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**Required Performance and Staffing Deliverables**

**for**

**Domestic Violence Liaison (DVL)**

**Effective Date: July 1, 2025**

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**Section I - General Information**

1. **Summary Program Description:**

DCF is a family and child serving agency, working to assist New Jersey residents in being or becoming safe, healthy, and connected. In 1974, DOW was established as a pioneering state agency to create, promote, and expand the rights and opportunities for all women throughout the state. DOW is housed within DCF and administers state and federal domestic violence and sexual violence contracts with agencies in every county in New Jersey. DOW collaborates with government and non-government agencies on federal, state and county levels to ensure the compassionate treatment of all survivors, and provides resources, support and technical assistance to agencies carrying out the work.

DOW funds a statewide network of domestic violence service providers throughout New Jersey. DOW ensures that there is a minimum of one DCF contracted provider in each county whose mission is to provide a comprehensive array of domestic violence services to survivors and their families.

The Domestic Violence Liaison (DVL) program is a collaborative effort aimed at promoting safety, stability and well-being for children and families when child abuse and domestic violence co-occur.

**Section II Required Performance and Staffing Deliverables for Domestic Violence Liaison (DVL)**

**A. Subject Matter - The below describes the needs the Contractor must address in this program, the goals it must meet, and its prevention focus.**

1) **The need for this program as indicated by data regarding the health and human services issues and parent and community perceptions is:**

Under the New Jersey Prevention of Domestic Violence Act, an act of domestic violence occurs when an individual commits one of the predicate offenses, such as assault, harassment, or stalking, to another individual when a special relationship is present. This relationship can or cannot be intimate, and may include a household member, or former spouse. The act can occur once, or multiple times over the course of several years. (See N.J.S.A. 2C:25-17 et seq.).

Domestic violence has been recognized as a public health issue that can cause serious health-related consequences. Adverse effects may include physical injury such as, broken bones or head injury or have long term effects on cardiovascular or gastrointestinal systems due to chronic stress and anxiety.  The Center for Disease Control reports the health costs associated with domestic and intimate partner violence exceed over 5.8 billion dollars annually and can result in disability, hospitalization, or death.

Breaking the Cycle reports that nationally 1 in 2 women and 2 in 5 men report experiencing intimate partner violence in their lifetimes. Further, the report indicates that every minute 32 individuals experience intimate partner violence (https://www.breakthecycle.org/domestic-violence-statistics/). In New Jersey, according to the latest available statistics from then New Jersey State Police, an act of domestic violence occurs approximately every 7 minutes (<https://www.nj.gov/njsp/ucr/domestic-violence-reports.shtml>).

Individuals from all cultures, races, religions, ethnicities, genders, socio-economic classes, sexual orientations, abilities, and ages can experience domestic violence. However, individuals from marginalized communities are disproportionately affected by domestic violence, as they experience risk factors like poverty, language barriers, social isolation, and lack of access to economic and social resources at a higher rate. These factors make them particularly vulnerable to victimization and create barriers in connecting with services.

2) **The goals to be met by this program are:**

The Domestic Violence Liaison Program reflects the collaborative efforts of the Department of Children and Families (DCF), the New Jersey Coalition to End Domestic Violence (NJCEDV) and DCF funded Domestic Violence Agencies to strengthen and enhance service coordination between New Jersey’s child protection and domestic violence service systems. Domestic Violence Liaisons are employed and clinically supervised by DCF funded domestic violence agencies and are co-located in DCF Division of Child Protection and Permanency (CP&P) Area/Local Offices.

The overarching goals of the Program are to: reduce risk, promote safety, stability and well-being and to improve outcomes for children and families when child abuse and domestic violence co-occur; to improve communication and coordination between both service systems; and to ensure the implementation of best practices.

3) **The prevention focus of this program is:**

Domestic Violence, Sexual Violence, Use of Foster Care

**B. Target Population - The below describes the characteristics and demographics the Contractor must ensure the program serves.**

1. **Age:** Adults
2. **Grade:** N/A
3. **Gender:** N/A
4. **Marital Status**: N/A
5. **Parenting Status:** N/A
6. **Will the program also serve the children of the primary service recipient?** Yes, 0 up through 17 years of age
7. **DCF CP&P Status:**

CP&P In Home Case; CP&P Out of Home Case; CP&P Adopt/KLG; Aged Out Youth (>18)

1. **Descriptors of the primary service recipient:**

Non-Offending Parent; Survivor of Domestic Violence.

1. **Descriptors of the Family Members / Care Givers / Custodians of the primary service recipients also required to be served:**

Survivor of Domestic Violence

1. **Other populations/descriptors targeted and served by this program:** Adult victims of domestic violence and their dependent children who are experiencing the co-occurrence of child maltreatment and family violence.
2. **Does the program have income eligibility requirements?** No
3. **Activities - The below describes the activities this program initiative require, inclusive of how the target population will be identified and served, the direct services and service modalities that will be provided to the target population, and the professional development and training that will be required of, and provided to, those delivering the services.**

1) **The level of service increments for this program initiative:** Unduplicated families.

2) **The frequency of these increments to be tracked:** Monthly.

3) **Estimated Unduplicated Service Recipients:** N/A

4) **Estimated Unduplicated Families:** N/A

5) **Is there a required referral process?** Yes

6) **The referral process for enabling the target population to obtain the services of this program initiative:** CP&P Caseworker

7) **The rejection and termination parameters required for this program initiative:** N/A

8) **The direct services and activities required for this program initiative:**

**The Domestic Violence Liaison (DVL) Contractor** is required to provide the following services and activities:

* 1. **Confidential Client Communications:**

The Domestic Violence Liaison (DVL) conducts private conversations with non-offending parents at the time of the referral to the DVL and with the consent of the client. Discussions typically include: the dynamics of domestic violence; the connection between domestic violence and the child protective issues identified by DCP&P; information about available options and resources, safety planning; referrals for services; and/or domestic violence education.

Client participation in these discussions is voluntary and confidential. The client must expressly grant the DVL permission to release case-specific information to DCP&P. The information obtained by the DVL is used to (directly or indirectly) assist DCP&P to assess the immediate and on-going safety needs of victims and children, and ultimately inform its case planning and intervention strategies.

* 1. **DCP&P Case Consultation and Planning:**

Non-Offending Parent

The DV Liaison participates in the development of DCP&P case plans for non-offending parents, including the identification of gaps and barriers the non-offending parent may face in securing safety and needed supports for themselves and their children; and the advocacy services needed to achieve those goals.

Offending Parent

Consistent with the DV Case Practice Protocol, the DV Liaison also provides consultation and assistance to DCP&P in developing a separate case plan for the offending parent.

* 1. **Safety Planning**

The DVL assesses safety in all referred cases in order to help survivors protect themselves and their children from future violence. The DVL develops an individualized and age-appropriate domestic violence safety plan with adults and their dependent children.

* 1. **Referrals**

When necessary and appropriate, the DVL assists CP&P with referrals to DCF funded agencies and helps to ensure the survivor has access to a domestic violence shelter and/or other supportive services described in section II-A of this RFP.

* 1. **Training for DCP&P Staff in Assigned Office(s)**

Drawing upon established DCP&P New Worker training curricula, CP&P Domestic Violence Case Practice Protocol, and the required 40-hour Domestic Violence Training approved by the New Jersey Board of Domestic Violence Professionals, the DV Liaison is to provide a minimum of four (4) training sessions per year to CP&P staff.

Through these training efforts, the DV Liaison:

* Educates and mentors CP&P staff in the dynamics of domestic violence, the unique needs of adult victims and their children, best practices, and safe interventions that will result in effective outcomes for CP&P involved families
* Fosters collaborations and cross system advocacy to strengthen community partnerships and enable a coordinated community response when domestic violence and child abuse co-occur.

9) **The service modalities required for this program initiative are:**

1. **Evidence Based Practice (EBP) modalities:** N/A
2. **DCF Program Service Names:** Domestic Violence Liaison (DVL)
3. **Other/Non-evidence-based practice service modalities:** N/A

10) **The type of treatment sessions required for this program initiative are:** N/A

11) **The frequency of the treatment sessions required for this program initiative are:** N/A

1. **The Contractor is required to communicate with Parent/Family/Youth Advisory Councils, or to incorporate the participation of the communities the providers serve in some other manner:** No
2. **The professional development through training, supervision, technical assistance meetings, continuing education, professional board participation, and site visits, required for this program initiative are:** N/A
3. **The court testimony activities, which may address an individual’s compliance with treatment plan(s); attendance at program(s), participation in counseling sessions, required for this program initiative are:** N/A
4. **The student educational program planning required to serve youth in this program:** N/A
5. **Resources - The below describes the resources required to ensure the service delivery area, management, and assessment of this program.**

1) **The program initiative’s service site is required to be located in:** Anywhere in New Jersey.

2) **The geographic area the program initiative is required to serve is:**

3) **The program initiative’s required service delivery setting is:**

Agency Site, Family Home, Community; CPP.

4) **The hours, days of week, and months of year this program initiative is required to operate:**

Liaisons assigned to one CPP office are on site at the CPP office four (4) days per week and one (1) day in their agency home office. Liaisons assigned to multiple CPP offices are to adjust their schedules to ensure equitable time for each CPP office. Standard business hours are expected.

5) **Additional procedures for on call staff to meet the needs of those served twenty-four (24) hours a day, seven (7) days a week?**

Yes.

The DVL is employed by a DCF contracted DV Direct Service agency. The agency provides 24-hour crisis/supportive hotline services and emergency shelter entry.

6) **Additional flexible hours, inclusive of non-traditional and weekend hours, to meet the needs of those served?** No

7) **The language services (if other than English) this program initiative is required to provide:**

The Contractor must ensure meaningful access to services for individuals with limited English proficiency (LEP) and those who are Deaf and hard of hearing. They must provide interpretation and translation services through staff or a language service. They must translate vital documents (e.g., safety plans) into the languages most commonly spoken by the target population.

8) **The transportation this program initiative is required to provide:** N/A

9) **The staffing requirements for this program initiative, including the number of any required FTEs, ratio of worker to youth, shift requirements, supervision requirements, education, content knowledge, credentials, and certifications:**

The funding for the DVL Program is for FTE Domestic Violence Liaison(s).

Funding requirements: Effective July 1, 2017, all existing and new full-time DVL positions will earn a minimum base salary of $54,182. Other costs up to $29,818 may be utilized for costs associated with employing a DVL.

An individual hired as a DVL on or after July 1, 2017, must possess the following qualifications and skills:

**Education**

* Associate degree **and** five (5) years of experience in the provision of domestic violence services
* Bachelor of Arts degree **and** three (3) years of experience in the provision of domestic violence services; OR
* Master’s Degree **and** experience in the provision of domestic violence services.

**Certification**

* Certification as a Domestic Violence Specialist by the NJ Board of Domestic Violence Professionals at time of hire; OR
* If the DVL does not have the Certification at time of hire, the DVL must complete twenty-five (25) percent of the Certification’s requirements for classroom hours and supervised direct practice within one year of the DVL’s date of hire.

**Training**

* + The DVL must complete the forty (40) hour training program conducted by their employer in compliance with Victim Counselor Privileged Communication requirements as set forth in N.J.S.A. 2A:84A-2214 et seq.
    - The employer must retain supporting documents verifying compliance with this requirement and make them available upon request for inspection by DCF.
  + The DVL must complete, within six (6) months of hire, formal training conducted by CP&P regarding the DCF Domestic Violence Case Practice Protocol, the DCF Case Practice Model, and select modules of the CP&P New Worker Training program.
    - The employer must retain supporting documents verifying compliance with this requirement and make them available upon request for inspection by DCF.

**Required Staff Competencies**

* Strong clinical, communications, problem-solving, advocacy, networking, and collaboration skills.

**Other preferred, but not required, DVL skills and credentials**

* LSW or Licensed Clinical Social Worker (LCSW). LAC or Licensed Professional Counselor (LPC)
* Bilingual/bicultural to meet the needs of the CP&P Local Office

**Security Checks**

* The DVL must clear all CARI/background checks

10) **The legislation and regulations relevant to this specific program, including any licensing regulations:**

1. The Violence Against Women Act (42 U.S.C. 13701 et seq);

b. The Violence Against Women Act (42 U.S.C. 13701 et seq);

c. Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq);

d. The Prevention of Domestic Violence Act (N.J.S.A, 2CL15-17 et seq);

e. Shelters for Victims of Domestic Violence Act (N.J.S.A. 30:14-1 et seq);

f. Standards for Shelters for Victims of Domestic Violence Act (N.J.A.C. 10:130);

g. Survivor-Counselor Confidentiality Privilege (N.J.S.A. 2A:84A-22.13 et seq);

h. Licensing standards as set forth in N.J.A.C. Title 5 Chapter 15, Emergency Shelters for the Homeless and as administered by the New Jersey Department of Community Affairs; and

i. New Jersey Law Against Discrimination (N.J.S.A. 10:5-12).

11) **The availability for electronic, telephone, or in-person conferencing this program initiative requires:** Preference is for in person conferences; however, as schedules may prevent this, conferences may be conducted via secure communication channels, such as Teams or Zoom.

12) **The required partnerships/collaborations with stakeholders that will contribute to the success of this initiative:** The DVL program is a co-location/co-practice model that requires the DVL to be stationed primarily in their assigned CP&P Office(s) and available to meet with survivors and CP&P staff. Liaisons assigned to one CP&P office are on site 4 days per week; Liaisons assigned to more than one office divide their time accordingly and spend a total of 4 days per week in CP&P sites.

13) **The data collection systems this program initiative requires:**

Monthly data submission via a SurveyMonkey survey. Links are provided on a monthly basis. In addition, providers report the aggregate to their respective CP&P offices.

14) **The assessment and evaluation tools this program initiative requires:** N/A

1. **Outcomes - The below describes the evaluations, outcomes, information technology, data collection, and reporting required for this program.**

1) **The evaluations required for this program initiative: N/A**

2) **The outcomes required of this program initiative**

1. **Short Term Outcomes**:

DVLs will engage survivors in confidential communications and safety planning

DVLs will support DCP&P workers in DV cases via case consultations and trainings

DCP&P workers will increase their knowledge and understanding of domestic violence dynamics and resources available to survivors

1. **Mid Term Outcomes:**

Survivors will be linked to DV providers in their county of residence.

DVLs and DCP&P workers will collaborate together to support the best possible outcome for survivors and their families

1. **Long Term Outcomes:**

As a result of contact with the domestic violence program, 65% or more of domestic violence survivors will have more strategies for enhancing their safety

As a result of contact with the domestic violence program, 65% or more of domestic violence survivors will have more knowledge of available community resources

3) **Required use of databases:**

Reports are submitted to DCF-DOW via SurveyMonkey

4) **Reporting requirements:**

DCF engages in Continuous Quality Improvement (CQI) to identify and analyze strengths and areas needing improvement. DCF is committed to the process of ongoing evaluation as a vehicle to learn and develop solutions to improve the quality of services. The Contractor shall engage in ongoing CQI to ensure programs are systematically and intentionally increasing positive outcomes for individuals and families they serve.

The Contractor shall submit monthly reports of demographics and service data as part of the CQI process, by the fifteenth (15th) day of each month following the month in which services were provided. The Contractor is required to collect and report pertinent client and program data, relative to service activities and measurable program outcomes.

Service data includes but is not limited to:

* Number of referrals received
* Number of individuals served, including non-offending parents, children
* Number and Types of Activities provided, including:
  + Confidential Client Communications
  + Case Practice Consultations
  + Safety Plans
  + Referrals for non-residential DV Core Services
  + Referrals to Shelter
  + Participation in CP&P home visits
  + Participation in CP&P family team meetings
  + CP&P Staff training sessions
* Client Demographic information

Financial reports, including expenditure reports are due to the DCF Business Office administering the contract and the DCF-DOW assigned Program Lead by the tenth (10th) day of the month following the end of the quarter.

**F: Signature Statement of Acceptance:**

By my signature below, I hereby certify that I have read, understand, accept, and will comply with all the terms and conditions of providing services described above as *II Required Performance and Staffing Deliverables for Domestic Violence Liaison (DVL)* and any referenced documents. I understand that the failure to abide by the terms of this statement is a basis for DCF’s termination of my contract to provide these services. I have the necessary authority to execute this agreement between my organization and DCF.

**County to be served:**

Name:

Signature:

Title:

Date:

Organization:

Contract Number:

Federal ID No.:

Charitable Registration No.:

Unique Entity ID #:

Contact Person:

Title:

Phone:

Email:

Mailing Address: