Men’s Behaviour Change Programs – Online Delivery

# Application for Registration with the Department of Communities and Justice (online delivery)

You must be a registered provider of MBCPs or applying for registration for face to face service delivery to apply for registration for online delivery.

**This application form has three parts**

* Part 1: Applicant details
* Part 2: MBCP compliance
* Part 3: Declaration

**Pre-submission provider checklist**

*Before submitting an application, ensure you:*

[ ]  Are registered as an MBCP provider

[ ]  Have fully and accurately filled out the information required, providing answers and evidence with references for each requirement

☐ **Have redacted all sensitive and personal information from evidence and materials submitted**

[ ]  Consulted the Practice Standards and Compliance Framework for Men’s Behaviour Change Programs – Online Delivery Supplement

[ ]  Have submitted an updated **Provider MBCP Delivery Profile**

**Please do not provide sensitive or personal information relating to program participants in and with this application**

**All case work and employee related evidence submitted must be redacted.**

This form may be updated to reflect updates in policy and practice.

# Part 1: Applicant details

## Program provider

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| Registered name\* | Click here to enter text. |
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| Trading name  | Click here to enter text. |
|  |  |
| ABN | Click here to enter text. |

*\*The registered business name should align with the name listed on the funding agreement to run the MBCP if the program is funded by a Government Agency.*

## Primary office

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| Street address | Click here to enter text. |
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| Postal address(if different from above) | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Facsimile number | Click here to enter text. |
|  |  |
| Website address | Click here to enter text. |

## Provider representative\*

*\*This is the person with authority to make decisions on behalf of the provider*

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| Name | Click here to enter text. |
|  |  |
| Position  | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Email address | Click here to enter text. |

## Contact person\*

*\*This is the person authorised to have direct contact with the Department to action feedback and coordinate the submission of evidence and other information*

[ ]  Same as above

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| Name | Click here to enter text. |
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| Position  | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Email address | Click here to enter text. |

# Part 2: Compliance with the Practice Standards

Providers are required to address the below compliance requirements to demonstrate compliance with the Practice Standards for Men’s Behaviour Change Programs - Online Delivery Supplement. Providers must document responses to the assessment questions and provide evidence showing how the standards are or will be implemented in an online environment. Where relevant, program/location specific responses and evidence should be provided and the programs/locations they apply to noted.

Evidence will include indirect and direct evidence:

* Indirect evidence is information that demonstrates how the provider intends to implement practice that meets the Practice Standards, e.g. publications such as staff induction and/or orientation kits and training manuals or policies and procedures on risk assessment and management.
* Direct evidence is information that shows how the provider meets the Practice Standards through its practice e.g. de-identified staff meeting minutes and risk assessments.

The assessment questions and examples of evidence providers may submit are detailed in the Compliance Framework - Online Delivery Supplement. Providers must be able to demonstrate that they meet the additional requirements to be considered eligible for registration. There is no opportunity for providers to argue that it does not consider a standard relevant or achievable for a particular program and/or location.

## Additional technological and privacy requirements

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|  | **Compliance requirements and assessment questions***To demonstrate compliance, you are required to document responses to the assessment questions from the Compliance Framework - Online Delivery Supplement. You are also required to provide evidence showing how the standards are or will be implemented. Please document your responses to the questions below – supported by evidence – to demonstrate compliance with the standards.* | **Response and evidence** *Please provide responses and/or evidence for each program/location listed in Part 2 where responses and/or evidence will vary between programs/locations, noting which they apply to.* *If you believe a requirement is not relevant or achievable for all or specific programs/locations, please provide a detailed explanation.*  |
| 1. | **Demonstrate the MBCP has the necessary technical requirements to conduct an online program.**What platform will the online MBCP use? E.g. zoom, skype, Microsoft teamsDo participants and facilitators have access to reliable internet connection with sufficient bandwidth to have a video camera connection and access to reliable phone connection?  |  |
| 2. | **Demonstrate the MBCP has policies detailing the privacy of the online program.**Is the online platform secure and private? What are the established requirements to ensure privacy of the participant, other group members and facilitators during the program sessions? |  |
| 3. | **Demonstrate the MBCP has established protocols and procedures for ensuring participants have access to all necessary technical devices, software and physical space**What hardware and software is required to allow for program participation?What protocols are in place to provide assistance for participants with hardware and software set up? What access options are provided to program participants – use of home computer; provision of loan computer; access at an office/alternative NGO location? Is there provision for an assessment of the physical location from which a participant will access the program? |  |

## Principle 1: The safety of victims, including children, must be given the highest priority

***Relevant standards***

*Standard 1.1: MBCP providers and support services will undertake risk assessments for victims and children*

*Standard 1.2: MBCP providers will ensure that victims and children have access to appropriate support services that respond to their needs*

*Standard 1.3: MBCP providers must respond immediately to any indications of increased risk to the safety of victims and children*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 4. | **Demonstrate processes are undertaken by your organisation to assess risks to victims, children and participants.**What specific risks are considered for an online MBCP including the safety of victims, children and participants?What procedures and protocols are in place to notify victims and/or support services of identified risk? Are there additional checks during the online program to assess risk?What are the eligibility criteria for participation in an online MBCP? |  |

## Principle 2: Victim safety and perpetrator accountability are best achieved through an integrated service response

***Relevant standard***

*Standard 2.1: MBCP providers will develop ongoing relationships with relevant local agencies to support an accountable and coordinated service response*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 5. | **Demonstrate how existing processes and procedures have been modified to ensure the safety of victims, children and participants during the online delivery of a MBCP.**How might relationships with support services provide further support for participants and victims when the MBCP is in an online setting?Are the agencies local to the participant and victims? |  |
| 6. | **Demonstrate how the relationships with support services will ensure safety of victims, children and participants throughout delivery of the online program and if any modifications were required to existing agreements to ensure this.**What relationships do you have/require with service providers?What emergency support can be provided to participants and victims throughout the delivery of the online MBCP? |  |

## Principle 3: Effective programs must be informed by a sound evidence base and subject to ongoing evaluation

***Relevant standards***

*Standard 3.1: MBCPs must have a sound evidence-base*

*Standard 3.2: MBCP providers will apply the Risk, Needs, Responsivity principles to the program design*

*Standard 3.3: MBCP providers must demonstrate that proposed delivery models including length and intensity are based on the Risk, Needs, Responsivity principles*

*Standard 3.6: MBCP providers will contribute to building the evidence base for men’s behaviour change programs*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 7. | **Explain how the online program differs from the face to face program.**What are the differences with the online program? What adaptations have been made to enable effective delivery in an online setting?How is program integrity maintained?How does the online program reach equivalency with a face to face program? *E.g. ‘For an equivalent outcome we will ensure x amount of individual online sessions and x amount of group sessions’* |   |
| 8. | **Explain how the MBCP applies the Risk, Needs, Responsivity Principles to online program design and delivery.**How are risk factors of participants linked to the online program design, including eligibility, suitability and exclusion criteria?How is the online program duration matched to the level of risk, needs and circumstances of participants? |  |
| 9. | **Provide details for how the MBCP is contributing to building an evidence base.**How will you contribute to the evidence base for online delivery of MBCPs?What extra information, if any, will be collected relating to online delivery?How will you monitor the equivalency of outcomes in the online program compared to face-to-face programs? |  |

## Principle 4: Challenging domestic and family violence requires a sustained commitment to professional practice

***Relevant standards***

*Standard 4.1: Facilitators must have specific qualifications and training*

*Standard 4.3: Facilitators must undertake supervision*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 10. | **Demonstrate how facilitators have appropriate experience and skills to run an online program.**What do facilitators need to demonstrate before being able to run an online group program?What extra support or training may facilitators need in this context?What technology specific training will the facilitators complete? |  |
| 11. | **Demonstrate how existing support processes for facilitators will be applied to an on-line program delivery format.**What modifications to support/supervision are required to maintain staff supervision?What is the use of observers?How are recommendations from observers considered and implemented? |  |

## Principle 5: Men responsible for domestic and family violence must be held accountable for their behaviour

***Relevant standards***

*Standard 5.2: MBCP providers will have policies and procedures for engaging with participants, which require them to acknowledge their abusive behaviour*

*Standard 5.3: Program content will include information about the impact of domestic and family violence on victims, including children*

*Standard 5.4: Program content will include information on different forms of domestic and family violence and provide opportunities for participants to come to an understanding about the nature of their violent, abusive and/or controlling behaviour*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 12. | **Explain the processes undertaken to ensure participants are prepared for an online MBCP.**What extra risks are considered for an online MBCP? What extra information or preparation is provided to the participant prior to commencing an online MBCP? Does this include an in person meeting between the facilitator and participant prior to acceptance into an online program?Does the participant have a nominated address that has been assessed as suitable at which he agrees to participate in the online program? |  |
| 13. | **Demonstrate how the online program content enables participants to better understand the nature of domestic violence and the impact of their behaviour.**How are face-to-face activities adapted to an online context?How do programs encourage men to apply the information they receive, rather than just presenting them with information? How are experiential activities such as role plays conducted in an online context? |  |

## Principle 6: Programs will respond to the diverse needs of participants

***Relevant standards***

*Standard 6.1: MBCP providers must deliver a service that is accessible, inclusive and culturally appropriate*

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|  | **Compliance requirements and assessment questions** | **Response and evidence**  |
| 14. | **Demonstrate how the online MBCP ensures it responds to barriers to participation for men with diverse needs.**How are barriers to participation in online delivery for men with diverse needs addressed?What program adjustments and supports are in place, if any, for men in vulnerable cohorts? |  |

**Part 4: Declaration**

This declaration must be completed by the provider representative as listed in Part 1.

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| I, | Click here to enter text. |

*Provider representative*

|  |  |
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| of | Click here to enter text. |

*Program provider*

hereby certify to the Department of Communities and Justice that:

* The information provided in and with this application form is complete, true and accurate.
* **The information provided in and with this application does not contain any personal or sensitive information relating to program participants.**

I agree that the provider applying for registration in this application will:

* Advise the Department of Communities and Justice of material changes in the details continued in this form.
* Abide by the statements made in this form.
* Comply with the Practice Standards and ensure its staff are fully informed of these requirements where they affect their duties.
* Comply with relevant Commonwealth and NSW legislation and regulatory requirements that are relevant to men’s domestic and family violence behaviour change programs and ensure its staff are fully informed of these requirements where they affect their duties.

I acknowledge that the Department will provide information about this registration process to relevant government funding and referral agencies, including:

* The Registration Decision
* Notice of Conditions
* Assessment Report

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| Click here to enter text. |

*Signature*

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| Click here to enter text. |

*Position/Title*

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| Click here to enter a date. |

*Date*