**Section 501.115 Intake Process/Intake Screening and Key Documents**

a) The screening process is key to providing effective partner abuse services.

1) PAIP participants must be individuals who are perpetrators of intimate partner violence. Individuals who are generally violent, have perpetrated violence against someone other than an intimate partner, or are victims of domestic abuse are not eligible for services within a PAIP.

2) An individual, face-to-face screening is the method used to ensure that participants meet the eligibility requirements.

3) Intake must determine whether an individual can appropriately participate in and benefit from PAIP services.

4) The screening provides the opportunity to gain a picture of the person's pattern of behavior within intimate relationships, rather than solely focusing on the precipitating incident that led to referral for PAIP services.

5) The screening also allows program personnel to identify other issues that may need to be addressed, such as substance abuse and mental illness. An assessment, or clinical methods that lead to a clinical diagnosis, and treatment recommendations are typically beyond the scope of PAIPs.

b) At intake, a screening of the participant must be conducted and documented, and must include, but not be limited to, the following:

1) Obtaining general identification and demographic data:

A) Date of screening;

B) Age;

C) Race/ethnicity;

D) Address;

E) Telephone number;

F) Marital status;

G) Number of children;

H) Educational level;

I) Employment;

J) Income; and

K) History of military service/law enforcement.

2) Obtaining information from various sources related to referral source, reason for referral, and PAIP determination on appropriateness of referral:

A) Source of referral;

B) Charge type;

C) Description of offense related to referral;

D) Abuser's relationship to victim and current living status;

E) If repeating the program, number of times;

F) If refused, reason for refusal;

G) If services are inappropriate, reason for referral to other services and type of referral; and

H) If offender previously participated in PAIP services, assessment, progress reports, reason for discharge and any other information relevant to determining eligibility for PAIP.

3) Obtaining information regarding criminal history and pending court actions that must include, unless otherwise noted in the record:

A) Record of legal status (convictions, court dates, etc.);

B) Arrest records;

C) Police reports;

D) Repeat offenses and dispositions, by category of offense; and/or

E) Copies of court orders, orders of protection and any other legal documents.

4) Obtaining from the participant a descriptive history of both perpetration and experience of violence in intimate partner relationships and details of the precipitating incident. Intimate partner relationship history and precipitating incident must be considered in determining appropriateness for PAIP services.

A) Assessing for issues of current or prior intimate partner violence perpetration by obtaining a detailed history of intimate relationships.

B) Assessing for issues of current or prior intimate partner violence by exploring areas of fear and lack of autonomy.

C) Identifying the primary aggressor of the relationship and referring victims to victim services.

5) Obtaining from the participant information about other abusive behaviors outside the intimate partner relationship, with special attention given to possible incidents of child or elder abuse or neglect by the participant. PAIPs must coordinate with DCFS or Department on Aging contacts, if applicable.

6) Assessing the degree of current risk to the victim or others, which may include components of a lethality screening and/or gathering directly from the victim information about the participant's use of violence and other abusive behaviors, provided contact with the victim can be done safely.

7) Obtaining background information on the violence used in the participant's family of origin, which includes witnessing of intimate partner violence, as well as being a victim of child abuse and neglect.

8) Screening to identify possible medical conditions, determination of impact on ability to benefit from PAIP services, and need for referral to appropriate services.

9) Screening to identify possible mental health issues, determination of impact on ability to benefit from PAIP services, and referral to appropriate services.

10) Screening to identify a possible substance abuse issue, determination of impact on ability to benefit from PAIP services, and referral to appropriate services.

11) Participant's file must also contain the following:

A) The intake screening document;

B) Referrals to other agencies and the purpose for the referral (with written consent to release information);

C) Signed PAIP participation contract;

D) Date of program start;

E) Attendance records;

F) Record of payment;

G) Case notes;

H) Date of completion and/or reason for termination; and

I) Correspondence with referral source and other service providers and related final report.