

South Carolina Department of Probation, Parole and Pardon Services

Standards and Requirements for Service Providers

Quality Assurance (*Required*)

To create a competitive distinction for service providers and a framework for continuous quality improvement, the South Carolina Department of Probation, Parole and Pardon Services (SCDPPPS) will utilize a quality assurance (QA) tool to conduct reviews of each service provider who is not accredited by another state agency and whose services require a Service Referral Form (SCDPPPS Form 1054). The purpose of the QA tool is to review operations and ensure adherence to state laws and regulations and the principles of evidence-based practices (EBP). Service providers will be assessed on:

- Facility – appropriate for services, maintained, location
- Client access – intake process, sliding scale fees, transportation services
- Communication – attendance records, progress reviews, feedback to agents or necessary staff
- Staff/personnel – education/experience/licensure, trained in EBP techniques
- Assessment – formal assessments and re-assessments, responsive to client needs
- Program design – cognitive behavioral treatment, family/community involvement
- Program incentives – rewards for progress, clear guidelines for completion
- Program fidelity – standardized curriculum, staff evaluations, internal QA process
- Outcomes – completion rates are tracked, and outcomes are shared with the department
- Other – length of operation, response to previous reviews, openness to change/learning

Based on the scores in these areas, each service provider will be classified as Preferred, Approved, or Conditional.

I understand and agree to participate in SCDPPPS' quality assurance reviews as mentioned above:

Signature of Service Provider

Date

Criminal Background (*Required*)

Please sign the applicable statement below.

I declare that no employee has been convicted of a felony or sexual offense.

Signature of Service Provider

Date

I acknowledge that we have employees who have been convicted of a felony or sexual offense. I will disclose offense information and provide appropriate documentation to SCDPPPS when requested.

Signature of Service Provider

Date

Confidentiality Agreement

The SCDPPPS aims to create the best possible chances for offenders' successful reentry and completion of tasks set by their probation or parole conditions.

Part of this effort includes ensuring the protection of offenders' identities and other information shared with providers regarding the services they receive from third parties approved by SCDPPPS.

To that end, service providers are to refrain from sharing documents and other correspondence exchanged with SCDPPPS online or through social media (e.g., Facebook, X (formerly Twitter), Instagram, LinkedIn) and other outlets.

Violating this agreement will result in the discontinuation of SCDPPPS' use of your services.

By signing below, you are accepting the terms of the Confidentiality Agreement as stated above.

Signature of Service Provider

Date

Licensure/Certification Requirements-Substance Use Treatment and Counseling

All substance use treatment providers utilized by SCDPPPS must adhere to the following:

- The service provider must have on staff a counselor, social worker, or related human services provider who possesses, at minimum, an unrestricted license, a master’s degree in a human services field, and at least two (2) years of experience providing individual, group, and/or crisis intervention services of populations with substance use treatment needs.
- All group facilitation staff must be one of the following:
 - Certified as an addiction counselor I, II, or master addiction counselor (CACI, CACII, or MAC) as recognized by the South Carolina Association of Alcoholism and Drug Abuse Counselor (SCAADAC) or the National Association for Alcoholism and Drug Abuse Counselor (NAADAC)
 - Licensed as a licensed professional intern, counselor, or supervisor (i.e., LPC-I, LPC, LPCS) by the South Carolina Department of Labor, Licensing and Regulation
 - Licensed as a marriage and family intern, therapist, or supervisor (i.e., LMFT-I, LMFT, LMFTS) by the South Carolina Department of Labor, Licensing and Regulation
 - Licensed master social worker or licensed independent social worker (i.e., LMSW, or LISW) by the South Carolina Department of Labor, Licensing and Regulation
 - Licensed as a psychologist by the South Carolina Department of Labor, Licensing and Regulation
- Use a standard assessment to determine the level of care needed.
- Must provide case management and consultation services to ensure the needs of the client are addressed
- Must provide in a written format, at a minimum, monthly progress reports or more frequently when requested by SCDPPPS
- Must provide attendance records weekly
- Use an evidence-based curriculum

I agree that the substance use services are compliant with the standards as mentioned above:

Signature of Service Provider

Date

Licensure and Program Requirements-Batterer’s Intervention

All batterer’s intervention providers utilized by SCDPPPS must adhere to the following:

- The service provider shall ensure that the following program staff criteria are met:
 - The program supervisor shall have a minimum of a master’s degree in a related field and two (2) years of work in a field where domestic violence is present
 - The program facilitator shall have a minimum of a bachelor’s degree and two (2) years of work in a field where domestic violence is present

- Each facility shall have at least one (1) staff professional who is fully licensed, and all non-licensed supervisors/facilitators shall have direct access to their expertise when a need arises
- Use an evidence-based curriculum for domestic violence intervention that is at a minimum of twenty-six (26) weeks; prefer that the first few weeks include multiple sessions
- Be approved through the Solicitor's office
- Conduct separate classes for male and female offenders
- Use intake paperwork that addresses substance use, mental health, recidivism, client lethality, anti-social traits, and victim safety assessment
- Use a process to make referrals to additional/outside providers if additional needs are identified during the intake process and programming
- Require clients to sign paperwork that outlines the rules and expectations of the program
- Must provide case management and consultation services to ensure the needs of the client are addressed
- Must provide in a written format, at a minimum, monthly progress reports or more frequently when requested by SCDPPPS
- Must provide attendance records weekly
- Maintain guidelines for all staff involved in the domestic violence program including conduct standards, confidentiality laws, mission guidelines, program philosophy, and client and victim interaction standards

I agree that the batterer's intervention services are compliant with the standards mentioned above:

Signature of Service Provider

Date

Licensure and Program Requirements-Sex Offender Treatment and Counseling

All sex offender treatment providers utilized by SCDPPPS must adhere to the following:

- The service provider shall ensure that the following program staff criteria are met:
 - Hold a master's or doctoral degree in social work, psychology, counseling, or marriage and family therapy from an accredited university with a licensure through the South Carolina Department of Labor, Licensing and Regulation *OR*
 - Hold a degree of Doctor of Medicine from an accredited institution with licensure through the South Carolina Department of Health and Environmental Control
 - Have training in the field of sex offender treatment and must provide sex offender treatment services and techniques in which they have education, training, and experience
 - Obtain continuing education in the field of sexual offender treatment to maintain an awareness of current research and enhance treatment skills
- Use a multi-phase approach by developing new patterns of appropriate behavior and implementing new skills to appropriately relate to others to affect the client's behavior

- Provide the department with an outline of the treatment model to ensure compliance with the SCDPPPS' treatment model and containment approach
- Abide by the current practice standards and guidelines as well as the Professional Code of Ethics set forth by the Association for the Treatment of Sexual Abusers
- Require clients to sign paperwork that outlines the rules and expectations of the program
- Conduct group sessions of no more than ten (10) participants; individual sessions can occur if deemed necessary
- Communicate at minimum, monthly with the agent via progress reports, the offender's treatment plan, and participation/progress in treatment
- Must provide attendance records weekly

Preferred Elements and Practices:

- Require weekly treatment sessions for a minimum of eighteen (18) months
- Use baseline and maintenance polygraphs to support treatment and containment supervision. Polygraph testing must be administered by a licensed polygraph examiner and should be administered at the discretion of the service provider or agent. All polygraph-related fees shall be collected by the service provider.
- Recognize those sex offenders who are in denial and provide additional time-limited treatment to attain acknowledgment and responsibility for the offending behavior or make the appropriate referral for those offenders not amenable to treatment
- Allow agents to attend counseling sessions as deemed necessary
- Exercise caution and consult with the agent when making decisions about contact between sex offenders and children. Top priority is given to the child's safety and well-being when considering contact between offenders and children.

I agree that sex offender treatment services are compliant with the standards as mentioned above:

Signature of Service Provider

Date

Upon review of the SCDPPPS' Standards and Requirements for Service Providers, the authorized representative is asked to sign and return this form to:

SC Department of Probation, Parole
and Pardon Services
Office of Program Planning and Development OR Fax: (803) 737-3141 OR Service.Providers@ppp.sc.gov
293 Greystone Blvd
Columbia, SC 29210