**CPI Project Guidelines**

* + 1. The Provider shall implement the CPI Project in accordance with the contract and Guidance 5 – CPI Project Guidelines (this document).
* It is highly recommended the CPI DV Advocate also utilize the CPI Project Orientation Guide to support their knowledge and implementation of the project.
	+ 1. The Provider shall maintain a minimum of one full-time CPI DV Advocate.
* When the position is vacant, center is required to notify contract manager with updated Template 6 – Provider Contact Information Form by contractually required deadline.
* Monthly reporting should include documentation of attempts to hire (job posting, interview dates)
	+ 1. The CPI DV Advocate shall be co-located at least 60% of the time (24 hours per week) within the Department’s regional CPI units. The Provider shall submit Template 5 – CPI Advocate Attestation Form signed by the Regional Department Leadership or Department Circuit Operations Manager with its monthly invoice to substantiate co-location.
* Co-location under 60% of advocate time must be submitted to your contract manager for review and approval.
	+ Template 5 - CPI Advocate Attestation form should be edited to indicate any changes in percent of CPI Advocate's co-location and reason, if below 60%, and submitted with monthly report.
* When position is vacant, Template 5 - Attestation Form must be edited to clearly document current co-location circumstances.
	+ 1. The CPI DV Advocate shall collaborate with Department CPIs to provide case consultation to assist in accurate identification of the underlying causes of violence and whether the dynamics of power and control are present, assist in the identification of risk factors, survivor protective capacities, and development of safety plans in accordance with CFOP 170-5, Chapter 10.
* Child Welfare Operating Procedure [**(CFOP) 170-5**](http://eww.dcf.state.fl.us/asg/pdf/170-5.pdf), Chapter 10, Domestic Violence (DV) Consultations
* Case consultations occur when CPI Project advocates provide ***DV subject matter expertise*** to assist CW Professionals in accurate identification of the underlying causes of violence and whether the dynamics of power and control are present, assist in the identification of risk factors, survivor protective capacities, and development of safety plans, regardless of the setting.
* Consultations may include:
	+ Identification of risk factors
	+ Identification of dynamics of power and control and patterns of coercive control
	+ Identification of specific behaviors offender engaged in to harm the child
	+ Impact of the perpetrator’s behavior and actions on children
	+ Identification of the full scope of survivor’s efforts to promote the safety and well-being of the child, despite the violence in the home (Caregiver Protective Capacities), while maintaining confidentiality.
	+ Development of Safety Plans, including
		- Separate child safety plans for survivor and offender
		- Actions to hold the perpetrator accountable
	+ Perpetrator interview strategies
	+ Perpetrator accountability strategies
		1. The CPI DV Advocate shall participate with Department CPIs in case staffings where active or potential DV is identified. A case staffing is defined as a formal meeting with Department CPIs and community partners to coordinate services.
* Case staffings are defined as a formal meeting with Department CPIs and community partners to coordinate services in accordance with CFOP 170-1, Chapter 12-4.
* Case staffings also include discussing a survivor's information with child welfare professional(s) when an ROI has been executed for the purposes of child welfare related advocacy, regardless of setting.
	+ 1. The CPI DV Advocate shall collaborate with local Community Based Care (CBC) Lead Agencies and subcontracted service providers to offer consultation, increase knowledge of the resources, services, and advocacy available to survivors of domestic violence that are involved in an open child abuse investigation, diversion case or dependency case and are the nonoffending parent.
* See C-1.3.4
	+ 1. The CPI DV Advocate shall provide advocacy support and referral services to survivors of domestic violence with an active child abuse investigation, diversion case or dependency case.
* Supportive services include all services a CPI Project advocate provides a survivor who has child welfare involvement and documented in Osnium.
* Services include but are not limited to individual counseling, advocacy, criminal justice advocacy, civil justice advocacy, financial advocacy, referrals, transportation, relocation assistance, and safety planning.
	+ 1. The CPI DV Advocate shall provide survivors with accompaniment to CPI interviews, case staffings, court hearings, or other meetings/events resulting from child welfare involvement.
* Minimum of one required quarterly.
* Accompanying a survivor to child welfare related events which include but are not limited to case staffings, child welfare related interviews, civil court matters (family, dependency, injunction), criminal court related to the event that prompted child welfare involvement, or any other event that occurs as a direct result of child welfare involvement.
	+ 1. The CPI DV Advocate shall provide case specific consultation to Child Protection Professionals to help enhance survivor and child safety and hold perpetrators accountable. Case consultations may include helping Child Protection Professional identify power and control dynamics and the impact of coercive control on survivors and children while maintaining confidentiality.
* See C-1.3.4
	+ 1. The CPI DV Advocate shall provide training to Child Protection Professionals, Community Based Care Lead Agencies (CBCs), or service providers on topics including, but not limited to, the dynamics of domestic violence, the intersection of domestic violence and child abuse, batterer accountability, safety planning, or center services.
* Minimum of one required quarterly.
* CPI Advocate is required to facilitate to build relationships with child welfare professionals and be recognized as subject matter expert.
* Trainings must be a minimum of 45 minutes in length and have more than one attendee.
* Be sure back up documentation follows requirements in Part 2 of the contract, section C.2.10.5.
	+ 1. The CPI DV Advocate or CPI Project Supervisor shall participate in all statewide CPI Project calls and center-specific technical assistance facilitated by the Department’s designated training and technical assistance provider.
* CPI Adv or supervisor required to attend one per quarter
* Calls are facilitated by Statewide facilitated by the Department's designated training and technical assistance provider.
* Be sure back up documentation follows requirements in Part 2 of the contract, section C.2.10.5.
	+ 1. The CPI DV Advocate or CPI Project Supervisor shall coordinate and participate in quarterly meetings with leadership from child welfare and community providers to identify and address any barriers in service delivery to meet the needs of survivors.
* Minimum of one required quarterly.
* Addressing domestic violence requires a coordinated community response. It is imperative that formal meetings are arranged between the co-located DV Advocate, DV Center Leadership, DCF Child Welfare Leadership, and frontline child welfare professionals to discuss barriers and successes to collaboration, and to develop strategies to resolve emerging issues.
* Other community partners such as law enforcement agencies, batterer intervention programs (BIPs), Community Based Care (CBC) leadership and providers, Children's Legal Services (CLS), and probation/parole should also be encouraged to attend. The purpose if this partnership is to enhance communication, improve relationships, and eliminate barriers which will ultimately lead to perpetrator accountability, enhanced safety, and increased family permanency, and enhanced safety for survivors and their children.
* Be sure back up documentation follows requirements in Part 2 of the contract, section C.2.10.5.