

APPLICATION FOR CERTIFICATION

SEX OFFENDER TREATMENT PROGRAM



California Sex Offender Management Board
1515 S Street, Suite 212N, Sacramento, CA 95819

Website: www.casomb.org

Contact Information for Inquiries Regarding the Certification
Process is Available at: <http://www.casomb.org/contact.htm>

Who should complete this application:

Every program which wishes to provide services as a Certified Sex Offender Treatment Program to convicted sex offenders pursuant to Penal Code Sections 290.09, 1203.067 and 3008 must complete this application. Programs must demonstrate that they meet the qualifications and comply with standards of practice contained in *Sex Offender Treatment Programs Certification Requirements*, published in June, 2011, by the California Sex Offender Management Board (CASOMB). This application should be completed by groups, organizations, partnerships, or individuals functioning as sole practitioners. Note that each program providing the designated services must be certified as a program AND each provider associated with the program may only provide such services after becoming a CASOMB Certified Provider. Provider certification is a separate process. Refer to the information provided at www.casomb.org.

How to complete this application:

- The program should read and understand the *Certification Requirements* before completing this application. This document is available at www.casomb.org.
- Programs may wish to compile the relevant records and materials in advance which support the program requirements outlined below. Submission of the verifying documentation is not required as a part of the initial application but the documents substantiating that the program meets the CASOMB requirements may be requested by CASOMB at any time, whether for cause or as part of a random audit.
- When complete, the application should be returned in hard copy to the address on the cover page: 1515 S Street, Suite 212-North, Sacramento, CA 95811. The program should be sure to save a copy of the completed application and attached documentation.

Additional Responsibilities if placed on the Certified Program List:

- It is the responsibility of each certified program to notify CASOMB, in writing, of any changes to the program's name, address, telephone number, email address, , or other key information. Contact information for CASOMB is found at www.casomb.org.

APPLICATION FOR CERTIFIED SEX OFFENDER TREATMENT PROGRAM

COMPLETE ALL PARTS OF THIS FORM. Contact the California Sex Offender Management Board (Contact information at www.CASOMB.org) if there are any questions. Incomplete applications will not be processed. Use "N/A" to indicate information that is not applicable. This information will be used to document and evaluate applicant qualifications

Program Information

PROGRAM NAME:

(PERSON ATTESTING TO PROGRAM INFORMATION)

CONTACT PERSON:

E-MAIL ADDRESS:

PHYSICAL ADDRESS:

STATE:

ZIP CODE:

CITY:

STATE:

ZIP CODE:

MAILING ADDRESS (If different):

CITY:

STATE:

ZIP CODE:

BUSINESS LIC. #:

TELEPHONE NUMBER: () -

Please list languages, other than English, in which therapy is provided to clients and in which you can demonstrate clinical proficiency (*this information will be published on the Provider List*):

PROGRAM ATTESTATION

1. Implementation of the Containment Model.

The sex offender treatment program has implemented the Containment Model and meets the following criteria:

- Provides sex offender-specific therapy.
- Utilizes on-going communication with supervision officers and other relevant members of the community in decision making processes.
- Utilizes polygraph examinations to enhance the assessment process.
- Utilizes a victim-centered approach as a perspective in helping to promote community safety and assuring victim rights are maintained.

2. Treatment Program Manual.

The sex offender treatment program has a written treatment manual that contains the following elements:

- Treatment and management of sex offenders philosophy
- Strategies for collaboration with parole agents, probation officers or other supervision agents, using the Containment Model approach.
- Assessment and treatment planning protocols and methods.
- Psychotherapeutic treatment approaches and methods.
- Sequence of interventions to be used.
- Differential treatment strategies for different types or subtypes of offenders.
- Modifications to treatment for individuals with low cognitive functioning.
- Accessibility for non-English speaking individuals.
- Therapeutic contract and informed consent with clients.
- Perspective on resolution of harm to victim.
- Documentation and quarterly reports to referring agencies.
- Use of polygraph examiners and examinations.
- Handling of confidential file information, release forms.
- Policies on use of file information for research.
- Criteria for graduation, release, and/or termination from treatment.
- Guidelines to ensure use of appropriate clinical staff persons.
- Guidelines to ensure staff receive continuing training.
- A protocol to monitor compliance with CASOMB and SARATSO requirements.

3. Informed Consent:

The sex offender treatment program has clearly articulated, written statements informing clients of their rights and responsibilities, the limitations and boundaries of the therapeutic relationship, and the nature of the therapeutic relationship. The written informed consent statement includes all of the elements listed under "Informed Consent" on page 5 of the "Sex Offender Treatment Program Certification Requirements".

4. Waiver of Confidentiality:

The sex offender treatment program utilizes written waivers of confidentiality for all therapists and all members of the Containment Team. The waiver of confidentiality is fully explained to and signed by the client.

5. Assessment-Based Treatment and Supervision Planning:

The sex offender treatment program completes initial assessments within 120 days of entrance into the treatment program, and conducts new assessments if the current assessments were completed more than 18 months prior to an offender's entry into the program. The assessment process includes evaluations of all of the listed elements found on pages 6 and 7 of the "CASOMB Sex Offender Treatment Program Certification Requirements", under "Assessment-Based Treatment and Supervision Planning".

6. Treatment Contract:

The program has developed and utilizes a written contract with each sex offender client prior to the commencement of treatment. This contract describes the responsibilities of both the provider and the client. It is explained to the client that violations of the contract may be the basis of a return to court for revocation of probation or parole, or other community supervision. This treatment contract takes into account of all the listed elements on pages 7 and 8 of the "CASOMB Sex Offender Treatment Program Certification Requirements", under "Treatment Contract".

7. Treatment Goals:

The program utilizes an evidence-based program model that is supported by the professional literature in the field of sex offender treatment. The model utilizes treatment goals to assist and guide offenders to overcome those issues listed on pages 8 and 9 of the "CASOMB Sex Offender Treatment Program Certification Requirements", under "Treatment Goals".

8. Written Treatment Plan:

The treatment program shall develop a written treatment plan based on the client's level of risk to sexually re-offend and those needs identified in a sex offender specific assessment and/or evaluation. The client's level of risk to sexually re-offend and his or her criminogenic needs shall guide the treatment planning and supervision strategies. A copy of this treatment plan will be made available to the supervision officer. This treatment plan includes the four elements listed on page 9 of the "CASOMB Sex Offender Treatment Program Certification Requirements", under "Written Treatment Plan".

9. Treatment Modalities:

The program utilizes evidence-based and emerging practices to the extent possible, and implements these programs while considering the individual needs of the clients. The program documents how to make modifications to strategies when working with individuals who have special needs. While group therapy is generally preferred, individual counseling may be used to augment treatment in those cases where it is supported by proper assessment and treatment planning. Length of treatment sessions are based on risk levels, criminogenic factors and cognitive functioning levels. Treatment groups contain no more than 9 participants and last a minimum of 90 minutes unless the size of the group is 4 or less. Groups for those individuals with special needs are limited to 6 participants and can last a minimum of 60 minutes if clinically indicated. Group therapy for moderate and high risk sex offenders occurs at least once a week for the first year of treatment. Any deviation from these principles will be justified in offenders' treatment plans.

10. Documentation:

Clinical notes are required for each therapeutic contact. These notes document the level of client participation, progress towards treatment goals; topics discussed and risk management concerns. Progress reports are completed at least every six months and evaluate the offender's participation in the program, progress in achieving identified treatment goals, and any revisions to the treatment plan. All progress reports are shared with the supervision officer and other members of the containment team. A discharge report is written at the conclusion of treatment, which summarizes the clients' level of participation, his progress on meeting treatment goals, factors associated with the risk the offender still poses to sexually re-offend, and strategies to manage those risks. The discharge report is made available to the supervision officer and other relevant members of the containment team.

11. Certified Treatment Providers:

All clinical staff in the aforementioned program are CASOMB certified providers or are working under the supervision of a CASOMB certified provider.

12. Use of Polygraphy:

The program utilizes polygraph examiners who agree to meet the CASOMB certification standards for polygraph examiners.

I affirm on behalf of the program that I will keep the California Sex Offender Management Board informed of any changes to the program status which jeopardize the quality of care rendered.

Should I furnish any false or misleading information on this application, I hereby understand that such act shall constitute cause for the denial, suspension, or revocation of certification as a certified program by the California Sex Offender Management Board. Any person who knowingly provides false information in connection with an application for certification as a sex offender management program is subject to a civil penalty of up to \$1,500, in addition to any other remedy available to the CASOMB, and would allow any public prosecutor to bring an action for a civil penalty in the name of the people of the State of California.

Signature

Date

Print Name