

SUPREME COURT OF ARIZONA
ADMINISTRATIVE OFFICE OF THE COURTS

In the Matter of:)	
)	
ADOPTION OF QUESTIONNAIRE)	Administrative Directive
FOR ALTERNATIVE DOMESTIC)	No. 2023 - <u>04</u>
VIOLENCE PROGRAM PROVIDERS)	
)	
)	

The Arizona Code of Judicial Administration (ACJA) § 5-209 authorizes the Administrative Director of the Administrative Office of the Courts to approve the Questionnaire for Alternative Domestic Violence Program Providers. The Committee on the Impact of Domestic Violence and the Courts has recommended the version of the form in the Appendix to be used in conjunction with the process for court approval of a domestic violence offender treatment program as described in ACJA § 5-209. Therefore,

IT IS DIRECTED that the attached form is adopted for the above-referenced purpose in the limited and general jurisdiction courts of Arizona.

Dated this 13th day of July, 2023.

DAVID K. BYERS
Administrative Director of the Courts

Appendix

**Questionnaire for Alternative Domestic Violence Program Providers
For Use With
ACJA § 5-209 Court-Approved Domestic Violence Offender Treatment Programs**

Program name _____	
Address _____	Telephone _____
_____	Email _____
_____	Website _____
Authorized program representative _____	

- 1. Describe your program, including a method for providing domestic violence education.**

- 2. Does your program provide domestic violence education, using a curriculum that is supported by published research?** YES NO
Provide the name of your curriculum and a brief description of it here. _____

- 3. Does your program address each of these topics?**
 - a. Anger or stress management? YES NO _____
 - b. Conflict resolution? YES NO
 - c. Education or information about family violence? YES NO
 - d. Education or information about domestic violence? YES NO
 - e. Emphasize personal responsibility? YES NO

- 4. If your program also provides classes for defendants who have committed intimate partner violence, does your program:**
 - a. Have documentation to provide to the court that you have conducted domestic violence offender programs for at least one year? YES (**Please attach to this form.**) NO
 - b. Identify domestic violence as a means of asserting power and control over another individual? YES NO
 - c. Use a curriculum that is supported by published research and has been specifically developed for domestic violence offenders? YES NO
 - d. Require the participation of a victim of domestic violence? NO YES
 - e. Provide classes at a location where a domestic violence victim is sheltered? NO YES
 - f. Include individual, group, or a combination of classes that:
 - i. Are conducted by a domestic violence specialist who has licensed personnel in the field of human behavior available for consultation and direction? (“Domestic violence specialist” means a person who has specific training, knowledge, and experience in the

fields of partner abuse, child abuse, sexual abuse, and the dynamics of violence and abuse; has at least six months of full-time work experience with domestic violence offenders or other criminal offenders; and uses a curriculum that is supported by research and has been specifically developed for domestic violence offenders.)

YES NO

ii. Are documented in the defendant's record? YES NO

iii. Include more than 15 persons in group classes? NO YES

5. To be considered for approval by the court as an alternative provider, you must meet the following requirements regarding notices, recordkeeping, and reporting.

Your policies and procedures must include provisions for providing the defendant with the following:

- a. At the time of admission, notice of:
 - i. The process for a defendant to begin and complete the program.
 - ii. The timeline for a defendant to begin the program.
 - iii. The timeline for a defendant to complete the program, which cannot exceed 12 months.
 - iv. The criteria for successful completion of the program, including attendance, conduct, and participation requirements.
 - v. The consequences to the defendant if the defendant fails to successfully complete the program.
 - vi. A notice of confidentiality and a consent signed by the defendant authorizing release of information to a multidisciplinary team.
- b. At the time of completion, an original of the defendant's certificate of completion that includes the required information in ACJA § 5-209(H)(2)(e).

RECORDKEEPING. Your program must maintain the following records:

- a. All notices to the defendant as identified in Arizona Code of Judicial Administration (ACJA) § 5-209(G)(1).
- b. Attendance records.
- c. Records of individual classes.
- d. Any reports submitted to the court.
- e. A certificate of completion that includes:
 - i. The case number or identification number assigned to the defendant by the referring court or, if the provider has made three documented attempts to obtain the case number or identification number without success, the defendant's date of birth.
 - ii. The defendant's name.
 - iii. The date of completion of the program.
 - iv. The name, address, and telephone number of the provider.
 - v. The signature of an individual authorized to sign on behalf of the provider.

REPORTING. The program must submit a written report to the court that ordered the defendant into the program, within a timeline established by the referring court, when any of the following occurs:

