



Request for Proposals

Family Violence and Intimate Partner Violence Training for Child Welfare Staff

RFP Posting: March 28, 2016

Deadline for Questions: April 25, 2016

Submission Deadline: May 2, 2016

Estimated Award Decision/Notification: June, 2016

Allegheny County Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222

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Definitions

The following words are used in this RFP and are capitalized to indicate their special meaning:

1. Act 33 Fatality/Near-Fatality Reviews: State and local reviews of child fatalities and near fatalities when there is suspicion of abuse or neglect, as required by Pennsylvania's Act 33
2. Agreement: A contract negotiated between Allegheny County and the Successful Proposer to provide the Contract Services
3. Child Protective Services (CPS)/General Protective Services (GPS): Categories used under Pennsylvania law to distinguish child abuse (CPS) cases from cases involving "non-serious injury or neglect" (GPS)
4. Conferencing and Teaming: The DHS standard of practice that engages individuals, families, supports and professionals in assessing strengths and needs and developing a plan for keeping children, young people and adults safe and healthy while continually integrating individual and family actions with professional services
5. Contract Services: The services included in the Agreement, which the Successful Proposer agrees to provide; defined more specifically in Section 3
6. CYF: The [Allegheny County Department of Human Services] Office of Children, Youth and Families, the County's child welfare office. CYF is responsible for protecting children from abuse and neglect, preserving families (whenever possible) and providing permanent, safe homes for children either by assuring safety within the child's own family or by finding an adoptive home or another permanent setting for those children who cannot be reunified with their family. CYF provides a wide range of preventive, protective, supportive and direct services through caseworkers, case aides and other support staff, as well as a network of contracted agencies.
7. DHS: [Allegheny County] Department of Human Services
8. DHS Common Assessment Team: The DHS Common Assessment Team within the Office of Integrated Program Services that provides training, support and continuous quality improvement for activities across DHS related to the use of the Common Assessments (CANS, ANSA and FAST)
9. Family Violence and Intimate Partner Violence (IPV): There are multiple definitions of violence and abuse in the family. According to the Department of Justice definition it is a "pattern of abusive behavior in any relationship that is used by one intimate partner to gain or maintain power and control over another intimate partner. Family violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone." In this RFP, we recognize that violence towards intimate partners does not exist in a vacuum and it has direct or indirect effects on children, family members, cohabitants or other household members. For this RFP "family violence" is not intended to mean child abuse, neglect, physical or sexual violence.
10. FAST: Family Advocacy and Support Tool. Family assessment tool used to determine and discuss the strengths and needs of families involved in the child welfare system
11. FAST Overview and Certification Training: A day-long training designed to help staff understand the use of the FAST assessment and how it is integrated with CYF practice. This training includes a certification exam to ensure inter-rater reliability among assessors.
12. Proposal: The response submitted to this RFP

13. Proposer: The individual, non-profit organization, or for-profit organization or business submitting a Proposal in response to this RFP
14. Safety, Permanency and Best Practice Unit: A team internal to CYF whose primary responsibility is to ensure that policies, procedures and regulations are adhered to, while supporting and consulting with staff in providing best case practice to families
15. Successful Proposer: The Proposer(s) selected by the County to provide the Contract Services
16. Training of Trainers (TOT): Specialized Family Violence and IPV training provided to CYF trainers who will provide ongoing technical assistance and quality assurance oversight

The Basics

What we need

Allegheny County, on behalf of its Department of Human Services' (DHS) child welfare office (the Office of Children, Youth and Families, or CYF), seeks to build the capacity of child welfare staff to screen for Family Violence and Intimate Partner Violence (IPV) and effectively engage families in this sensitive conversation. Through this Request for Proposals (RFP), DHS is soliciting Proposals to offer Family Violence and IPV training and consultation for CYF staff.

Proposers may submit a Proposal for one or both of the following assignments:

- 1) Targeted Family Violence and IPV training for frontline CYF staff that will include:
 - Education about Family Violence and IPV and its impact on children
 - Information about best practices in recognizing Family Violence and IPV in the context of child welfare, screening for it and supporting families in safety planning in the field
 - Training in how to screen for and address Family Violence and IPV in the context of child welfare
- 2) Training of Trainers (TOT) to build capacity within CYF to:
 - Provide ongoing support and consultation to staff about how to address Family Violence and IPV
 - Improve the quality of interactions and interventions with families and children in regard to Family Violence and IPV

The award of a contract for the targeted Family Violence and IPV training for frontline staff portion of the services requested under this RFP will not exceed \$25,000. The award of a contract for the training of trainers portion of the services requested under this RFP will not exceed \$80,000.

What we don't want

We are not interested in interventions that are applicable only to victims, perpetrators or other family members. The training and consultation should equip CYF staff to address violence with different family members with a primary focus on child safety and well-being.

What's important to us

Similar to other jurisdictions,¹ CYF's internal case reviews demonstrate under-identification of Family Violence and IPV among adult caregivers. Current challenges facing CYF staff include conducting routine screenings for family violence, engaging family members in conversation about this subject and effectively linking them to appropriate resources. Through this RFP, we are seeking Proposals to conduct CYF staff training and training of trainers to address these issues, develop internal capacity to effectively screen for Family Violence and IPV, and improve service planning when these issues are identified.

Qualified applicants must have a demonstrated track record of working in the field of Family Violence and IPV, experience in providing Family Violence and IPV training to frontline staff (e.g., child welfare

¹ <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1890012/>

staff, hospital personnel, police officers), and demonstrated expertise in addressing violence among families that are involved in or at risk of involvement with a child welfare agency. The curriculum should incorporate current best practices and include interactive, hands-on exercises for child welfare staff.

Who we are

DHS, on behalf of Allegheny County, is the issuing office for this RFP.

DHS is the largest department of Allegheny County government and provides publicly-funded services to more than 200,000 people annually, in areas including child welfare, behavioral health, aging, intellectual disability, homelessness and community services.

More information about DHS is available at <http://www.alleghenycounty.us/human-services/index.aspx>

Section 1: Key Information

1.1 General Information

- a. This RFP is an invitation to individuals, non-profit organizations, and for-profit organizations or businesses (Proposers) with the ability to meet the identified needs and quality standards within the specified program and funding guidelines to submit a Proposal to perform the services as described in *Section 3.2 of this RFP: What we are buying and why.*
- b. The issuance of this RFP does not obligate the County to enter into an Agreement with any Proposers.

1.2 Timeline

- a. Proposals must be submitted by May 2, 2016, by 3:00 p.m., EST.
- b. Deadline for Proposers to Submit Questions: April 25, 2016
- c. Proposers will be notified of their selection status by June 2016.

1.3 How to Contact DHS

- a. All inquiries and questions must be submitted via email to DHSProposals@allegHENYcounty.us
- b. All information about the RFP, including answers to questions, changes and clarifications, will be posted at our Active Solicitations website at [http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)
- c. Please be sure to check this website regularly for answers to questions, additional information, or changes to the RFP or the RFP process.

1.4 Submitting Your Proposal

- a. This RFP provides detailed information about Proposal and Proposer requirements, the evaluation process and how to develop your Proposal.
- b. Please use the Response Form questions to develop your Proposal. Type your answers directly into the Response Form. It is available at our Active Solicitations website with the RFP announcement at [http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.allegHENYcounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).
- c. Proposers must submit a complete Proposal, which includes the following, available on our Active Solicitations website:
 - Response Form
 - Cover Page
 - MWDBE Participation Statement or MWDBE Waiver and Participation Statements
 - Allegheny County Vendor Creation Form
 - Audited Financial Report
 - W-9
- d. Please do not send any attachments other than those listed above and on the Response Form.
- e. Please take time to review and understand the RFP, specifically:

- The requirements (see *Section 3: Our Requirements*)
 - The evaluation process (see *Section 4: The Evaluation Process*)
- f. Make sure to complete each section of the Response Form and to stay within any word counts that may be specified in the Response Form.
 - g. Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. on May 2, 2016 to be considered for review.**
 - h. Please make sure to get your Proposal in before the deadline! If your Proposal is late, it will not be considered.
 - i. You will receive an email when your Proposal is received.
 - If you do not receive this notification within 48 hours of submitting your Proposal, please contact us at DHSProposals@alleghenycounty.us

1.5 Other Information

- a. The contract originating from this RFP is subject to all of the Terms and Conditions specified in *Section 5: Contract Information*.
- b. Proposers are responsible for all costs related to the preparation and submission of their Proposal.
- c. Proposals become the property of the County and may become part of any subsequent Agreement between the Proposer and the County.
- d. The Successful Proposal will be posted online in the DHS Solicitations Archive.

Section 2: Background

2.1 Impact of Violence

Some of Allegheny County's trends on the prevalence of violence are alarming. A five-year trend analysis of Act 33 Fatality/Near-Fatality Reviews found that almost 50 percent of mothers and 40 percent of fathers in Act 33 cases reported a history of involvement in intimate partner violence, defined as physical, sexual or psychological harm by a current or former intimate partner or spouse. The report concluded that child welfare professionals underestimate the significance of this risk factor and the potential immediate and future threats it may pose to child safety.

While this sample is not representative of the whole population of the child welfare system in Allegheny County, a careful review of these cases established a systemic gap of under-identification and under-reporting of Family Violence and IPV. Because it is well documented that children who are exposed to Family Violence and IPV suffer significant emotional, behavioral, psychological and physical consequences,² it is vitally important to increase the rates of identification of and improve the response to Family Violence and IPV. In order to do so, staff need additional support to recognize indicators of violence and to learn how to engage families in conversations about violence.

² Child-Witnessed Domestic Violence and its Adverse Effects on Brain Development: A Call for Societal Self-Examination and Awareness, *Front Public Health* 2014. <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4193214/>

2.2 About DHS's Child Welfare Structure

CYF Intake Office investigates reports of suspected abuse or neglect. Intake caseworkers conduct either a Child Protective Service (CPS) investigation and/or a General Protective Service (GPS) assessment, depending upon the nature of the allegation. If a family is accepted for child welfare services, the family is assigned to a family service caseworker at one of the five CYS regional offices. Caseworkers work with the family and its natural supports to offer a wide range of options to address the relevant issues. Please visit our [webpage](#) for more information on CYF's organization and offices.

Through this RFP, we wish to make targeted Family Violence and IPV training available for both CYF's intake and family service caseworkers as well as CYF supervisors and key management staff. Training should include flexible options to accommodate staff at all CYF Regional Offices and should consider the varied needs of frontline staff versus supervisory and management staff.

The Successful Proposer(s) will need to work with the CYF Training Department as well as the Safety, Permanency and Best Practice Unit to plan and execute the Training of Trainers (TOT) who will provide ongoing technical assistance and quality assurance oversight.

2.3 Current Business Practice

In spring 2016, DHS is planning to train child welfare staff in how to conduct an assessment called the Family Advocacy and Support Tool (FAST). This assessment is designed to facilitate communication with child welfare-involved families about their strengths and needs in order to gather comprehensive information for planning purposes.

The protocol for administering FAST is as follows:

- At Intake the FAST will be started within the required 30 days for Child Protective Services (CPS) investigation or 60 days for General Protective Service (GPS) assessment. During investigation all necessary information is gathered to complete a thorough assessment and aid in decision making.
- If the case is accepted for service, case workers will need to conduct the first assessment within 30 days if the child(ren) is/are removed or within 60 days if the child(ren) remain(s) in the home. The FAST is administered once every six months, and can be updated more frequently as the needs and strengths of the family change or are identified.
- The FAST is embedded in the [Conferencing and Teaming](#) practice. The direct service CYF caseworker completes FAST as part of the Prep stage before the initial family Conference. Proposer will need to work with the CYF staff to integrate their training into the existing Conferencing and Teaming practice.

The FAST has been revised to include an IPV module that adheres to the field's best practices. The module (see *Appendix A: FAST IPV Module*) is aimed at guiding CYF staff on ways to engage families in the conversation and to help identify the need for referrals or resources. The module is not a full IPV assessment but rather a way to ascertain whether a need exists. If such a need is identified, the protocol will be to refer family members to appropriate professionals for a more in-depth assessment. Even though CYF staff are not expected to conduct a full assessment, the CYF staff still need to have baseline skills to engage in conversations about Family Violence and IPV, understand the value of continued

screening, have the ability to observe and document indicators of abuse and how to incorporate these findings in their work with the family.

Successful Proposer(s) will need to work with the DHS Common Assessment Team and add to the current FAST Overview and Certification Training. Successful Proposer(s) will be expected to adjust their training curriculum to fit with the FAST requirements and child welfare context.

Section 3: Our Requirements

3.1 What we are buying

Through this RFP, DHS is seeking to increase the capacity of CYF staff to address Family Violence and IPV by selecting up to two Successful Proposers for one or both of the following assignments:

a. Targeted Family Violence and IPV training for frontline staff that will follow FAST Overview and Certification Training. The award of a contract for the portion of the services requested under this RFP for the targeted Family Violence and IPV training for frontline staff will not exceed \$25,000.

CYF staff work with families to address a number of pressing issues. FAST is a tool that will assist staff in engaging adult caregivers, children and youth in the conversations about their strengths and needs. However, CYF staff need additional support on how to screen for and provide a trauma-informed approach to address questions about Family Violence and IPV in the revised module.

The Successful Proposer(s) must offer a minimum of a two-day training for CYF caseworkers and supervisors in the each of the five regional offices and the Intake Unit. While Proposers are encouraged to suggest training elements based on the most current best practices, at a minimum the training curriculum should include the following components:

- Universal education about Family Violence and IPV (to include co-occurring factors often associated with Family Violence and IPV), its impact on children and best practices in the field
- How to screen for IPV and family violence in a child welfare setting:
 - Importance of conducting routine screening
 - Talking to each family member in private
 - Confidentiality and limitations in the child welfare context
 - Guidelines for interviewing potential victims, perpetrators and children
 - Techniques on engaging family members
 - Indicators of violence that staff need to observe, even in cases of non-disclosure

b. Training of Trainers (TOT) for core staff to build capacity within the child welfare office to address violence. The award of a contract for the TOT portion of the services requested under this RFP will not exceed \$80,000.

It is important that CYF staff have access to continuous consultation and ongoing technical assistance in this matter. Through this RFP, DHS is seeking Successful Proposer(s) to conduct a more in-depth TOT for

a core group of CYF staff who will be responsible for continuing to increase CYF's capacity to address IPV and family violence. This TOT will be offered up to 30 staff from the following child welfare units:

- Clinical Managers whose primary responsibility is to provide clinical support to frontline and supervisory staff in case practice
- CYF Training Department
- Safety, Permanency and Best Practice Team, whose primary responsibility is to ensure that policies, procedures and regulations are adhered to, while supporting and consulting with staff in providing best case practice to families
- Peer Coaches, whose primary responsibility is to coach the direct service staff and provide guidance in engaging families in developing their own case plans by utilizing a team approach in pulling together natural supports, while focusing on the strengths and underlying needs of a family

Proposers are encouraged to outline their specific approach, but at a minimum the training curriculum should do the following:

- Establish strong understanding of best practices in the field of Family Violence and IPV (e.g., routine screening and documentation, limitations within child welfare system, ensuring safety and minimizing risks, working with other agencies to ensure effective system response).
- Address caseworker trauma, stress and vicarious trauma
- Provide hands-on case consultation training to build clinical capacity among this core group of staff
- Consult with CYF staff on emerging best practices and share the resources for continuous education in the field
- Increase staff knowledge on related topics such as intersection of Family Violence and IPV with substance abuse, mental health, poverty and housing instability, among other topics

3.2 What we require

Proposers must meet the following evaluation criteria and should address their qualifications by completing the questions in the Response Form, which specifies format. Proposers should download and type their answers directly into the Response Form available on the Active Solicitations webpage at [http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx). The maximum score a Proposal can receive is 100 points, as outlined in the following sections and in the Response Form.

Experience in the field of IPV and Family Violence:

- Substantial experience in the field of Family Violence and IPV. Proposers with diverse backgrounds are strongly preferred, including past experience working through a variety of systems (e.g., victim shelters, Batterer Intervention Programs, criminal justice system, legal advocates)
- Familiarity with current best practices
- Strong experience in offering trauma-informed practices

Experience in child welfare system:

- Track record of working within child welfare system or related human services field
- Good understanding of child welfare administration and mandate
- Familiarity with complexity of case practice in the child welfare system

Planning and administering training through child welfare:

- Strong plan for partnering with CYF, including but not limited to CYF administration and the Common Assessments Team
- Strong plan for providing a report to CYF, including trainees' feedback and recommendations for next steps
- Budget is within specified amount and adequate justification is provided for line items

Trainers Qualifications:

For targeted Family Violence and IPV training for frontline staff:

- Experience providing training for frontline staff (e.g., caseworkers, police officers, hospital personnel)
- Track record of conducting hands-on interactive training that includes role-play for participants, and other methods that enhance the learning experience
- Strong experience with staff who work as part of a team in developing family plans

For TOT:

- Past experience addressing trauma, secondary trauma and stress among child welfare staff
- Experience in conducting training of trainers programs
- Past experience in clinical supervision for caseworkers is strongly preferred
- Familiarity with resources for continuing education on emerging and best practices in the field of IPV and family violence

Training module:

For targeted Family Violence and IPV training for frontline staff:

- An outlined training approach that adequately and appropriately addresses the topics outlined in *Section 3.1: What we are buying, Part a*

For TOT:

- An outlined training approach that adequately and appropriately addresses the topics outlined in *Section 3.1: What we are buying, Part a*

Section 4: The Evaluation Process

4.1 Evaluation Model

Proposals will be evaluated by an evaluation committee created by DHS. The evaluation committee will assign scores based on evaluation criteria specified in *Section 3.1: What we are buying* and *Section 3.2: What we require* and further identified in the Response Form.

4.2 Evaluation Process

The evaluation process will consist of the following steps:

- a. An evaluation committee will be formed by the DHS and will consist of some or all of the following:

- DHS data analysts and content experts from within DHS, selected for their expertise and/or experience
 - DHS administration
 - Representatives of foundations, educational institutions, community and civic organizations, businesses and/or non-profit agencies
- b. Each member of the evaluation committee will sign a confidentiality and conflict of interest agreement.
 - c. All committee members initially will separately and individually review and score each Proposal. Evaluators will score according to their expertise and best judgment of how the Proposal meets the evaluation criteria using the following scale:
 - 0 – Not addressed in Proposal
 - 1 – Poor
 - 2 – Below expectations
 - 3 – Meets expectations
 - 4 – Exceeds expectations
 - 5 – Outstanding
 - d. The evaluation committee members then will meet collectively to compile and discuss the individual scores and evaluation of each committee member.
 - e. The County shall have exclusive discretion to shortlist a reduced number of Proposals receiving the highest or most satisfactory evaluations for more extensive review using the same criteria outlined above. In this case, DHS may request that shortlisted Proposers make modifications to their Proposal or budget or to make a formal oral presentation to the evaluation committee.
 - f. At any time during the review process, DHS may contact a Proposer to discuss any areas of the Proposal needing clarification or further explanation.
 - g. The committee will submit their recommendation for contract award to the Executive Director of DHS for his approval, who will submit to the County Manager for approval. The County is under no obligation to award a contract as a result of this RFP.
 - h. All Proposers will be notified of their status following the final determination.

4.3 Other Requirements

For a Proposal to be eligible for evaluation, the Proposal must be:

- Received by the due date/time to be considered for the review
- Properly formatted and include answers to all questions
- Include all required forms and attachments

Proposals which do not meet the above requirements will not be considered.

Section 5: Contract Information

In order to enter into an Agreement with the County, Proposers must be willing to comply with all contract requirements listed below and all standard terms and conditions contained in a County contract for provision of services to DHS and its offices. Additional details about contracting with Allegheny County are provided in the [DHS Contract Specifications Manual](#), available at

[http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).

5.1 Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements

Allegheny County has MWDBE goals of 13% participation for Minority Business Enterprises and 2% participation for Women and Disadvantaged Business Enterprises, and hopes that Proposers will make a good faith effort in assisting the County in meeting these goals.

- a. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the RFP cover page.
- b. Regardless of registration status, Proposals must include either of the following:
 - a. If your organization is able to meet the MWDBE contract goals, an MWDBE Participation Statement is REQUIRED.
 - b. If your organization will request a waiver from participating in the MWDBE contract goals, an MWDBE Participation Statement and a Waiver Statement are REQUIRED. Please attach the required explanations with the waiver statement.
- c. MWDBE statements and resources can be found at:
 - [MWDBE Participation Statement](#)
 - [MWDBE Waiver Request](#)
 - A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbbe/index.aspx>
- d. For more information about MWDBEs, please review the following: [MWDBE Contract Specifications Manual](#)

5.2 HIPAA Compliance

DHS is a covered entity under the Health Information Portability and Accountability Act (HIPAA). Therefore, a Successful Proposer must comply with all HIPAA requirements.

5.3 Cyber Security

- a. Successful Proposers must meet the minimum computer specifications which begin on page 14 of the [DHS Contract Specifications Manual](#), available at [http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx).
- b. All electronic devices must have sufficient security software and settings to minimize the risk of an information breach.
- c. Successful Proposers must also have policies in place to ensure that electronic devices are physically secure when not in use (e.g., locked in a vehicle trunk, password protected).

5.4 Equal Employment Opportunity and Non-Discrimination Requirements

By submitting a Proposal, a Proposer agrees to not discriminate against any employee, applicant for employment, independent contractor, client or any other person on the basis of race, color, religion,

national origin or ancestry, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, age (40 or over), or use of a guide or support animal because of blindness, deafness or physical disability.

Appendix A: FAST IPV Module

Intimate Partner Violence

When possible, the FAST conversation should include alone time with each family member. Private conversation will give an opportunity for a caseworker to learn more about past or present issues that family members might not feel comfortable disclosing in front of others (examples would include substance abuse history, conflict with others, etc.)

Universal Education about Violence

All intimate partner violence items should be discussed in private. Each family member should be told that CYF has a policy to tell each family they work with about impacts of violence. If speaking with a potential perpetrator, it is very important to talk about other issues and not single out violence or a victim could be placed in more danger. It is preferred that if intimate partners identify as female and male in heterosexual relationships, mother or female caretaker is interviewed first. Women are more often victims in such relationships. **But caseworkers should use their discretion while working with each family individually and adjust their conversation technique based on family's circumstances.**

Intimate Partner Violence (Item B1) would be administered to each Caregiver. If the response is 1, 2, or 3 – the **IPV module** will open. Special training and protocol will be developed to support workers.

Additional Recommendations

If the victim were feeling unsafe in her/his relationship with a past or present partner (score of 1 to 3 for the Intimate Partner Violence item), caseworkers should ask if they have a safe person to whom they can talk. Caseworker should ask for this person's first and last name and note it down. Adult caregivers should be educated about impact of violence on children and all family members. Children and youth who are exposed to intimate partner violence experience emotional, mental, and social damage. Some children may lose the ability to feel empathy for others. Others feel socially isolated, unable to make friends as easily due to social discomfort or confusion over what is acceptable.

Completing the Intimate Partner Violence Section

- ❖ If *Intimate Partner Violence (Item B1)* is rated 0, then it still may be appropriate to share some material on violence as part of universal education process.
- ❖ If a family member identifies that it's not happening to her/him personally but they know someone who could use help, then provide **Safety Card** (that lists how victims can get help) and a **Battering Intervention Program (BIP) brochure** (that lists assistance for men who

use violence). Anyone can refer potential perpetrator to BIP groups. ***There is no need to proceed to the Intimate Partner Violence Module.***

- ❖ If a person indicates that she/he experiences violence toward her/him personally (i.e. **identifies as a victim**), then provide **Safety Card** and proceed to the Intimate Partner Violence Module.

***** A rating of a 1, 2 or 3 would result in the need for further specification of these needs through the completion of the Intimate Partner Violence Module located on the following page.***

Intimate Partner Violence Module

B1. Intimate Partner Violence		
<i>This item refers to how much violence occurs in the family. Intimate partner violence describes physical, sexual, or psychological harm by a current or former partner or spouse.</i>		
Suggested Conversation Starters: Intimate partner violence affects many families. Allegheny County has multiple resources to help victims, assist perpetrators and provide help to children. Is this something happening to you or someone you know in the family? If interviewing a caregiver, appropriate question could be: “Does your past or present partner make you feel unsafe?”(past or present partner, husband or wife, boyfriend or girlfriend)		
Notes:	Ratings	Anchor Definitions
	0	No Intimate Partner Violence is indicated. Family is functioning well and everyone feels safe.
	1	Some Intimate Partner Violence. Family indicates that occasionally there is fighting, verbal or emotional abuse.
	2	Frequent incidents. Fighting and abuse including threats or physical harm are frequent.
	3	Serious Intimate partner violence. There has been abuse indicating high risk of harm including threat to kill a victim or a child, perpetrator used weapon or threatened to use weapon. Victim is afraid he/she might kill her/him. Family with a current restraining order against one member would be rated here.

B1.1 IPV – Controlling Behavior

This item refers to identifying controlling behavior by intimate partner

Suggested Conversation Starters: Does your partner tell you what to do-- such as what you should wear, where you can go, who you can see or talk to, control your finances, etc. Does your partner get mad when you do not do what he or she wants, such as if you don't answer phone or texts right away? What makes your partner mad?

Notes:	Ratings	Anchor Definitions
	0	The partner never exhibits controlling behavior.
	1	The partner becomes occasionally controlling but does not get angry most of the time.
	2	Victim feels that her/his partner is rather controlling and often tells victim what to do, who to meet, how to act. Partner may get angry if his/her orders are not followed.
	3	Victim feels that she/he is controlled most of the time. She/he cannot go to places of her choice, meet with people that she/he wants. Partner easily gets angry over most things that the victim tries to do.

B1.2 IPV - Physical Violence

This item refers to physical violence and its propensity.

Suggested Conversation Starters: Has your past or present partner ever harmed you – such as by slapping, punching, shoving, or strangling you?

Notes:	Ratings	Anchor Definitions
	0	Victim has never been physically hurt by past or present partner.
	1	Victim feels mostly safe now but experienced rare incidents of physical violence towards her/him in the past.
	2	Victim occasionally experiences physical violence such as slapping, punching from present or past partner. Current incidents are not described as severe. Other family members may report witnessing occasional physical altercations.
	3	Victim is often physically hurt. Some or all incidents happen in front of (a) child(ren) and other family members.

B1.3 IPV – Threats or Intimidation

This item refers to verbal threats and intimidation of a victim.

Suggested Conversation Starters: Has your partner ever threatened or intimidated you --- such as threatening to hurt you or your children or other family members, showing you a gun or other weapon in a threatening manner, following you, appearing uninvited at your home or work, monitoring or hacking into your phone, internet, or other accounts?

Notes:	Ratings	Anchor Definitions
	0	Victim has never been threatened or intimidated.
	1	Victim feels mostly safe now but has been threatened or intimidated by previous partner. This would also include rare incidents of intimidation that happened in the past from current partner.
	2	The partner monitors victim's devices, may appear uninvited at victim's home, work, school or other settings.
	3	The partner threatens and/or intimidates the victim and/or children quite often. Any indication of threats to use weapon would be rated here.

B1.4 IPV – Sexual Violence

This item refers to sexual violence the victim may have experienced now or in the past

Suggested Conversation Starters: Have you ever been pressured or forced to have sex in ways or at times when you did not want to do so?

Notes:	Ratings	Anchor Definitions
	0	Victim has never experienced sexual violence or been forced to do things that make her/him uncomfortable.
	1	Victim feels mostly safe with her/his intimate partner but indicates past rare occurrences of being pressured to do things that made her/him feel uncomfortable.
	2	Victim has been sometimes forced to have sex in ways or at times when she/he didn't want to do so.
	3	Victims says that she/he is forced to have sex in ways or at times when she/he didn't want to fairly often or frequently.