



## Adult DUI/Drug Court Certification Application

As required by O.C.G.A. § 15-1-19, DUI/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 DUI/drug courts are adhering to standards and practices that research has shown to improve outcomes. 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 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 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 DUI/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 [online here](#). 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 Sacha Greene at [sacha.greene@georgiacourts.gov](mailto:sacha.greene@georgiacourts.gov).

### Court Information

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

**Name of DUI/Drug Court:** \_\_\_\_\_

**Name and Position of Person Completing Application:** \_\_\_\_\_

**Presiding Judge and Court Level:** \_\_\_\_\_

**Name of 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
<b>Key Component #1:</b> <b>DUI/Drug Courts integrate alcohol and other drug treatment services with justice system case processing.</b>			
<b>Adopted Standards Benchmark 1.2:</b> Pursuant to O.C.G.A. § 15-1-15 and 15-1-19, prior to implementation, each DUI/Drug court shall establish a planning group to develop a work plan. The planning group shall include the judge, program coordinator, prosecuting attorneys, defense attorneys, probation officers, law enforcement and persons having expertise in the field of substance abuse. The work plan shall address the operational, coordination, resource, information management, and evaluation needs and include eligibility criteria for the court. The court shall combine judicial supervision, treatment of participants, and drug testing.	<b>Mandatory Requirement</b>		
<b>Certification Requirement 1.2:</b> Provide the names and organizational affiliation of the DUI/Drug court advisory committee, or those persons who are responsible for the ongoing planning of the accountability court. (Representatives of the accountability court team may constitute this committee, but it is recommended that it include community partners and those with evaluation expertise.)	Policy and Procedure Manual, Work Plan, or Attach Supplemental List	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
<p><b>Adopted Standards Benchmark 1.3:</b> Prior to commencement of program operations, the DUI/Drug Court planning group shall collaboratively develop, review, and agree upon all aspects of court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, program structure guidelines).</p> <p><b>Adopted Standards Benchmark 1.4:</b> Each of these elements shall be compiled in writing in the form of a <i>Policies and Procedures Manual</i> which is reviewed and updated as necessary, but no less than every two years.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 1.3 &amp; 1.4:</b> Ensure the program has each of the following documented:</p> <ol style="list-style-type: none"> <li>1. Written Mission Statement <input type="checkbox"/></li> <li>2. Written Program Goals <input type="checkbox"/></li> <li>3. Written Eligibility Requirements <input type="checkbox"/></li> <li>4. Written Operating Procedures <input type="checkbox"/></li> <li>5. Written Drug/Alcohol Screening Procedures <input type="checkbox"/></li> <li>6. Written Phase Guidelines and Requirements <input type="checkbox"/></li> <li>7. Written Incentive/Sanction Guidelines <input type="checkbox"/></li> </ol>	<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><b>Adopted Standards Benchmark 1.5:</b> Once established, the DUI/Drug court shall have a continuing court team which shall include, at a minimum, the following representatives: judge, defense attorney, prosecutor, program coordinator, law enforcement, treatment provider/certified addiction treatment clinicians, and probation/supervision officer.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 1.5:</b> Ensure the program has all team members listed along with defined roles and responsibilities.</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>	

Key Components Adopted Standards Certification Requirement	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p><b>Adopted Standards Benchmark 1.7:</b> All members of the DUI/Drug court team are expected to attend and participate in a minimum of two formal staffings per month.</p> <p><b>Adopted Standards Benchmark 1.8:</b> Members of the DUI/Drug court team should attend DUI/Drug court sessions (i.e. status conferences/hearings).</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 1.7 &amp; 1.8:</b> Ensure the program can indicate how often staffings and court hearings are held, and that each team member attends staffings and court hearings.</p>	<p>Policy and Procedure Manual, Staffing Sign-in Sheets</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>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p><b>Adopted Standards Benchmark 1.11:</b> The court shall maintain ongoing communication with the treatment provider. The treatment provider should regularly and systematically provide the court with reports on the progress of, and any significant events involving, each participant. A reporting schedule and method of reporting shall be agreed upon by the DUI/Drug court team and put in writing as part of the court’s operating procedures.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 1.11:</b> Detail evidence of communication devices/techniques the DUI/Drug court uses to facilitate communication between the court and treatment providers. Materials should clearly outline how team members share information, especially when significant events occur.</p>	<p>Policy and Procedure Manual, MOU, Sample Staffing Sheets</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>	
<p><b>Adopted Standards Benchmark 1.12:</b> Participants shall have contact with DUI/Drug court staff, probation officer, or treatment representative at least once per week during the first twelve months of the program. Thereafter, participant contact shall be determined based on need.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 1.12:</b> Ensure the program can indicate how often participants interact with the DUI court team during each phase of the program.</p>	<p>Policy and Procedure Manual, Participant Handbook, Sample Treatment 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</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant Page Number(s) _____</p>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component #2:</b> <b>Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.</b>			
<b>Adopted Standards Benchmark 2.1:</b> Prosecution and defense counsel shall both be members of the DUI/Drug court team and shall participate in the design, implementation, and enforcement of the program's screening, eligibility, and case-processing policies and procedures.			<b>Mandatory Requirement</b>
<b>Certification Requirement 2.1:</b> Show evidence that both the prosecutor and defense counsel are part of the DUI/Drug court team and participate in policy development including the design of the following: <ol style="list-style-type: none"> <li>1. Screening policy and procedures <input type="checkbox"/></li> <li>2. Eligibility policies and procedures <input type="checkbox"/></li> <li>3. Case-processing policies and procedures <input type="checkbox"/></li> </ol>	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
<b>Key Component #3: Eligible participants are identified early and promptly placed into the DUI/Drug court program.</b>			
<b>Adopted Standards Benchmark 3.4:</b> Participant eligibility requirements/criteria shall be developed and agreed upon by all members of the DUI/Drug court team and included in writing as part of the program’s policies and procedures.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.4:</b> Ensure the program has written and agreed upon eligibility criteria as outlined in applicable standards and legislation. Criteria should include, but is not limited to: <ol style="list-style-type: none"> <li>1. Demographic information <input type="checkbox"/></li> <li>2. Current charge <input type="checkbox"/></li> <li>3. Prior Record <input type="checkbox"/></li> <li>4. Nature and severity of substance abuse problem <input type="checkbox"/></li> <li>5. Non-violent charges <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Participant Handbook, Referral Forms	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) _____	
<b>Adopted Standards Benchmark 3.5:</b> Courts shall only admit eligible DUI/Drug court participants post-conviction. Under no circumstance shall a DUI charge be dismissed as a condition of completing a DUI court sentence/program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.5:</b> Ensure the program can indicate that benefits of program completion do not include DUI charge dismissal.	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 Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 3.7:</b> Members of the DUI/Drug court team and other designated court or criminal justice officials shall screen cases for eligibility and identify potential DUI/Drug court participants.			<b>Mandatory Requirement</b>
<p><b>Certification Requirement 3.7:</b> Detail the average length of time from the date the person is sentenced or released from custody until they are enrolled into the program.</p> <ol style="list-style-type: none"> <li>1. Less than 30 days <input type="checkbox"/></li> <li>2. Greater than 30 days <input type="checkbox"/></li> </ol> <p>If greater than 30 days, ensure an explanation of referral process and procedure is attached.</p>	Policy and Procedure Manual, 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</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant Page Number(s) _____</p>	
<b>Adopted Standards Benchmark 3.8:</b> Participants should begin treatment as soon as possible after sentencing.			<b>Mandatory Requirement</b>
<p><b>Certification Requirement 3.8:</b> Detail the average length of time from the date the person is deemed eligible for the DUI court program and date of first initiation of treatment services.</p> <ol style="list-style-type: none"> <li>1. Less than 30 days <input type="checkbox"/></li> <li>2. Greater than 30 days <input type="checkbox"/></li> </ol> <p>If greater than 30 days, ensure an explanation of process and procedure is attached.</p>	Policy and Procedure Manual, 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</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant Page Number(s) _____</p>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p><b>Adopted Standards Benchmark 3.9:</b>                      DUI/Drug courts shall use a standardized/validated screening instrument approved by the Council of Accountability Court Judges. The current approved screening instrument is the DUI Risk and Needs Triage (DUI-RANT). Courts that serve misdemeanor drug offenders or offenders with non-DUI related charges may elect to utilize the Level of Service/Case Management Inventory (LS/CMI) with those participants. Deviation from these tools must first be approved by the Council of Accountability Court Judges. Screening instruments shall be utilized prior to program entry to ensure the program is targeting appropriate participants.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 3.9:</b>                      Detail your program’s process for screening potential participants including placement decisions once a participant has been scored.</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><b>Key Component #4:</b>  <b>DUI/Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.</b></p>			
<p><b>Adopted Standards Benchmark 4.2:</b> DUI/Drug courts shall use treatment providers that are on the Department of Behavioral Health and Developmental Disabilities Registry for the State Multiple Offender Program so that both re-licensing requirements and court requirements are met.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 4.2:</b>                      Attach copies of the treatment providers’ licenses.</p>	<p>Treatment Provider License</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
<p><b>Adopted Standards Benchmark 4.3:</b> A DUI/Drug court shall require a minimum of 12 months of supervision and treatment.  <b>Adopted Standards Benchmark 4.4:</b> DUI/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.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 4.3 &amp; 4.4:</b>                      Program materials should clearly outline program length and phase requirements.</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><b>Adopted Standards Benchmark 4.5:</b> DUI/Drug court programs shall offer a comprehensive range of core alcohol and drug treatment services.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 4.5:</b>                      Detail the services offered and available to a DUI/Drug court participant. These services shall include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Group Counseling <input type="checkbox"/></li> <li>2. Individual Counseling <input type="checkbox"/></li> <li>3. Drug Screening <input type="checkbox"/></li> </ol>	<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>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p><b>Adopted Standards Benchmark 4.6:</b> DUI Drug court programs should ideally offer or make appropriate referrals to:</p> <ul style="list-style-type: none"> <li>1. Family counseling</li> <li>2. Gender specific counseling</li> <li>3. Domestic violence counseling</li> <li>4. Anger management</li> <li>5. Health screening</li> <li>6. Assessment and counseling for co-occurring mental health issues</li> </ul>			<p><b>Best Practice</b></p>
<p><b>Certification Requirement 4.6:</b> Detail the services offered and available to a DUI/Drug court participant.</p>	<p>Policy and Procedure Manual, Participant Handbook, MOU, Treatment Plans</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>	
<p><b>Adopted Standards Benchmark 4.7:</b> DUI/Drug court programs should ideally offer or make appropriate referrals for ancillary services to meet the needs of participants including but not limited to:</p> <ul style="list-style-type: none"> <li>1. Employment counseling and assistance</li> <li>2. Educational component</li> <li>3. Medical and dental care</li> <li>4. Transportation</li> <li>5. Housing</li> <li>6. Mentoring and alumni groups</li> </ul>			<p><b>Best Practice</b></p>
<p><b>Certification Requirement 4.7:</b> Detail the ancillary services offered and available to a DUI/Drug court participant.</p>	<p>Policy and Procedure Manual, Participant Handbook, MOU Treatment Plans</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>	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 4.8:</b> 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 may be modified or adjusted based on results.			<b>Mandatory Requirement</b>
<p><b>Certification Requirement 4.8:</b> Ensure case management and treatment plans are designed to do each of the following services for participants:</p> <ol style="list-style-type: none"> <li>1. Provide ongoing assessment of participant progress and needs <input type="checkbox"/></li> <li>2. Assessment and case management/treatment planning should systematically address factors that reduce recidivism, as well as promote recovery <input type="checkbox"/></li> <li>3. Coordinate referrals to services in addition to primary treatment <input type="checkbox"/></li> <li>4. Provide structure and support for individuals who typically have difficulty using services even when available <input type="checkbox"/></li> <li>5. Ensure communication between the court and various service providers <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Sample Case Management Document	<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>	

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<p><b>Adopted Standards Benchmark 4.9:</b> Treatment shall include standardized, evidence-based practices (see Section 6, <i>Adult DUI/Drug Court Treatment Standards</i>) and other practices recognized by the Substance Abuse and Mental Health Services 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.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 4.9:</b> Program materials should clearly outline the evidence-based curricula provided to participants.</p>	<p>Policy and Procedure Manual, MOU, Treatment Plans</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>	
<p><b>Key Component #5:</b> <b>Abstinence is monitored by frequent alcohol and other drug testing.</b></p>			
<p><b>Adopted Standards Benchmark 5.1:</b> Each participant shall be administered a 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 final phase of the program.</p>			<p><b>Mandatory Requirement</b></p>
<p><b>Certification Requirement 5.1:</b> The policy and procedure manual shall clearly outline drug testing procedures including the type of tests utilized and testing frequency (at least twice per week during first two phases/six months).</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>	

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<b>Adopted Standards Benchmark 5.3:</b> In addition to specific targeted testing, 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.3:</b> 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	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) _____	
<b>Adopted Standards Benchmark 5.4:</b> All DUI/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, and saliva testing and electronic monitoring.			<b>Mandatory Requirement</b>
<b>Adopted Standards Benchmark 5.5:</b> All collection of urine samples shall be directly observed by a licensed/certified medical professional, an authorized same-sex member of the drug court team, or other approved official of the same sex.			
<b>Certification Requirement 5.4 &amp; 5.5:</b> Outline the program’s drug screening policy.	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) _____	
<b>Adopted Standards Benchmark 5.6:</b> 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.			<b>Best Practice</b>
<b>Certification Requirement 5.6:</b> DUI/Drug courts should be able to outline drug test results reporting procedures, including the typical length of time it takes to receive results and take appropriate action.	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 Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 5.8:</b> A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.8:</b> Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the DUI/drug court 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) _____	
<b>Adopted Standards Benchmark 5.9:</b> 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.9:</b> Documentation must address when and how drug test results may be contested and confirmed by 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) _____	



Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component #6:</b>			
<b>A coordinated strategy governs DUI/Drug court responses to participants' compliance.</b>			
<b>Adopted Standards Benchmark 6.2:</b> DUI/Drug courts will have supervision components that include home visits, random observed drug screens, and may include curfews and use of alcohol and other drug monitoring equipment and recognized techniques as appropriate.			<b>Best Practice</b>
<b>Certification Requirement 6.2:</b> Outline DUI/Drug court supervision components including: <ol style="list-style-type: none"> <li>1. Drug and Alcohol Tests</li> <li>2. Curfews</li> <li>3. Field Surveillance</li> </ol>	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) _____	
<b>Adopted Standards Benchmark 6.5:</b> A DUI/Drug court shall have a formal system of sanctions and rewards, including a system for reporting noncompliance, established in writing and included in the court's policies and procedures. <b>Adopted Standards Benchmark 6.6:</b> 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 6.5 &amp; 6.6:</b> Program information shall clearly outline the court's sanctions and rewards. Courts can use various means (grids, charts, etc.) to reflect how and when sanctions and rewards 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) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 6.9:</b> Participants shall be subject to progressive positive drug screen sanctions prior to being considered for termination, unless there are other acts of noncompliance affecting this decision.			<b>Mandatory Requirement</b>
<b>Certification Requirement 6.9:</b> Detail the graduated sanctions associated with positive drug tests.	Policy and Procedure Manual, Participant Handbook, Sanction Matrix	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) _____	
<b>Key Component #7: Ongoing judicial interaction with each DUI/Drug court participant is essential.</b>			
<b>Adopted Standards Benchmark 7.7:</b> DUI/Drug court sessions (i.e. status conferences/hearings) shall be held no less than once per month during the last phase of the program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 7.7:</b> DUI/Drug court materials should clearly outline the number of status conferences/court hearings that take place during each phase of the 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) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 7.8:</b> Status reviews shall be conducted with each participant on an individual basis to optimize program effectiveness. Group reviews should be avoided unless necessary on an emergency basis. Insufficient time based on program census does not constitute an emergency.			<b>Best Practice</b>
<b>Certification Requirement 7.8:</b> Outline the DUI/Drug court’s procedure for court hearings including what team members attend and the level of judicial interaction.	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) _____	
<b>Key Component #8: Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.</b>			
<b>Adopted Standards Benchmark 8.1:</b> Participant data should be gathered, monitored, and analyzed on a regular basis to determine the effectiveness of the program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 8.1:</b> Program materials should outline a process for teams 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	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
<b>Adopted Standards Benchmark 8.3:</b> A process and outcome evaluation should be conducted by an independent evaluator within three years of implementation of a DUI/Drug court program and in regular intervals as necessary, appropriate, and/or feasible for the program thereafter.			<b>Best Practice</b>
<b>Certification Requirement 8.3:</b> Outline the results of any process or outcome evaluation that has been conducted. If the DUI/Drug court program has not had an independent evaluation, outline efforts to conduct one and provide results from any internal evaluations the program has conducted.	Policy and Procedure Manual, Evaluation Report(s)	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) _____	
<b>Adopted Standards Benchmark 8.4:</b> 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.			<b>Best Practice</b>
<b>Certification Requirement 8.4:</b> 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) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<p><b>Adopted Standards Benchmark 8.6:</b> 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.</p>			<p><b>Best Practice</b></p>
<p><b>Certification Requirement 8.6:</b> Materials should include the procedure for reporting mandatory performance measures to include:</p> <ul style="list-style-type: none"> <li>• Risk assessment type, date, and results</li> <li>• ASAM level of care screening and date</li> <li>• Drug testing date and results</li> <li>• Treatment session attendance, date, duration, and type</li> <li>• Exit date and status</li> <li>• Employment</li> <li>• Recidivism (re-arrests and convictions)</li> </ul> <p>For each mandatory measure, materials should clearly indicate who performs the function (e.g. assessment), when the event took place, when data is entered, what team member is expected to enter the data, and any quality control process that takes place to ensure data quality and accuracy.</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>

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component #9:</b> <b>Continuing interdisciplinary education promotes effective DUI/Drug court planning, implementation, and operations.</b>			
<b>Adopted Standards Benchmark 9.1:</b> DUI/Drug court programs shall have a formal policy on staff training requirements and continuing education.			<b>Mandatory Requirement</b>
<b>Certification Requirement 9.1:</b> Outline the DUI/Drug court program’s written operating procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and current 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) _____	
<b>Adopted Standards Benchmark 9.4:</b> Existing programs, with all core team members present, shall attend tune-up or refresher training every three to five years. 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 9.4:</b> Provide a list of team members and the date and location of their most recent attendance at a tune-up training. Provide a list of team members and the date of last attendance at CACJ’s annual conference.	MOU, Policy and Procedure Manual, Addendum	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
<b>Key Component #10: Forging partnerships among DUI/Drug courts, public agencies, and community-based organizations generates local support and enhances DUI/Drug Court program effectiveness.</b>			
<b>Adopted Standards Benchmark 10.1:</b> Ideally, a local steering committee consisting of representatives from the court and including, but not limited to, 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.			<b>Best Practice</b>
<b>Certification Requirement 10.1:</b> 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: <ol style="list-style-type: none"> <li>1. Policy guidance <input type="checkbox"/></li> <li>2. Fundraising <input type="checkbox"/></li> <li>3. Resource acquisition <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, 501(c)(3) Documentation	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) _____	

**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
<b>Key Component 1</b> <b>Veterans Treatment Courts integrate alcohol and other drug treatment services with justice system case processing.</b>			
<b>Adopted Standards Benchmark 1.1</b> 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.1</b> 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. <b>You can simply list the team members that differ from your other program tracks (e.g. VJO, Veterans Court Mentor Coordinator...).</b>  <i>Note: See VTC Standard 1.2 for the minimum list of expected team members.</i>	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) _____	



Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 3</b> <b>Eligible participants are identified early and promptly placed into the Veterans Treatment Court program.</b>			
<b>Adopted Standards Benchmark 3.1:</b> 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.1</b> 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"> <li>1. Demographic information <input type="checkbox"/></li> <li>2. Current charge <input type="checkbox"/></li> <li>3. Prior record <input type="checkbox"/></li> <li>4. <b>Nature and severity of substance abuse problem and/or mental health diagnosis</b> <input type="checkbox"/></li> <li>5. <b>Military service status</b> <input type="checkbox"/></li> <li>6. Other criteria <input type="checkbox"/></li> </ol>	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 Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 4</b> <b>Veterans Treatment Courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.</b>			
<b>Adopted Standards Benchmark 4.5</b> Veterans Treatment Court programs shall offer a comprehensive range of core alcohol and drug treatment services.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.5</b> Detail the services offered and available to a VTC participant. Possible services shall include but are not limited to: <ul style="list-style-type: none"> <li>• Group counseling</li> <li>• Individual counseling</li> <li>• Drug testing</li> <li>• Other, describe _____</li> </ul> <b>Notes:</b> 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 curricula include: <ul style="list-style-type: none"> <li>• Trauma focused counseling</li> <li>• Counseling for dual diagnosis participants</li> </ul>	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) _____	