

# **BIPSOC RULES & STANDARDS SUBCOMMITTEE**

**Meeting of February 8, 2005**

## **MINUTES**

**Present: (7) Shelley Cortese, Probation + Parole; Kathy Carty, Vantage Point; Sage Bauer, RICADV; Laura Jaworski, BIPSOC; Sisan Smallman, Probation + Parole; Adrienne McGowan, Probation + Parole; Kevin Murphy, Tri-Hab.**

### **Materials Distributed:**

- Minutes from January 11, 2005 meeting**
- Agenda for February 8, 2005**
- Draft revisions: Facilitator Trainee qualifications; Provisional and Comprehensive Certification definition/process draft (revision dated 11/21/2001).**

**Sisan called the meeting to order at 2:35 p.m. No changes to minutes from the January meeting.**

**Sisan and Laura presented the facilitator draft revision which included suggestions made by Subcommittee members during January's meeting. Draft revision was reviewed by members and adopted. Laura will incorporate this draft into Standards Revision packet, along with previous revisions, for presentation and distribution at the Oversight Committee meeting in April.**

**Sisan asked group members if there were any additional sections of**

**the Comprehensive Standards that the Subcommittee would consider for review. It was suggested that, in light of recent program changes and closures, that a section be drafted to address this issue. Specifically, guidelines for programs on maintenance of client records and protocol to be followed if a program were to close. Members discussed protocol in other professions as a means for guidance in developing a Standard to address these issues. Further discussion focused on appropriate protocol for programs that do close but also have clients who have not completed the required number of weeks of BIP. These issues could be addressed within a “Business Operations” section, whereby the Oversight Committee (or appropriate designee) would be notified of a change in operation, and would outline the protocol for such situations. Laura will draft such a suggestion for presentation at the next Subcommittee meeting in March.**

**Group members also received a draft revision of the Provisional and Comprehensive Certification draft that was completed in November 2001. Members were asked to review this section for anticipated discussion at the next Subcommittee meeting in March.**

**Meeting adjourned at 3:55 p.m.**

**UPCOMING SUBCOMMITTEE MEETINGS:**

**Tuesday March 8th, 2005 @ 2:30-4pm**

**Tuesday April 12th, 2005 @ 2:30-4pm**

**Sisan Smallman’s office**

**RIDOC-Cranston**

**15 Fleming Road-Bernadette Building**

**Minutes Prepared by Laura Jaworski**