit commanders and senior NCOs.

**20000.4 All civilian employees and contractors in the ACS FAP will receive training on the identification and reporting procedures for suspected child maltreatment and domestic abuse to include restricted reporting within 60 days of beginning employment. CAT 1 (DODI 6400.5)**

Review all new employee's personnel files to ensure they have completed this training within the specified time frame.

Review FAP SOP to ensure new employees and contractors are required to receive this mandatory training.

**20000.5 New Parent Support Program (NPSP) Home Visitors (HVs) are provided with cellular telephones to carry with them during all home visits. CAT 1 (DODI 6400.5)**

Interview each NPSP HV to ensure they have been provided with a cellular telephone to accompany them on home visits.

Review FAP SOP to ensure compliance.

**20000.6 The priority population for NPSP home visitation services will be parents assessed as having high needs regarding child maltreatment and/or domestic abuse. CAT 1 (DODI 6400.5)**

Review CTS (NPSP) or NPSP home visitation records to determine what percentage of cases fall under the priority population (Minimum of 75% of the total NPSP entries in CTS must be the priority population to meet this standard).

**20000.7 Promote the involvement of both parents, when applicable, in the home visiting intervention process. CAT 1 (DODI 6400.5)**

Review CTS (NPSP) or NPSP home visitation entries in CTS to determine if both parents, when applicable, are involved in the home visitation services.

Review FAP SOP to ensure it addresses the importance of involving the father/step-father or intimate partner in the home visitation.

Review FAP Command Policy Letter addressing the importance of the father's participation in the NPSP Home Visitation.

**20000.8 The NPSP HV documentation in CTS is accomplished according to regulatory requirements. CAT 1 (DODI 6400.5)**

Review 20% of the CTS (NPSP) cases for the presence of a completed risk screener.

Review 20% of the CTS (NPSP) cases to verify intake assessment is completed and reflects risk reduction goals of NPSP.

Review 20% of the CTS (NPSP) cases to verify interventions services are documented for each home visit.

Review 20% of the CTS (NPSP) cases to verify that ongoing assessment of risk for child maltreatment and family violence is documented.

**30000 INVESTIGATION AND ASSESSMENT OF THE COMPLAINT**

**30000.1 The garrison commander has designated and publicized a 24-hour reporting point of contact to receive reports of alleged child or domestic abuse. CAT 1 (DODD 6400.1)**

- \*Ensure the SOP designates a 24-hour reporting point of contact to receive reports of alleged child or domestic abuse.
- \*Review MOA that identifies a 24-hour reporting point of contact to receive reports of alleged child or domestic abuse.
- Review SWS and Victim Advocate on-call roster to receive reports of alleged child or domestic abuse after duty hours;
- Ensure the installation has a 24/7 RPOC to receive reports of alleged child or domestic abuse.

**30000.2 Mandated personnel report suspected child and domestic abuse to the FAP. CAT 1 (DODD 6400.1)**

- \*Review installation SOP and MOA that require mandated personnel to report suspected child and domestic abuse to FAP.
- \*Review MTF SOP/MTF Command Policy Letter that requires mandated personnel to report suspected child and domestic abuse to FAP.
- \*Review Child and Youth Services SOP that requires mandated personnel to report suspected child and domestic abuse to FAP.

**30000.3 Installation law enforcement ensures FAP receives the incident reports of child and domestic abuse. The installation FAP has access to the installation law enforcement blotter. Installation law enforcement agencies request reports of child and domestic abuse involving military families from local law enforcement and provide them to the FAP. CAT 1 (DODD 6400.1)**

- \*Review SOP and MOA that ensure FAP personnel receive law enforcement blotter reports and civilian reports on suspected child and domestic abuse.
- \*Interview PM personnel and review Provost Marshal SOP that requires them to provide FAP personnel with military and civilian reports on suspected child and domestic abuse.
- \*Review SWS SOP that addresses the need to obtain law enforcement blotter reports and civilian reports on child and domestic abuse from military and civilian law enforcement organizations.
- \*Review randomly selected FAP records for the reference to law enforcement blotter and civilian reports on suspected child and domestic abuse.

**30000.4 Installation law enforcement and medical treatment facilities develop and follow written protocols for responding to suspected child and domestic abuse incidents. CAT 1 (DODD 6400.1)**

- \*Review SOP and MOA that address law enforcement and medical protocols for responding to suspected child and domestic abuse incidents.
- \*Review Provost Marshal SOP for law enforcement protocols for responding to suspected child and domestic abuse incidents.
- \*Review SWS and Victim Advocate SOPs for responding to suspected child and domestic abuse incidents; including restricted reporting.

**30000.5 The installation complies with written policies and procedures in AR 608-18 for protection of all victims. CAT 1 (DODD 6400.1)**

- Review FAP records for the presence of a completed risk assessment and safety plan for the victims of domestic abuse.
- \*Review SWS SOP for FAP protocol for conducting an assessment of alleged child and domestic abuse.
- Review FAP records to verify that an assessment of alleged child and domestic abuse incidents was conducted in a timely manner (assessment initiated within 24 hours for child case; and within 72 hours for all others).

**30000.6 The installation complies with written policies and procedures in AR 608-18 for assessing FAP cases. A clinically privileged professional conducts the assessment. The assessment includes, but is not limited to, the following: CAT 1 (DODD 6400.1 and DODD 6025.13)**

- Background checks of previous abuse incidents recorded in the Army Central Registry, law enforcement, FAP and medical records.
- Reports of any law enforcement investigations.
- Information obtained from collateral contacts (for example, schools, child development centers, and so on).
- Interviews with the alleged offender, victim(s) and other members of the household and witnesses, if indicated.
- Assessment of the current presenting problems.
- Assessment of the functioning of the alleged offender, caretakers, victim(s) or other members of the household.
- Assessment of the medical findings and history of the victim, alleged offender and other members of the household, if indicated.
- Assessment of the severity of the abuse and previous child and spouse abuse incidents.
- Assessment of the risk for future abuse.
- Assessment of the need for protection of the victim to include, in child abuse cases, the ability of the non-offending parent to protect and support the child.
- Assessment of which clinical, educational and support services are indicated for the case.
- History of spouse and child abuse (witnessed/experienced).
- History of substance abuse.
- History of mental health treatment (suicidal/homicidal).
- History of criminal activity.
- Identification of weapons in the home.
- Current family stressors (in other words, financial, PCS/ETS moves, deaths and births in the family, divorce/separation, medical issues, and so on).
- History of medical illness.

- Review FAP records for the presence of a completed risk assessment conducted by a clinically privileged professional.
- \*Review SWS SOP to ensure compliance. SOP also needs to address restricted and unrestricted reporting requirements.

**30000.7 The installation complies with AR 608-18 which specifies how a child victim and other children in the victim's household are interviewed by FAP clinical personnel. These include provisions for the following: CAT 1 (DODD 6400.1 and DODD 6025.13)**

- Interviewing the child as the primary source of information on an age-appropriate basis.
- Collecting information from a child in a manner to protect the child's right to privacy.
- Interviewing the child in a child-centered environment and not in the presence of the alleged offender.
- Avoiding the necessity of subjecting the child to multiple interviewing.
- Ensuring that interviews are conducted by a clinically privileged professional.
- Ensuring that child's statements and written assessments are placed in victim's FAP/CRC case file and protected from release to either parents or guardians (offending or non-offending), unless ordered for release by the courts.

- \*Review SWS SOP for compliance.
- Review FAP credentials files for evidence that only clinically privileged professional interview child victims.

- Review FAP records for evidence that FAP clinical personnel interviewed the child as the primary source of information on an age appropriate basis.
- Review FAP records for indication that FAP clinical personnel collect information from a child in a manner that protects the child's right to privacy.

**30000.8 The installation complies with DA policies and procedures contained in AR 608-18 for interviewing victims of spouse abuse, including provisions for the following: CAT 1 (DODD 6400.1)**

- Collecting information from the victims, minor children and witnesses in such a manner as to protect their rights to privacy and safety.
- Interviewing is not conducted in the presence of the alleged offender.
- Interviewing any minor children in the household.
- Ensuring that victim's statements and written assessments are placed in the victim's FAP/CRC case file and protected from release to the alleged offender, unless ordered for release by the courts.

- \*Review SWS SOP for compliance.
- Review FAP records for compliance.

**40000 INTERVENTION AND TREATMENT OF ABUSE AND NEGLECT CASES**

**40000.1 The garrison commander has written policies, procedures and criteria for the removal of the alleged offender (or other involved persons, as appropriate) from the home. CAT 1 (DODD 6400.1)**

- \*Review regulation/SOP and MOA/MOU for compliance.
- \*Review SWS SOP for compliance.

**40000.2 The garrison commander has written policies, procedures and criteria for the removal of the child victim(s) of abuse or other children in the household when in danger of continued abuse or life-threatening neglect by the offender(s). This is done consistent with applicable laws governing protective custody and includes instructions for safe transit of the child (both CONUS and OCONUS). CAT 1 (DODD 6400.1)**

**FOR CONUS LOCATIONS WITH CHILD PROTECTIVE SERVICES:**

- \*Review FAP regulation/SOP that refers to the MOA/MOU with the local Child Protective Service (CPS) agency.
- \*Review MOA/MOU with the local CPS agency.
- \*Review SWS SOP for references to the FAP regulation/SOP, MOA/MOU or Medical Treatment Facility (MTF) regulation.
- \*Review regulation/SOP and MOA/MOU for consistency with applicable state laws governing protective custody.

**FOR INSTALLATIONS WITH NO CHILD PROTECTIVE SERVICES (OCONUS, FORT KNOX/ EXCLUSIVE FEDERAL JURISDICTION):**

- \*Review FAP regulation/SOP.
- \*Review SWS SOP, MTF regulation and/or FAP regulation/SOP for criteria and conditions under which a child will be transported back to CONUS to the custody of child protective services.

\*Review FAP regulation/SOP for consistency with the applicable laws of the country/state governing protective custody.

Interview SJA to determine active involvement with the program.

**40000.3 The garrison commander has written policies and procedures for shelter/safe home referral for victims of domestic abuse. Policies address safety, confidentiality and the right of the victim to make the decision. CAT 1 (DODD 6400.1)**

\*Review written policies and procedures.

\*If there is a shelter/safe home within the local community, review MOA/MOU with that agency.

\*Review SWS SOP.

**40000.4 The garrison commander has appointed and implemented a Case Review Committee (CRC) IAW AR 608-18. CAT 1 (DODD 6400.1)**

Review appointment orders for CRC members.

Review CRC minutes (a full year of minutes).

**40000.5 To protect victims and prevent further incidents of abuse, installation complies with DA written policies and procedures in AR 608-18 for multi-disciplinary CRCs. These include, but are not limited to, the following: CAT 1 (DODD 6400.1)**

- Incident status determination.
- Case management.
- Intervention recommendations based on assessment as defined in paragraph 13-3k, AR 608-18.
- Case review.
- Case closure.
- CRC evaluation.
- When indicated, medical assessment and treatment for all family members in the household by medically trained personnel.
- Cases are brought to CRC within 30 working days, unless otherwise documented.

Review FAP records for evidence they contain referenced documentation listed above.

\*Review SWS SOP to ensure that proper notification procedures are complied with regarding incidents of alleged child or spouse.

Submitted annual review of Performance Evaluation Tool (PET) to FAC.

Ensure CRC minutes address:

- The notification of the service member's commander in incidents of alleged child or domestic abuse.
- The notification of military law enforcement and investigative agencies in incidents of alleged child or domestic abuse.
- Referenced documentation above.



**40000.6 CRC intervention recommendations consider educational, clinical and support services. CAT 2 (5 points)**

- Review CRC minutes to ensure that the three categories of needs were considered by the CRC. (2 points)
- Review FAP records for compliance. (3 points)

**40000.7 The installation complies with DA policies and procedures for case closure contained in AR 608-18. The CRC considers at least the following in making case closure decisions: CAT 1 (DODD 6400.1)**

- Current risk assessment.
- Progress or failure to progress in meeting intervention objectives.
- Involvement of the family and/or client in the decision making process.
- Consultation with other agencies and professionals involved in the case.
- Consideration of necessary community supports and referrals.

- Review case closure policies and procedures.
- Review FAP records for compliance.

**40000.8 In conducting the assessment and determining risk, recantation by the victim is not, in and of itself, used to conclude the incident did not occur. CAT 1 (DODD 6400.1)**

- \*Review SWS SOP for required evidence.
- Review CRC minutes for compliance.
- Review FAP records for evidence of compliance.

**40000.9 The installation complies with AR 608-18 for the case management of out-of-home child abuse. CAT 1 (DODD 6400.1)**

- \*Review SOP and MOA/MOU for evidence of compliance.
- Review CRC minutes and SWS SOP for evidence of compliance.
- Review FAP records for compliance.

**40000.10 When making a level of intervention determination, the CRC utilizes the matrix of the Child Abuse Manual (CHAM) and Spouse Abuse Manual (SPAM). CAT 1 (DODD 6400.1 and DOD 6400.1-M)**

- Ensure CRC utilizes the matrix of the CHAM and SPAM when making an incident status determination.
- Review FAP records for compliance.

**40000.11 Emergency Placement Care (EPC) provides temporary substitute care that ensures a child's welfare when the natural family or legal guardian cannot meet that responsibility. EPC may be a voluntary or court-mandated placement providing 24-hour care in an emergency care family home. The Army EPC Program is used at Fort Knox and primarily in OCONUS areas and is intended to provide short-term care for families in crisis until the situation causing placement is resolved, or until longer term care or placement can be arranged at a CONUS location. If EPC services are available and accessible through the local civilian authority, these services must be used IAW locally established MOAs. CAT 1 (DODD 1342.17)**

- The ACS director has assigned a point of contact for EPC.
- A list of EPC families is available and updated semi-annually. Each EPC provider meets the minimum criteria for EPC selection (e.g., documented background tests, physician approval, personal reference lists, and home study with interview), lists have appropriate home inspection forms, and is current on his/her training requirements.
- Child Placement Files are kept for three years upon closure of case and are kept in a secure location. All files must include:
  - DA Form 5192: Family Identification Sheet for Child Receiving Services.
  - DA Form 5193: Child's Face And Whereabouts Sheet.
  - DA Form 5195: Health Data.
  - DA Form 5897: ACS Client Record.
  - Applicable identification (e.g., passport).
  - Legal documents (e.g., court orders, custody agreements).
  - Casework activities.

**50000 CASE ACCOUNTABILITY**

**50000.1 The installation complies with policies and procedures contained in AR 608-18 that establish a Quality Improvement Plan. CAT 1 (DODD 6400.1)**

- \*Ensure SOP and MOA/MOU reflect compliance with DA written policies and procedures.
- \*Determine that the Quality Improvement Plan and SWS SOP are in compliance with DA written policies and procedures.

**50000.2 In order to promote prompt intervention in abuse incidents, the garrison commander ensures that the CRC reviews every unrestricted report of abuse and determines a plan for intervention in accordance with AR 608-18. CAT 1 (DODD 6400.1)**

- \*Review FAP regulation/SOP for evidence of compliance with AR 608-18.
- \*Review MOA/MOU for evidence of compliance with AR 608-18.

**50000.3 The installation complies with DA policies and procedures contained in AR 608-18 for case management and case records. CAT 1 (DODD 6400.1)**

- \*Ensure SWS SOP is in compliance with AR 608-18.
- Review FAP records for compliance with AR 608-18.

**50000.4 The installation complies with DA policies and procedures contained in AR 608-18 on the transfer of cases to ensure continuity of service. CAT 1 (DODD 6400.1)**

- \*Ensure SWS SOP reflects compliance with DA policies and procedures contained in AR 608-18.
- Review FAP records for compliance with DA policies and procedures contained in AR 608-18.

**50000.5 The installation complies with DA policies and procedures contained in AR 608-18 that ensure sharing of information with individuals or military or civilian organizations. CAT 1 (DODD 6400.1)**

- \*Review installation FAP SOP for compliance with DA policies and procedures contained in AR 608-18.
- \*Review MOA/MOU for compliance with DA policies and procedures contained in AR 608-18.
- Review FAP records for compliance with DA policies and procedures contained in AR 608-18.

**50000.6 The installation complies with DA policies and procedures contained in AR 608-18 that govern who will have access to central registry information. CAT 1 (DODD 6400.1 and Federal Systems Notice)**

- \*Review FAP regulation/SOP for guidance on who shall have access to central registry information.
- \*Review SWS SOP for guidance on who shall have access to central registry information.
- \*Ensure the SWS ACR authorization letter reflects guidance that complies with DA policies and procedures contained in AR 608-18.

**50000.7 Installation complies with DA policies and procedures contained in AR 608-18 for reviewing contested CRC incident status determinations. CAT 1 (DODD 6400.1)**

- Ensure the installation CRC complies with DA policies and procedures contained in AR 608-18.
- Review FAP records for compliance with DA policies and procedures contained in AR 608-18.

**50000.8 Installation complies with DA policies and procedures contained in AR 608-18 for unit commander attendance at CRC meetings; and endorsement of treatment plans for offenders and victims. CAT 1 (DTM)**

- Review CRC minutes to verify 80% of unit commanders attend CRC meeting.
- Review FAP records to confirm 80% of unit commanders endorsed the treatment plan for offenders and victims.

**60000 FAP STAFFING**

**60000.1 The FAP complies with the requirements of DODD 6400.1, DOD 6400.1-M, and AR 608-18 for the roles, functions, and responsibilities of FAP personnel. CAT 2 (5 points) SME judgment may apply here.**

- \*Review SOPs to determine that FAP personnel roles, functions and responsibilities comply with the requirements of DODD 6400.1, DOD 6400.1-M, and AR 608-18. (3 points)

Review ACS/MTF FAP job descriptions and PWS/SOWs for compliance with the requirements of DODD 6400.1, DOD 6400.1-M, and AR 608-18. (2 points)

**60000.2 The installation FAPM meets the following minimum qualifications: CAT 1 (DODD 6400.1, DODD 6025.6 and DODD 6025.13)**

- **Education:** Master's degree in one of the following fields: social work, psychology, marriage, family and child counseling, counseling, public administration or public health.
- **Credentialing:** Not necessary. If clinical supervision is a requirement of the position, qualifications specified in 42006.3 below apply.
- **Experience:** A minimum of 2 years of postgraduate experience in community organization or management. Five years of postgraduate experience is preferred with at least 2 of the last 5 years in programs dealing with family violence issues.

Review FAPM's personnel record for the minimum qualifications.

**60000.3 The clinical supervisor of clinical FAP personnel has the following minimum qualifications: CAT 1 (DODD 6400.1, DODD 6025.6 and DODD 6025.13)**

- **Education:** Master's degree in social work or doctorate in clinical psychology.
- **Credentialing:** Licensure in accordance with DODD 6025.13. Clinically privileged in accordance with AR 40-68 (DA Form 5440-28 (Delineation of Privileges - Social Work)).
- **Experience:** A minimum of 2 years of postgraduate experience in family abuse. Four years of post graduate experience is preferred, with at least two of the four years of clinical experience in family violence.

Review the FAP clinical supervisor's personnel/credentialing records for the minimum qualifications.

**60000.4 Clinical assessment and intervention are provided by a clinically privileged provider. Those professionals providing assessments and treatment services have the following minimum qualifications: CAT 1 (DODD 6400.1, DODD 6025.6 and DODD 6025.13)**

- **Education:** Master's degree in social work or doctorate in clinical psychology.
- **Credentialing:** Licensure in accordance with DODD 6025.13. Clinically privileged in accordance with AR 40-68 (DA Form 5440-28).
- **Experience:** Minimum of 2 years of postgraduate clinical experience, including 1 of the last 2 years in family violence.

Ensure a clinically privileged provider with the minimum qualifications described above performs the clinical assessments, interventions and treatment services.

Review FAP records for compliance.

**60000.5 Minimum qualifications for FAP practitioners providing education and prevention services and for Social Service Assistants are as follows: CAT 2 (5 points)**

- **Education:** Bachelor's degree in social work, psychology, marriage, family and child counseling, counseling or behavioral science, education, community health or public health.
- **Experience:** Minimum of 2 years experience in family and children's services or community organization, 1 year of which is in family violence.
- **Supervision:** Must be supervised in accordance with AR 608-18, as applicable.

Review FAP practitioners' and social service assistants' personnel records for minimum qualifications listed above. (2 points)

Ensure supervision of FAP practitioners and social service assistants complies with AR 608-18, as applicable. (3 points)

**60000.6 The minimum qualifications for FAP Victim Advocate Coordinators are as follows: CAT 2 (5 points)**

- **Education:** Bachelor's degree in social work, psychology, marriage, family and child counseling, counseling or behavioral science, education, community health or public health.
- **Experience:** Minimum of 2 years of experience in domestic abuse victim advocacy.
- **Supervision:** Must be supervised in accordance with AR 608-18, as applicable.

Review the FAP victim advocate's personnel records for minimum qualifications listed above. (2 points)

Ensure supervision of the victim advocate complies with AR 608-18, as applicable. (3 points)

**60000.7 The installation FAP personnel require installation background/records checks in accordance with AR 608-18 (MP, Army Central Registry, Drug and Alcohol). CAT 1 (DODD 6400.1)**

\*Review SOPs for compliance with DA policies and procedures contained in AR 608-18 that require installation background/records checks.

Review FAP personnel records for evidence that the installation performed installation background/records checks.

Review contractor employee information to verify background check/records checks have been performed.

**60000.8 The minimum qualifications for the NPSP Home Visitor are as follows: CAT 1 (DODI 6400.5)**

- **Education/Licensure:** Registered Nurse with a Bachelor's degree in Nursing with a current unrestricted license in Nursing; or a Master's level Social Worker (MSW) with a current license to practice independently in their state of licensure; or a Master's level Marriage and Family Therapist (MFT) with a current license to practice independently in their state of licensure.
- **Experience:** BSN will have two years of Post Degree direct experience in child maltreatment and/or domestic abuse prevention or treatment, Maternal Child Health, Community Health, or Mental Health; or a licensed MSW with two years of Post Masters direct experience in child maltreatment and/or domestic abuse prevention or treatment, or a licensed MFT with two years of Post Masters direct experience in child maltreatment and/or domestic abuse prevention or treatment.
- **Supervisory Positions:** Masters level Social Workers or Marriage & Family Therapists with five years Post Masters direct service experience in child maltreatment or domestic abuse in prevention or treatment and licensed to practice at the independent level. Registered Nurses must have a Bachelor's degree in Nursing, Masters preferred, an unrestricted nursing license, and five years Post Degree/Post Masters direct service experience in child maltreatment or domestic abuse prevention or treatment, Community Health, Maternal Child Health or Mental Health.

Review the NPSP HV's personnel records for compliance with minimum qualifications listed above.

**70000 PROGRAM PLANNING AND EVALUATION**

**70000.1 The installation complies with DA-directed reports for collection and analysis of information to be used for program planning, administration, interpretation, and evaluation of FAP services. CAT 1 (DODD 6400.1)**

Review evidence that a formal evaluation of the FAP was conducted within the past three years by IG, subcommittee of FAC or an outside agency.

\*Review current FAP Strategic Plan.

Review evidence that an evaluation of one FAP component utilizing ACR or risk reduction data was conducted within the past three years.

**70000.2 FAP budget execution is within one per cent of their latest FY budget. CAT 1 (DODD 6400.1)**

- Review local MOA for funding agreement between garrison/MTF commanders.
- Review annual FAP consolidated budget submission for FAP and MTF.
- Review documentation that FAP is tracking budget execution and briefing FAC quarterly.
- \*Review local MOA for funding agreement between garrison/MTF commanders.

**80000 SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM (SAPRP)**

**80000.1 The installation has written policies and procedures that outline Sexual Assault Response Coordinator (SARC) and Victim Advocate (VA) responsibilities in handling sexual assault incidents IAW Chapter 8, AR 600-20. CAT 1 (DODD 6495.02)**

- Review SAPRP SOP.
- Review MOA/MOU with local shelters, hospitals and other agencies.
- Review Command Policy Letter.

**80000.2 SAPRP SOP outlines procedures for "restricted" and "unrestricted" reporting IAW Chapter 8, AR 600-20. CAT 1 (DODD 6495.02)**

- Review SAPRP SOP to ensure "restricted" and "unrestricted" reporting policies are explained.
- Review Victim Reporting Preference Statement, DD Form 2910 for date and signature.

**80000.3 SAPRP has a 24 hour/7 day hotline answered by the on-call SARC, VAs, and Unit Victim Advocates (UVAs). CAT 1 (DODI 6495.02)**

- Review on call roster.
- Review local materials that advertise hotline and SAPRP information.
- Check installation website for easily recognizable SAPRP hotline number.
- Test local hotline number for operative status.

**80000.4 SARC provides briefings to Commanders and Senior NCOs within 45 days of assumption of command. CAT 1 (DODI 6495.02)**

- Review briefing rosters.
- Verify that a system is in place to identify commanders/senior NCOs requiring training.
- Verify that the system includes date commanders/senior NCOs were assigned and date they received training.

**80000.5 SARC provides initial training (8 hours) to Deployable SARCs, UVAs, and Installation Victim Advocates (IVAs). CAT 1 (DODI 6495.02)**

- Review units on installation, # of Deployable SARCs, # of UVAs, and # of IVAs requiring training.
- Review training rosters.

**80000.6 SARC provides annual (32 hours) continuing education to Deployable SARCs, UVAs, and FAP staff; and ensures training is conducted for first responders. CAT 2 (5 points)**

- Review initial training rosters for FAP staff who serve as SARCs (2 points).
- Review annual training rosters (1 point).
- Review first responder training rosters (law enforcement, medical, UVAs, and DSARCs) (2 points).

**80000.7 The SARC ensures that sexual assault data is received from the various agencies and reported into Defense Case Report Management System (DCRMS) and/or the Interim Reporting Solutions as required by Army G-1. CAT 1 (DODI 6495.02)**

- Review sexual assault case logs.
- Review SAPRP SOP and Sexual Assault Review Board (SARB) minutes.
- Review 12 consecutive months of SARB minutes that reflect appointed members and the senior mission commander and/or designee as the board chair.
- Verify that a system is in place for submission of the sexual assault data into DCRMS and/or Interim Reporting Solutions.