



**OFFICE OF ATTORNEY GENERAL**  
**BILLING CODES/SERVICES DEFINITIONS**  
**For**  
**CONTRACTED DOMESTIC VIOLENCE/SEXUAL ASSAULT PROGRAMS**  
**FY 2010, 2011, 2012**

*Written documentation required on all services*

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**141 INTAKE/SCREENING/ASSESSMENT:** An interaction intended to discover what has happened, determine what the crisis is, assess dangerousness indicators, do safety planning, and/or establish the immediate needs of domestic violence/sexual assault & stalking victims and their dependents to determine appropriate services and referrals. Includes interaction with an individual determined to be appropriate for ongoing service in order to obtain basic demographic information, gather vital information on the adult and the children, orient the victim/survivor to the program, program rules, and if applicable the facilities. *Required: in person.*

**144 ADVOCACY:** Assistance provided on behalf of a domestic violence/sexual assault & stalking victim/survivor and their dependents within the legal, medical, educational, social services and other systems, to encourage self-reliance and provide information that will enable victims/survivors to do for themselves rather than doing things for them. Advocacy can be viewed as a combination of active listening and facilitating personal problem solving along with researching options of action, safety planning, community outreach, and education on the issue. *Required: in person, telephone, electronic or written correspondence.*

**146 COURT ADVOCACY:** Assistance provided to victims and their dependents in legal matters relevant to their situation. Information, support, assistance, safety planning, accompaniment and intervention with any aspect of the civil or criminal legal system on behalf of a victim of domestic violence, sexual assault or stalking. Court advocacy services must be provided by qualified, trained staff members or volunteers. *Required: in person, telephone, electronic or written correspondence.*

**150 CRISIS INTERVENTION/Face-to-Face    151 CRISIS INTERVENTION/Phone**  
Services are based upon a problem-solving model to provide information and referrals that assist an individual domestic violence/sexual assault or stalking victim/survivor in crisis. Crisis intervention services include but are not limited to:

- Assessing dangerousness;
- Safety planning;
- Information about available legal remedies;

- Establishing rapport and communication;
- Identifying major problems;
- Exploring feelings and providing support;
- Exploring possible alternatives;
- Formulating an action plan; and
- Follow-up measures.

*Required: in person, electronic or telephone contacts.*

**165 INDIVIDUAL SUPPORTIVE SERVICES:** The process of supporting and helping victims/survivors and their dependents as they cope with and overcome the effects of domestic violence, sexual assault and stalking. Actions may include activities such as:

- Developing, reviewing, and updating the service plan that is designed to solve
- specific problems in the current life situation;
- Supporting adult/child survivor's skills in making their desired life changes through activities such as introducing new skills, modifying previous ways of coping with their situation and linking to resources to address immediate needs and secondary issues.
- Exit planning may be part of the individual supportive services. *Required: in person, telephone.*

**166 GROUP / EDUCATIONAL SERVICES:** Interactive group sessions for adult/child victims/survivors of domestic violence, sexual assault or stalking that may be topic oriented and educational and facilitated by qualified, trained staff members or volunteers.

The focus is on safety, the dynamics of domestic violence, sexual assault, stalking, relationships, emotions, the impact of trauma and life skills. (House meetings are not considered group/educational services.) *Required: in person.*

**169 REFERRAL:** Information disseminated and/or coordinated access to agency and community services to meet victim/survivor's and their dependents identified needs; *Required: in person, electronic or telephone contacts. Intra-agency referrals are not to be reported.*

**200 CHILDREN'S ACTIVITIES**

Activities with children that are not counseling or advocacy in nature. This includes recreational activities, child care, and other activities. *Required: in person.*

**245 TRAVEL:** Transporting individuals to access needed services. *Report the number of miles traveled.*

**341 COUNSELING EVALUATION AND ASSESSMENT: (Licensed Behavioral Health Professional)** Evaluate and assess the adult/child victim/survivor's current situation. Provide therapy services that are appropriate to the needs of the adult/child victim/survivor. Program offering professional therapy must:

- Assess dangerousness indicators;
- Provide crisis intervention when needed, and
- Assist with safety planning and information on legal options available.

**365 INDIVIDUAL COUNSELING (Licensed Behavioral Health Professional):**

A face-to-face therapeutic session with one-on-one interaction between a licensed behavioral health professional and an individual to promote emotional and/or behavioral change focused on victim safety and perpetrator accountability. Those individuals providing professional therapy to adult/child victims/survivors of domestic violence/sexual assault and stalking must be prepared to provide education and information about:

- Safety;
- How perpetrators maintain control and dominance over their victims;
- The need to hold perpetrators accountable for their actions;
- The recognition that individuals victimized are not responsible for a perpetrator's violent behavior, and
- The role of society in perpetuating violence against women and the social change necessary to eliminate violence against women, including the elimination of discrimination based on race, color, gender, sexual orientation, age, disabilities, economic or educational status, religion and national origin.

**366 GROUP COUNSELING (Licensed Behavioral Health Professional):**

○ A face-to-face therapeutic session with a group of adult/child victims/survivors to promote emotional or behavioral change. Those individuals providing professional therapy to victims/survivors of domestic violence must be prepared to provide education and information about:

- Safety;
- How perpetrators maintain control and dominance over their victims;
- The need to hold perpetrators accountable for their actions;
- The recognition that individuals victimized are not responsible for a perpetrator's violent behavior, and
- The role of society in perpetuating violence against women and the social change necessary to eliminate violence against women, including the elimination of discrimination based on race, color, gender, sexual orientation, age, disabilities, economic or educational status, religion and national origin.

**369 CASE MANAGEMENT SERVICES:** The process of supporting and helping victims/survivors and their dependents as they cope with and overcome the effects of domestic violence, sexual assault and stalking. Actions may include activities such as:

- Developing, reviewing, and updating the service plan that is designed to solve specific problems in the current life situation;
- Supporting adult/child survivor's skills in making their desired life changes through activities such as introducing new skills, modifying previous ways of coping with their situation and linking to resources to address immediate needs and secondary issues.
- Exit planning may be part of the individual supportive services.

The service provider must be a Certified Domestic and Sexual Violence Response Professional (CDSVRP) certified by the Oklahoma Coalition Against Domestic Violence and Sexual Assault. *Required: in person, telephone.*

**444 SAFETY PLANNING:** The process of working with the adult/child victim/survivor to develop tools in advance of potential abuse or violence for the immediate and long term safety of the victim/survivor. The plans should be based on the individual's

dangerousness indicators and should include the safety needs of dependents. Required: *in person, electronic or telephone.*

**446 COUNSELING TREATMENT PLANNING (Licensed Behavioral Health Professional):** The process of developing a written plan based on formal and/or informal assessments that identify the abuse issues necessitating treatment. This process includes establishing goals and objectives; planning appropriate interventions; and developing safety planning. This includes a review of the treatment plan with the individual 14 years of age or older and the modification of the plan as required. If the individual is under 18 years of age, the parent or guardian must also be involved.

Required: *written documentation which must include the individual's participation and signature.*

**447 COUNSELING TREATMENT PLAN REVIEW (Licensed Behavioral Health Professional):** The evaluation or updating of the treatment plan based on victim/survivors documented progress. This includes a review of the treatment plan with the individual and the modification of the plan as required, if the individual is 14 years of age or older. If the individual is under 18 years of age, the parent or guardian must also be involved. Required: *written documentation must include the individual's participation and signature.*

**449 INTERVENTION TEAM MEETING:** A formal and structured process of interaction among staff from the same agency for the purpose of evaluating the individual's progress, when the individual is not present.

**541 COMMUNITY EDUCATION:** Presentation of domestic violence/sexual assault and stalking information to increase public knowledge of the destructive dynamics and societal costs and/or to increase awareness of available and needed resources and/or identify the role the community can play in eliminating domestic violence/sexual assault and stalking.

Required: *group activity.*

**543 TRAINING/DELIVERED/RECEIVED:** A structured, formal process by which information is delivered to or received by staff for orientation purposes, enhancement of service procedures, on-going in-service, or accreditation for professional/contractual requirements.

Required: *individual or group activity.*

**545 CONSULTATION:** A formal and structured process of interaction between staff members and unrelated individuals, groups, or agencies for the purpose of problem solving and/or enhancing services for victims/survivors. Required: *in person, telephone.*

**547 LANGUAGE INTERPRETATION:** Activities that involve a client who is deaf or hearing impaired or has limited English proficiency requiring an interpreter for a staff member to provide services. Required: *in person or by electronic means.*

**550 OUTREACH:** Activities directed toward potential domestic violence/sexual assault & stalking **victims**, with the purpose of establishing trust and rapport, explaining services available. Required: *in person; individual or group activity.*

**550B OUTREACH COMMUNITY EVENTS:** The purpose of this code is to capture information about awareness events when a participant count is not feasible. This includes such things as health fairs, large community events, press conferences, etc

## **SHELTER SERVICES**

**RSA ADULT SHELTER FOR PRIMARY VICTIM:** A residential living arrangement in a secure setting with staff providing appropriate services for the needs of the primary abuse victim.

**RSC SHELTER FOR DEPENDENTS:** A residential living arrangement for dependents of the primary abuse victim with staff providing appropriate services for the needs of the dependent.

**ES SHORT TERM EMERGENCY SHELTER:** Temporary residential sites which are provided to immediately remove domestic violence, stalking or sexual assault victims and their dependents from danger. Sites might include hotel/motel or other sites as appropriate.

**TL TRANSITIONAL LIVING:** Temporary, independent living programs with support services provided by the staff of the sponsoring domestic violence, sexual assault or stalking program. These services are extensions of domestic violence shelter services to victims of domestic violence and/or sexual assault and their dependents. These services permit victims to develop their financial capacity and other means to live independently.

**SH SAFE HOMES:** Private dwellings available for the temporary housing of victims of domestic violence, stalking or sexual assault to ensure safety of victims and their families until other housing arrangements can be made.