



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Community Supervision Services
Office of the Associate Director*

MEMORANDUM

TO: CSS Staff

DATE: November 27, 2006

FROM: Thomas H. Williams, Associate Director (*signed*)

Re: Domestic Violence Treatment Information in SMART 3
Subject: SMART Note No. 66

The Domestic Violence Intervention Program staff on Team 37 now are using the SMART treatment module to orient, monitor, and track offenders referred for domestic violence treatment.

Therefore, beginning Tuesday, November 28, 2006, all offenders who need to be referred for domestic violence treatment are to be referred in SMART, using the CSO Referral process. This referral process is exactly the same method used to refer offenders for substance abuse and other support services, except that the type of referral that should be selected is Domestic Violence Treatment Evaluation. If staff encounter any difficulty in referring an offender electronically in SMART for domestic violence treatment, they are to contact the IT Help Desk directly for assistance.

In addition to using the SMART CSO referral process to refer offenders for domestic violence treatment evaluations, all domestic violence treatment notes for offenders referred to domestic violence treatment through the SMART CSO referral process will be maintained in the offender's domestic violence treatment record in SMART, just like substance abuse treatment referrals, instead of in the offender's SMART running record. Refer to SMART Note 65 to review how to access SMART treatment notes.

Please note that a number of enhancement requests have been made to IT related to improving the domestic violence treatment module, including the ability to view the type of treatment referral on the treatment tracking tab, and the revision of the CSO Referral screen to include the current Domestic Violence Treatment Referral form.

cc: Paul A. Quander, Jr., Director
Adrienne Poteat, Deputy Director
Beverly Hill, Chief of Staff
Denise Gaston, Executive Assistant to the Director
Gradie McCray, Executive Assistant
Arthur Elkins, Acting General Counsel
Calvin Johnson, Director of Research & Evaluation
Pereuna Johnson, Director, Training & Career Dev
Dana Hollis, SMART Project Manager

Linda Mays, Associate Director, OHR
Jasper Ormond, Associate Director, CJP
Cedric Hendricks, Associate Director, OLIPA
William Kirkendale, Chief Information Officer
Jim Williams, Associate Director, M&A
McKinley Rush, Deputy Associate Director, CSS
Debra M. Kafami, Supervisory Management Analyst
Christine Keels, Executive Assistant
IT Help Desk