

Statewide Drug Court Certification Toolkit

A Practical Guide to Establishing a Statewide
Drug Court Certification Program

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Introduction

The drug court model is one of the most effective criminal justice innovations of the past 30 years. Research demonstrates that drug courts, when properly implemented, can help break the cycle of substance use, arrest, incarceration, and recidivism.

To achieve optimal outcomes, all drug courts should strive to follow the field's best practices and maintain fidelity to the established drug court model. Drug courts that stray from this evidence-based approach risk harming those they serve and typically see worse outcomes such as increased recidivism. The Adult Drug Court Best Practice Standards were created by the National Association of Drug Court Professionals (NADCP) for courts across the country. Some states have gone a step further and implemented state-specific drug and other treatment court certification programs designed to review whether such programs have the components, policies, and practices in place that demonstrate adherence to these standards.

In 2020, a group of statewide treatment court coordinators and the Center for Justice Innovation began working together to centralize the field's expertise in this area and use new and existing processes to create a National Drug Court Certification Toolkit. This toolkit was created to offer guidance and assistance to those considering a drug court certification process for their state. These recommendations come from the lessons learned from others who have created and implemented a statewide certification process. This toolkit is designed specifically for adult drug court programs, but can be applied to other types of treatment court models.

The toolkit is designed for use by a wide range of stakeholders. Statewide coordinators, members of the judiciary, and other drug court leaders will be able to use the toolkit to develop or enhance a current drug court certification program. This toolkit will teach the user how drug courts can work to hold themselves accountable to best practice standards through a certification program.

The following pages of this toolkit will walk the reader through the steps a state should follow to implement, or enhance, a drug court certification program.

Pre-Implementation

Beginning the Process

Every state has a unique administrative and judicial landscape, budgetary structure, and staffing capacity. Accordingly, a successful statewide drug court certification process must be based on the capacity and need of the individual state.

Advisory Committee

An advisory committee will guide the creation of the certification process. Committee members should be individuals within or connected to the criminal legal system who have experience and influence with drug courts. The advisory committee can be a hands-on committee that participates in the entire certification process (such as also taking on the role of the review committee) or they can be a committee that reviews the overall work of a smaller subcommittee who do the day-to-day work required of the certification process.

The size of the advisory committee can vary depending on capacity and need. The committee should include state-level administrators who oversee drug and treatment courts. Additional members may include representatives from key partner agencies; corrections and health departments; research and evaluation agencies; state budget offices; treatment experts; peer recovery communities; and others deemed relevant due to their position within the field or subject matter expertise.

Assessing Readiness

Staffing Capacity. A statewide certification process will require state staff, usually reporting to the statewide treatment or problem-solving court coordinator, to create and implement the process. Once a certification process is established within a state, staff will be needed to collect and review certification applications. At the outset of deciding to create a statewide certification process, the advisory committee should determine who will lead the project, if that will be asked of a current staff member or if a new position will be created, and what future staffing support to consider. The advisory committee should also assess bandwidth

for this process by taking stock of the state's other priorities that might take precedence over the certification process.

Funding. The level of funding needed for a statewide certification process will depend on the number of courts within the state, the existing infrastructure, and the chosen certification activities. During the pre-implementation period, the advisory committee should consider available funding sources. Without securing appropriate resources the state may not be able to successfully implement a certification process for drug courts.

Other Committees

When the advisory committee determines that a statewide certification process is right for their state, the advisory committee should also identify and appoint key leaders and teams to do specific work.

It is essential that a clear head of the certification process be identified, often the statewide coordinator. This individual will oversee the sharing of documents, the review of applications, and any post-certification needs. This individual will be responsible for calling meetings, ensuring groups or individuals are staying on timelines, and organizing the certification development process.

A development committee should be assigned to work on the development of documents and to create the review process. This development committee can be the advisory committee, a subcommittee, or specific individuals who are best positioned to do this work. There may be multiple subgroups or individuals assigned different responsibilities.

An application review committee should be identified. This review committee will ultimately review all applications and decide if individual courts should be certified. (See below, Certification Review, for additional information).

Once the work is assigned, all teams should set goals that are specific and time-bound, allowing the advisory committee to have regular check-in meetings to assess the progress of the work.

Development

Creating Your Certification Documents

The certification process is governed by certification documents. These documents will lay out the process and procedures that a local court can expect as they navigate the certification process. Below are recommended areas to lay out at the beginning of the certification document.

Laying Out the Process

The outset of your documents should provide the reasons for the new certification process and goals it will achieve, an outline of how the process works, and necessary definitions.

Define the Certification Process Purpose

The development committee, at the outset, should define the intention of the state's drug court certification process. An explanation of why this process is being implemented and the goals that the process will achieve will be used to guide the document development

The ultimate goal of the certification process should be to ensure that all courts within the state are following best practice standards. The certification process creates a system by which all the state's drug courts verify their adherence to national and state standards. The NADCP Adult Drug Court Best Practice Standards, along with the Ten Key Components of Drug Courts, are based on decades of research and serve as the foundation for most existing certification processes.

It is suggested that this goal be stated at the beginning of the certification documents.

Applicable State Laws / Authority / Court Rules

In the introductory materials created for local courts, it is important to include all applicable state laws, authority, and/or court rules that govern or affect the certification process. These should be clearly laid out for courts to review during initial conversations and during education and implementation of certification. This ensures that all local court stakeholders who are engaging in the certification process understand where the requirements are coming from.¹

Providing a Clear Process for Achieving Certification

Successful certification programs are user friendly and eliminate as many barriers to participation as possible.

To ensure that local courts can understand and follow the state's certification program, it is advisable to create a process flow chart that explains the overall certification process. This flow chart should show what steps the court is expected to take and what they can expect as they move through the process.² Additionally, the flow chart should provide time frame expectations for courts, such as how long a court should expect to wait between application submission and a decision from the review committee.³

Definitions

To ensure that local courts can understand and follow their status in the certification process, it is recommended that commonly used words and phrases be defined. Some common examples include:

- *Certified*: Drug courts that received formal certification through the advisory committee. It should be made clear how long the certification will last before a court is required to apply for re-certification.

- *Uncertified*: Drug courts that have been denied certification by the advisory committee. Such programs will be informed of the reasons for their denial and are permitted to seek certification again with an identified time period.
- *Provisionally Certified*: Drug Courts that have temporary approval (for a time period set by the advisory committee), pending formal certification. This is usually used for drugs courts that are new or have a certification application pending.

Applications

Applications should require enough information that the review committee can determine adherence to identified benchmarks, standards, and best practices for drug courts. An effective application should allow for additional, required, or contextual information in support of the application to be provided upon request.

Format

Applications should be clear and concise in defining the minimum requirements of certification for the state. The application process should balance the administrative burden with asking for what is absolutely required for making a certification determination. For ease of access and transmission, consider building the application process as web based and user friendly.

Checklists

Applications should include a checklist cover sheet indicating which required and non-required documents have been provided. It is recommended that a completed checklist be required at the beginning of all applications. This checklist will allow the applying court to confirm they have provided all the required documents and will reduce the need for the review committee to request documents and extend the review process.^{4, 5, 6}

Adherence to Best Practice Standards Documents

As part of the certification application, it will be important to ensure that courts are adhering to

best practices. These best practices should include the NADCP Drug Court Best Practice Standards, the 10 Key Components of Adult Drug Courts, and any statewide best practice standards that have been implemented. The main purpose of a certification process is to hold individual courts accountable to the standards that the state wishes to see maintained. The advisory committee should determine what level of review is necessary and feasible.

A certification application may include components tied to quality assurance, like assertions of team members in writing that they are adhering to best practice standards, or statements that team members have participated in or received a peer review. The application process should be flexible with accommodating the ability of the reviewing authority to confirm or validate the responses provided by the applicant – while balancing the resources and capacity of the program, process, and reviewers to efficiently certify courts.

Checklists. Courts can be required to either upload or complete an online checklist that includes self-reporting components and/or information that has been cross-validated by other judicial systems within the state. These checklists can be as simple as “yes” or “no” (attesting that they follow specific standards of guidelines), a Likert scale of a range of options, or a combination with open ended fields for additional background information or supporting explanation.⁷

Surveys. A survey should solicit materials and responses from individual courts that demonstrate compliance with statewide standards and the underlying principles of the drug court model (as illustrated by NADCP).

When creating a survey, consider using an online platform that can be accessed by multiple team members, with progress saved until eventual submission. Building an even more automated approach could allow for rules to be developed towards scoring of the responses, allowing for reports of compliance to be distributed to courts that identify specific compliance and target areas for improvement. An online platform also benefits

the advisory committee since the functionality of an automated approach can allow for ease and consistency in scoring responses, aggregated reports on compliance of specific areas, and more clearly identify target areas for improvement for local and statewide courts.

Required Documents

The development committee will determine the documents needed for successful review of a court. It is recommended that the development committee review the below suggested documents and determine what will be applicable for their state. Additional documents can be required. The development committee should ensure that examples/templates of any required documents are provided to local courts.

Memoranda of Understanding (MOU)

Local courts should create a memorandum of understanding (MOU) that lays out the mission, policies, and procedures of the court. Stakeholders who will be part of the local court sign this MOU and detail their role in the court. The application may require that each local court have a completed, up-to-date MOU. It is advisable that courts be directed to an MOU template to allow new courts to complete this requirement. In place of a MOU, applications might require letters of support from key stakeholders to help ensure the local parties responsible for the effective operation of the program have reviewed and approve of the accuracy of information provided within the application.

Planning and Administration Processes

Providing the local court with a plan for creating and maintaining the drug court is an important requirement for new courts. The court should be able to state how they plan to start their court and the administrative support that is behind their plans.

Policies and Procedures Manuals

All drug courts should have a policies and procedures manual. The manual lays out all the requirements the court will have for its participants and team members. This manual should be

available to all staff within the drug court and regularly reviewed and updated.

Team Members' Roles and Responsibilities

Drug court teams benefit from having clear roles and responsibilities in a document that all team members have access to. This document should include all the roles on the team. Having this document created by each local court can help team communication. When team members are unclear about the roles of others or what expectations the team has of their role, this can lead to miscommunication.

Participant Expectations and Rights

Participants should be given clear expectations and comprehensive explanation of their rights before entering a drug court program. This document should include phase requirements.

Referral, Screening, and Assessment Processes

Drug courts should have clear processes for how potential participants are referred to court, screened, and assessed. Standard referral forms should be available for defense counsel and a clear referral process from judges, prosecutors, and other criminal legal staff should be provided. Drug courts should be able to explain how they screen and assess candidates to ensure that individuals who are entering the drug court are appropriate for the services provided.

Equitable Access and Cultural Competencies

All drug courts should be expected to examine their processes and review data to ensure that equitable access to drug courts is being provided. At a statewide level, training should be provided for courts to understand how to examine their data and review processes when equitable access is not being achieved. Cultural competency should be a core practice in all drug courts, ensuring that training in this area happens regularly.

Case Management, Planning, and Supervision Tools

These documents will detail how a case management process is set up and monitored for a drug court participants. These may include:

- Participant contracts, handbooks, consents
- Progress notes/court report templates
- Treatment plan templates
- Referral forms and tracking
- Phase advancement structure
- Incentives, sanctions, and therapeutic adjustment matrix

Onboarding Processes and Orientation Resources

Each drug court should have a standardized way of onboarding new staff members. This process should include resources and opportunities for training.

Training Verification

Maintaining best practice standards requires that local court teams be trained. Applications may contain requirements to demonstrate that team members have attended a recent training or have completed an online training. Expectations of training received should take into account the training that has been made available by the state. If the training requirements are unfilled by state offerings, the advisory committee should review and determine how to provide sufficient training opportunities for the local teams.

Data Collection Protocols

The application should address how the courts collect, store, interpret, and evaluate their data. The requirements in this section of the application will depend on the statewide data collection system. Quality data collection will allow the advisory committee and statewide actors to review what is happening within local courts.

In a state where a statewide data collection system exists, the courts should be required to review the data collection requirements and agree that they will enter data as required by the state.

For states where a statewide data collection system does not exist or is not robust, the courts should be provided specific requirements that they will have to adhere to. This includes informing the courts of how data should be collected and stored, at what frequency it should be collected, who the data will be shared with, and how it is evaluated and shared with local stakeholders.

For evaluation of data, a court may be required to include a statement of need (e.g., target population demographics, criminal justice, or healthcare burden) and how the court's capacity to address those needs. This statement may include:

- Program outcomes (admissions, retention, graduation, etc)
- Participant demographics

Funding

If certification is tied to state or federal funding, jurisdictions may be allowed to identify their funding needs in the application. Applications should also make it clear that applying does not necessarily mean the granting of all requested funds will occur.

Certification Review

After an application for certification has been received, it must be reviewed and considered for certification. The certification review committee will review each application, based on a clearly-defined review process. The development committee should create standards for how many individuals will be on the review committee, how positions will be filled, how long the members will remain on the committee, and how often they will convene.

The Review Committee

Who Should be on the Committee?

The review committee should include multidisciplinary professionals that will regularly meet to review applications. This is different than the advisory committee but may have similar membership. The advisory committee should establish how members are selected and how long they will be on the review committee. Having a mix of state-level and local professionals is advisable, ensuring that the applications are reviewed from different perspectives. The review committee should be asked to complete a conflict of interest document. Committee members should be asked if they have any competing interests that would affect their membership on the board. Individuals whose conflicting interests would impede the committee's work should not be approved as members.

The Role of the Review Committee

This committee should vote on each application and a confirmation by a simple majority of members attending the meeting is sufficient to award a certification status. These meetings should occur at a regular and known interval throughout the year in order to process applications in an efficient and timely manner. The professional background of the

committee reviewing the request for certification should focus primarily on their ability to understand how drug court programs can articulate and demonstrate its fidelity to national and state standards.

The expectation for the certification review committee is to identify that a program will adhere to all best practice standards and any state requirements. Careful considerations should be identified regarding any waivers of a fundamental or best practice standard as part of their review to maintain the integrity of the certification process and fidelity of the requesting program. Any practice or component that the review committee has agreed to waive should not positively or negatively impact the overall certification recommendation.

The Review Process

After considering all of an applicant's required and supplemental materials, the review committee will make a determination as to whether the program has met the minimum threshold for certification.

The review process should include a rubric, checklist, or set questions that the review committee answers to determine if certification has been achieved.⁸ At the end of the review, a certification review report should be generated so the court understands how the decision was achieved. The development committee consider the following questions as they develop this review guide:

- What is the overall recommendation for certification and how was that determined?
- Has this application provided a sufficient range of evidence demonstrating model fidelity?
- Has this application provided the required documentation?
- Have any communications between the review committee and the court program occurred during the application review process?
- If yes, what issues were raised and what were the outcomes of these communications?
- Are there additional questions, comments, or concerns to be discussed by the review committee?
- If applicable, which waivers are being approved or denied, and why?
- Do the reviewers recommend the review committee (or another entity) pursue an in-depth

site visit? If so, please list the limited areas in which a site visit would resolve issues presented by the application and specific questions that are in need of additional information not able to be obtained by email or phone.)

Suggested categories for review and scoring include:

- Target population aligned with state standards
- Eligibility/disqualification criteria
- Entry processes
- Phase criteria
- Termination criteria
- Graduation criteria
- Behavioral response model (incentives, sanctions, etc.)
- Treatment protocol
- Supervision and case management strategy
- Substance use testing process
- Additional attention should be paid to the involvement or membership of the team, mission statement, goals, objectives, data collection, and ethics/confidentiality protocols.

In rating each item, the review committee should also provide a brief description of which responses or documentation informed the rating. If modifications are needed, recommendations will be offered to the drug court team to help meet the threshold. A set of evaluation answers could include:

- *N/A*: no information provided by the program to be able to demonstrate fidelity to the drug court model
- *Waiver Needed*: program unable to meet fundamental practices but clear local circumstances prohibit it
- *Unacceptable*: information or materials meet few of the standards or practice areas of certification
- *Needs Improvement/Modification*: program meets some of the standard certification practices or areas, room to improve
- *Meets Minimum Standard*: program demonstrates it meets the requirements for the certification component

- *Exceeds Minimum Standard*: program displays outstanding creativity, innovation, or other factors to justify this rating

Other possible ratings include:

- Meets Minimum Threshold for Certification
- Additional Information or Support Needed from Program
- Conduct or Practice is Harmful to Program Participants
- Deviation in Design Adversely Affecting Service Delivery
- Failure to Fulfill Committee Request/ Recommendation
- Failure to Provide Accurate Information in Materials
- Failure to Demonstrate Implementation with Fidelity
- Missing Information or Material(s)

In some cases, it may be appropriate for the review committee to meet with the local coordinator and other staff to clarify information gathered during the review process. The reviewers may also choose to discuss any recommendations that will be made to the court to gain compliance with any standards or the rules as well as the time needed to reach compliance. Understanding this timeframe may be helpful in identifying an appropriate outcome for the certification findings to facilitate an efficient and communicative process.

Certification Review Fidelity

It is recommended that all certified programs be subject to a financial and programmatic compliance audit during or after the certification process. The financial and programmatic status audit will be performed by the review committee or an appropriate expert/authority within the state. Courts selected for the audit may need to provide receipts and revenue verification in accordance with the financial status reports and may need to respond to questions from the auditors related

to the financial information. Administrative staff may provide the auditor with the financial status reports, receipts, and grant application for the fiscal year the program is being audited.

Examples of Fidelity Reviews

Compliance Audit

All programs are subject to a compliance review to ensure the program is complying with the certification application and the drug court guidelines and criteria. The review will be conducted by the statewide program staff, external expert, or the review committee ensuring with additional, more specific follow-up that the compliance with the minimum criteria for the state as outlined in this document. The statewide program staff may ask additional questions as they pertain to the program and specifically to the certification application.

Reporting Requirements

Courts that receive certification may be required to submit statistical and financial reports as a condition of certification. Each program must complete the reports quarterly and reports are due one month after the end of the quarter.

Financial Status Reports

A financial status report assists in tracking costs associated with drug court programs and helps maintain adequate financial records of each program. All revenue (client/participant payments, appropriations received from cities or counties, federal grants, and other funds received) and expenditure costs (approved expenditures only) for the program should be recorded on these reports. Receipts for all expenditures must be attached to the quarterly financial status report. The financial status report revenue and expenditures must balance. In addition, funds that were not expended within the quarter or the fiscal year must be accounted for and recorded as unspent funding balance forward from prior quarters.

Statistical Report

The statistical report is designed to assist in the collection of statewide data statistics and provide

continuity within drug court programs. Statistical information collected should be in accordance with the state statutes and best practices for drug courts. As a valuable program for ensuring fidelity to the drug court model, it is recommended that states keep a minimum level of data and application tracking on the certification process. These categories should include but are not limited to: current progress of certification requests, information helpful to inform future reviews, process milestones and steps to review efficiency, and application decision-making.

Addressing Application Discrepancies

During the certification process, the review committee may find that there are discrepancies between statements in the application and credible information that is verified by statewide administrative staff. The review committee must have a clear process for how to resolve these discrepancies. A suggested process is:

- During the certification process, if the review committee receives credible information verified by administrative staff that contradicts the information submitted with, or the statements contained within, the program's certification application, it may, in its discretion, conduct a review into any discrepancy and may place a certification application on hold pending this review. Prior to any official action regarding certification, the review committee or its designee will contact the presiding judge, and administrative staff will work with the program to clarify the issue. The program will have 10 (ten) days to respond to notice provided by the review committee. The program may be required to resubmit its certification application and supporting documents. Programs previously certified that are under review shall be considered provisionally certified. Programs not certified previously that are under review shall be considered not certified but may apply for a waiver.

The Certification Review Report

Once consensus is reached, the review committee should create a certification review report based on findings and recommendations and forward it to the appropriate administrative authority or oversight committee for approval.

The development committee should create a certification review report template which reflects the rubric or checklist that the review committee uses during review.

The report should summarize the findings of the review and explain where improvements can be made. Even if a court meets the minimum requirements for certification, the review report may include suggestions for program improvements or enhancements.

Following review and discussion of the certification request, the review committee shall inform the head of the certification process of the results via the approved report within a set number of days after of the decision. Reports are recommended to be sent via email along with any certificate or other documentation to recognize certification.

A final review can be made by the head of the certification process, the advisory committee, or other designated administrative heads. When fully approved at a statewide level, the certification review report will then be forwarded to the applicant court's point of contact, likely the coordinator.⁹

Certification Outcomes

Certification is not a binary process — there are several possible outcomes apart from approval and denial. For example, the certification review report may extend an existing certificate of approval for a period of time so that the court may implement recommendations or provide additional documentation. In some cases, drug courts might be granted a short amount of time, usually three to six months, to demonstrate fidelity or come into compliance. Certification review reports should provide sites with a defined set of time to

remain accredited based on the review findings, recommendations, and final determination.

Certification Categories

The summary will include the certification category the court has achieved. Clear categories should be created detailing where a court falls within the certification process. Each state can develop their own terms, these are suggested categories.

Certified

A court is certified when they have received formal approval. A certified court has met the requirements of the certification process. If a recommendation against certification is made, a program may no longer describe itself as certified.

Provisionally Certified

A court may be provisionally certified when they have submitted an application and are currently under review for full certification or have been designated to meet some but not all of the mandatory standards. This status may also describe a program that has received a favorable report on certification but has not yet satisfied all requirements. This category allows courts to make required changes/modifications without their application being immediately rejected. If a court has received notice of not certified, they may no longer describe its status as provisionally certified. Courts that receive a report recommending the fulfillment of prerequisites to accreditation may stay in provisionally certified status for a reasonable time as identified by the review committee to fulfill the needed requirements. Provisional certification typically lasts three months. At the end of that time, the court will be required to resubmit portions of its application to the review committee. During the identified provisional period, the program should receive targeted feedback from state-level administrative staff and technical assistance as needed. After a provisionally certified program responds to the review committee's request to resubmit their application, the review committee will reevaluate the program and determine whether they should be fully certified.

Not Certified

A court that is not certified has received a recommendation against certification following their review. These courts are not considered to be drug courts and are not considered in statewide analyses of drug courts. Courts that are not certified may not use drug court data tools or the state management information system and may be subject to a loss of funding depending upon the state allocation model. Courts that are found not certified should be given an amount of time before they can reapply for certification. Commonly six months to a year are required before a certification application can be resubmitted. Courts that have never applied for certification are considered not certified but may apply for certification at any time.

Application Pending

While a court is in the review process, their status should be reported as application pending. A previously certified court that has applied within the required re-application period may remain as certified as their renewal application is review.

Certification Waiver

Some states include a status of certification waiver. A waiver is intended for new programs still early in the implementation phase. Even if a program has filled out an application for certification, they may still be awarded a waiver if they do not reach provisional certification. A waiver allows a program to obtain funding while in the implementation phase. Waivers are often permitted for six months. States with a certification waiver status should make technical assistance available to these courts as they build their policies and procedures.

Denial of Certification

Applications for certification can be denied or revoked from previously certified courts. When a court's application for certification is denied, the reasons for the denial should be clearly stated within the certification review report. Examples of reasons for certification denial can include:

- Failure of the applicant or the drug court to comply with court rules and related federal and state laws, rules, and regulations
- Failure of the applicant or the drug court to comply with the application requirements.
- Permitting, aiding, or abetting the commission of an unlawful act by the applicant or drug court
- Applicant or drug court conduct or practices found by the administrative office of the courts or relevant stakeholder agency to:
 - a. *threaten public health or safety; or*
 - b. *be harmful to the health or safety of any participant in the treatment court*
- Deviation from the plan of operation submitted with the application from the drug court that, in the judgment of the review committee, adversely affects the character, quality, or scope of services provided to participants
- Failure of the applicant or treatment court to cooperate with administrative authority in connection with the certification process or an investigation of a complaint pertaining to the court's compliance with court rules, the certification program, and related federal and state laws, rules, and regulations
- Failure of the applicant or treatment court to provide accurate or reliable information (including the omission of information) on the application or regarding the treatment court's operations or practices
- Failure to demonstrate the implementation of best practices and minimum standards to a degree that program fidelity is severely compromised

Should the review committee recommend denying certification, they should notify both the applying court and the local supervising judge and any local supervising individuals that the review committee is not recommending certification. The notice should contain all of the following information:

- A brief statement explaining the reasons for the proposed denial or revocation
- If the treatment court is currently operational, notice that the administrative authority is

imposing a suspension on the treatment court's operations (include if applicable)

- A statement that the decision to deny the application or revoke the treatment court certificate is final unless applicant court submits a request for reconsideration with written objections within a short time frame such as 30 (thirty) days from the date of the notice.

Requests for Reconsideration

If a program has been denied certification, the court should be permitted to object in a timely manner.

A process for requesting reconsideration should be created by the development committee. The reconsideration request should allow for the local court to make specific objections to findings in the certification review report.

The review committee, or its supervising entity, shall consider such objections. The review committee should review the specific objections and may request additional information from the court. While this review is occurring, the court's status should be returned to application pending.

After the objections to the certification review report are reviewed, a reconsideration report should be issued. This report should state whether or not the original report findings have been changed, detail why those changes were made, and state if the certification status has changed.

Post-Certification

Courts that have received certification may need to make changes to their court programs. Courts should have a regularly scheduled recertification time.

Change of Operation Reports/Notice of Substantive Change

In the normal course of practice drug court may undergo changes to their program makeup. Some of these changes will warrant state-level notification and review. As part of creating the certification process, clear standards on which changes require notification should be provided. It is advisable to provide a form for programs to complete that include a list or chart of changes that would require notification. Additionally, some states allow for informal notification, such as a phone call or email, as well as formal notification, requiring submission of a form and supporting documentation. These notification requirements should have a time frame requirement, such as reporting within 30 days of change, to ensure prompt and accurate reporting.¹⁰ Examples of changes that could require formal notification include:

- Change in court type or addition of track
- Program closure
- New presiding Judge
- Permanent loss of stakeholder
- Permanent loss of treatment licensing
- Change in target population
- Addition of practice or policy affecting participant wellbeing
- Unethical or illegal policy/behavior by team member(s)

Examples of changes that could require informal notification include:

- Expansion of program capacity
- Change in treatment provider services
- Program information update
- Change in program stakeholders

Recertification

It is recommended that a court's certification status be re-evaluated over time. This allows for continued review of a court's fidelity to the best practice standards and compliance with state regulations. Recertification asks similar questions to the initial application.

The time frame for recertification will be determined by individual states, ideally between three to five years after initial certification or other recertifications.

In order to be recertified, an application must be completed, prior to the date the court's current certification is set to expire.

A court that does not meet the standards required for recertification will go through the same process as new courts that have not met this threshold.

Probationary Period

The probationary period should allow sufficient time for a court to review their report and understand why they did not receive certification. Courts will then have a set period of time to fix their program to meet the requirements. It is recommended that the probationary period last at least six months before the court is allowed to reapply. During this time, support should be available from the state level, including help such as explaining how to meet the standards, reviewing policies and procedures, and providing targeted training resources.

At the end of the probationary period, courts should be allowed to resubmit their application. If the court is still unable to meet the required standards for recertification, the state should be prepared to decertify the court.

Decertification

After certification, it is possible that a court could fail to maintain the minimum required standards. This failure could occur when the court attempts recertification or could be triggered by a separate review, such as a site visit or peer review.

Certification systems must be prepared for this possibility and create a procedure for courts to follow.

Courts that do not meet the certification standards should be decertified, regardless of their prior status. Courts that are not meeting the minimum standards required by the certification process should be decertified and required to re-apply for certification when they are prepared.

Implementation

Statewide Implementation

Once a state has created the structure, documents, and process for conducting certification, it must be rolled out to the existing drug courts within the state. This process requires education on the new process and requirements. As part of the education process, local courts need to understand how this process will help them and the state achieve best outcomes.

Education Strategies

When beginning a certification process, education and training is crucial for success. Local actors will need to understand what is expected of them, why the change is being implemented, and how to navigate the program. Therefore, it is important to consider education and training procedures at the outset of your planning process. States should develop an education strategy detailing how the state's drug courts will be informed of the new certification process and trained on its requirements. Initial outreach should include a combination of in-person and virtual sessions that offer scheduling flexibility and access for more remote jurisdictions. This education strategy should include:

- Coordinated email blasts to court coordinators, relevant stakeholder groups, and partner agencies introducing the new statewide certification process
- Weekly emails providing certification 'office hours' and point-of-contact information
- Multiple information sessions (in the first years especially) recorded and posted to the governing entity's website
- A dedicated landing page featuring all relevant documents, resources, FAQs, etc.
- Training schedules and sign-up tools for individual courts and jurisdictions
- Conference and presentation materials (e.g., posters, slide decks, fact sheets, etc.)

Participation

Coordinating statewide trainings can be challenging, even when deemed mandatory by state officials. To help ensure individual courts and jurisdictions are participating in the education sessions to the greatest extent possible, states should:

- explore ways to incentivize attendance (e.g., grant early-bird sites an extended approval period, certification 'leader' status, etc.);
- track attendance (e.g., provide CLE-type codes during the sessions, etc.)
- develop a short quiz to be completed after the sessions to ensure training has been attended and basic information has been retained;
- capitalize on existing events like statewide and judicial conferences;
- offer lunch and learns for individual courts; and
- monitor certification website analytics and conduct direct outreach to sites/jurisdictions that are not participating

Buy-in

There may be hesitancy or resistance from local drug court programs to the new certification process. It is quite possible that the introduction of a new certification process is met with a degree of trepidation or even resistance. For busy drug court practitioners, the benefits of a new statewide certification process might not be immediately evident. They may also fear that the certification process will create more work and more scrutiny, rather than add support and help secure continued funding. These concerns are valid and understandable. To help address these concerns and foster buy-in, states should:

- meet with key stakeholders (e.g., court leaders, judges, partner agency officials, etc.) in-person as much as possible;
- when needed, travel to meet with court teams in remote or less-resourced jurisdictions;
- request feedback from stakeholders and be sure to show how it is being integrated;
- ensure early information sessions feel

- conversational rather than didactic or directive;
- invite the field’s mentor sites and leading voices to become certification ‘champions’ that will help with marketing and training efforts;
 - early on, roll with resistance and accept that the new certification process may feel burdensome for some courts/jurisdictions;
 - ensure speaking points and training materials frame certification as a reflective process, not a punitive one;
 - encourage courts to be honest about their challenges and to self-identify areas requiring attention; and
 - always celebrate existing strengths.

Updating Program Materials

In some cases, the certification process will prompt a drug court to create or update its program materials, such as its policy and procedure manual, participant handbooks, or MOUs. States can support this process by providing courts with sample documents (e.g., ‘gold star’ examples) or blank templates with recommended formatting and structure.

Optional Steps

Some states have found it useful to include additional processes within their certification system, such as peer reviews, and/or site visits. These additional processes require more resources but can assist in ensuring that sites are keeping fidelity to the best practice standards.

Peer Reviews

Peer reviews can be a valuable compliment to a certification program. They provide a shared learning opportunity for drug courts to learn from each other and share ideas for program improvements, successes, and challenges. Peer reviews can be required for certification, or they can be a separate process used as more of an evaluation tool to improve program processes and help drug courts prepare for certification. If peer reviews are used as part of the decision-making process for certification, information can be obtained to help confirm compliance with best practices and other certification requirements.

Peer reviews use drug court professionals, called peer reviewers, within a state to help other court teams identify areas of practice that need improvement. Peer reviewers are able to share the successes and challenges they faced in their own courts. This process helps to build a learning community within the state and builds on-going relationships between different court teams within the state.

Peer reviewers should be from the same treatment court type and come from a nearby jurisdiction to conserve resources. Reviews are typically provided in teams of two or three peer reviewers who are trained on how to conduct the review, including how to conduct assessments or surveys in advance of the review, interviews with drug court team members and participants, and the drafting of summary reports. Peer reviews generally take one to two days and include:

- staffing meetings observation;
- status hearing observation;
- team member and participant interviews; and

- review of program documents (e.g., policy and procedure manuals and participant handbooks).

In advance of the peer review, a survey can be administered to obtain information about program operations to help prepare for the review and identify any areas in need of special attention. Upon conclusion of the review, the reviewed court should receive a formal report from the peer reviewers with feedback on strengths, areas in need of improvement, and any recommendations on how to better align with best practices.¹¹

Virtual peer reviews have been successfully conducted during the COVID-19 pandemic and can continue beyond the pandemic to supplement on-site reviews. They could be especially valuable for states with many drug courts which makes it impractical to conduct peer reviews for all courts. Virtual reviews could be used to supplement on-site visits to reach more courts.

Site Visits

Site visits may be included as part of the certification program in addition to, or in lieu of, peer reviews. They are generally conducted by one or two staff from the state's administrative office as a part of the office's training and technical assistance efforts. The format of the site visit is similar to peer reviews with observation of staffing meetings and status hearings, team member and participant interviews, and review of program documents. They may also include observation of treatment service delivery and provide an opportunity to provide training on best practices. Site visits can be conducted in advance of certification to help courts implement best practices and prepare for certification or used as a required part of the certification process in lieu of peer reviews but without the benefit of the shared learning opportunity that peer reviews provide.

Additional Steps

The certification review process can be tailored to meet the needs and capacity of individual states. If

there are other processes that a state has found useful in monitoring the fidelity of their local courts, those processes can and should be incorporated into the certification process.

Conclusion

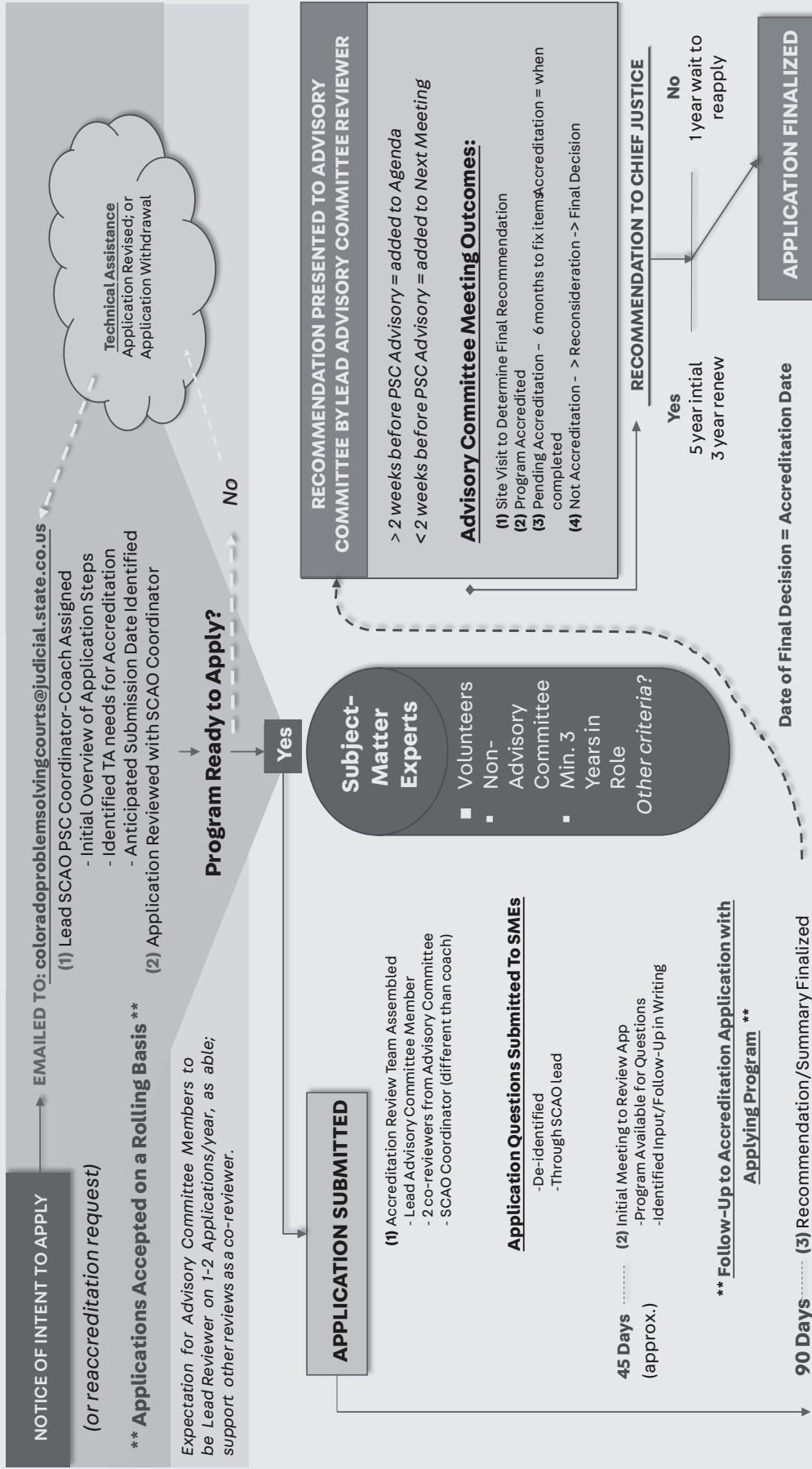
Each treatment court faces unique strengths and challenges. This toolkit is designed to assist users in creating a certification process. This will be an on-going process as your courts begin to implement and use the certification process. A certification process for your state will enhance the achievements of your treatment courts.

Appendix A

Colorado Problem-Solving Court Accreditation Program

Certification Flow Chart	20
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Problem-Solving Court Accreditation Program: Certification Flow Chart



Colorado Problem Solving Court Accreditation Program

Checklist For Completing the Accreditation Application

Overview

The accreditation program is designed to certify to those within the field and those from other parts of the community that a program called a problem-solving court adheres to evidence-based treatment and research-proven practices. In turn, this will provide assurance that programs are high quality, sustainable, multidisciplinary, and addressing equal protection rights. For more information regarding accreditation, please consult the accreditation program website: <https://www.courts.state.co.us/Administration/Program.cfm?Program=58>

Instructions

The minimum criteria for accreditation include the following: operational greater than 1 year, joint approval of Chief Judge, District Administrator, and Chief Probation Officer/County Department of Human Services Administrator, and have a policy/procedure manual and a participant handbook developed. There are four key components a request for accreditation covers: 1) Program Overview; 2) Budget Information; 3) Program Performance Data; and, 4) PSC Standards Self-Assessment. It is anticipated that it could take a wide range of time to complete, depending on how organized a program's documents already are. Reported timeframes have ranged from 4-80 hours to compile and complete the entire application. Please plan accordingly. Incomplete applications will not be reviewed by the Committee, and the program will be asked to re-submit in a future application period. This information sheet is designed to help you navigate the application and request process.

Materials Needed

At a minimum, your program will need to provide the following documents in support of your request for accreditation. When applicable, you may need to formally create additional materials that demonstrate the information outlined in the application or it may be asked of you to be created by the Advisory Committee following its review of the materials.

- Policies & Procedure Manual
- Participant Handbook
- Example Staffing Case Review Sheet
- Interagency Memorandum of Understanding
- Other Available MOUs
- Program Evaluation (within past 5 years; if available)
- Participant Surveys (if available)
- Service Provider Contracts (if available)
- Sample Redacted Treatment Plan
- Sample Redacted Probation or DHS Case Plan
- Contractor/Community Partner List
- Program Goals & Objectives
- Program Data/Statistics (past 3 years)
- Program Brochure or Other Materials
- Treatment Provider Information & Credentials
- Sustainability Plan
- Budget Details & Expenses (past 3 years)
- Peer Review Final Report (optional, if available)
- Sample Client Contract or Waiver of Rights
- Sample Release of Information and/or Confidentiality Plan

Helpful Reminders For Accreditation Success

- Make sure all applicable signatures have been included from district and program leadership
- Give enough time for external agencies and parties to review and/or provide information while completing
- Maintain continuous page numbering throughout the document and create cover pages for attachments
- Clearly label each page of an attachment with a footer that references the document being reviewed
- Compile all of the attachments and applications as a single .pdf file
- References to attachments within the application must include the attachment name and page number
- Incomplete applications will not be considered by the Committee and a program will be asked to re-apply in a future submission period.
- Ask for help when needed.

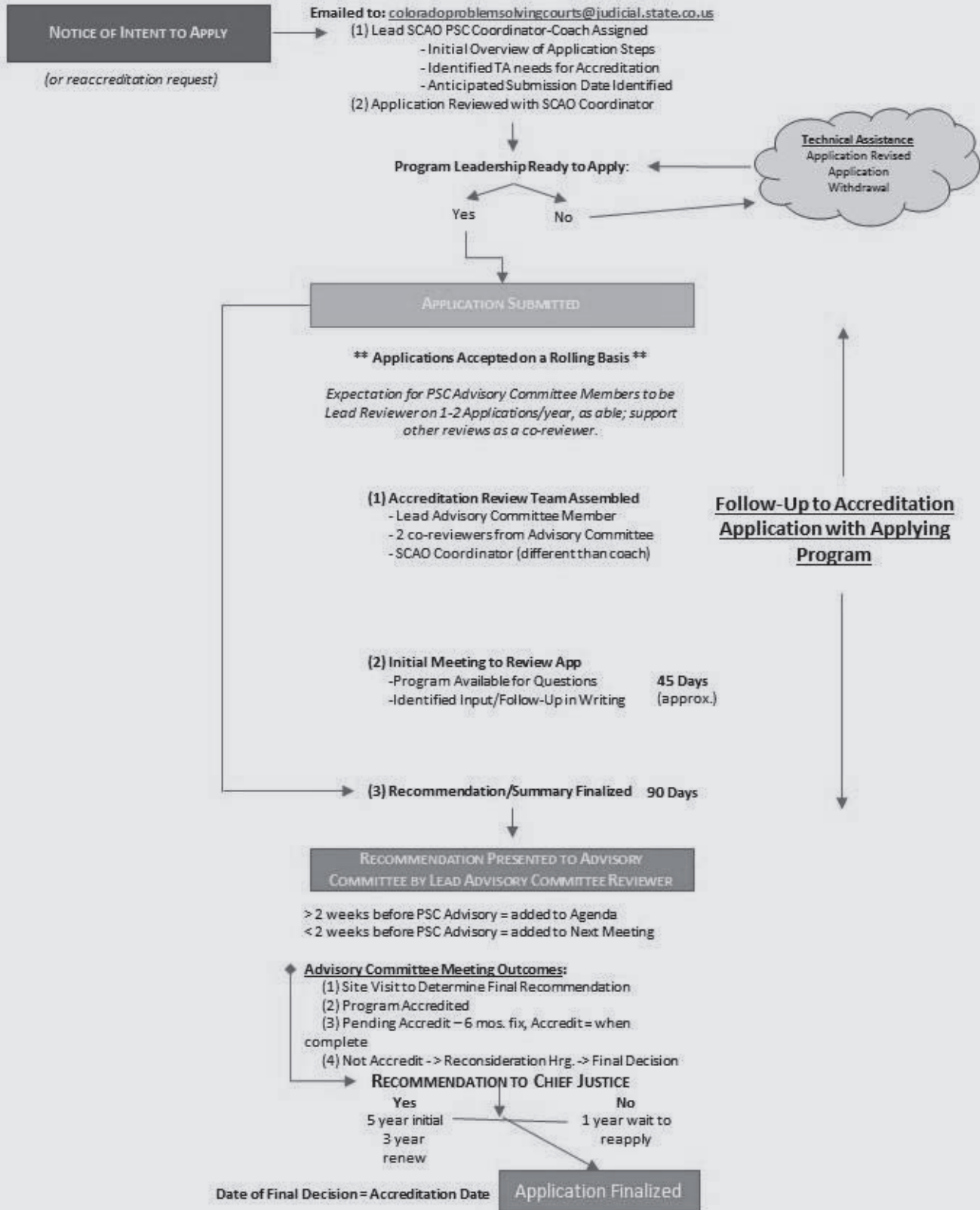
Technical Assistance

If at any point during the completion of the accreditation application and compilation of supporting materials you require technical assistance or would like to ask a question regarding the process, please feel free to email coloradopblemsolvingcourts@judicial.state.co.us. Requests for assistance will be addressed in the order received and are expected to be submitted within a reasonable timeframe to allow for a response prior to an accreditation deadline passing, which may be dependent on the complexity of the request.

Steps to Complete the Accreditation Process

1. Complete notice of Intent to apply document (signatures required)
2. Await notification of acceptance of intent (within two weeks of submission)
3. Begin to compile and work with team & SCAO lead to complete application (as outlined above)
4. Complete any needed technical assistance follow-up
5. Submit application for accreditation no later than indicated deadline
6. Application reviewed by advisory committee working group (minimum of 90 days)
7. Program representative required to be on call for application review dates
8. Submit response to follow-up questions from advisory committee (within identified deadlines)
9. Notice from PSC advisory committee re: final recommendation
10. (If needed) Reconsideration Request Submitted to advisory committee
11. Await Chief Justice's approval of final accreditation recommendation

OVERVIEW OF THE ACCREDITATION PROCESS & WORKFLOW



Colorado Problem Solving Court Accreditation Program

Request and Application for Accreditation

Adult Drug Courts

Accreditation Applicant Contact Information:

Email: _____

Phone: _____

Application Submission Information:

Notice of Intent Date: _____

Reviewers Assigned Date: _____

Program Q&A Date Date: _____

Advisory Meeting Target Date: _____

Index of Attachments in Support of Request for Accreditation (Adult Drug Courts)

Materials submitted in support of a program’s application for accreditation must be clearly labeled and have page numbers. References to supporting documentation within the application must also be consistently designated otherwise the application may be deemed incomplete. Please indicate for all items a brief description of what the item includes and what component of accreditation it supports. All attachments must include a cover page, be clearly labeled, and maintain pagination for ease in reference. If possible, please include tabs or coversheets between the attached documents (see final page of application for sample attachment cover page).

Attach.	Title of Attachment	Last Revised	Page Range	Description (Optional)
A	Policies and Procedures Manual	MM/YYYY	Pages XX - YY	
B	Participant Handbook	MM/YYYY	Pages XX - YY	
C	Example Staffing Report	MM/YYYY	Pages XX - YY	
D	Memorandum of Understanding & Team Member Roles and Responsibilities	MM/YYYY	Pages XX - YY	
E	Most recent evaluation (internal or 3rd party) if available and conducted within the past 5 years	MM/YYYY	Pages XX - YY	
F	Redacted Participant Surveys (or compiled results) if available	MM/YYYY	Pages XX - YY	
G	Service Provider Contracts	MM/YYYY	Pages XX - YY	
H	Sample Treatment Plan	MM/YYYY	Pages XX - YY	
I	Contractor List & Contact Information	MM/YYYY	Pages XX - YY	
J	Program Strategic Goals & Objectives (SMART)	MM/YYYY	Pages XX - YY	
K	Other program statistics, reports, reviews	MM/YYYY	Pages XX - YY	
L	Other program materials (brochures, flyers, etc.)	MM/YYYY	Pages XX - YY	
M	Treatment Provider Information, Credentials, evidence-based treatment modalities used, types of treatment provided (e.g. groups, individuals, MAT), ratio of therapists to clients in group sessions, etc. (see: p. 3). Please clearly list or identify by each provider in the attachments.	MM/YYYY	Pages XX - YY	
N	Sustainability plan	MM/YYYY	Pages XX - YY	
O	Budget Details/Support & Statement of Grant Standing from Financial Services Division (see: section IV (A))	MM/YYYY	Pages XX - YY	
P	Peer Review Final Report (optional; see p. 1 of the application or p. 7 of the PSCAP guidelines for more information)	MM/YYYY	Pages XX - YY	
Q	Any Releases of Information and Confidentiality policies	MM/YYYY	Pages XX - YY	

Application Instructions and Request for Accreditation Form (Adult Drug Courts)

I. Accreditation Application Process Overview and Guidelines – Adult Drug Courts

A. Overview

The PSC Accreditation program is a process of review for determining program fidelity to the problem-solving court model. The primary method for conducting this process will be the review of a program's application for accreditation. A final report will be produced by the Advisory Committee with a recommendation to submit to the Chief Justice. In order to initiate the accreditation program review, programs must submit an intent to apply to receive their accreditation deadline. When the deadline has been received, the following application is required to be completed in full along with any supporting materials for the information requested herein. Failure to provide a complete or thorough application may result in the delay of processing an accreditation request or that an application is given a recommendation for denial or pending.

Materials submitted in support of a program's application for accreditation must be clearly labeled and have page numbers. References to supporting documentation within the application must be consistently designated otherwise the application may be deemed incomplete and will not be reviewed or given a pending or denied status. The preceding section to this page provides a sample guideline for submitting additional materials. It will not be sufficient to attach documents without providing responses to application questions; if information is provided elsewhere in the application packet or in a supporting attachment, please indicate in the application (at minimum) where the information can be found, the name of the document or attachment, a description of how that reference is relevant to the question asked, and any applicable page numbers as well.

B. Minimum Criteria

To be considered for accreditation, the applying problem-solving court must meet the following minimum criteria:

1. Joint Approval of Chief Judge, District Administrator, and Chief Probation Officer;
2. Program Policy and Procedural Manual and Participant Handbook developed;
3. Operational for no less than 1 year

C. Submission Deadlines:

The Advisory Committee shall review applications twice a year and will communicate Intent to Apply and subsequent application deadlines. All programs submitting an Intent to Apply by the identified deadline will be notified promptly if they have been invited to submit a full accreditation application in the current review period. The Advisory Committee or its designee will meet twice per year to review new applications and monitor the accreditation progress for programs currently under review for accreditation. Timelines may be extended to accommodate staffing issues. The following programs will be prioritized for accreditation:

1. Programs that have undergone a peer review or an independent review within the last two years and voluntarily provide a copy of the Final Report with the application and request for accreditation;

2. Programs in fields that have established state minimum standards
3. Programs that do not fall under the purview of subsection (1) or (2)

Intent to Apply and application submissions will be addressed with the above priority. All accreditation reviews and subsequent follow up are intended to be completed within six (6) months following the close of the submission period. Delays in providing supplemental information requested by the Advisory Committee may result in an application being moved to the bottom of the review queue or another remedy as identified by the Committee. Incomplete applications may be rejected in full, in which case a program would need to wait until the next application period to apply again.

D. Submission Format:

All submissions and attachments must be submitted electronically by end of business day on the application deadline. All materials must be labeled and include Bates-stamped or continuous page numbers throughout the application and its attachments. A single PDF document shall be provided that includes both the application and any attachments or referenced documents along with a cover page outlining the attachments in a format that is identical to or mirrors the example provided at the beginning of this application. Any supplemental materials should be organized or presented in a manner that references the component of accreditation that it is intended to support. The Advisory Committee reserves the right to reject incomplete applications, in which case the program would have to re-apply in the future. The Advisory Committee also has the discretion to request supplemental or follow-up information if clarification is deemed appropriate.

E. Technical Assistance:

Technical assistance is available for programs that would like help in preparing the application or conducting a preliminary review of a specific application section. All requests for technical assistance should be submitted in writing and detail the nature of the assistance or review needed. A request for technical assistance will not favorably or unfavorably impact the review of the program seeking accreditation. Requests for technical assistance should be submitted in a timely fashion and will not allow a program to delay an application deadline, absent good cause. For more information regarding accreditation, please contact the Problem-Solving Court Team at coloradoproblemsolvingcourts@judicial.state.co.us. Additional technical assistance may be made available to programs who are pending accreditation following review by the Advisory Committee in preparing or compiling supplemental information that may be required or requested in order for a determination regarding an accreditation recommendation to be made.

F. Review Procedure:

After the application and supporting materials have been confirmed as complete, the Accreditation Coordinator shall forward the packet to the Advisory Committee for review. In forwarding the application, the Coordinator shall provide a summary of the application and indication of whether a site visit is needed or recommended based upon the requirements of the accreditation process.

Upon forwarding the application, the Coordinator shall provide notice to the Applicant that the application is under review by the Committee and the anticipated time line for completing the review. A complete application shall initially be assigned to three (3) committee members to serve as a preliminary Review Group for detailed analysis. One of the three shall be designated to preside over the analysis. The Review Group shall

consult with the problem-solving court professionals at SCAO and other experts within or available to the Advisory Committee as the Review Group deems appropriate.

Throughout the analysis, the Review Group shall communicate with the applicant to address questions or concerns as they arise. The purpose of the communications shall be to promote explanations, clarifications, corrections and supplemental submissions to resolve, if possible, questions and concerns prior to the submission of the application to the full Advisory Committee. The applicant shall designate a contact person responsible to engage in these communications. The communications shall be made through the Applicant Coordinator at SCAO or the coordinator's designee. The applicant shall respond promptly to inquiries or requests from the Review Group. The Review Group shall endeavor to prepare its analysis for submission to the entire Advisory Committee at the Committee's application review meeting next scheduled not less than three months after the submission of the application to the Review Group. The Review Group shall submit to the Advisory Committee an executive summary of its analysis 14 (fourteen) days prior to the Advisory Committee meeting at which the application will be considered and shall present its analysis at the Advisory Committee's application review meeting.

II. Certificate Of Review

As members of the problem-solving court management team, we hereby attest that the following information has been reviewed and is correct to the best of our knowledge as well as those operating the program. Please accept the following application, responses, and attachments in request of review for accreditation of the [INSERT NAME OF THE PROBLEM SOLVING COURT PROGRAM REQUESTING REVIEW].

Respectfully submitted this ___ day of _____, 20__.

Presiding Judge, Problem-Solving Court

Chief Judge for Judicial District

District Administrator

Chief Probation Officer

Application Completed by: _____

Title _____

Name, print and signed

Email

Phone

III. Program Information And Overview*

*If supplemental materials have been included with this application in support of the below-referenced information, please indicate which attachment is being referred to in the answer as well as the attachment name, relevant pages numbers, and any other additional information in the table below or in the space that follows if extra space is needed. For example, “see Attachment A: Policy and Procedures Manual, Pages 23-26”, or, as follows:

Sample Response	
Accreditation Item	Narrative / Response
AA. Services provided for non-English speaking participants in the program	Yes, treatment provider has full-time Spanish speaking clinician. Other language accommodations are available as needed. Attachment: M Location: Treatment Provider Information Page 10
A.	
B.	
C.	
D.	Proposed Court / Initial Accreditation / Reccreditation
E.	
F.	Proposed Court / Initial Accreditation / Reccreditation
G.	MM/YYYY
H.	
I.	
J.	

Accreditation Item	Narrative / Response
K. Minimum Length of Time to Graduate	
L. List all eligible agencies or entities for program referrals	Please include list as a separate attachment to the application and indicate here which attachment includes these items.
M. Do any positions rotate (e.g. Judge, DA, PD)? How frequently?	
N. How does communication between team members occur? Email? Phone? In-Person	Please include a confidentiality plan regarding electronic communication and attach an example Release(s) of Information if the court has created one.
O. Are all agencies represented on the drug court team that work with the participants?	
P. Are there other community partners that the program works with frequently? Describe their role with the PSC	
Q. Target Population & Eligibility Criteria	
R. Process for Mental Illness screenings	
S. Exclusionary Admission Criteria	
T. Risk Assessment Used	
U. Levels of Risk Accepted	
V. List of service providers used	
W. Service provider info	
X. Service provider info	
Y. Therapeutic services and treatment available	
Z. Evidence-based treatment modalities and/or curriculums used by providers.	
AA. Average ratio of treatment providers to clients in groups.	
BB. Typical initial treatment need(s) for clients	
CC. Additional explanation of how any treatment materials provided in connection with the footnote ¹ below relate to the typical participant treatment planning	
DD. Types of child care services available to participants (e.g. during court, treatment)	
EE. Services provided for non-English speaking participants in the program	
FF. ADA services and accommodations provided	
GG. Veterans services provided	
HH. Gender-specific services provided	
II. Other services available	
JJ. Frequency of staffings, who attends staffings, staffing length, average number of participants	
KK. Who attends court, court length, average number of participants	
LL. Date and time of court review & staffings	
MM. List of Team Members and Contact Information and length of time served in PSC and in professional role	

1. When possible, in support of the application for accreditation, programs should obtain and include supplemental information regarding the scope of services provided by their licensed treatment provider(s). Appropriate supplements relative to treatment providers may include, but are not limited to: marketing and advertising materials; documentation of certification from Office of Behavioral Health or certification, licensure or accreditation by an equivalent certifying agency; individual credentials or CV of counselors providing substance abuse treatment services; a copy of each referral agreement used; any other relevant information. [For more information see section 3.0 of the Colorado Best Practice Manual (page 12)]

Accreditation Item	Narrative / Response
NN. Minimum training and orientation requirements for new team members	
OO. Ongoing multidisciplinary training plan for team members available	
PP. Describe the case management planning process ²	
QQ. Describe the standardized treatment planning process ³	
RR. Steering Committee Members (names, roles, how often the group meets, what types of PSC training provided to the group)	
SS. Other Committee type & membership (names, roles, how often the group meets, what types of PSC training provided to the group)	

2. Please provide an example of an actual, redacted case plan in support of this requirement (if available).
3. Please provide an example of an actual, redacted treatment plan in support of this requirement (if available).

Additional Narrative For Section (If Needed):

If the program has provided additional materials in support of this component of accreditation that are not directly cited within the responses above, please complete the following table to help expedite the review of the accreditation request:

Attachments Referenced: _____

Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers

IV. Budget and Data Summary

A. Budget Summary

Please provide a budget and supporting documentation for the program that includes: (a) budget details (for past 3 years); (b) “in kind” sources (such as FTE (DA/PD support)); (c) other funding sources. For all budget components, indicate whether or not a sustainability plan has been developed for the funding source by attaching a current sustainability plan for the court or by writing a brief narrative outlining how the team plans to maintain the funding source or replace the funding, should it no longer be available (see “SUSTAINABILITY PLAN” sub-section below). If there are any documents that the program maintains regarding budget monitoring or guidelines, please attach them and indicate the relevant sections for review in support of the accreditation request. Please include whether or not any grant remains in good standing.

Funding Source	Type of Funding	Amount of Funding	Date Expires	Sustainability Plan
			MM/YYYY	Y/N
			MM/YYYY	Y/N
			MM/YYYY	Y/N
			MM/YYYY	Y/N
			MM/YYYY	Y/N
			MM/YYYY	Y/N
			MM/YYYY	Y/N

In the chart below, if able, indicate the amount of program expenses by category:

Fiscal Year	Budget Allocation	Domestic Violence Treatment	Drug Testing Services & Supplies	Education & Vocation Assistance	Emergency Housing & Food
General Medical & Dental Assistance	Incentives For Offenders	Juvenile Sex Offender Assessment	Mental Health Services	Monitoring Services	Other
Restorative Justice	Special Needs Services	Substance Abuse Treatment	Transportation Assistance	Additional Expenses	Total Overspent/Unspent

B. Budget Narrative

Please provide a brief explanation of how the court uses each of the funding categories above and if there are any fiscal control, standards for determining how funds are used, or model for allocating resources to participants that have been adopted to ensure proper fiscal stewardship. This can be a brief bullet point or list for each category as well. Include which source of funding is the primary source of funding for the category.

If the program has provided additional materials in support of this component of accreditation that are not directly cited within the responses above, please complete the following table to help expedite the review of the accreditation request:

Attachments Referenced: _____

Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers

C. Sustainability Narrative

For all funding sources, whether temporary, continual, near-expiring, or perpetual, please provide a brief overview of the program's sustainability plan for maintaining the funding level. The overview should include any plans for whether or not the funding source will be re-applied for, replaced, or expanded upon. Please attach to the application any formal or articulated plans developed which help support this narrative and indicate what the attachment(s) includes.

If the program has provided additional materials in support of this component of accreditation that are not directly cited within the responses above, please complete the following table to help expedite the review of the accreditation request:

Attachments Referenced: _____

Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers

D. Program Data

The following minimum program data is required to be provided as part of the accreditation application and review process. If the information is contained in an attachment or is easier to provide via a current generated report, please include it at the end of the application and indicate below where the data can be located by referencing the attachment and page number within the attachment that answers the questions. Please limit the data provided to the past three years (calendar or fiscal acceptable, please label accordingly). Include any other program materials related to data management as well.

Question	Response
Average Length of Time between Arrest to Referral (or an event initiating entry to the program, such as a probation revocation)	
Arrest to Entry	
Initiating Event to Entry	
Average Length of Time between Referral and Entry	
# of Participants Since Program Began	
# of Active Participants in Program	
# of Graduations Since Program Began	
# of Termination Since Program Began	
Non-Compliance	
New Offense	
Other	
% of Participants by Gender	Male
Female	
Other	
% Participants by Race/Ethnicity	Caucasian
African-American	
Hispanic/Latino	
Native American	
Asian American	
Other	
% of Participants by Age	18-24
25-34	
35-50	
50+	
% Drug of Choice by Type	Type #1
Type #2	
Type #3	
% of Participants with a Co-Occurring Disorder	Primary Diagnosis 1
Primary Diagnosis 2	
Primary Diagnosis 3	
% of Non-Native English Speaking Participants	Primary Language 1
Primary Language 2	
Primary Language 3	
% of Participants diagnosed with a trauma-related disorder	

Any additional data collected or used by the program:

Data Narrative: in a few sentences, please describe the process for collecting data the program utilizes and how such data is used in the ongoing management of the problem-solving court.

If the program has provided additional materials in support of this component of accreditation that are not directly cited within the responses above, please complete the following table to help expedite the review of the accreditation request:

Attachments Referenced: _____

Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers

In completing the program self-assessment in the table below, please provide any additional explanation needed in the form of a brief description in the narrative section that follows the table by referencing which component is being addressed, the explanation of why or why not the component can or cannot be met, and any citations to attachments that may be relevant in support of the response. If the program has relevant data that helps to illustrate a component or best practice, please provide that in the narrative section as well.

Any requests for a waiver of a fundamental practice component must be submitted as a separate form (see: Waiver of Accreditation Component). A waiver is required for all fundamental practices that the program is unable to meet, as outlined by the Colorado Problem Solving Court Standards document for that specific court type. A program’s request for accreditation may be denied for failure to submit a waiver; however, if a program does not feel a waiver is necessary in support of the request, an explanation of why a waiver was not submitted for each fundamental practice component is required to be included in the “Waiver of Accreditation Component” document or in the space that follows the table below.

Note: for further description or explanation of key components, please consult the *Best Practice Standards Guideline Document For Adult Drug Courts*.

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
Key Component #1: Drug courts will integrate alcohol and other drug treatment services with justice system case processing.		Y/N	Y/N	e.g. Attach. A, Page 12
[1-1] The problem solving court team shall include the following roles/agencies: Problem solving court judge, treatment provider, treatment court coordinator, probation/case manager, law enforcement and legal advocates (prosecuting attorney, defense attorney)	Yes			
[1-2] The problem solving court team shall collaboratively develop, review, and agree upon all aspects of problem solving court operations and create a policy manual and review it yearly for updates.	Yes			
[1-3] The problem solving court team shall develop a written agreement between all participating agencies that includes roles and responsibilities of all parties.	Yes			
[1-4] Problem solving court team members shall consistently attend and participate at scheduled staffing.	Yes			
[1-5] Problem solving court team members shall consistently attend and participate at court sessions.	Yes			
[1-6] Treatment uses email to communicate with team members.	No			Not Required
Key Component #2: Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.		Y/N	Y/N	e.g. Attach. A, Page 12
[2-1] Prosecution (District Attorney) and defense counsel shall both be members of the problem solving court team and shall participate in the design, implementation, and enforcement of the program's screening, eligibility, and case-processing policies and procedures	Yes			
[2-2] The prosecutor and defense counsel shall work to create a sense of stability, cooperation, and collaboration in pursuit of the program's goals and pursue justice, protect public safety, and constitutional rights of participants.	Yes			
[2-3] The prosecutor and defense counsel shall consistently attend staffings and court sessions.	Yes			
[2-4] The prosecutor shall: review cases for legal eligibility; file all required legal documents; agree that a positive drug test or open court admission of drug use will not result in the filing of additional drug charges based on that admission; and work collaboratively on team responses to participant behaviors.	Yes			
[2-5] The defense counsel shall: review all case and program documents and advise the defendant as to the nature and purpose of the problem solving court and the rules governing participation.	No			Not Required
[2-5-1] Provide a list of and explain all of the rights that the defendant will temporarily or permanently relinquish and advise the participants on alternative options.	No			Not Required
[2-5-2] Explain that the role of prosecution in a problem solving court as outlined by [2-4] and encourage truthfulness with the judge and treatment staff while informing the participant that they will be expected to take an active role in court sessions.	No			Not Required
[2-5-3] Work collaboratively with the team to decide on team response to participant behavior.	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
Key Component #3: Eligible participants are identified early and promptly placed into the drug court program.		Y/N	Y/N	e.g. Attach. A, Page 12
[3-1] Participant eligibility requirements/criteria shall be developed and agreed upon by all members of the problem solving court team and included as part of the program's policies and procedures.	Yes			
[3-1-1] Both the prosecution and the defense attorney shall complete the eligibility process as swiftly as possible, to shorten the time to entry into the problem solving court.	Yes			
[3-2] Time from arrest (or revocation) to program entry is 50 days or less.	No			Not Required
[3-3] All participants shall receive a Participant Handbook upon accepting the terms of participation and entering the program.	Yes			
[3-4] The target population for problem solving courts shall be individuals classified as moderate-to high-risk and high-need or those that are dependent on illicit drugs or alcohol and are high-risk for reoffending or failing to complete less intensive forms of supervision.	Yes			
[3-4-1] The court shall avoid serving a mixed population of low-risk and moderate to high-risk offenders in a single treatment setting.	Yes			
[3-5] Eligibility and Exclusion Criteria shall be defined objectively, specified in writing, and communicated to potential referral sources (Bhati et al., 2008; Sevigny et al., 2013).	Yes			
[3-6] Problem solving courts shall use appropriate validated risk and need assessments that are appropriate for the population served. Services for participants shall be appropriate for their assessed risk and needs.	Yes			
[3-6-1] The problem solving court completes a full treatment screening or assessment prior to program entry, including a mental health screen.	No			Not Required
[3-6-2] Assessment for substance abuse and other treatment needs shall be conducted by appropriately trained and qualified professional staff, using validated and standardized assessment tools	Yes			
[3-6-3] If adequate treatment is available, candidates with co-occurring disorders or those who have been prescribed psychotropic or addictive medication shall be considered for program participation	Yes			
[3-7] The program shall not automatically disqualify individuals charged with drug dealing or violent histories unless restricted by grant funding (Carey et al., 2008, 2012).	Yes			
[3-8] Problem solving courts that are larger than 125 participants shall pay particular attention to whether they have the capacity (services and staff) to follow these standards	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
Key Component #4: Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.		Y/N	Y/N	e.g. Attach. A, Page 12
[4-1] Problem solving courts shall partner with no more than two primary treatment providers.	Yes			
[4-2] The problem solving court team shall ensure case management services are provided.	Yes			
[4-2-1] Ancillary services should be made available to meet the needs of participants.	No			
[4-3] Problem solving courts shall provide a continuum of services (**see page 9 of BPS**)	Yes & No			
[4-4] Treatment and case management plans shall be individualized for each participant based on the results of the initial and reassessments.	Yes			
[4-4-1] Treatment shall not be based on program phase structure.	Yes			
[4-5] While in-custody treatment is encouraged when appropriate, jail shall not be used to administer treatment services if appropriate community-based treatment services are available.	Yes			
[4-5-1] Jail shall not be used for detox if other detox services are available	Yes			
[4-5-2] Jail shall not be used for sober living needs.	Yes			
[4-6] Treatment shall be of adequate dosage and duration.	Yes			
[4-6-1] Counseling shall be six to ten hours per week at the beginning of program for high-risk and need participants	Yes			
[4-6-2] Treatment shall be 200 hours or more over nine to twelve months for high-risk and need participants	Yes			
[4-7] The problem solving court program shall offer a range of treatment modalities.	Yes			
[4-7-1] Individual sessions shall be a part of treatment requirements	Yes			
[4-7-2] Individual sessions shall be reduced only based on progress and stability.	No			Not Required
[4-7-3] Group interventions shall be a part of treatment requirements when found to be appropriate for the participant.	Yes			
[4-7-4] Gender shall be considered in treatment planning.	Yes			
[4-7-5] Trauma history shall be considered in treatment planning.	Yes			
[4-7-6] Co-occurring issues shall be considered in treatment planning.	Yes			
[4-7-7] The size of treatment groups shall not exceed twelve participants.	Yes			
[4-7-8] Treatment groups shall be conducted by at least two licensed clinician facilitators.	No			Not Required
[4-8] The problem solving court shall utilize evidence-based treatments	Yes			
[4-8-1] Treatment shall be based on cognitive behavior therapy	Yes			
[4-8-2] Treatment is manual based.	Yes			
[4-8-3] Treatment is recognized as evidence based.	Yes			
[4-8-4] Treatment providers are appropriately trained and qualified in services provided.	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
[4-9] Psychotropic medications are utilized, if clinically determined to be appropriate	Yes			
[4-9-1] Medication Assisted therapies shall be utilized when found to be clinically appropriate.	Yes			
[4-9-2] Releases of information shall include the prescriber(s) of any medications.	Yes			
[4-9-3] The team shall facilitate ongoing communication with the prescriber(s) of medications for program participants.	No			Not Required
[4-10] Relapse prevention and continuing care are addressed in all phases of the program, beginning	Yes			
in the first phase, with special emphasis in the final phase	Yes			
[4-10-1] Aftercare and relapse prevention plans are required for program completion.	No			
[4-10-2] Peer support groups continue after graduation for a minimum of 90 days.	Yes			Not Required
[4-10-3] Referrals for treatment and/or sober support after graduation are available.	No			
[4-10-4] Pro-social activities are established for participants.	No			Not Required
[4-10-5] The team maintains follow-up contact with participants after graduation.				Not Required
[4-11] The program shall use one to two primary treatment providers and additional treatment providers, if necessary, to provide a continuum of treatment.	Yes			
[4-12] Treatment Providers serving on the problem solving court team shall be appropriately trained, qualified and licensed to provide the appropriate services.	Yes			
[4-13] Treatment providers shall share accurate information about participants with the team in a timely manner (e.g., prior to status review hearings).	Yes			
[4-13-1] As much as possible information should be shared via email with confidentiality protocols in place to prevent the disclosure or re-disclosure of confidential information.	No			Not Required
[4-13-2] Communication protocols shall be in place to address HIPAA restrictions, releases of information (ROI), ex-parte communication, type of information to be shared etc.	Yes			
[4-14] Problem solving courts shall require a minimum of 12 months of participation to complete all program phases which shall include aftercare.	Yes			
[4-15] The context and nature of a participant's addiction shall be considered in any termination decisions.	Yes			
Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing.		Y/N	Y/N	e.g. Attach. A, Page 12
[5-1] The problem solving court program shall implement a standardized system in which participants will participate in drug testing.	Yes			
[5-1-1] Testing shall be administered randomly.	Yes			
[5-1-2] Testing frequency should be no less than twice per week	Yes			
[5-1-3] Testing should occur on weekdays and weekends	Yes			
[5-1-4] Drug testing should be maintained until the participant has shown significant progress in meeting target behaviors.	Yes			
[5-2] All problem solving courts shall utilize urinalysis as the primary method of drug testing.	Yes			
[5-3] All drug testing shall be directly observed by an authorized, official.	Yes			
[5-4] Results of drug testing should be provided to the team within 48 hours.	No			Not Required
[5-5] A period greater than 90 continuous days of documented sobriety shall be required before a participant is eligible to graduate from the program	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
Key Component #6: A coordinated strategy governs drug court responses to participants' compliance.		Y/N	Y/N	e.g. Attach. A, Page 12
[6-1] The problem solving court shall have for procedures for the use of incentives, sanctions and therapeutic adjustments established in writing.	Yes			
[6-1-1] Written policies and procedures for incentives, sanctions and therapeutic adjustments are in place.	Yes			
[6-1-2] Policies and procedures are communicated in advance to participants.	Yes			
[6-1-3] Clear definitions shall describe behaviors that elicit sanctions, incentives and therapeutic adjustments	Yes			
[6-1-4] Phase advancement criteria are in place.	Yes			
[6-1-5] Graduation criteria are in place.	Yes			
[6-1-6] Termination criteria are in place.	Yes			
[6-1-7] Team has reasonable discretion based on case circumstances.	No			Not Required
[6-2] Incentives and sanctions should be a formal gradually escalating scale system, offering a range of options, and applied consistently and appropriately to match conduct, compliance with consideration of proximal and distal goals.	Yes			
[6-3] Incentives and sanctions should be tailored to the individual participant.	No			Not Required
[6-4] The program utilizes incentives to reinforce desired behaviors.	Yes			
[6-5] Information regarding incidents of participant noncompliance shall be communicated immediately to all members of problem solving court teams to coordinate an appropriate response/sanction	No			Not Required
[6-6] Incentives and sanctions must be immediate, certain, fair, and of appropriate intensity.	Yes			
[6-6-1] Clear explanation for every consequence is given to the participant.	Yes			
[6-7] Participant consequences are equivalent to others in same phase for comparable conduct	No			Not Required
[6-7-1] Gender, race, ethnicity, nationality, socioeconomic status and sexual orientation is not considered in imposition of consequences.	Yes			
[6-7-2] Consequences may be modified for safety and harm related circumstances.	No			Not Required
[6-8] Jail Sanctions are used judiciously and sparingly	Yes			
[6-8-1] Less severe sanctions are used before jail sanctions are used.	Yes			
[6-8-2] Jail sanctions have a definite term.	Yes			
[6-8-3] Jail sanctions do not exceed six consecutive days.	No			Not Required
[6-8-4] Participants have an opportunity to be heard before imposition of jail.	No			Not Required
[6-9] Programs shall respond to non-prescribed use of addictive or intoxicating substances	Yes			
[6-9-1] Habit-forming prescriptions are not allowed unless clinically necessary.	Yes			
[6-9-2] Non-addictive medications are required when safe and effective alternatives are available	Yes			
[6-10] Professional Demeanor shall be maintained in all interactions with participants.	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
[6-10-1] Sanctions are delivered without anger or ridicule.	Yes			
[6-10-2] Foul or abusive language is not used in imposing sanctions.	Yes			
[6-10-3] Participants are not shamed at review hearings	Yes			
[6-11] Participants have opportunity to explain their perspective on factual issues.	No			Not Required
[6-11-1] Participants with language, cognition, or nervousness issues may have legal representative speak for them	Yes			
[6-12] Treatment plans are in place for every participant	Yes			
[6-12-1] Treatment plans are modified in order to reach treatment goals.	Yes			
[6-12-2] Therapeutic adjustments are based on recommendations of qualified treatment staff.	Yes			
[6-12-3] Therapeutic adjustments are not used as sanctions.	Yes			
[6-12-4] Compliant participants not responding to treatment receive adjustments rather than sanctions.	No			Not Required
[6-13] Phase promotion is based on achievement of realistic and defined behavior objectives	Yes			
[6-13-1] Phase advancement requires specific period of sobriety	No			Not Required
[6-13-2] Incentives and sanctions are adjusted based on phase advancement.	No			Not Required
[6-13-3] Supervision may be reduced in later phases of the program.	No			Not Required
[6-13-4] Drug testing is not reduced unless clearly indicated based on participant behavior and sobriety	No			Not Required
[6-13-5] If a phase regression occurs, a remedial plan is created.	No			Not Required
[6-14] Participants shall be employed, in school or participating in an approved pro-social activity in order to qualify for graduation from the program.	Yes			
[6-15] Termination is based on repeated failures to comply with treatment and supervision.	Yes			
[6-15-1] Termination does not occur based on continued use if otherwise compliant.	No			
[6-15-2] Termination does not result in augmented sentence or disposition.	Yes			
Key Component #7: Ongoing judicial interaction with each drug court participant is essential.		Y/N	Y/N	e.g. Attach. A, Page 12
[7-1] The judge shall serve a term of at least 2 years.	Yes			
[7-2] The problem solving court judge shall be knowledgeable about the drug court model, addiction, treatment methods, drug screening, and other related issues and attend annual problem solving court training	Yes			
[7-2-1] The judge shall remain abreast of legal, ethical and constitutional issues.	Yes			
[7-2-2] The judge participates in webinars and online learning programs.	No			Not Required
[7-3] A problem solving court team shall include one presiding judge and a backup judge trained in the problem solving court model to cover absences.	No			Not Required
[7-4] The judge shall attend all staffing meetings	Yes			
[7-4-1] The judge encourages all staff input and perspectives.	No			Not Required
[7-4-2] Judge utilizes information from the staff meeting to interact with participants in status hearings/court reviews.	No			Not Required
[7-5] A regular schedule of status hearings shall be used to monitor participant progress.	Yes			
[7-6] Participants shall attend at a minimum every other week status hearings while in the first phase of the problem solving court program depending on the participant's risk and need.	Yes			

Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
[7-7] Status hearings shall be held no less than once per month during the last phase of the program				
[7-8] Status review shall be conducted with each participant on an individual basis.				
[7-9] The judge shall strive to spend an average of 3 minutes with each participant during status review, especially those participants who are doing well.				
[7-10] The judge shall be assigned to drug court on a voluntary basis.				
[7-11] The judge retains and exercises independent discretion in decisions.				
[7-11-1] Judicial decisions are not delegated to staff.				
[7-11-2] The judge considers the opinions of the treatment professionals and other problem solving court team members.				Not Required
[7-11-3] Decisions are rational and informed.				
Key Component #8: Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.		Y/N	Y/N	e.g. Attach. A, Page 12
[8-1] Participant progress, success, and satisfaction should be monitored on a regular basis.	Yes			
[8-2] Participant data should be monitored and analyzed on a regular basis per local policy development to determine program effectiveness.	No			Not Required
[8-3] A process and outcome evaluation should be conducted by an independent evaluator .	No			Not Required
[8-4] Findings from evaluations should be considered when (and used for) modifying program operations, procedures and practices.	Yes			
[8-5] Data should be kept in electronic data systems, be easily obtainable, and maintained in useful formats for regular review by program teams and management	Yes			
[8-6] Courts shall use the preferred statewide case management program, currently PSC3D, in the interest of the formal and systematic collection of program performance data.	Yes			
[8-7] The problem solving court team will coordinate through external agencies to obtain recidivism data (e.g. CCIC, SCAO, DPS).	Yes			
[8-8] The problem solving court program will work collaboratively with the SCAO to conduct a cost-benefit analysis of the problem solving court program	No			Not Required
[8-9] Problem solving court programs will participate in the TAPS/Fidelity peer review process as determined necessary by SCAO. Participation in the peer review could be included as appropriate process evaluation (see [8-3])	Yes			
Key Component #9: Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.		Y/N	Y/N	e.g. Attach. A, Page 12
[9-1] Problem solving court programs shall address staff training requirements and continuing education in their policy manual and treatment practices must be evidence-based, and endorsed by NREPP and SAMSHA.	Yes			
[9-2] Training and education should include a variety of multidisciplinary and cultural or practice specific topics. Team members will assist in cross-training other team members in their specific disciplines.	Yes			
[9-3] Court teams, to the extent possible, should attend comprehensive training yearly or every other year as provided by SCAO or NADCP.	Yes			

[9-4] New team members shall attend formal orientation and training on problem solving court	Yes			
Colorado PSC Standards: Adult Drug Court	Fundamental Practice	Prog. Meets Requirement	Waiver Requested	Citation or Reference
Key Component #10: Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.		Y/N	Y/N	e.g. Attach. A, Page 12
[10-1] The problem solving court team/steering committee shall meet periodically to oversee the operations of the court and to establish and review policies and procedures.	Yes			
[10-1-1] The problem solving court team should meet to review policies and procedures, quarterly at a minimum.	No			Not Required
[10-2] The problem solving court shall organize a local Advisory Committee that should meet at least twice per year to provide guidance to the problem solving court team.	Yes			

Supplemental Narratives to Key Component Grid (As Needed):

If the program would like to provide clarification about why they are unable to meet one or more of the self-assessment components in this grid and are not requesting a waiver of accreditation or would like to provide additional clarification regarding one of the answers above, please use this space (and any subsequent pages as needed) to give supplemental information in support of the response. Each item should be addressed separately as an individual paragraph and in the format outlined below:

Accreditation Item: (e.g. 9-2)

Explanation:

- (a) why the program is unable to meet this component;
- (b) steps being taken to work to meet the component (if able); and,
- (c) how the program is able to accommodate the intent of the component in lieu of being able to fully demonstrate that it meets the fundamental practice.

Referenced Material or Attachment Citations: (e.g. Attachment B, pages 12-13)

If the program has provided additional materials in support of this component of accreditation that are not directly cited within the responses above, please complete the following table to help expedite the review of the accreditation request:

Attachments Referenced: _____

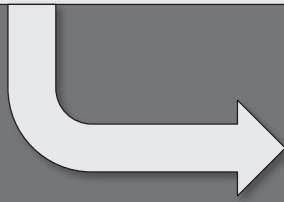
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers
Attachment Name	Relevant Page Numbers

ATTACHMENT A

POLICY & PROCEDURE MANUAL

Pages XX - ZZ

WE'VE APPLIED FOR ACCREDITATION, NOW WHAT?



Program submits application to the Problem-Solving Court Advisory Committee after review and coaching with Statewide Coordinators.

Advisory Committee divides into subgroups to review submitted applications.

Subgroups divided in a manner ensuring no potential conflicts of interest.



Program rep MUST be on-call for entire review date

- ❖ Subgroups meet to review assigned applications.
- ❖ Programs contacted for clarification or follow up as needed.
- ❖ Application summary and accreditation recommendations presented to full Advisory Committee at the next available meeting.

Advisory Committee discusses and votes on recommendations made by subgroups.

Committee member(s) with potential conflict of interest not present for discussion

Coordinator informs program of Advisory Committee Recommendation



Accreditation Pending
ACTION(S) REQUIRED

Not Accredited

Accredited

Recommendation Sent to
Chief Justice

Reconsideration Hrg.

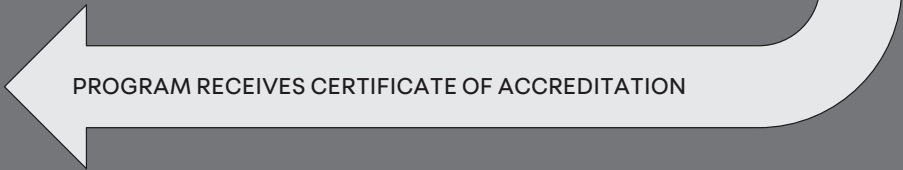
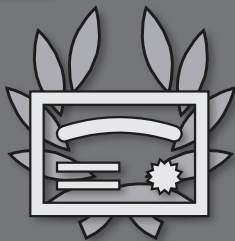


Technical Assistance Available:

coloradoproblemsolvingcourts@judicial.state.co.us

Recommendation Signed by Chief Justice

Press Release for Accredited Programs Submitted



PROGRAM RECEIVES CERTIFICATE OF ACCREDITATION

Colorado Problem Solving Court Accreditation Program

Accreditation Final Report

Accreditation Applicant Contact Information:

Date: _____

Program: _____

Recommendation to the Chief Justice by the Problem-Solving Court Advisory Committee

Final report prepared by: _____

To Judge (NAME) and Coordinator (NAME) of (insert court name) program:

On behalf of the Colorado Problem-Solving Court Advisory Committee, I would like to thank you for your application for accreditation of (insert court name) program. The Committee would like to acknowledge the hard work and dedication that went into your application. On (insert date), the recommendation from the assigned reviewing subcommittee was presented and discussed by the Advisory committee. The findings and recommendations of the Advisory committee are found and set forth as follows.

After review of the application, supporting attachments, and phone conference with program staff, the recommendation made by the reviewing subcommittee was to [Accredit / Site Visit / Pending Accredit / Not Accredit] your program. The reviewers came to that conclusion based upon the following reasons:

1. *Insert, even for accredited.*
2. *Insert, even for accredited.*
3. *Insert, even for accredited – continue list as needed. Keep brief, use following pages to elaborate.*

Following the presentation of this recommendation and additional group discussion on (insert date), the Advisory Committee concurred with the findings of the reviewers. **Choose one of the following paragraphs and/or amend/tweak as needed:**

Accredited programs: The Committee will be sending their recommendation to the Chief Justice of the Supreme Court for final approval shortly. Upon signature by the Chief Justice, your program will be accredited from that date for a period of (insert) years, set to expire on (insert date). To remain accredited, please submit your reaccreditation application no later than three months prior to this date. It is expected that upon reaccreditation the program demonstrate progress towards any unmet fundamental or best practices waived or otherwise not yet met, and the Committee encourages you to seek any technical assistance or support needed to achieve this.

Not to accredit: As outlined in Section XI(C)(4), this recommendation against accreditation will become final unless written objections are submitted within 28 days of the Final Report and Recommendation on or before the close of business on (insert). Please submit any objections to coloradoproblemsolvingcourts@judicial.state.co.us on the “Change in Accreditation Notification” form or in a format of your own choosing that addresses the elements contained within that form. All objections must be signed off by the supervising judicial officer for the program. The Advisory Committee shall consider such objections at or before the next accreditation review meeting. The Committee may act on the objections as it deems appropriate in a manner consistent

with the procedures and principles of accreditation set forth for this program, including taking one or more of the actions set forth in section IX(D) above. Until such time as the Committee provides written notice of its final decision following consideration of the objections and the Chief Justice acts on the Committee's recommendation, the applicant's status shall remain Application Pending.

Colorado Problem Solving Courts have seen tremendous growth in the last decade, almost tripling the number of programs in the state during that time. Currently, these programs are serving over 3,000 participants and families on any given day. The growth and changing context of the problem solving court environment necessitates that our community become proactive in protecting funding and fidelity to evidenced-based models and best practices and, on behalf of the Committee, we look forward in continuing to support Colorado's program and partnering with each of our districts to implement the research that has proven that, when done with fidelity, problem-solving courts work and can change lives.

Sincerely,

Hon. James Boyd, Chair
Problem-Solving Court Advisory Committee

Problem-Solving Court Accreditation Final Report		
JD	Program Name	Date of Review
Recommendation for Accreditation	Reason(s) for Recommendation	
Application Component	Accreditation Finding for Section	Recommended Next Steps
EXAMPLE Standards Assessment	Waiver Needed	5-1-3 - Testing should occur on weekdays and weekends.
EXAMPLE SECTION COMMENTS	It is clear from the supporting documentation that the district's testing provider is unable to operate outside normal weekday business hours and other resources do not exist within the community for the program to test on weekends at the given moment. No waiver was submitted but, consistent with research, this is a fundamental practice and requires a request for waiver per the accreditation program for this component outlining the work done and plan for this standard to be met.	
Program Information	Choose an item.	
Section Comments		
Budget/Data Summary	Choose an item.	
Section Comments		
Standards Assessment	Choose an item.	
Section Comments		
Team Membership	Choose an item.	
Section Comments		
Mission Statement	Choose an item.	
Section Comments		
Goals/Objectives	Choose an item.	
Section Comments		
Target Population	Choose an item.	
Section Comments		
Eligibility Criteria	Choose an item.	
Section Comments		
Disqualification Criteria	Choose an item.	
Section Comments		
Entry Process	Choose an item.	
Section Comments		
Phases & Phase Criteria	Choose an item.	
Section Comments		

Termination Criteria	Choose an item.
Section Comments	
Graduation Criteria	Choose an item.
Section Comments	
Sanctions/Incentives Model	Choose an item.
Section Comments	
Treatment Protocol	Choose an item.
Section Comments	
Supervision/Case Management	Choose an item.
Section Comments	
Drug Testing Policy	Choose an item.
Section Comments	
Data Collection	Choose an item.
Section Comments	
Ethics/Confidentiality Protocol	Choose an item.
Section Comments	

Identified Next Steps to Full Accreditation [DELETE AS NEEDED]			
Component	Milestone or Changes Needed to meet standards for accreditation	Time to complete	Person involved
EXAMPLE: 4-6-1	Counseling shall be six to ten hours per week at the beginning of program for high-risk and need participants as opposed to three hours of IOP.	8/23/2020	Treatment, Coordinator
Application Component Evaluation Scale			
N/A: No information provided by program to be able to determine fidelity to problem-solving court model.	Waiver Needed: Program unable to meet fundamental practices but clear local circumstances prohibit it.	Unacceptable: Materials or information meets a few of the standard or practice area requirements.	
Needs Present: Program meets some of the standard accreditation standard or practice area, room to improve.	Meets Minimum Standards: Application demonstrates program meets the requirements completely for this component.	Exceeds Minimum Standards: Practice displays outstanding creativity, innovation, or other factors to justify this rating.	

Narrative of Accreditation Findings

This application was reviewed on March 1st by (list reviewers):

- Review Lead:
- Co-Reviewer #1:
- Co-Reviewer #2:
- SCAO Coordinator:

Narrative of accreditation review: (NOTE: Each reviewer please provide at least a few findings and comments with the Advisory committees final findings for the program, including but not limited to:

- What is the overall recommendation for accreditation and how was that determined?
- Provide specific examples of the ways in which the program demonstrates it has met, or has not met, fidelity to the problem-solving court model
- Describe recommendations to approve or deny any waivers with a short justification as to why
- Discuss any communications between the review team and the court program during the application review process. Submit a list of any questions reviewed with the program and responses, if applicable.
- Include additional questions, comments, or concerns to be discussed by the PSC Advisory Committee.
- Do the reviewers recommend the Advisory Committee pursue a site visit? If so, please list the limited areas in which a site visit would resolve issues presented by the application and specific questions that are in need of additional information not able to be obtained by email or phone.)

Accreditation Standards met and Strengths of the Program: (NOTE: Highlight the three or four areas that the program meets or exceeds the minimum requirements and/or would be in the superior category and should receive recognition for as a model of practice)

The practices that follow Colorado Problem Solving Court Standards have been implemented by this program and are an exemplary level of practice based on research that demonstrates that programs with these practices can have more positive outcomes than other programs. Congratulations on your program's achievements in these areas!

[Insert Recommendation Here]

Areas that need a waiver or do not meet the minimum standards: (NOTE: Highlight all of the areas that the program does not meet the minimum requirements for accreditation including the reasons for the determination, listing the standard of practice, and identifying what needs to happen to be in compliance or if a waiver is needed along with a recommended timeframe for standard to be met.)

The following section lists several areas that are not currently aligned with Colorado Problem Solving Court Standards. These are areas that could benefit from enhancements in order to reach accreditation or fully implement the problem-solving court model best practice standards. For further explanation and supporting material regarding these components, please consult the best practice court standards or email the problem-solving court analyst team at coloradoproblemsolvingcourts@judicial.state.co.us.

[Insert Recommendation Here]

The results of this report and accreditation process can be used for many purposes, including but not limited to: improvement of program structure and practices for better participant outcomes; grant applications to demonstrate program needs or illustrate the program’s capabilities; and/or requesting resources from boards of county commissioners or other local groups. Consider, when relevant, following up to this report by:

1. Distributing copies of the report to all members of your team, advisory group, and other key individuals involved with your program.
2. Setting up a meeting with your team and steering committee, etc., to discuss the report’s findings and recommendations. Ask all members of the group to read the report prior to the meeting and bring ideas and questions. Identify who will facilitate the meeting. Bring in a person from outside the core group to facilitate, if all group members would like to be actively involved in the discussion.
3. Contact your assigned problem-solving court analyst at the State Court Administrator’s Office if you would like staff and/or a particular subject-matter expert to be available by phone to answer questions.
4. During the meeting(s), review each recommendation, discuss any questions that arise from the group, and summarize the discussion, any decisions, and next steps. Assign someone in advance to take notes.
5. Seek technical assistance from local, state, or federal agencies to assist with next steps, strategic planning, or other identified program support.

[Insert Any Additional Feedback, Findings, or Messaging Here]

Colorado Problem Solving Court Accreditation Program

Notice of Change in Accreditation or Request for Reconsideration

Change In Program Circumstances Post-Accreditation Decision Instructions

For any permanent change in program circumstance that requires a formal notification to the Advisory Committee, please complete the following form within forty-nine (49) days after the change in circumstance has occurred. Requests for the Advisory Committee to reconsider an accreditation recommendation or to remove a pending accreditation status shall also use this form. Permanent changes are intended to indicate impacts to the program wherein their ability to meet or comply with the intent of a standard has no likelihood of changing in the foreseeable future.

To determine whether or not formal notification is required, consult the chart on page two of this form (following the certification section). Please be advised that any failure to provide proper notification regarding a change in status may trigger an interim accreditation review by the Advisory Committee and may impact future accreditation decisions. Any exception to the formal notification requirement shall only occur with documented prior approval from the Advisory Committee in making its determination of an accreditation recommendation for the program. All notifications of a program change may be submitted by email to coloradoproblemsolvingcourts@judicial.state.co.us.

Program Information

Program Name: _____

Program Type: _____

Date of Last Accreditation Decision: _____

Accreditation Finding: _____

Point-of Contact re: Notification: _____

Contact Info: _____

Type of Notification Provided

Significant/Permanent Change (see PSCAP § VI(F))

Reconsideration Request

Accreditation Pending

Other

Notification Of Program Change Narrative And Supporting Documentation

Narrative

Please provide a short description of the change in program circumstances that you have experienced, anticipated next steps to address this component, proposed timeline for completion (if applicable), additional resources/support needed to fulfill objectives outlined in this plan, or any other relevant information for the Advisory Committee to consider in its review of your accreditation status.

List of Attachments to Notice

List or describe any attachments provided in support of this notification here

Certification of Review

On behalf of our program, we request the Advisory Committee accept this notification of change in program circumstances and its supporting documentation and approve, reconsider, or continue our accreditation status. By signing, we agree we have reviewed the notice in full, have submitted full and complete attachments in support of this notification, and believe the program operates as a problem-solving court with fidelity to the model.

Respectfully submitted this ___ day of _____, 20__.

Presiding Judge, Problem-Solving Court

Chief Judge for Judicial District

Court Executive

Chief Probation Officer (ADC & DUI) / OR
County Child Welfare Administrator (FDTCs)

PSC ACCREDITATION PROGRAM Change in Program Circumstance Reference List	
Informal Notification Permitted	Formal Notification Required
Expansion of PSC Program/Capacity	Change in PSC Type
Program Information Update	Permanent Loss of Program Funding
New Presiding Judicial Officer (Has Prior PSC Experience)	Program Closure or Suspension
Change in Program Stakeholder(s)	New Presiding Judicial Officer (No PSC Experience)
Change in Treatment Provider Services	Permanent Loss of Program Stakeholder(s)
Additional Program Track Created	Permanent Loss of Treatment Licensing
Accreditation Pending: Supplemental Information Provided to Committee	Change in Target Population
Accreditation Pending: Other	Practice Affecting Participant Wellbeing
	Policy Affecting Participant Wellbeing
	Illegal Policy/Behavior by Team Members
	Unethical Policy/Behavior by Team Members
	Not Accredited: Appeal of Decision
	Not Accredited: Standard(s) Now Met
	Not Accredited: Supplemental Information Now Available or Provided
Notification Process	Notification Process
Email or call the statewide problem-solving court team to update them regarding the change.	Complete this form in full, provide any necessary documentation, and email to the statewide problem-solving court team.

www.coloradoproblemsolvingcourts.org

Appendix B

Georgia Adult Felony Drug Court Certification

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SECTION I

Adult Drug Court Standards

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.

1.1. Pursuant to O.C.G.A. 15-1-15, each drug court shall establish an accountability court team to create a work plan for the court. The work plan shall “address the operational, coordination, resource, information management, and evaluation needs” of the court, and shall include all policies and practices related to implementing the standards set forth in this document.

1.2. The drug court team should include, at a minimum, the following representatives: judge, public defender, prosecutor, program coordinator, POST-certified law enforcement, and certified treatment provider/substance abuse professional. The program coordinator should be a dedicated employee, independent of treatment staff.

1.3. The drug court team shall collaboratively develop, review, and agree upon all aspects of drug court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, program structure guidelines) prior to commencement of program operations.

1.4. This plan is executed in the form of a Memorandum of Understanding (MOU) between all parties and updated annually as necessary.

1.5. Each of these elements shall be compiled in writing in the form of a Policies and Procedures Manual which is reviewed annually and updated as necessary.

1.6. The goals of adult drug court programs in Georgia shall be abstinence from alcohol and other illicit drugs and promotion of law-abiding behavior in the interest of public safety.

1.7. All members of the drug court team are expected to attend and participate in a minimum of two formal staffings per month.

1.8. Members of the drug court team are expected to attend all drug court sessions.

1.9. The drug court shall adopt standardized, evidence-based treatments to ensure the quality and effectiveness of services. Refer to the Adult Drug Court Treatment Standards (see Section II) for a list of suggested curricula.

1.10. Drug courts should provide for a continuum of services through partnership with a primary treatment provider(s) to deliver treatment, coordinate other ancillary services, and make referrals as necessary.¹

1.11. The court shall maintain ongoing communication with the treatment provider. The treatment provider should regularly and systematically provide the court with written reports on participant progress; a reporting schedule shall be agreed upon by the drug court team and put in writing as part of the court’s operating procedures. Reports should be provided on a weekly basis and within 24 hours as significant events occur. Significant events include but are not limited to the following: death; unexplained absence of a participant from a residence or treatment program; physical, sexual, or verbal abuse of a participant by staff or other clients; staff negligence; fire, theft, destruction, or other loss of property; complaints from a participant or his/her family; requests for information from the press, attorneys, or government officials outside of those connected to the court; and participant behavior requiring attention of staff not usually involved in his/her care.

1. Ideally, treatment providers should be limited to no more than two.

1.12. Participants shall have contact with case management personnel (drug court staff or treatment representative) at least once per week during the first twelve months of treatment to review status of treatment and progress. Thereafter, participant contact shall be determined based on need.

2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.

2.1. Prosecution and defense counsel shall both be members of the drug court team and shall participate in the design, implementation, and enforcement of the program's screening, eligibility, and case-processing policies and procedures.

2.2. The prosecutor and defense counsel shall work to create a sense of stability, cooperation, and collaboration in pursuit of the program's goals.

2.3. The prosecution shall: review cases and determine whether a defendant is eligible for the drug court program; file all required legal documents such as contracts/written agreements, waiver of rights, sanction orders, and termination orders; participate in and enforce a consistent and formal system of sanctions in response to positive drug tests and other participant noncompliance; agree that a positive drug test or open court admission of drug use will not result in the filing of additional drug charges based on that admission; and make decisions regarding the participant's continued enrollment in the program based on progress and response to treatment rather than on legal aspects of the case, with the exception of additional criminal behavior.

2.4. The defense counsel shall: review the arrest warrant, affidavits, charging document, and other relevant information, and review all program documents (i.e., waivers, written agreements); advise the defendant as to the nature and purpose of the drug court, the rules governing participation, the merits of the program, the consequences of failing to abide by the rules, and how participation or non-participation will affect his/her interests; provide a list of and explain all of the rights that the defendant will temporarily or permanently relinquish²; advise the participants on alternative options, including all legal and treatment alternatives outside of the drug court program; discuss with the defendant the long-term benefits of sobriety; explain that the prosecution has agreed that admission to drug use in open court will not lead to additional charges, and therefore encourage truthfulness with the judge and treatment staff; and inform the participant that they will be expected to take an active role in court sessions, including speaking directly to the judge as opposed to doing so through an attorney.

2.5. Pursuant to O.C.G.A. 15-1-15, drug courts may accept offenders with non-drug charges.

2.6. For any participant whose charges include a property crime, the court must comply with the requirements and provisions set forth in the Crime Victim's Bill of Rights (O.C.G.A. 15-17-1, et seq.).

2.7. All participants shall receive a participant handbook upon accepting the terms of participation and entering the program. Receipt of handbook shall be acknowledged through a signed form with an executed copy placed in the court file maintained locally.

2.8. Each drug court shall develop and use a form, or adopt the model created by the Council of Accountability Court Judges, to document that each participant has received counsel from an attorney prior to admittance to a drug court, including the receipt of the local participant

agreement with an executed copy placed in the official court file maintained locally.

- 2.9. The decision to participate in a drug court shall be made solely by the eligible participant. There shall be no coerced participation in a drug court, such as by giving eligible offenders the choice between an onerous disposition and participation in the program.
- 2.10. The decision to participate in a drug court shall not be influenced by offering a dispositional alternative more grueling or demanding to eligible offenders than that which is offered in cases where drug court participation is not an option.
- 2.11. The judge, on the record, must apprise a participant of all due process rights, rights being waived, any process for reasserting those rights, and program expectations.²
- 2.12. Terminations from drug court require notice, a hearing on the record, and a fair procedure. Not covered by this requirement is when a participant self-terminates and this situation does not require any type of pre-termination hearing.
- 2.13. The consequences of termination from a drug court should be comparable to those sustained in other similar cases before the presiding judge. The sentence shall be reasonable and not excessively punitive solely based on termination from drug court.
- 2.14. Termination hearings conducted for drug court participants shall include all due process rights afforded to any offender serving a probated sentence under the supervision of the Georgia Department of Community Supervision.
- 2.15. In jurisdictions where the drug court judge will also sit as the judge performing a
 2. Each right that will be temporarily or permanently relinquished as a condition of participation in drug court shall be distinguished and explained separately to ensure the defendant fully understands the rights being waived.

termination hearing, this situation needs to be communicated to offenders in writing at the time where program participation is being considered.

3. Eligible participants are identified early and promptly placed into the drug court program.

- 3.1. Participant eligibility requirements/criteria (verified through legal and clinical screening) shall be developed and agreed upon by all members of the drug court team and formally included in writing as part of the program's policies and procedures.
- 3.2. Eligibility should be defined by objective criteria to ensure clinical and legal suitability for the program.
- 3.3. Courts may admit eligible participants pre-plea, post-plea, or operate under a hybrid model.
- 3.4. Program eligibility determination shall include the review of the potential participant's criminal history, legal requirements, and clinical appropriateness, including the administration of a risk and needs assessment.
- 3.5. The target population for drug courts is offenders assessed as moderate to high-risk for rearrest and with moderate-to-high treatment needs. Criminogenic risk shall be assessed utilizing a standardized, evidence-based tool approved by the Council of Accountability Court Judges.³ The assessment shall be conducted prior to program entry to ensure the program is targeting appropriate participants.
- 3.6. Members of the drug court team and other designated court or criminal justice officials shall screen cases for eligibility and identify potential drug court participants. Program eligibility requirements should be shared regularly with stakeholders including other
 3. The current approved tool is the Level of Service/Case Management Inventory (LS/CMI). Use of another tool must be approved by the Council of Accountability Court Judges prior to implementation.

judges in the jurisdiction, court personnel, members of the local bar association, the Department of Community Supervision, and local law enforcement.

3.7. Participants being considered for a drug court shall be promptly advised about the program, including the requirements, scope, and potential benefits and effects on their case.

3.8. Participants should begin treatment as soon as possible; preferably, no more than 30 days should pass between a participant being determined eligible for the program and commencement of treatment services.

3.9. Assessment for substance use disorder shall be conducted by appropriately trained and qualified professional staff, using standardized assessment tools. Refer to the Adult Drug Court Treatment Standards for a list of recommended clinical assessment tools.

3.10. Drug courts shall, at each certification cycle, maintain an appropriate caseload to effectively serve all participants according to these standards. Specifically, at such time as a court has been in operation for five years, all felony adult accountability courts in the circuit shall cumulatively serve at least 22% of the eligible population based on the most recent approved research data for that circuit. Courts that are currently five years old or older must be in compliance with this standard by the court's next certification cycle.

3.11. Individuals who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, gender identity, physical or mental disability, age, national origin, marital or parental status, religion, or socioeconomic status shall receive the same opportunities as other individuals to participate and succeed in the drug court.

4. Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.

4.1. A drug court shall require a minimum 18 months of supervision and treatment for felony offenders to be considered as a drug court.

4.2. Felony programs should last a minimum of 18 months and should not exceed 24 months. Exceptions to the 24-month maximum may be made based on participant progress following a 24-month evaluation and assessment, to be followed up every four months thereafter and not to exceed a total program length of 36 months. A formal report of each assessment following 24 months shall be added to the participant's file to justify extension of the program.

4.3. The length of drug court participation should not extend beyond the maximum period of incarceration or probation a defendant could have received if found guilty in a more traditional court process. In addition, program duration should vary depending on a defendant's program progress. Program completion should be tied to adherence to the participant's court-ordered conditions and the strength of his/ her connection to community treatment.

4.4. Drug court programs should be structured into a series of phases. The final phase may be categorized as "aftercare/continuing care." Phases and phase movement should have defined criteria that are maintained in writing and reviewed with participants.

4.5. Drug court programs shall offer a comprehensive range of core alcohol and drug treatment services. These services include:

- Group counseling
- Individual counseling
- Drug testing
- Drug court programs should ideally offer:
 - Family counseling
 - Assessment and treatment for trauma

- Gender specific group counseling
- Domestic violence screening
- Health screening
- Assessment and counseling for co-occurring mental health issues

4.7. Ancillary services are available to meet the needs of participants. These services may include but are not limited to:

- Employment counseling and assistance
- Educational component
- Medical and dental care
- Transportation
- Housing
- Mentoring and alumni groups

4.8. Case management plans shall be individualized for each participant based on the results of the initial assessment. Ongoing assessment shall be provided according to a program schedule, and treatment plans should be modified or adjusted based on results.

4.9. Treatment shall include standardized, evidence-based practices (see Section II, Adult Drug Court Treatment Standards) and other practices recognized by the Substance Abuse and Mental Health Services Administration Evidence-Based Practices Resources Center. All treatment providers must be appropriately licensed and certified to administer those curricula and services. Similarly, they must be appropriately licensed and certified to administer any clinical services to any accountability court participant. The court should keep a copy of treatment provider licensure and certification on file.

4.10. Treatment providers shall maintain a calendar that outlines the dates and times that group treatment sessions and individual counseling sessions take place. The treatment provider shall provide this calendar to the court and the Council of Accountability Court Judges upon request.

4.11. Treatment providers shall maintain individualized treatment plans with appropriate

dosage hours as determined by the American Society of Addiction Medicine (ASAM).

4.12. A set of quality controls/review process shall be in place to ensure accountability of the treatment provider. Court staff may, from time to time, observe evidence-based group treatment sessions. Additionally, group counseling sessions are subject to fidelity monitoring by the Council of Accountability Court Judges with adequate notice to the drug court team.

4.13. Programs shall not exclude any participant solely on the basis of his or her use of a prescribed addiction or psychotropic medication. Programs should consider these services for participants where clinically appropriate

5. Abstinence is monitored by frequent alcohol and other drug testing.

5.1. Participants shall be administered a randomized drug test a minimum of twice per week until the final phase of the program. A standardized system of drug testing shall continue until completion of the program.

5.2. Participants shall be subject to drug testing on weekends and holidays due to the likelihood of use during these times, and to ensure substances with shorter screening windows are detected.

5.3. Drug testing shall be administered to each participant on a randomized basis, using a formal system of randomization. Participants should be given a minimum window of notice to report for drug screening, ideally, no more than eight hours prior to screening.

5.4. All drug courts shall utilize urinalysis as the primary method of drug testing; a variety of alternative methods may be used to supplement urinalysis, including breath, hair, sweat, and saliva testing and electronic monitoring.

5.5. All drug testing shall be directly observed by an authorized, same sex member of the drug court

team, a licensed/certified medical professional, or other approved official of the same sex.

- 5.6. Drug screens should be analyzed as soon as practicable. Results of all drug tests should be available to the court and action should be taken as soon as practicable, ideally within 48 hours of receiving the results.
- 5.7. In the event a single urine sample tests positive for more than one prohibited substance, the results shall be considered as a single positive drug screen.
- 5.8. A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.
- 5.9. Each drug court shall establish a method for participants to dispute the results of positive drug screens through either gas chromatography-mass spectrometry, liquid chromatography-mass spectrometry, or some other equivalent protocol.
- 5.10. Creatinine violations and drug screens scheduled and missed without a valid excuse as determined by the presiding judge shall be considered as a positive drug screen.
- 5.11. Each drug court shall maintain the drug screening procedures in a policy and procedure manual. The drug screening procedure should include the steps taken to ensure proper chain of custody of all specimen throughout the screening and confirmation process.
- 5.12. Drug screening procedures should be included in the participant handbook and reviewed with participants upon entering the program. Participants should be made aware of the possible consequences of using substances including alcohol and other non-illicit substances.

6. A coordinated strategy governs drug court responses to participants' compliance.

- 6.1. A drug court shall have a formal system of swift and certain sanctions, including a system for reporting noncompliance, established in writing and included in the court's policies and procedures.
- 6.2. A drug court shall have a formal system of rewards and incentives for positive behavior.
- 6.3. The formal system of sanctions and rewards shall be organized on a gradually escalating scale and applied in a consistent and appropriate manner to match a participant's level of compliance.
- 6.4. Courts shall implement a system for a minimum level of field supervision for each participant based on their respective level of risk. Field supervision may include unannounced visits to home or workplace and curfew checks. The level of field supervision may be adjusted throughout the program based on participant progress and any reassessment process.
- 6.5. Regular and frequent communication between all members of the drug court team shall provide for immediate and swift responses to all incidents of non-compliance, including positive drug tests. Sanctions should be imposed immediately following noncompliance.
- 6.6. There shall be no indefinite time periods for sanctions, including those sanctions involving incarceration or detention.
- 6.7. Incarceration or detention should only be considered as the last option in the most serious cases of non-compliance. Incarceration sanctions should ideally be less than 3-5 days. Where possible, participants should continue receiving treatment while incarcerated.

6.8. Participants shall be subject to progressive positive drug screen sanctions prior to being considered for termination, unless there are other acts of non-compliance affecting this decision.

6.9. Program infractions, including relapse, should result in a review of the participant's treatment plan and modification as needed.

7. Ongoing judicial interaction with each drug court participant is essential.

7.1. A dedicated superior court judge or senior superior court judge must preside over an individual felony drug court program and should be committed to serving in this role for at least two years.

7.2. A judge of the superior court must preside over a felony drug court program; provided, however, that a judge from another class of court may be the presiding judge of a felony drug court program if that judge is specially designated as such by the chief judge of the judicial circuit superior court in which the court operates and is approved for such by the Council of Accountability Court Judges.

7.3. The presiding judge may authorize assistance from other judges, including senior judges and judges from other classes of court, on a time-limited basis when the presiding judge is unable to conduct court.

7.4. The judge shall attend and participate in all pre-court staffings, sessions, and/or meetings.

7.5. A regular schedule of status hearings shall be used to monitor participant progress.

7.6. There shall be a minimum of two status hearings per month in the first phase of felony drug court programs and, dependent on participant needs, this minimum schedule may continue through additional phases.

7.7. Frequency of status hearings may vary based on participant needs and benefits, as well as judicial resources. Status hearings shall be held no less than once per month during the last phase of the program.

7.8. Status review shall be conducted with each participant on an individual basis to optimize program effectiveness, group reviews should be avoided unless necessary based on an emergency basis.⁴

7.9. The judge, to the extent possible, should strive to spend an average of three minutes or greater with each participant during status review.

8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

8.1. Participant progress, success, and satisfaction should be monitored on a regular basis through the use of surveys and participant feedback, most importantly at the program entry point and graduation.

8.2. Participant data shall be monitored and analyzed on a regular basis (as set forth in a formal schedule) to determine the effectiveness of the program.

8.3. Courts should track significant changes in program policies, to include the change that was made and the date the change went into effect, to monitor the effectiveness of those changes, and to inform future changes in policy and practice.

8.4. A process and outcomes evaluation should be conducted by an independent evaluator within three years of implementation of a drug court program, and in regular intervals as necessary, appropriate, and/or feasible for the program thereafter.

4. Insufficient time based on program census does not constitute an emergency.

- 8.5. Feedback from participant surveys, review of participant data, and findings from evaluations should be used to make any necessary modifications to program operations, procedures, and practices.
- 8.6. Data needed for program monitoring and management are easily obtainable and are maintained in useful formats for regular review by program management.
- 8.7. Courts shall use a case management system approved by the Council of Accountability Court Judges, in the interest of the formal and systematic data collection.
- 8.8. Courts shall collect, at a minimum, a mandatory set of performance measures determined by the Council of Accountability Court Judges which shall be provided quarterly to the Standards and Certification Committee. The minimum performance measures to be collected shall include: recidivism (re-arrests and reconvictions), number of moderate and high risk participants, drug testing results, drug testing failures, number of days of continuous sobriety, units of service (number of court sessions, number of days participant receives inpatient treatment), employment, successful participant completion of the program (graduations), and unsuccessful participant completion of the program (terminations, voluntary withdrawal, death/other). The court should develop a process to collect recidivism data following participant graduation.
- 9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.**
- 9.1. Drug court programs shall have a formal policy on staff training requirements and continuing education including formal orientation and training for new team members.
- 9.2. All members of a drug court team shall receive training through the National Drug Court Institute.
- 9.3. Completion of the National Drug Court Planning Initiative shall be required prior to implementation in order to attain certification.
- 9.4. Existing programs, with all core team members present, shall attend tune-up or refresher training every three to five years.
- 9.5. All core team members shall attend the Council of Accountability Court Judges annual training conference every other year. The National Association of Drug Court Professionals annual training conference can substitute the CACJ conference. However, the team must attend the CACJ annual training conference the following year.
- 9.6. Drug court judges and staff should participate in ongoing continuing education as it is available through professional organizations [Institute of Continuing Judicial Education (ICJE), NADCP, Georgia Council of Court Administrators (GCCA), etc.].
- 9.7. New accountability court judges and coordinators shall attend formal orientation and training administered by the Council of Accountability Court Judges offered annually.
- 9.8. Drug court staff should participate in ongoing cultural competency training on an annual basis.
- 10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.**
- 10.1. A local steering committee consisting of representatives from the court, community organizations, law enforcement, treatment providers, health providers, social service agencies, and the faith community should meet on a quarterly basis to provide policy guidance, fundraising assistance, and feedback to the drug court program.

10.2. Drug courts should consider forming an independent 501(c)(3) organization for fundraising and administration of the steering committee.

10.3. Drug courts should actively engage in forming partnerships and building relationships between the court and various community partners. This may be achieved through facilitation of forums, informational sessions, public outreach, and other ways of marketing.

SECTION II

Adult Drug Court Treatment Standards

1. Screening

1.1. Legal: Drug court programs shall work with an interdisciplinary team to ensure systematic, early identification, and early engagement of a target population.

1.2. Clinical: Drug courts shall enroll participants who meet diagnostic criteria for a Substance-Related Disorder(s) and whose needs can be met by the program. A brief mental health should occur. Recommended tools:

- Texas Christian University, Substance Abuse II (TCUDS)
- Addiction Severity Index-Drug Use Subscale (ASI-Drug)
- Substance Abuse Subtle Screening Inventory-2 (SASSI-2)
- Brief Jail Mental Health Screen, National GAINS Center

2. Assessment

2.1. Drug courts shall employ an assessment tool that captures offenders' risk of recidivism and treatment needs. This should also include a short assessment for mental health needs. Recommended tools:

- Level of Service/Case Management Inventory (LSCMI)
- Correctional Offender Management and Profiling Alternative Sanctions (COMPAS)

2.2. Appropriate assessment instruments are actuarial tools that have been validated on a targeted population, are scientifically proven to determine a person's risk to recidivate, and to identify criminal risk factors that, when properly addressed, can reduce that person's likelihood of committing future criminal behavior.

2.3. The assessment tool should also be suitable for use as a repeat measure. Programs should re-administer the tool as a measure of program effectiveness and offender progress.

3. Level of Treatment

3.1. Drug courts shall offer an appropriate level of treatment for the target population. Recommended tools:

- ASAM Patient Placement Criteria for the Treatment of Substance-Related Disorders (PPC-2R)

3.2. Drug courts will match participant risk of recidivism and needs with an appropriate level of treatment and supervision. Ideal length of a program is 18-24 months.

4. Addiction Treatment Interventions

4.1. Drug courts will use a manualized curriculum and structured [e.g. Cognitive Behavior Therapy (CBT)] approach to treating addiction. Curricula shall be delivered with fidelity to the model including use of handbooks and homework, and must be administered by appropriately certified, trained, and licensed treatment providers.

Recommended tools:

- Cognitive-Behavioral Interventions for Substance Abuse (CBI-SA)
- Thinking for a Change (T4C)
- Prime for Life
- Prime Solutions

4.2. Aftercare services are an important part of relapse prevention. Aftercare is lower in intensity and follows higher-intensity programming.

5. Recidivism/Criminality Treatment Interventions

5.1. Drug courts shall incorporate programming that addresses criminogenic risk factors: those offender characteristics that are related to risk of recidivism. Curricula shall be delivered with fidelity to the model including use of handbooks and homework, and must be administered by

appropriately certified, trained, and licensed treatment providers. Suggested tools:

- Moral Reconciliation Therapy (MRT)
- Thinking for a Change (T4C)

5.2. Criminal risk factors are those characteristics and behaviors that affect a person's risk for committing future crimes and include, but are not limited to, antisocial behavior, antisocial personality, criminal thinking, criminal associates, substance abuse, difficulties with impulsivity and problem-solving, underemployment, or unemployment.

6. Treatment/Case Management Planning

- 6.1. Drug courts shall use treatment/case management planning that follows an assessment and systematically addresses core risk factors associated with relapse and recidivism.
- 6.2. Treatment and case management planning should be an ongoing process and occur in conjunction with one another.

7. Case Management Systems

- 7.1. Drug courts will employ a case management system that captures critical court and treatment data and decisions that affect participants. The data management approach will promote the integration of court and treatment strategies, enhance treatment and case management planning and compliance tracking, and produce meaningful program management and outcome data. Measures of treatment services delivered and attended by participants should be captured.

8. Oversight and Evaluation

- 8.1. Drug courts are responsible for oversight of all program components. Regular monitoring of judicial status hearings, treatment, and case management services should occur.
- 8.2. Meetings with and surveys of participants to assess program strengths and areas for improvement increase legitimacy of the process and lead to improved outcomes.



Adult Felony Drug Court Certification Application

As required by O.C.G.A. § 15-1-15, adult felony drug courts (drug courts) must be certified by the Council of Accountability Court Judges (Council) to be eligible to receive state appropriated funds. The certification process is part of an effort to ensure drug courts are adhering to standards and practices that research has shown to improve outcomes. Below you will find the instructions for completing the certification application (application) along with contact information if you have any questions or concerns.

The application is organized by the ten key components that were used to develop Georgia's *Standards for Accountability Courts*. Following each key component is an adopted standards benchmark (benchmark) prescribed by the Council, also found in Georgia's standards. The benchmarks are numbered as they are found in the Georgia standards. Each benchmark is categorized as a mandatory requirement or a best practice. The mandatory requirements represent the highest priority benchmarks, some of which are in statute. Your drug court team must meet these mandatory requirements or show evidence you are working towards them. Benchmarks that are categorized as best practices are often found in high performing programs. Your team should strive to meet these benchmarks but should place a higher priority on the mandatory requirements.

For every standard benchmark in the application, a certification requirement is listed. The requirements detail the steps your court should take to meet the adopted standards. For every certification requirement, a suggested location is provided. For example, many of the certification requirements suggest that forms or information be contained in a policy and procedure manual. You can look at your drug court's manual for these items, or if you do not meet the requirement you can use the suggested location as a guide for implementation. There is a documentation section for each requirement. Please use this section to indicate if your court meets the requirement. You can also use this section to specify a supporting form or document for the requirement and to instruct the Standards and Certification Committee where to find the necessary attachments. For example, if you keep a list of your team members in the policy and procedure manual, attach a copy of the manual and indicate a page number. For every requirement your program meets, you must submit supporting documentation. You must respond to every certification requirement – do not leave any sections blank. If you do not meet a requirement, then you should mark No.

If your program is a hybrid program or has multiple tracks for mental health court participants or veterans treatment court participants, please be sure to complete the additional questions found at the end of the application. If you do not have a hybrid program or tracks, then you can leave those questions blank.

Please consult your drug court team as necessary when completing the application. Once you have filled out your application and have gathered the necessary attachments, please upload them at _____. The presiding judge for should review the application prior to submission and then sign the cover page. If the cover page is not signed by the presiding judge, the application will not be reviewed.

New courts that are still in the development phase may be eligible for a certification waiver. If you have questions about the certification process, please contact Rachel Gage at rachel.gage@georgiacourts.gov or Jeffrey Holiday at jeffrey.holiday@georgiacourts.gov.

Court Information

Please fill out the following information before submitting your certification application to the Standards and Certification Committee. For contact information, please provide the best phone number and email address to contact the team member completing the application. The form must be signed by the program's presiding judge before the Committee will review the application.

Name of Drug Court: _____

Name and Position of Person Completing Application: _____

Presiding Judge and Court Level: _____

Name of Drug Court Coordinator: _____

Phone Number: _____

Email: _____

By signing below, I certify that the information contained in this application is accurate.

Signature of Presiding Judge

Date

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 1 Drug courts integrate alcohol and other drug treatment services with justice system case processing.			
Adopted Standards Benchmark 1.1 Each drug court shall establish an accountability court team to create a work plan for the court. The work plan shall "address the operational, coordination, resource, information management, and evaluation needs" of the court.			
Certification Requirement 1.1 Ensure both the names and organizational affiliation of the drug court advisory committee, or those persons who are responsible for the ongoing planning of the drug court, clearly listed. (May be constituted by representatives of the accountability court team, although it is recommended to include community partners and evaluation expertise.)	Policy and Procedure Manual, Memoranda(um) of Agreement/Understanding (MOA/MOU)	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 1.3 The drug court team shall collaboratively develop, review, and agree upon all aspects of court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, and program structure guidelines) prior to commencement of program operations.			
Certification Requirement 1.3 Ensure the drug court program has each of the following documented: 1. Written Mission Statement <input type="checkbox"/> 2. Written Program Goals <input type="checkbox"/> 3. Written Eligibility Requirements <input type="checkbox"/> 4. Written Operating Procedures <input type="checkbox"/> 5. Written Urine Testing Procedures <input type="checkbox"/> 6. Written Guidelines for Placement Levels <input type="checkbox"/> 7. Written Incentive/Sanction Guidelines <input type="checkbox"/>	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 1.6			
The goals of adult drug court programs in Georgia shall be abstinence from alcohol and other illicit drugs and promotion of law-abiding behavior in the interest of public safety.			
Certification Requirement 1.6 Ensure the goals of the drug court program include specific and measurable criteria for the following: 1. Compliance with program requirements <input type="checkbox"/> 2. Reduction in criminal behavior <input type="checkbox"/> 3. Reduction in substance use <input type="checkbox"/> 4. Participation in treatment <input type="checkbox"/> 5. Restitution to the victim and/or community <input type="checkbox"/> 6. No new/additional charges since acceptance into drug court program <input type="checkbox"/>	Policy and Procedure Manual, Data Collection System	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 1.7			
All members of the drug court team are expected to attend and participate in a minimum of two formal staffings per month.			
Certification Requirement 1.7 Ensure the court can indicate each team member participates in two formal staffings per month.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 1.9			
The drug court shall adopt standardized, evidence-based treatments to ensure the quality and effectiveness of services. Refer to the Adult Drug Court Treatment Standards for a list of suggested curricula.			
Certification Requirement 1.9 Program materials should clearly outline the evidence-based curricula being provided to the participants (e.g. MRT, CBI-SA, MET, RPT, etc).	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 1.10			
Drug courts should provide for a continuum of services through a partnership with a primary treatment provider(s) to deliver treatment, coordinate other ancillary services, and make referrals as necessary. ³			
Certification Requirement 1.10 There should be clear documentation that identifies ancillary services, how participants access such services as well as the process by which these services are delivered to participants.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 1.11			
The court shall maintain ongoing communication with the treatment provider. The treatment provider should regularly and systematically provide the court with written reports on participant progress; a reporting schedule shall be agreed upon by the drug court team and put in writing as part of the court's operating procedures. Reports should be provided on a weekly basis and within 24 hours as significant events occur.			Mandatory Requirement
Certification Requirement 1.11 Detail evidence of communication devices/techniques the drug court uses to facilitate communication between the court and treatment provider(s). Materials should clearly outline how team members share information, especially when significant events occur.	Policy and Procedure Manual, Copy of prior communication/evidence, Participant Spreadsheet	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
Key Component 2			
Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.			
Adopted Standards Benchmark 2.1			
Prosecution and defense counsel shall both be members of the drug court team and shall participate in the design, implementation, and enforcement of the program's screening, eligibility, and case-processing policies and procedures.			Mandatory Requirement
Certification Requirement 2.1 Detail evidence that both the prosecutor and defense counsel are part of the drug court team and participate in policy development including the design of the following: 1. Screening policy and procedures <input type="checkbox"/> 2. Eligibility policies and procedures <input type="checkbox"/> 3. Case-processing policies and procedures <input type="checkbox"/>	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p>Adopted Standards Benchmark 2.8 Each drug court shall develop and use a form, or adopt the model created by the Council of Accountability Court Judges, to document that each participant has received counsel from an attorney prior to admittance to a drug court, including the receipt of the local participant agreement with an executed copy placed in the official court file maintained locally.</p>			
<p>Certification Requirement 2.8 Attach a form or contract that is used for participants prior to acceptance into drug court that demonstrates counsel was provided before agreement to participation.</p>	<p>Policy and Procedure Manual</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Mandatory Requirement</p>
<p>Key Component 3 Eligible participants are identified early and promptly placed into the drug court program.</p>			
<p>Adopted Standards Benchmark 3.1 Participant eligibility requirements/criteria (verified through legal and clinical screening) shall be developed and agreed upon by all members of the drug court team and formally included in writing as part of the program's policies and procedures.</p>			
<p>Certification Requirement 3.1 The following criteria for eligibility requirements in the drug court's target population may include but should not be limited to:</p> <ol style="list-style-type: none"> 1. Demographic information <input type="checkbox"/> 2. Current charge <input type="checkbox"/> 3. Prior record <input type="checkbox"/> 4. Nature and severity of substance abuse problem <input type="checkbox"/> 5. Non-violent charges <input type="checkbox"/> 6. Other criteria <input type="checkbox"/> 	<p>Policy and Procedure Manual, Participant Handbook</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Mandatory Requirement</p>

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 3.4			
The target population for drug courts is offenders assessed at low-moderate to high-risk for re-arrest and with moderate-to-high treatment needs.			
<p>Certification Requirement 3.4 Provide data (table, graph, list, other...) showing the risk/need level of your participants. This should be obtained from a valid Risk/Need Assessment Instrument normed to an offender population. ⁴</p> <p><i>Note: While it is understood that drug courts will have a risk/need curve ranging from low to high, programs should be able to demonstrate that the "average or median" participant is within or above a low-moderate to moderate risk/need range.</i></p>	Policy and Procedure Manual, Data Management System or Spreadsheet	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	Mandatory Requirement
Adopted Standards Benchmark 3.7			
Members of the drug court team and other designated court or criminal justice officials shall screen cases for eligibility and identify potential drug court participants. Program eligibility requirements should be shared regularly with stakeholders including other judges in the jurisdiction, court personnel, members of the local bar association, the Department of Community Supervision, and local law enforcement.			
<p>Certification Requirement 3.7 Detail the average length of time from the date the person is arrested until they are enrolled into the program.</p> <ol style="list-style-type: none"> 1. Less than 30 days <input type="checkbox"/> 2. Greater than 30 days <input type="checkbox"/> <p>If greater than 30 days, ensure an explanation of process and procedure is attached.</p>	Policy and Procedure Manual	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	Best Practice

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 3.8			
Participants should begin treatment as soon as possible; preferably, no more than 30 days should pass between a participant being determined eligible for the program and commencement of treatment services.			
Certification Requirement 3.8			
Detail the average length of time from the date the person is deemed eligible for the drug court program and date of first initiation of treatment services. 1. Less than 30 days <input type="checkbox"/> 2. Greater than 30 days <input type="checkbox"/> If greater than 30 days, ensure an explanation of process and procedure is attached.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice
Key Component 4			
Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.			
Adopted Standards Benchmark 4.1			
A drug court shall require a minimum of 18 months of supervision and treatment for felony offenders to be considered as a drug court.			
Certification Requirement 4.1			
Felony programs should last a minimum of 18 months. Participant phases should be reflective of the time in which they are enrolled in program.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p>Adopted Standards Benchmark 4.5 Drug court programs shall offer a comprehensive range of core alcohol and drug treatment services.</p> <p>Certification Requirement 4.5 Detail the services offered and available to a drug court participant. Possible services may include but are not limited to:</p> <ol style="list-style-type: none"> 1. Group, family, and individual counseling (Substance abuse- specific treatment) <input type="checkbox"/> 2. Relapse prevention <input type="checkbox"/> 3. Community-based support groups <input type="checkbox"/> 4. Anger management <input type="checkbox"/> 5. Access to inpatient services <input type="checkbox"/> 6. Trauma Focused counseling services <input type="checkbox"/> 7. Drug testing <input type="checkbox"/> 8. Gender specific services (i.e. counseling, etc.) <input type="checkbox"/> 9. IPV/DV counseling <input type="checkbox"/> 10. Health screening <input type="checkbox"/> 11. Mental health/Co-occurring disorder assessments <input type="checkbox"/> 12. Medical detoxification <input type="checkbox"/> 13. Crisis intervention <input type="checkbox"/> 14. HIV/AIDS counseling <input type="checkbox"/> 15. Criminal thinking curriculum (MRT, TFAC, etc.) <input type="checkbox"/> 16. Other, describe _____ 	<p>Policy and Procedure Manual, Participant Handbook</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Best Practice</p>

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 4.7 Ancillary services are available to meet the needs of participants.			
Certification Requirement 4.7 Detail the services offered and available to a drug court participant. Possible services may include but are not limited to: <ol style="list-style-type: none"> 1. Employment counseling and assistance <input type="checkbox"/> 2. Educational component <input type="checkbox"/> 3. Medical and dental care <input type="checkbox"/> 4. Transportation <input type="checkbox"/> 5. Housing <input type="checkbox"/> 6. Mentoring and alumni groups <input type="checkbox"/> 7. Other, describe _____ 	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p>Adopted Standards Benchmark 4.8 Case management and treatment plans shall be individualized for each participant based on the results of the initial assessment; ongoing assessment shall be provided according to a program schedule, and treatment plans may be modified or adjusted based on results.</p>			
<p>Certification Requirement 4.8 Ensure case management and treatment plans are designed to do each of the following services for participants:</p> <ol style="list-style-type: none"> 1. Provide ongoing assessment of participant progress and needs <input type="checkbox"/> 2. Assessment and case management/treatment planning should systematically address factors that reduce recidivism, as well as promote recovery 3. Coordinate referrals to services in addition to primary treatment <input type="checkbox"/> 4. Provide structure and support for individuals who typically have difficulty using services even when available <input type="checkbox"/> 5. Ensure communication between the court and various service providers <input type="checkbox"/> 	<p>Policy and Procedure Manual, Sample Case management document</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Mandatory Requirement</p>
<p>Adopted Standards Benchmark 4.9 All treatment providers must be appropriately licensed and certified to administer curricula and services. Similarly, they must be appropriately licensed and certified to administer any clinical services to any accountability court participant. The court should keep a copy of treatment provider licensure and certification on file.</p>			
<p>Certification Requirement 4.9</p> <ol style="list-style-type: none"> 1. Ensure direct service providers used for the drug court are licensed, where required <input type="checkbox"/> 2. Ensure education, training, and ongoing clinical supervision are provided to treatment staff <input type="checkbox"/> 3. Include copies of providers' license and certification <input type="checkbox"/> 	<p>Policy and Procedure Manual, Case Management System</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please include copies of licenses/certifications) Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Mandatory Requirement</p>

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 5 Abstinence is monitored by frequent alcohol and other drug testing.			
Adopted Standards Benchmark 5.1 Participants shall be administered a randomized drug test a minimum of twice per week until the final phase of the program. A standardized system of drug testing shall continue until completion of the program.			
Certification Requirement 5.1 Program materials should clearly state how often participants report for drug screens throughout the entirety of the program.	Policy and Procedure Manual, Drug Testing Schedule	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 5.3 Drug testing shall be administered to each participant on a randomized basis, using a formal system of randomization. Participants should be given a minimum window of notice to report for drug screening, ideally, no more than eight hours prior to screening.			
Certification Requirement 5.3 Documentation should clearly outline the drug screening randomization process including how participants are selected to screen and how participants are instructed to report for screening.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p>Adopted Standards Benchmark 5.6 Drug screens should be analyzed as soon as practicable. Results of all drug tests should be available to the court and action should be taken as soon as practicable, ideally within 48 hours of receiving the results.</p> <p>Certification Requirement 5.6 Written procedures should be in place to ensure chain of custody and participant protections, as well as expedient results. Written procedures should outline as to when and how results may be contested and confirmed (LCMS/GCMS) by participants.</p>	Policy and Procedure Manual	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	Best Practice
<p>Adopted Standards Benchmark 5.8 A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.</p>			Mandatory Requirement
<p>Certification Requirement 5.8 Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the drug court program.</p>	Participant Handbook	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 6 A coordinated strategy governs drug court responses to participants' compliance.			
Adopted Standards Benchmark 6.1 A drug court shall have a formal system of swift and certain sanctions, including a system for reporting noncompliance, established in writing and included in the court's policies and procedures.			
Certification Requirement 6.1 Program information should clearly outline the court's sanctions. Courts can use various means (grids, charts, etc.) to reflect how and when sanctions are administered.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 6.2 A drug court shall have a formal system of rewards and incentives for positive behavior.			
Certification Requirement 6.2 Program information should clearly outline the court's incentives. Courts can use various means (grids, charts, etc.) to reflect how and when incentives are administered.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Practice

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 6.4			
Courts shall implement a system for a minimum level of filed supervision for each participant based on their respective level of risk. Field supervision may include unannounced visits to home or workplace and curfew checks. The level of filed supervision may be adjusted throughout the program based on participant progress and any reassessment process.			
Certification Requirement 6.4 Outline the field supervision procedure and policy for the drug court program. This should include minimum visit frequency and visit activities performed (e.g. visual inspection, drug screen, etc.).	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Practice
Adopted Standards Benchmark 6.7			
Participants shall be subject to progressive positive drug screen sanctions prior to being considered for termination, unless there are other acts of non-compliance affecting this decision.			
Certification Requirement 6.7 Detail the sanctions associated with positive drug screens and other non-compliant behavior with drug court guidelines.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 7 Ongoing judicial interaction with each drug court participant is essential.			
Adopted Standards Benchmark 7.4 The judge shall attend and participate in all pre-court staffings, sessions, and/or meetings.			
Certification Requirement 7.4 Court materials should indicate that the judge is present for all staffings and court hearings. A process should also be included for instances where the presiding judge cannot participate.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Adopted Standards Benchmark 7.7 Frequency of status hearings may vary based on participant needs and benefits, as well as judicial resources. Status hearings should be held no less than once per month during the last phase of the program.			
Certification Requirement 7.7 Drug court programs should be able to clearly articulate the number of times court and/or status hearings are being conducted in each phase.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 8 Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.			
Adopted Standards Benchmark 8.1			
Participant progress, success, and satisfaction should be monitored on a regular basis through the use of surveys and participant feedback, most importantly at the program entry point and graduation.			
Certification Requirement 8.1 Drug court programs should have identified qualitative and quantitative surveys. There should be evidence that the surveys and feedback are addressed and used for policy development.	Policy and Procedure Manual, Sample of Participant Survey	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice
Adopted Standards Benchmark 8.2			
Participant data shall be monitored and analyzed on a regular basis (as set forth in a formal schedule) to determine the effectiveness of the program.			
Certification Requirement 8.2 Materials should outline a process to collect and analyze data on a regular basis. The data policy should also describe how data is used to make program improvements. The policy should also include who enters data into the case management system.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 8.7			
Courts should use the preferred case management program, or compatible equivalent, as designated by the Council of Accountability Court Judges, in the interest of the formal and systematic collection of program performance data.			
Certification Requirement 8.7 Detail the case management system used in the drug court program.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 8.8			
Courts shall collect, at a minimum, a mandatory set of performance measures determined by the Council of Accountability Court Judges (Council) which shall be provided in a timely requisite format to the Standards and Certification Committee as required by the Council, including a comprehensive end-of-year report.			
Certification Requirement 8.8 Provide details of the performance measures collected on a quarterly and/or annual basis.	Copy of most recent report submitted, Sample performance measure report	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 9			
Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.			
Adopted Standards Benchmark 9.1 Drug court programs shall have a formal policy on staff training requirements and continuing education including formal orientation and training for new team members.			
Certification Requirement 9.1 Outline the drug court program's written operating procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and team members.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement
Adopted Standards Benchmark 9.4 Existing programs, with all core team members present, shall attend tune-up or refresher training every three to five years..			
Certification Requirement 9.4 Provide a list of team members and the date and location of their most recent operational tune-up attendance.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 10 Forging partnerships among drug courts, public agencies and community-based organizations generates local support and enhances drug court program effectiveness.			
Adopted Standards Benchmark 10.2 A local steering committee consisting of representatives from the court, community organizations, law enforcement, treatment providers, health providers, social service agencies, and the faith community should meet on a quarterly basis to provide policy guidance, fundraising assistance, and feedback to the drug court program.			
Certification Requirement 10.2 Provide a list of steering committee members' names and organizational affiliation, and detail the process and procedure of meetings as well as the frequency that meetings occur. Specify if and how the steering committee provides the following: 1. Policy guidance <input type="checkbox"/> 2. Fundraising <input type="checkbox"/> 3. Resource acquisition	Policy and Procedure Manual, Work Plan	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice
Adopted Standards Benchmark 10.3 Drug courts should actively engage in forming partnerships and building relationships between the court and various community partners. This may be achieved through facilitation of forums, informational sessions, public outreach, and other ways of marketing.			
Certification Requirement 10.3 Detail the process and procedure by which the drug court program forms partnerships and builds ongoing relationships with the community.	Policy and Procedure Manual, Work Plan	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Best Practice

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
Essential Element 2 Eligibility criteria address public safety and consider a community's treatment capacity, in addition to the availability of alternatives to pretrial detention for defendants with mental illnesses. Eligibility criteria also take into account the relationship between mental illness and a defendant's offenses, while allowing the individual circumstances of each case to be considered.		
<p>Benchmarks 2.1 – 2.4 Because mental health courts are specialized interventions that can only serve a portion of defendants with mental illness, careful attention should be paid to determining their target populations. There should be a process or mechanism to enable the court team to determine if there is some relationship between the participant's mental health issues and the criminal justice charges. While mental health courts are not required to develop other interventions in their community, efforts should be made by the mental health court team to encourage the development of other interventions in the community. Clinical eligibility criteria should be well defined and developed with an understanding of treatment resources and capacity in the community.</p>		
<p>Certification Requirement 2a A listing of clinical eligibility requirements should be contained in the written policy and procedures manual.</p>	<p>Policy and Procedure Manual</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant page number(s) _____</p>

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
<p>Benchmark 2.5 Pursuant to OCGA §15-1-16 (b) (3), defendants charged with murder, armed robbery, rape, aggravated sodomy, aggravated sexual battery, aggravated child molestation, or child molestation shall not be eligible for entry into the mental health court division, except in the case of a separate court supervised reentry program designed to more closely monitor mentally ill offenders returning to the community after having served a term of incarceration. Any such court supervised, community reentry program for mentally ill offenders shall be subject to the mental health court work plan.</p>		
<p>Certification Requirement 2d If the court has developed a separate judicially supervised jail/prison reentry program or track under the umbrella of the mental health court division pursuant to OCGA § 15-1-16 (b) (3), the following must be provided:</p> <ul style="list-style-type: none"> • Verification that it is subject to the mental health court's written work plan • Verification that the mental health court team participate in evaluation of the reentry program participant's suitability for such supervision and work plan requirements 	<p>Policy and Procedure Manual, Work Plan</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
Essential Element 4 Terms of participation are clear, promote public safety, facilitate the defendant's engagement in treatment, are individualized to correspond to the level of risk that the defendant presents to the community, and provide for positive legal outcomes for those individuals who successfully complete the program.		
Benchmarks 4.4 – 4.5 Least restrictive supervision conditions, particularly for misdemeanor participants, should be considered, again tailored to the defendant's individualized treatment plan and public safety factors. When a mental health court participant successfully completes the terms of the program there should be some positive legal outcome which could include but not be limited to, dismissal of charges in a pre-adjudication model, early termination of probation or reduction of a probated sentence in a post-adjudication model, and/or waiver or reduction of fines or community service requirements. OCGA §15-1-16 prohibits the withdrawal of a plea of guilty or <i>nolo contendere</i> entered in order to enroll in a mental health court program without permission of the court.		
Certification Requirement 4b Courts shall provide evidence that misdemeanor programs last a minimum duration of 12 months and felony programs last a minimum duration of 18 months. Notes: Length of term of the defendant's mental health court program participation should not exceed the maximum possible statutory sentence for the underlying charge(s).	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? ³ <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
Essential Element 5		
<p>Defendants fully understand the program requirements before agreeing to participate in a mental health court. They are provided legal counsel to inform this decision and subsequent decisions about program involvement. Procedures exist in the mental health court to address, in a timely fashion, concerns about a defendant’s competency whenever they arise.</p>		
<p>Benchmarks 5.1 – 5.4 In order to voluntarily enter a plea, knowingly waive rights and agree to participate in a mental health court program, a defendant has to be currently mentally competent. Particularly given the time constraints on misdemeanor sentences, the mental health court team should develop policies and procedures to expedite any needed competency evaluations. A defendant seeking to participate in a mental health court program should be provided written terms of participation and program guidelines and requirements in the form of a program handbook prior to making a decision to enroll in the mental health court. The mental health court division should make available defense counsel for indigent defendants during the enrollment decision-making process, plea process and at future hearings, particularly if there is a risk of sanctions or dismissal from the mental health court program.</p>		
<p>Certification Requirement 5b The court should have a formal policy in place for mental competency evaluation referrals.</p> <p>Notes: The mental health court division should have a process in place to make referrals when needed for mental competency evaluations either through forensics staff of the Georgia Department of Behavioral Health or other clinician licensed in the State of Georgia to perform such evaluations.</p>	<p>Policy and Procedure Manual</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
Essential Element 7 Health and legal information should be shared in a way that protects potential participants' confidentiality rights as mental health consumers and their constitutional rights as defendants. Information gathered as part of the participants' court-ordered treatment program or services should be safeguarded in the event that participants are returned to traditional court processing.		
<p>Benchmarks 7.1 – 7.4</p> <p>When collecting and sharing mental health court participants' mental health and substance abuse information and treatment plans, team members shall respect the sensitivity of such information and comply with federal and state laws that protect the confidentiality of medical, mental health, and substance abuse treatment records. Mental health courts shall have in place a well-designed procedure governing the release and exchange of such information and the need to respect confidentiality, with appropriate release of information forms which are knowingly and voluntarily executed by the participant. The defendant should have the opportunity to review and seek advice from counsel if he/she has any questions about such release forms, and these forms shall only be executed while in a state of current mental competency.</p> <p>Discussions of a defendant's mental illness should be minimized in the open, public courtroom in order to mitigate any stigma to the participant. More sensitive, yet necessary, discussions of treatment issues should be conducted in the staffing sessions. Program referral information should be kept in a secure location. Whenever possible and to the extent allowed by law, clinical documents and medical records should be kept in a separate clinical file separate from the public criminal case file, again to avoid harming the prospects of a potential defendant seeking needed treatment.</p>		
<p>Certification Requirement 7a</p> <p>The written policy and procedures manual shall contain a confidentiality of records and clinical information protocol that is to be followed.</p>	<p>Policy and Procedure Manual</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>
<p>Certification Requirement 7b</p> <p>The court shall maintain a letter from the presiding mental health court judge that states discussions of sensitive treatment and clinical information shall be minimized in the public courtroom.</p> <p>Notes: This will minimize the risks of stigma to the defendant and possible re-traumatization of the defendant who might be being treated for prior physical or emotional trauma.</p>	<p>Copy of letter by presiding judge</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
<p>Certification Requirement 7c The court shall maintain release of information and consent forms.</p> <p>Notes: These forms shall comply with appropriate state and federal laws regarding confidentiality of medical records, alcohol/substance abuse treatment records and mental health records (examples include Title 42 part 2 of the Code of Federal Regulations, 42 USC 290 dd (3) and the Health Insurance Portability and Accountability Act of 1996 "HIPAA").</p>	<p>Policy and Procedure Manual, Copy of forms</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>
<p>Certification Requirement 7d The court shall maintain a letter from the program coordinator that, to the extent allowed by law, the clinical, medical and treatment records of a mental health court participant are kept in a separate clinical file, not in the public Clerk of Court criminal case file.</p>	<p>Policy and Procedure Manual, Copy of program coordinator letter</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>

Please only complete the following questions if your program also has a veterans treatment court track.

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 1 Veterans Treatment Courts integrate alcohol and other drug treatment services with justice system case processing.			
<p>Adopted Standards Benchmark 1.1 Pursuant to O.C.G.A. §15-1-17, each Veterans Treatment Court shall establish a planning group to develop a written work plan for the court. The work plan shall “address the operational, coordination, resource, information management, and evaluation needs” of the court, and shall include all policies and practices related to implementing the standards set forth in this document.</p>			Mandatory Requirement
<p>Certification Requirement 1.1 Ensure both the names and organizational affiliation of the VTC team, or those persons who are responsible for the ongoing planning of the court, are clearly listed. You can simply list the team members that differ from your other program tracks (e.g. VJO, Veterans Court Mentor Coordinator...).</p> <p><i>Note: See VTC Standard 1.2 for the minimum list of expected team members.</i></p>	<p>Policy and Procedure Manual, Memoranda(um) of Agreement/Understanding (MOA/MOU)</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 3 Eligible participants are identified early and promptly placed into the Veterans Treatment Court program.			
Adopted Standards Benchmark 3.1: Participant eligibility requirements/criteria (verified through legal and clinical screening) shall be developed and included in writing as part of the program's policies and procedures.			
Certification Requirement 3.1 The following criteria for eligibility requirements in the VTC's target population may include but should not be limited to: <ol style="list-style-type: none"> 1. Demographic information <input type="checkbox"/> 2. Current charge <input type="checkbox"/> 3. Prior record <input type="checkbox"/> 4. Nature and severity of substance abuse problem and/or mental health diagnosis <input type="checkbox"/> 5. Military service status <input type="checkbox"/> 6. Other criteria <input type="checkbox"/> 	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	Mandatory Requirement

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Key Component 4 Veterans Treatment Courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.			
Adopted Standards Benchmark 4.5 Veterans Treatment Court programs shall offer a comprehensive range of core alcohol and drug treatment services.			
<p>Certification Requirement 4.5 Detail the services offered and available to a VTC participant. Possible services shall include but are not limited to:</p> <ul style="list-style-type: none"> • Group counseling • Individual counseling • Drug testing • Other, describe _____ <p>Notes: You can list the services as they differ from your other tracks. For example, services provided by the Department of Veterans Affairs. Some other treatment curriculums include:</p> <ul style="list-style-type: none"> • Trauma focused counseling • Counseling for dual diagnosis participants 	<p>Policy and Procedure Manual, Participant Handbook</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____</p>	<p>Mandatory Requirement</p>

Georgia Adult Felony Drug Court Certification ID Checklist

1. Updated Policies and Procedures
2. Updated Handbook
3. Operational Review(s), if applicable
4. Current Budget
5. Grant information, if applicable
6. Updated training logs for all team members, including Judge
7. All current forms utilized by the Problem-Solving Court
8. Completed Sample Clinical Treatment Plan
9. Completed Sample Probation Case Management Plan
10. Types of Discharge forms completed
11. Evidence-Based Practices
12. Ineligible Participants Table
13. Program Self-Assessment
14. PSC Team Member Roster

**Attachments 6 and 10-13, as well as the signature page, are available in the PDF Application.*

End Notes

1. GA Standards
2. Certification flowchart
3. CO-Applied for Accreditation Now What
4. GA Certification Application
5. CO Certification Application
6. ID Checklist
7. Certification Checklist
8. Application Review Matrix
9. Final Report
10. Change in Program Circumstances
11. NPC Research has developed a peer review process and the BEST survey that can guide states through this process.

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