

Requirement	Assessment Questions	Guidance to providers to respond	Evidence
1. Demonstrate the MBCP has the necessary technical requirements to conduct an online program	What platform will the online MBCP use? E.g. zoom, skype, Microsoft teams	We are looking to see you have the technology to conduct online programs.	<ul style="list-style-type: none"> • Policy and procedures outlining online delivery • Digital platform security guide • Participant information forms including for intake, assessment and review
	Do participants and facilitators have access to reliable internet connection with sufficient bandwidth to have a video camera connection and access to reliable phone connection?	We are looking for policies that identify the need for video camera connection and reliable phone connection for facilitators and participants. This will enable participation in the program and allow for contact with participants if they drop out due to a technology glitch. For example, a phone connection will allow the facilitator to call for a welfare check if the participant has technological difficulties.	
2. Demonstrate the MBCP has policies detailing the privacy of the online program	Is the online platform secure and private?	We are looking to ensure you have a platform with appropriate security / privacy levels.	<ul style="list-style-type: none"> • Digital platform security guide • Eligibility criteria for online MBCP • Participant information forms including for intake, assessment and review
	What are the established requirements to ensure privacy of the participant, other group members and facilitators during the program sessions?	For example, ensuring other people in the group don't have access to email addresses of other participants, or being able to see into a private home and identify who they are, or who their children are, from photographs behind them for example.	
3. Demonstrate the MBCP has established protocols and procedures for ensuring participants have access to all necessary technical devices, software and physical	What hardware and software is required to allow for program participation?	We are looking to see policy and procedures drafted to cover this. For example, the participant will require access to a laptop with camera, and access to the internet.	<ul style="list-style-type: none"> • Policy and procedures outlining online delivery, including assessment of physical location • Training and support materials for participants e.g. FAQ, preparation session
	What protocols are in place to	We are looking to see procedures that	

space	provide assistance for participants with hardware and software set up?	outline how participants will be assisted to set up for the online program. For example, what training and support materials are available, will there be a preparation session.	
	What access options are provided to program participants – use of home computer; provision of loan computer; access at an office/alternative NGO location?	We are looking to see procedures that outline what access options the provider can offer.	
	Is there provision for an assessment of the physical location from which a participant will access the program?	We are looking at policy and procedure identifying what steps will be taken here. Will the provider ensure the participant has access to a private space, such as a room in the home rather than the kitchen table if other people are around? Will the provider ensure the space (or home) is separate from the victim? Will the provider identify the address the participant will be located while they are in session?	
4. Demonstrate processes are undertaken by your organisation to assess risks to victims, children and participants	What specific risks are considered for an online MBCP including the safety of victims, children and participants?	We are looking for amendments to risk assessments and risk protocols to identify different risks that an online program may present.	<ul style="list-style-type: none"> • Policy and procedures outlining online delivery and safety monitoring • Risk assessment and management framework as related to online delivery • Victim engagement strategies
	What procedures and protocols are in place to notify victims and/or support services of identified risk? Are there additional checks during	We are looking at any amendments that have been made to victim support to notify the different risks. What victim engagement strategies have been undertaken to inform	

	the online program to assess risk?	risk assessment?	undertaken to inform risk assessment
	What are the eligibility criteria for participation in an online MBCP?	We are looking to see how eligibility / suitability for online delivery is assessed and what different things are considered e.g. cognitive ability, place of residence.	<ul style="list-style-type: none"> • Safety assessment and safety plan templates including records about whether further safety planning was completed prior to commencement of the online program • Templates used to notify victim support services • Eligibility, suitability and exclusion criteria
5. Demonstrate how existing processes and procedures have been modified to ensure the safety of victims, children and participants during the online delivery of a MBCP	How might relationships with support services provide further support for participants and victims when the MBCP is in an online setting?	We are looking to see how your relationships with support providers have been adapted for online delivery. For example welfare checks. A participant may finish the session with heightened emotions that cannot be managed by a facilitator in person. There is no 'cooling down' time between leaving a session and potentially encountering the victim. This may leave the victim vulnerable. It may also leave the participant vulnerable to self-harm.	<ul style="list-style-type: none"> • Memorandum of understanding of arrangements with support services during online MBCPs • Referral letters or templates • Information sharing forms or templates
	Are the agencies local to the participant and victims?	Looking at the locations that participants will be physically located to ensure there are established relationships with local agencies. This is also important for work with victims.	
6. Demonstrate how the	What relationships do you	We are looking for information about how	<ul style="list-style-type: none"> • Memorandum of understanding

relationships with support services will ensure safety of victims, children and participants throughout delivery of the online program and if any modifications were required to existing agreements to ensure this	have/require with service providers?	the relationships you already had needed to be modified for the needs of an online program and whether new relationships were required to be established.	of arrangements with support services for participants and victims during online MBCPs e.g. welfare checks from NSWPF or appropriate service
	What emergency support can be provided to participants and victims throughout the delivery of the online MBCP?	We are looking for procedures / MOUs that detail emergency support procedures. For example, a participant may drop out during a program and be uncontactable. Procedures are required to contact the participants to check his welfare and the welfare of the victim.	
7. Explain how the online program differs from the face to face program	What are the differences with the online program? What adaptations have been made to enable effective delivery in an online setting?	We are looking for adjustments to the program manual for online delivery, if there are any changes to how the group work is presented / workshopped.	<ul style="list-style-type: none"> • Program manual for online delivery • Policy and procedures outlining online delivery, including additional individual support after sessions • Comparison fact sheet (E.g. ratio of group to individual work; length and frequency of sessions)
	How is program integrity maintained?	We are looking for adjustments to the program to maintain program integrity, such as extra individual work for example.	
	How does the online program reach equivalency with a face to face program? E.g. <i>'For an equivalent outcome we will ensure x amount of individual online sessions and x amount of group sessions'</i>	We are looking for a comparison fact sheet detailing the ratio of group work to individual work and how equivalency with the face to face program is assessed.	
8. Explain how the MBCP applies the Risk, Needs, Responsivity Principles to online program design	How are risk factors of participants linked to the online program design, including eligibility, suitability and exclusion criteria?	We are looking for updated policies and intake forms that include consideration of different risks present in online delivery.	<ul style="list-style-type: none"> • Participant information forms including for intake, assessment and review • Policies and procedures

and delivery	How is the online program duration matched to the level of risk, needs and circumstances of participants?	We are looking for consideration of program amendments. For example, is it more appropriate to have more sessions of a shorter length?	relating to intake and assessment of participants being considered for an online MBCP <ul style="list-style-type: none"> Eligibility, suitability and exclusion criteria
9. Provide details for how the MBCP is contributing to building an evidence base	How will you contribute to the evidence base for online delivery of MBCPs?	We are looking here about submission of the Minimum Data Set, whether providers are a member of the MBCP network and willing to share knowledge with the group.	<ul style="list-style-type: none"> Online delivery exit surveys Observer reports Data collection tools and templates
	What extra information, if any, will be collected relating to online delivery?	We are looking for updated exit surveys, observer reports for example that specifically address the online delivery component and perhaps offer suggestions for what worked well and where improvements can be made.	
	How will you monitor the equivalency of outcomes in the online program compared to face-to-face programs?	We are looking at how your exit procedures have been adapted to assess for differences in online delivery.	
10. Demonstrate how facilitators have appropriate experience and skills to run an online program	What do facilitators need to demonstrate before being able to run an online group program?	We are looking for consideration of the level of experience a facilitator has and skills they require to deliver in an online setting.	<ul style="list-style-type: none"> Policy and procedures outlining online delivery, including level of experience of online facilitators Online delivery staff training information, including manuals, training logbooks, course details, certificates of completion. E.g. No to Violence Remote Working Toolkit and Ethical Care in Facilitating
	What extra support or training may facilitators need in this context?	We are looking for evidence of online delivery staff training such as certificates of completion.	
	What technology specific training will the facilitators complete?	We are looking for whether facilitators are experienced with the digital platform that will be used and whether they can provide	

		basic assistance to participants.	Online MBC programs
11. Demonstrate how existing support processes for facilitators will be applied to an online program delivery format	What modifications to support/supervision are required to maintain staff supervision?	We are looking for whether extra supervision and support is provided / offered to staff facilitating online.	<ul style="list-style-type: none"> • Policy and procedures outlining online delivery • Policies and procedures relating to clinical supervision for online delivery • Log books detailing the number of supervised hours for facilitators • Online program observer reports
	What is the use of observers?	We are looking to understand the role observers may undertake in online delivery. For example, will they be used as a learning tool by facilitators.	
	How are recommendations from observers considered and implemented?	We are looking for processes that will be undertaken to implement recommendations from observers and how policies and procedures may be updated as required.	
12. Explain the processes undertaken to ensure participants are prepared for an online MBCP	What extra risks are considered for an online MBCP?	We are looking for updated risk assessments and eligibility/suitability criteria.	<ul style="list-style-type: none"> • Eligibility, suitability and exclusion criteria for online MBCP • Participant information forms including for intake, assessment and review • Policies and procedures relating to intake and assessment of participants
	What extra information or preparation is provided to the participant prior to commencing an online MBCP? Does this include an in person meeting between the facilitator and participant prior to acceptance into an online program?	We are looking for how it differs from face to face and how intake procedures have been modified. What information is provided in relation to the software and their responsibilities and obligations in the different setting. Is consideration given to face to face meetings etc.	
	Does the participant have a nominated address that has been assessed as suitable at which he agrees to participate in the online program?	We are looking for your protocols around suitable locations for participants in online MBCP.	

13. Demonstrate how the online program content enables participants to better understand the nature of domestic violence and the impact of their behaviour	How are face-to-face activities adapted to an online context?	We are looking for updates in the program manual and participant materials to show what amendments were made for this. It might include break out rooms for example.	<ul style="list-style-type: none"> • Program manual for online delivery • Participant materials, worksheets/workbooks for online delivery • Group rules and expectations
	How do programs encourage men to apply the information they receive, rather than just presenting them with information?	We are looking for information about how you check for understanding of the information given the different format.	
	How are experiential activities such as role plays conducted in an online context?	We are looking for updates in the program manual and participant materials to demonstrate this.	
14. Demonstrate how the online MBCP ensures it responds to barriers to participation for men with diverse needs	How are barriers to participation in online delivery for men with diverse needs addressed?	We are looking to see if reasonable measures to overcome barriers are offered (e.g. a loan computer) with an understanding that not all barriers will be able to be overcome, and online delivery is not appropriate for all men.	<ul style="list-style-type: none"> • Policy and procedures relating to accessible and inclusive practice in online delivery
	What program adjustments and supports are in place, if any, for men in vulnerable cohorts	We are looking for any extra supports that can be offered whether it's a training session on how to use the online platform if appropriate or offer of a support person from the same cultural background.	