



Adult Felony Drug Court Certification Application

As required by O.C.G.A. §§ 15-1-15, to receive state appropriated funds adult felony drug courts (drug courts) must be certified by the Judicial Council of Georgia (Council). The certification process is part of an effort to ensure drug courts are adhering to standards and practices developed by the Council. Below you will find the instructions for completing the attached 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 Judicial Council of Georgia, 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, many of which are in statute. Your drug court team should 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. Where requested, please mark a response for each requirement. For every certification requirement, a suggested location is provided. For example, many of the certification requirements suggest that certain 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 also 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 indicate if there is a supporting form or document for the requirement and to instruct the certification committee where to find the necessary attachments. For example, if you keep a list of your drug court team in the policy and procedure manual attach a copy of the manual and indicate a page number for the committee to review.

Certification applications are due no later than July 31, 2013. 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 scan and email the documents to ACCertification@gaaoc.us. If you do not have the ability to scan and email, you can fax the documents to 770-342-4788.

New courts that are still in the development phase may be eligible for a waiver to receive provisional certification status. Please contact Joshua Becker for questions regarding certification waivers. Courts that receive certification or provisional certification during the 2013 application period will be eligible to receive FY 2015 and FY 2016 state funds. Courts will be required to recertify every two years to continue receiving state funding.

Please contact Joshua Becker at 404-463-6298 or josh.becker@gaaoc.us if you have any questions.

Court Information

Please fill out the following information before submitting your Certification Application to the Administrative Office of the Courts. For contact information, please provide the best phone number and email address to contact the team member completing the Application.

Name of Drug Court: _____

Name of Person Completing Application: _____

Name of Presiding Judge: _____

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 Requirement	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.			Mandatory Requirement
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 problem-solving 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, 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) _____	
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.			Mandatory Requirement
Certification Requirement 1.3: Ensure the drug court program has each of the following documented: <ol style="list-style-type: none"> 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"/> 	Memoranda(um) of Agreement/Understanding (MOA/MOU), Participant Handbook, 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) _____	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
7. Written Incentive/Sanction Guidelines <input type="checkbox"/>			
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.			Mandatory Requirement
Certification Requirement 1.6: Ensure the goals of the drug court program include specific and measurable criteria for the following: <ol style="list-style-type: none"> 1. Compliance with program requirements <input type="checkbox"/> 2. Reduction in criminal behavior <input type="checkbox"/> 3. Reduction in AOD 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) _____	
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.			Mandatory Requirement
Certification Requirement 1.7: Ensure the court can indicate each team member has participated in two formal staffings per month.	Policy and Procedure Manual, Coordinator Updates, Case Management Tools, Etc.	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) _____	
Adopted Standards Benchmark 1.9 Standardized evidence-based treatments, as recommended in the Georgia Adult Drug Court Treatment Standards, shall be adopted by the drug court to ensure quality and effectiveness of services and to guide practice.			Mandatory Requirement

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p>Certification Requirement 1.9: The treatment component used should clearly outline the evidence-based treatment used in the drug courts program description.¹</p>	<p>Policy and Procedure Manual ²</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>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</p>			<p>Mandatory Requirement</p>
<p>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 they are delivered to participants.</p>	<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>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 courts operating procedures. Reports should be provided on a weekly basis and within 24 hours as significant events occur.</p>			<p>Mandatory Requirement</p>
<p>Certification Requirement 1.11:</p>	<p>Policy and Procedure</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

¹ Drug court programs should be using a manualized curriculum and structured (e.g. Cognitive Behavior Therapy (CBT)) approach to treating addictions

² Recommended tools: Relapse Prevention Therapy (RPT) and Motivational Enhancement Therapy (MET)

³ Ideally, treatment providers should be limited to no more than (2)

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Detail evidence of communication devices/techniques the drug court uses to facilitate communication between the court and treatment providers.	Manual, Copy of Prior Communication/Evidence, Participant spreadsheet	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 participant’s 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 programs screening, eligibility and case-processing policies and procedures.			Mandatory Requirement
Certification Requirement 2.1: Is there evidence that both the prosecutor and defense counsel are part of the drug court team and participate in 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	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) _____	
Adopted Standards Benchmark 2.7 Each drug court shall develop and use a form, or adopt the model created by the Judicial Council Accountability Court Committee, 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.			Mandatory Requirement
Certification Requirement 2.7: The policy and procedure manual should include a form that is used for participants prior to acceptance into drug court that demonstrates counsel was provided before	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	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
agreement to participation.		Title(s) of the attachment(s) _____ Relevant Page Number(s) _____	
Key Component #3: Eligible participants are identified early and promptly placed into the drug court program			
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.			Mandatory Requirement
Certification Requirement 3.1: The following criteria for eligibility requirements in the drug courts 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 <input type="checkbox"/> 5. Non-violent charges <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) _____	
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.			Mandatory Requirement
Certification Requirement 3.4: Data from a valid Risk/Need Assessment Instrument normed to an offender population.	Policy and Procedure Manual ⁴ , Data Management System or	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an attachment(s) to support this	

⁴ Recommended tools are COMPAS and LSI-R

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<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>	spreadsheet	requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant Page Number(s) _____	
<p>Adopted Standards Benchmark 3.5: 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.</p>			<p>Best Practice</p>
<p>Certification Requirement 3.5: 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	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) _____	
<p>Adopted Standards Benchmark 3.7: 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.</p>			<p>Best Practice</p>
<p>Certification Requirement 3.7: 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.</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	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 Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR 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 a drug court.			Mandatory Requirement
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) _____	
Adopted Standards Benchmark 4.4: Drug court programs shall offer a comprehensive range of core alcohol and drug treatment services.			Best Practice
Certification Requirement 4.4: 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. 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"/> 	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) _____	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
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.) 16. Other, describe _____ _____			
Adopted Standards Benchmark 4.6: Ancillary services are available to meet the needs of participants.			Best Practice
Certification Requirement 4.6: Detail the services offered and available to a drug court participant. Possible services may include but are not limited to: 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) _____	
Adopted Standards Benchmark 4.7: 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.			Mandatory Requirement
Certification Requirement 4.7:	Policy and Procedure		

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Ensure case management and treatment plans are designed to do each of the following services for participants: <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"/> 	Manual, Sample Case Management Document	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) _____	
Adopted Standards Benchmark 4.9:			Mandatory Requirement
A set of quality controls/review process shall be in place to ensure accountability of the treatment provider.			
Certification Requirement 4.9: <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"/> 	Policy and Procedure Manual, Case Management 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) _____	
Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing			
Adopted Standards Benchmark 5.1:			Mandatory Requirement
Participants shall be administered a randomized drug test a minimum of twice per week during the first two phases of the			

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
program; a standardized system of drug testing shall continue through the entirety of the program.			
Certification Requirement 5.1: Drug screening policy lays out specimen collection guidelines (same-sex observed) and staff responsibilities.	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) _____	
Adopted Standards Benchmark 5.2: Drug testing shall be administered to each participant on a randomized basis, using a formal system of randomization.			Mandatory Requirement
Certification Requirement 5.2: Documentation should clearly outline drug testing procedures/protocol.	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) _____	
Adopted Standards Benchmark 5.5: 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.			Best Practice
Certification Requirement 5.5: Written procedures will be in place to ensure chain of custody and participant protections as well as expedient results. Written procedures as to when and how results may be contested and confirmed (LCMS/GCMS) by participants.	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) _____	
Adopted Standards Benchmark 5.7: A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.			Best Practice

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Certification Requirement 5.7: Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the drug court program.	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) _____	
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 sanctions, including a system for reporting noncompliance, established in writing and included in the courts policies and procedures.			Mandatory Requirement
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) _____	
Adopted Standards Benchmark 6.2: A drug court shall have a formal system of rewards.			Best Practice
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) _____	
Adopted Standards Benchmark 6.4: Courts should implement a system that allows for a minimum level of field supervision for each participant based on their			Best Practice

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
respective level of risk.			
Certification Requirement 6.4: Outline the field supervision procedure and policy for the drug court program. *(Note: Field supervision may include unannounced visits to home and/or workplace as well as curfew checks. Levels may be adjusted throughout the program based on participant progress and any reassessment process.)	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) _____	
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.			Mandatory Requirement
Certification Requirement 6.7: Detail the sanctions associated with positive drug tests 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) _____	
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 pre-court staffing sessions/meetings.			Mandatory Requirement
Certification Requirement 7.4: Court-planning sessions held prior to drug court should be convened while the judge is present.	Policy and Procedure Manual, Memoranda	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 Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
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.			Best Practice
Certification Requirement 7.7: Problem-solving court programs should be able to clearly articulate the number of times court and/or status hearings are being conducted.	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) _____	
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.			Best Practice
Certification Requirement 8.1: Each court 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) _____	
Adopted Standards Benchmark 8.2: Participant data should be monitored and analyzed on a regular basis (as set forth in a formal schedule) to determine the effectiveness of the program.			Best Practice
Certification Requirement 8.2: Each court program should utilize an evaluation/data tracking system that captures pertinent information on participants. Programs should show documentation that	Evaluation System, Sample of Report(s), 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	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
report statistics and trends in their particular court.		Title(s) of the attachment(s) _____ Relevant Page Number(s) _____	
Adopted Standards Benchmark 8.6: Courts should use the preferred case management program, or compatible equivalent, as designated by the Judicial Council Accountability Court Committee, in the interest of the formal and systematic collection of program performance data.			Best Practice
Certification Requirement 8.6: Detail the case management system used in the court program.	Case management system, 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) _____	
Adopted Standards Benchmark 8.7: Courts shall collect, at a minimum, a mandatory set of performance measures determined by the Judicial Council Accountability Court Committee which shall be provided in a timely requisite format to the Administrative Office of the Courts as required by the Judicial Council Accountability Court Committee, including a comprehensive end-of-year report.			Best Practice
Certification Requirement 8.7: Provide detail 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) _____	
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.			Best Practice
Certification Requirement 9.1: Outline the drug court program’s written operating	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and team members.		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) _____	
Adopted Standards Benchmark 9.4: Existing programs should participate in Operational Tune-Up, specific to their team, as needed.			Best Practice
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) _____	
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.			Best Practice
Certification Requirement 10.2: Provide a list of steering committee members (include 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 <input type="checkbox"/>	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) _____	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
Adopted Standards Benchmark 10.4: 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			Best Practice
Certification Requirement 10.4: 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) _____	