



COUNCIL OF ACCOUNTABILITY COURT JUDGES COURT INFORMATION PACKET

FY 2021

Contents

| | |
|---|----|
| A Letter from the Executive Director | 5 |
| Council of Accountability Court Judges Committees | 6 |
| Executive Committee | 6 |
| Standing Committees..... | 7 |
| Council of Accountability Court Judges Staff..... | 8 |
| Criminal Justice Coordinating Council: Grant Specialists | 8 |
| Judicial Council/AOC: Program Analysts..... | 8 |
| Accountability Court Program Requirements and Processes..... | 9 |
| Council of Accountability Court Judges Rules and Regulations | 9 |
| Standards for Georgia Accountability Courts | 9 |
| Certification and Peer Review | 10 |
| Certification Program | 10 |
| Certification Waivers..... | 10 |
| Peer Review Program..... | 10 |
| Treatment | 11 |
| Treatment Fidelity Monitoring..... | 11 |
| CACJ Provided Risk Assessments | 11 |
| CACJ Provided Evidence-Based Curriculum Participant Workbooks..... | 11 |
| Accountability Court Funding | 12 |
| State Accountability Court Grant..... | 12 |
| Notice of Intent to Apply for Funding..... | 12 |
| Court Operating Profile..... | 12 |
| Funding Waiver..... | 12 |
| Subgrant Expenditure Report..... | 13 |
| Subgrant Adjustment Request..... | 13 |
| Training | 14 |
| CACJ Provided State Training and Training Conference..... | 14 |
| Accountability Court Coordinator Certification Program | 14 |
| Case Management Systems and Data Collection | 15 |
| Case Management Systems | 15 |
| Accountability Courts Data Collection Manual & Data Collection Toolkit..... | 15 |

| | |
|--|----|
| Accountability Courts Quarterly Program Report | 15 |
| CACJ Communications | 16 |
| Accountability Court Directory..... | 16 |
| CACJ Calendar | 16 |
| Job Postings in Accountability Courts and CACJ..... | 16 |
| CACJ Newsletter | 16 |
| CACJ Mail Chimp List..... | 16 |
| CACJ Accountability Court Resources | 17 |
| Sample Policy and Procedure Manual and Participant Handbook | 17 |
| Sample Forms | 17 |
| Housing Resources | 17 |
| Drug Testing Supplies | 17 |
| Drug Testing Instruments..... | 17 |
| CACJ Coordinator Mentor Program | 17 |
| CACJ Technical Assistance | 17 |
| National Resources | 18 |
| National Drug Court Resource Center (NDCRC) | 18 |
| Office of Juvenile Justice and Delinquency Prevention (OJJDP) | 18 |
| Children and Family Futures (CFF) | 18 |
| National Association of Drug Court Professionals (NADCP) | 18 |
| National Drug Court Institute (NDCI) | 18 |
| Adult Drug Court Best Practice Standards..... | 19 |
| The Drug Court Judicial Benchbook | 19 |
| Sample Forms | 19 |
| Substance Abuse and Mental Health Services Administration (SAMHSA) | 19 |
| The Ten Key Components | 20 |
| The Ten Key Components of Drug Courts..... | 20 |
| The Ten Essential Elements of Mental Health Courts | 20 |
| The Ten Key Components of Veterans Treatment Courts..... | 20 |
| The Ten Guiding Principles of DWI/DUI Courts..... | 20 |
| Trainings and Workshops..... | 21 |
| National Drug Court Institute..... | 21 |
| Justice Center – The Council of State Governments | 21 |
| Justice for Vets | 21 |

| | |
|---|----|
| The National Judicial College | 21 |
| National Center for State Courts | 21 |
| Children and Family Futures | 21 |
| Substance Abuse and Mental Health Services Administration | 21 |
| Treatment Courts Online | 21 |
| Sustainability | 22 |
| Appendix..... | 23 |
| Certification Flow Chart..... | 24 |
| Grant Application Flow Chart | 25 |
| Memorandums | 26 |
| DDS Accountability Court Project..... | 27 |
| State Travel Policy for CACJ Trainings..... | 28 |
| Case Management System Roles and Responsibilities | 30 |
| Accountability Courts Data Collection Updates | 33 |
| Accountability Court Coordinator Certificaton Program..... | 35 |
| CACJ Staff Delegation Memo | 37 |

A Letter from the Executive Director

Dear Accountability Court Judges, Coordinators, and Stakeholders:

My name is Taylor Jones, and I serve as the Executive Director for the Council of Accountability Court Judges (CACJ). Within CACJ, there is an Executive Committee, along with five additional standing committees that are charged with serving the courts on matters related to funding, training, peer review, standards, and certification, to name a few. CACJ also has five additional staff members in place to serve the accountability court judges and courts.

I am honored to serve as the Executive Director for CACJ and thrilled to have the opportunity to work with all the accountability courts within the state of Georgia. CACJ works diligently to provide technical assistance to the courts, plans the CACJ Accountability Court Training Conference and yearly training schedule, partners with the Criminal Justice Coordinating Council (CJCC) to release the annual Accountability Court Grant Solicitation, manages the certification process for the courts, and performs the peer review process throughout the state. Additionally, CACJ partners with the Administrative Office of the Courts (AOC) and CJCC to collect and analyze accountability court data to generate reports for numerous stakeholder groups, as well as determine how we can work together to continue to improve program outcomes.

It is my hope that each jurisdiction within the state finds the following pages helpful in their efforts to implement, sustain, and/or enhance an accountability court. One of CACJ's many objectives is to help bring accountability courts to scale within the state and to serve each member of the community that can benefit from the treatment, services, and accountability the courts provide.

Please let CACJ and our staff know how we may be of assistance to your court.

Thank you.

Sincerely,

Taylor Jones

Executive Director
Council of Accountability Court Judges

Council of Accountability Court Judges Committees

Executive Committee

CACJ's mission is to provide a unified framework that promotes and improves the quality, accessibility, and administration of accountability courts. CACJ assists courts to effectively carry forth the constitutional by-laws and legislative responsibilities (HB328) through the expertise of judges presiding over accountability courts across the state of Georgia. The purpose and focus of CACJ's efforts is to establish standards and practices for all accountability court divisions based on research from the National Drug Court Institute (NDCI) and Substance Abuse and Mental Health Services Administration (SAMHSA) with a goal of reducing recidivism of offenders who abuse substances and/or have a mental health diagnoses.

Chief Judge Kathlene F. Gosselin – Chair
Northeastern Judicial Circuit

Judge D. Scott Smith – Vice Chair
Cherokee Judicial Circuit

Chief Judge Brenda S. Weaver – Immediate Past Chair
Appalachian Judicial Circuit

Judge Charles E. Auslander, II
Western Judicial Circuit

Judge James F. Bass, Jr.
Eastern Judicial Circuit

Judge Karen E. Beyers
Gwinnett Judicial Circuit

Judge Mary Staley Clark
Cobb Judicial Circuit

Chief Judge Asha F. Jackson
Stone Mountain Judicial Circuit

Chief Judge Russell W. Smith
Mountain Judicial Circuit

Judge W. James Sizemore, Jr.
Southwestern Judicial Circuit

Judge Alison W. Toller
Northeastern Judicial Circuit

Standing Committees

Under the Executive Committee, there are five standing committees: Funding, Standards and Certification, Training, Legislation, and Nominations. Primary objectives of each committee are listed below.

Funding Committee:

Oversees all grants and funds on behalf of the Council provided by the State.

Standards and Certification Committee:

Develops the standards, best practices, and the eligibility criteria for state funding for approval by the Council.

Training Committee:

Develops courses and programs for the continuing education of the accountability court team members throughout the State.

Legislation Committee:

Monitors legislation affecting the accountability courts of Georgia.

Nominations Committee:

Assists the Council in sustaining its elected leadership.

Council of Accountability Court Judges Staff

Taylor Jones
Executive Director
Taylor.Jones@georgiacourts.gov
(404) 463.1453

Lasheika Kassa
Treatment Fidelity Program Manager
Lasheika.Kassa@georgiacourts.gov
(404) 463.0043

Tara Zellous
Statewide MAT Coordinator
Tara.Zellous@georgiacourts.gov
(404) 463.0352

Kimberly Howard
Operations Administrator
Kimberly.Howard@georgiacourts.gov
(404) 656.2613

Iosh Becker
Assistant Director
Iosh.Becker@georgiacourts.gov
(404) 463.6298

Sacha Greene
Certification Officer II
Sacha.Greene@georgiacourts.gov
(404) 463.1906

Rachel Gage
Certification and
Special Projects Officer
Rachel.Gage@georgiacourts.gov
(470) 591.0091

Jeffrey Holiday
Certification Officer II
Jeffrey.Holiday@georgiacourts.gov
(404) 623.7556

Criminal Justice Coordinating Council: Grant Specialists

Ursula Kelley
Criminal Justice Team Supervisor, Grants and
Policy Division
Ursula.Kelley@cjcc.ga.gov
(404) 657.1956

Shameeka Hill
Grants Specialist
Shameeka.hill@cjcc.ga.gov
(404) 654.1796

Tiffany Young
Grants Specialist
Tiffany.young@cjcc.ga.gov
(404) 654.1791

Shanay Long
Grants Specialist
Shanay.Long@cjcc.ga.gov
(404) 654.1738

Michelle Taing
Grants Specialist
Michelle.Taing@cjcc.ga.gov
(404) 654.1811

Judicial Council/AOC: Program Analysts

Matthew Bishop
Judicial Council/Administrative Office of the Courts
Matthew.Bishop@georgiacourts.gov
(404) 463.1319

Accountability Court Program Requirements and Processes

Council of Accountability Court Judges Rules and Regulations

Effective July 1, 2020, the Council of Accountability Court Judges of Georgia adopted Rules and Regulations pursuant to O.C.G.A. § 15-1-18(c), which states in part: “The Council shall promulgate rules and regulations as it deems necessary.” The objectives and purpose of the Council are those proscribed by law and as stated in the Council’s Constitution. A copy of the CACJ Rules are located on the Council’s website homepage.

Standards for Georgia Accountability Courts

The Standards were developed from a review of national research on best practices and an analysis of practices and procedures used in Georgia’s accountability courts. Courts shall adhere to the Standards and recommendations for operation. Program certification and eligibility for state funding will be based on adherence to these Standards, and each program will be subject to a performance peer review no less than once every three years. Details are provided via under the *Standards and Certification* tab on CACJ’s website.

Georgia Accountability Court Statutes

Statutes related to accountability courts and CACJ are published on the CACJ website homepage:

- CACJ: O.C.G.A. § 15-1-18
- Drug Courts: O.C.G.A. §15-1-15
- Mental Health Courts: O.C.G.A. §15-1-16
- Veterans Courts: O.C.G.A. §15-1-17
- DUI Courts: O.C.G.A. §15-1-19
- FTC Courts: O.C.G.A. §15-11-70
- DATE Funds: O.C.G.A. §15-21-101

Certification & Peer Review

Certification Program

The certification process is designed to help improve court functioning and outcomes based on the CACJ standards and best practices. Certification is also required by statute for Adult Felony Drug, Adult Mental Health, Veteran Treatment, DUI, and Family Treatment Courts to receive state funding. The certification application, instructions on how to complete the application, and deadlines are provided under the *Standards and Certification* tab on the CACJ website. See the Appendix for the Certification Flow Chart.

- *Fully Certified:* Court is meeting all, or most, of the Standards and Best Practices included on the certification application. Full Certification is good for two years, and the court is eligible for funding during that two-year period.
- *Provisionally Certified:* Court is meeting some of the Standards and Best Practices but not enough to receive full certification. Provisional Certification typically lasts three months, and the court is required to resubmit at that time. Court will receive targeted feedback and may request technical assistance.

Certification Waivers

Certification Waivers are for new programs that are in the implementation phase. Courts may qualify for a Certification Waiver which allows for a six-month extension on the certification requirements. You should only apply for a waiver once you have reviewed the certification application and confirmed that you cannot meet the requirements. More information and deadlines are provided via the CACJ website under the *Standards and Certification* tab.

Peer Review Program

Each program will be subject to a performance peer review no less than once every three years. HB328 states CACJ shall conduct a performance peer review for the purpose of improving policies and practices and monitoring adherence to standards and best practices. Courts will be contacted by Certification Officers, Ms. Sacha Greene, Mr. Jeffrey Holiday, and Ms. Rachel Gage, as well as the Assistant Director, Mr. Josh Becker, to schedule your program's peer review.

Treatment

Treatment Fidelity Monitoring

State Standards require that accountability courts deliver evidence-based treatment curricula to program participants. Evidence-based means that research has shown that the curriculum is effective when it is administered as designed with fidelity to the treatment model. CACJ has created a process to monitor fidelity to evidence-based treatment models to ensure that participants are receiving effective interventions and education. Per the expertise of the Treatment Fidelity Program Manager, fidelity will be maintained through:

1. Evidence-based treatment curriculum training;
2. Treatment provider coaching and supervision; and
3. Formal review of evidence-based treatment delivery to participants.

The Council of Accountability Court Judges Model Fidelity Handbook is located on the CACJ website.

CACJ is committed to assisting all certified and state-funded accountability courts with implementing evidence-based treatment curricula. The Treatment Fidelity Program Manager and Treatment Fidelity Monitor will conduct trainings and site visits and will provide targeted feedback to improve treatment delivery. Please be sure to communicate with Treatment Fidelity Program Manager, Ms. Lasheika Kassa, if you have questions about what treatment curriculum to provide or how it should be delivered.

CACJ Provided Risk Assessments

CACJ provides risk assessment tools for accountability court programs. Effective October 1, 2019, the Level of Service/Case Management Inventory (LS/CMI) replaced the LSI-R risk assessment tool, and CACJ began providing LS/CMI assessment uses to the applicable accountability court programs. CACJ will provide the online administration of the LS/CMI. Hand scoring versions of the LS/CMI will not be readily available through the CACJ. LS/CMI uses are available on the CACJ website under the *Funding* tab on the CACJ website. Accountability court staff performing the LS/CMI assessment must complete the web-based LS/CMI training provided by Multi Health Systems.

CACJ Provided Evidence-Based Curriculum Participant Workbooks

CACJ provides the following evidence-based curriculum workbooks for accountability court participants, at no cost to accountability court programs.

- MRT - How to Escape your Prison (Adult Version) - *Also available in Spanish*
- MRT for Veterans - Winning the Invisible War
- MRT Trauma - Breaking the Chains of Trauma (Men's and Women's Version)
- Prime Solutions
- Prime for Life

Evidence-Based Curriculum workbooks are available by ordering on the CACJ website.

Accountability Court Funding

State Fiscal Year Operating Grant

Each year, CACJ works with the CJCC to release a grant solicitation that runs concurrent with the fiscal year. The grant release announcement is sent via the CACJ intranet and Mail Chimp. The accountability court grant solicitation is focused on the program narrative and budget. Instructions, the grant application, FAQs, and webinar information are provided under the *Funding* tab on CACJ's website. See the Appendix for the Fiscal Year Operating Grant Flow Chart.

The FY21 Fiscal Year Operating Grant will be released on Monday, February 22, 2021. The completed grant application is due no later than 5:00 p.m. on Friday, March 19, 2021. Please note, the FY22 Notice of Intent to Apply for Funding is mandatory for all programs applying for state grant funds.

Within each fiscal year, and as funding allows, there is also a release of Supplemental Grant and Emergency Funds Requests.

- *Supplemental Funds Grant Requests* provide additional funds for existing courts ONLY that are added into the court's current grant award and are available for use during Q3 and Q4 of the fiscal year. Existing courts are limited to requesting funds in the areas of drug testing supplies, surveillance, and treatment (personnel, treatment supplies, and/or related to ancillary services). **The CACJ FY21 Supplemental Grant will be released Wednesday, September 23, 2020 and is due no later than Friday, October 16, 2020.**
- *Emergency Funds Grant Requests* are for existing courts ONLY, and requests are limited to participant treatment and/or drug testing. Beginning in FY17, the CACJ Funding Committee implemented a process for courts to apply for Emergency Funds. The request for Emergency Funds is likely due to an unanticipated growth in program participants. Funding awards will be made available for the fourth quarter of the current fiscal year.

Notice of Intent to Apply for Funding

Each CACJ accountability court (existing and new) is required to submit the *Notice of Intent to Apply for Funding* form. **This form is mandatory for all courts that will apply for state grant funds.** The Notice of Intent solicits basic court and contact information that will help the CACJ Funding Committee prepare for the upcoming fiscal year funding decisions. The form and instructions are located on the CACJ website under the *Funding* tab and must be completed before the upcoming fiscal year operating grant application. **The CACJ FY22 Notice of Intent to Apply for Funding will open Monday, November 16, 2020 and is due no later than Friday, December 11, 2020.**

Court Operating Profile

CACJ, with the support and partnership of CJCC, has developed a process to collect crucial accountability court program data that was historically collected through the accountability court grant application. Each CACJ-funded accountability court is required to submit a *Court Operating Profile Report*. **The CACJ FY21 Court Operating Profile will open on Tuesday, January 19, 2021 and is due no later than Friday, February 5, 2021.**

Funding Waiver

Per grant requirements, at least 25% of awarded funds must be spent in each quarter. If this condition is not met, any unused, remaining funds from that quarter will be retained by the CACJ to be managed by the CACJ Funding Committee. If a court is unable to spend the required 25%, they may submit a Funding Waiver. A Funding Waiver is only provided in the first and second quarters of the fiscal year. If a Funding Waiver is granted, courts are still expected to expend 50% of their grant by the end of the second quarter. For assistance or details for the Funding Waiver, contact your CJCC Grant Specialist (listed on page 8).

Subgrant Expenditure Report

The Subgrant Expenditure Report (SER) forms used to submit requests for reimbursements are due to your assigned Grant Specialist at CJCC **no later than 15 days after the end of each reporting period**. Effective January 1, 2017, all SERs received after the quarterly deadline are subject to a 10% penalty. The 10% penalty will be based on the initial grant award, and a de-obligation notice will automatically be sent to the County Commissioner, Judge, Coordinator, and Finance Director after a 10-day grace period. Extenuating circumstances (e.g., hurricane) will be taken under consideration where warranted and should be communicated to CACJ and CJCC staff as soon as possible.

Subgrant Adjustment Request

The Subgrant Adjustment Request (SAR) forms are **required** for the following grant changes:

- Request a budget modification within currently approved budget categories,
- To request a no-cost extension,
- To notify CJCC of personnel changes (either changes in the personnel or the percent of time spent on the grant).

To submit a Subgrant Adjustment Request (SAR), contact your assigned grant specialist.

Training

CACJ Provided State Training and Training Conference

Each fiscal year, the CACJ Training Committee provides trainings for the accountability courts. Trainings include team tune-ups and evidence-based practice and assessment trainings.

- A PDF link to the current fiscal year training calendar can be found on the CACJ website.
- Each court's coordinator is responsible for registering their team members for training. As point of contact for the court, the coordinator will receive an announcement of when registration opens, how/who to register, how to reserve lodging for the attendee (if applicable), and how to receive reimbursement for travel and meals. Training registration dates are located on the CACJ website.
- A CACJ Certified Training MOU is required for all evidence-based curriculum training. The Training MOU will be located on the training registration web page. A sample of the CACJ Certified Training MOU is in the Appendix.

CACJ also provides an annual training conference for the state. The Council of Accountability Court Judges 2020 Annual Training conference is September 14-16, 2020. The FY21 Training Calendar is provided under the *Training* tab on CACJ's website.

Accountability Court Coordinator Certificate Program

CACJ, in partnership with the Carl Vinson Institute of Government, provides training to accountability court coordinators and directors. The Coordinator Certificate Program aims to increase knowledge of the primary administrative functions of accountability court coordinators, develop the skills necessary to carry out the administrative functions as an accountability court coordinator, develop and maintain the high standards for the functioning of the accountability courts, and increase the professionalism of accountability court coordinators. The mandatory program is organized into eight courses for a total of 45 hours of face-to-face and online instruction. Coordinators and program directors are allowed a maximum of three years to complete the program. Additional program details are located on the CACJ website.

Case Management Systems & Data Collection

Case Management Systems

CACJ currently has state contracts with two case management service providers – FivePoint Solutions and Integrated Management Solutions (iMs). Through these contracts, each vendor will provide each certified and/or state-funded court a case management system and initial training for the system. CACJ will provide each certified and/or state-funded accountability court an opportunity to select one of the two contracted case management systems. Pursuant to the state contract and based on the availability of funds, CACJ supports the one-time implementation cost and the ongoing annual hosting and maintenance expense associated with each system. On or about the beginning of each fiscal year, CACJ will contact implementation courts and provide each with a Case Management Selection Form. The court should then contact each vendor separately to set up a meeting to review the product. Once a court has selected their preferred system, they should email the selection form back to CACJ. Once the selection form has been received, CACJ will contact the selected vendor and system implementation can begin.

Accountability Courts Data Collection Manual & Data Collection Toolkit

The CACJ Accountability Courts Data Collection Manual should be utilized each quarter as a guide to collecting state required data metrics. Each court that accepts state grant funds during the state's fiscal year (July 1 – June 30) must submit program metrics each quarter. As of FY18, program metrics are transmitted electronically to CACJ from each court's state-funded case management system. For circuits and counties with multiple programs, metrics must be submitted for each program type. The toolkit is designed to be used as a supplement to the manual to assist each court to manage data collection. The data collection manual, data due dates, instructions, and term definitions can all be found on the CACJ website.

Accountability Courts Quarterly Program Report

Effective August 2020, CACJ will provide judges and coordinators access to digital quarterly program reports through an online archive. The quarterly program report will reflect only data submitted by the court through their case management system for that quarter. The goal of the quarterly program report is to provide courts with timely data analyses and summaries for self-evaluation and assessment. It is important to note that the data presented is only as good as what is entered. The reports should also be used as a resource for courts to ensure data collection accuracy and completion. The Quarterly Program Report Archive will house all quarterly program reports; therefore, judges and coordinators will have access to historical reports beginning Q1 FY21. For questions related to the Quarterly Program Report Archive or program reports, or to request/change access to the Archive, please contact Rachel Gage, Certification and Special Projects Officer, at Rachel.gage@georgiacourts.gov.

Council of Accountability Court Judges Communications

Accountability Court Directory

The Accountability Court Directory contains a list of all the accountability courts throughout the state. The Directory contains contact information for each court's coordinator and lists each court's presiding judge, start date, counties served, and judicial circuit. To update an accountability court's directory information (Judge and Coordinator/Director), complete the Notice of Change in Accountability Court Personnel Form located on the CACJ website.

CACJ Calendar

Under the *Court Resources* tab, there is a Calendar that displays important dates for courts. Those dates include CACJ trainings and submission deadlines for quarterly reports, grants, certification, etc. Also included on the calendar are accountability court graduations. There is also a link to submit your court's graduation announcements.

Job Postings in Accountability Courts and CACJ

Accountability courts that are hiring can submit job announcements to the Operations Administrator to be published on the CACJ Website. All announcements are published to the *Job Postings* page, which can be found on the CACJ homepage, under the *Court Resources* tab. CACJ will also post internal openings on this page.

CACJ Newsletter

CACJ publishes a monthly newsletter to highlight accountability court news and accomplishments. Coordinators can share graduation photos, special events, and recognition of the court program. A photo release form must be signed by a participant to include their photo in the newsletter. To submit a feature in the CACJ newsletter, please contact the Operations Administrator.

CACJ Mail Chimp List

CACJ has a Mail Chimp list that replaced the CACJ listserv. All accountability court team members can join Mail Chimp. CACJ will use Mail Chimp to make general announcements to courts. Coordinators and judges are automatically added to the contact list. If any other team members would like to be added, please have them subscribe to the CACJ contact list using the website form and indicate the accountability court with which they are affiliated. Please add the CACJ Mail Chimp to your list of safe senders to ensure you receive important announcements.

CACJ Accountability Court Resources

Sample Policy and Procedure Manual and Participant Handbook

Drug Court Standard 1.5 requires courts to compile a Policy and Procedure Manual for all accountability court team members. Under the *Court Resources* tab on the CACJ Website, there is a sample manual that can be used as a building block for courts that are new or looking to update their manual. The sample is a collaboration from other existing drug court manuals, the “Standards for Accountability Courts,” and findings from the internet on accountability courts. While the manual is written for felony drug courts, it can be used as a foundation for other court types.

Sample Forms

Under the *Court Resources* tab on the CACJ website, there is a link to sample forms to be used for court operations. These forms have been submitted by other Georgia accountability courts.

Housing Resources

CACJ has collaborated with the Department of Community Supervision (DCS), Department of Community Affairs (DCA), and local partners to provide housing resources to accountability courts and accountability court participants. Three resources are available to assist programs providing housing services for program participants:

- Reentry Partnership Housing
- HUD 811
- Residential Resource Guide

Additional details for each resource are available under the *Court Resources* tab on the CACJ website.

Drug Testing Supplies

CACJ has worked with the Georgia Enterprise for Products and Services (GEPS) to provide efficient costs for drug test kits and supplies. Under the *Court Resources* tab on the CACJ website, there is a link to the GEPS information page.

Drug Testing Instruments

CACJ has drug testing instrument lease agreements with two drug testing instrument suppliers: Thermo Fisher and Siemens Healthcare Diagnostics. Under the *Court Resources* tab on the CACJ website, there is a link to the Drug Testing Instruments contracts information page.

CACJ Coordinator Mentor Program

The Council of Accountability Court Judges Coordinator Mentor Program was established in 2018 to provide technical assistance to accountability court program coordinators. The coordinator mentor program accepts applications for mentors and mentees each fiscal year.

CACJ Technical Assistance

The Council of Accountability Court Judges provides technical assistance in the areas of information and resource sharing, policy and material development, and observations and site visits. Please contact the applicable CACJ staff member for additional details.

National Resources

National Drug Court Resource Center (NDCRC) – www.ndcrc.org

1. Training and Technical Assistance is vital to the success of any Drug Court program. The training and technical assistance opportunities on this site offer a wide variety of options for your court to increase knowledge and to better serve your Drug Court clients. For courts that are in the planning stages and/or seeking advanced training or technical assistance, there are opportunities to enhance your program. <https://ndcrc.org/collaborative-partners/>
2. Virtual library for all things drug court including forms and journal articles that are all downloadable and can be modified to customize to your court. <https://ndcrc.org/resources/>

Office of Juvenile Justice and Delinquency Prevention (OJJDP) - www.ojjdp.gov

Juvenile drug treatment courts are designed for youth with substance use disorders who come into contact with the juvenile justice system. These courts offer a way to respond to the needs of substance using youth and treat their complex disorders, which require specialized interventions. OJJDP partnered with a research team, experts in the field, and other federal agencies to develop evidence-based, treatment-oriented guidelines to support judges and professional court staff, youth with substance use disorders, and their families. OJJDP is also planning to support courts in the implementation and testing of these guidelines through training and technical assistance and programmatic initiatives.

Children and Family Futures - www.cffutures.org

Children and Family Futures is a national organization that focuses on the intersections among child welfare, mental health, substance use disorder treatment, and court systems. The organization has more than two decades of experience in practice, policy, and evaluation arenas to support tribes, states, regions, and communities in their efforts to improve outcomes for children and families. Children and Family Futures provides a full range of consulting, technical assistance, strategic planning, and evaluation services for substance use disorder treatment, child welfare, courts, and the communities they serve. Two helpful resources published by Children and Family Futures include:

- Family Treatment Court Planning Guide
- Family Treatment Court Best Practice Standards

National Association of Drug Court Professionals (NADCP) - www.nadcp.org

NADCP is the premier training, membership, and advocacy organization for the treatment court model, which now includes over 4,000 programs found in every state, four territories, and over 20 countries. Since 1994, NADCP and its divisions—the National Drug Court Institute, National Center for DWI Courts, and Justice For Vets—have trained hundreds of thousands of professionals spanning the legal, clinical, psychosocial, and law enforcement fields.

National Drug Court Institute (NDCI) – www.ndci.org

NDCI is a professional services branch of NADCP. NDCI's website includes Drug Court Publications and Training Resources.

Adult Drug Court Best Practice Standards

On July 30, 2015, NADCP released Volume II of the groundbreaking Adult Drug Court Best Practice Standards, completing the most comprehensive compilation of research-based, specific, practitioner-focused Drug Court guidance ever produced. The Standards bring to bear over two decades of research on addiction, pharmacology, behavioral health, and criminal justice and include lessons that will not only improve Drug Courts but will help improve the way the entire system responds to offenders living with addiction or mental illness. Volume I and Volume II can be located here: <http://www.nadcp.org/Standards/>.

The Drug Court Judicial Benchbook

<https://www.ndci.org/drug-court-judicial-benchbook/>

The Drug Court Judicial Benchbook brings evidence-based practices and best practices to the adult Drug Court field like never before. After years of compiling and synthesizing the collective knowledge and wisdom of thousands of judges, attorneys, treatment providers, probation officers, law enforcement officers, and research scholars, *The Drug Court Judicial Benchbook* provides key guidelines that will help judges improve client outcomes and increase cost savings. Funded by the White House Office of National Drug Control Policy (ONDCP), in collaboration with the Bureau of Justice Assistance (BJA), *The Drug Court Judicial Benchbook* provides a planning guide for new courts and includes chapters on important topics such as substance abuse treatment, community supervision, drug testing, judicial ethics, and constitutional law. *The Drug Court Judicial Benchbook* is structured in a custom-made binder so that future updates can easily be added as the field grows.

Sample Forms

<https://www.ndci.org/resource/sample-documents/>

NADCP developed the following template documents to help programs apply the skills taught at training. The documents below are free to use and should be adapted to your program's policy and procedures based on the adult drug court best practice standards.

- Virtual Reporting Form
- Policy and Procedure Manual
- Phase Requirements
- Memorandum of Understanding
- Participant Handbook Guide
- Exit Interview
- Client Referral Flow Chart
- Participant Reporting Forms
- Phase Up Applications
- New Staff Training Guides

[Substance Abuse and Mental Health Services Administration \(SAMHSA\) - www.samhsa.gov](http://www.samhsa.gov)

SAMHSA offers tools, training, funding opportunities, and technical assistance to treatment courts in the areas of mental health and substance use disorders.

The Ten Key Components

The Ten Key Components of Drug Courts

<http://www.ndci.org/sites/default/files/ndci/KeyComponents.pdf>

The Ten Essential Elements of Mental Health Courts

(The Council of State Governments, CSG)

https://www.bja.gov/Publications/mhc_essential_elements.pdf

The Ten Key Components of Veterans Treatment Courts

<http://www.ndcrc.org/content/10-key-components-veterans-treatment-courts>

The Ten Guiding Principles of DWI/DUI Courts

<http://www.nadcp.org/learn/about-dwi-court/-guiding-principles>

Trainings and Workshops

Below are different online resources that offer web-based, on-demand trainings, and technical assistance in many different areas.

National Drug Court Institute

www.ndci.org/resources/training/e-learning/

Justice Center – The Council of State Governments

CSG provides web-based tutorials and publications for Mental Health Courts.

<https://csgjusticecenter.org/projects/mental-health-courts/>

Justice for Vets

Includes training for Veterans Treatment Courts

<https://justiceforvets.org/resources>

The National Judicial College

Includes training for treatment court judges.

<http://www.judges.org/courses/online-learning/web-self-study/>

National Center for State Courts

NCSC provides several online courses that are free of charge.

<https://courses.ncsc.org/>

Children and Family Futures

CFF provides several Family Treatment Court online courses.

<https://www.cffutures.org/training/>

Substance Abuse and Mental Health Services Administration

SAMHSA offers tools, training, and technical assistance to practitioners in the fields of mental health and substance use disorders.

<https://www.samhsa.gov/practitioner-training>

Treatment Courts Online

Treatment Courts online has several online courses. Includes Adult Drug, Juvenile, and Veterans Treatment Court Courses.

<https://treatmentcourts.org>

Sustainability

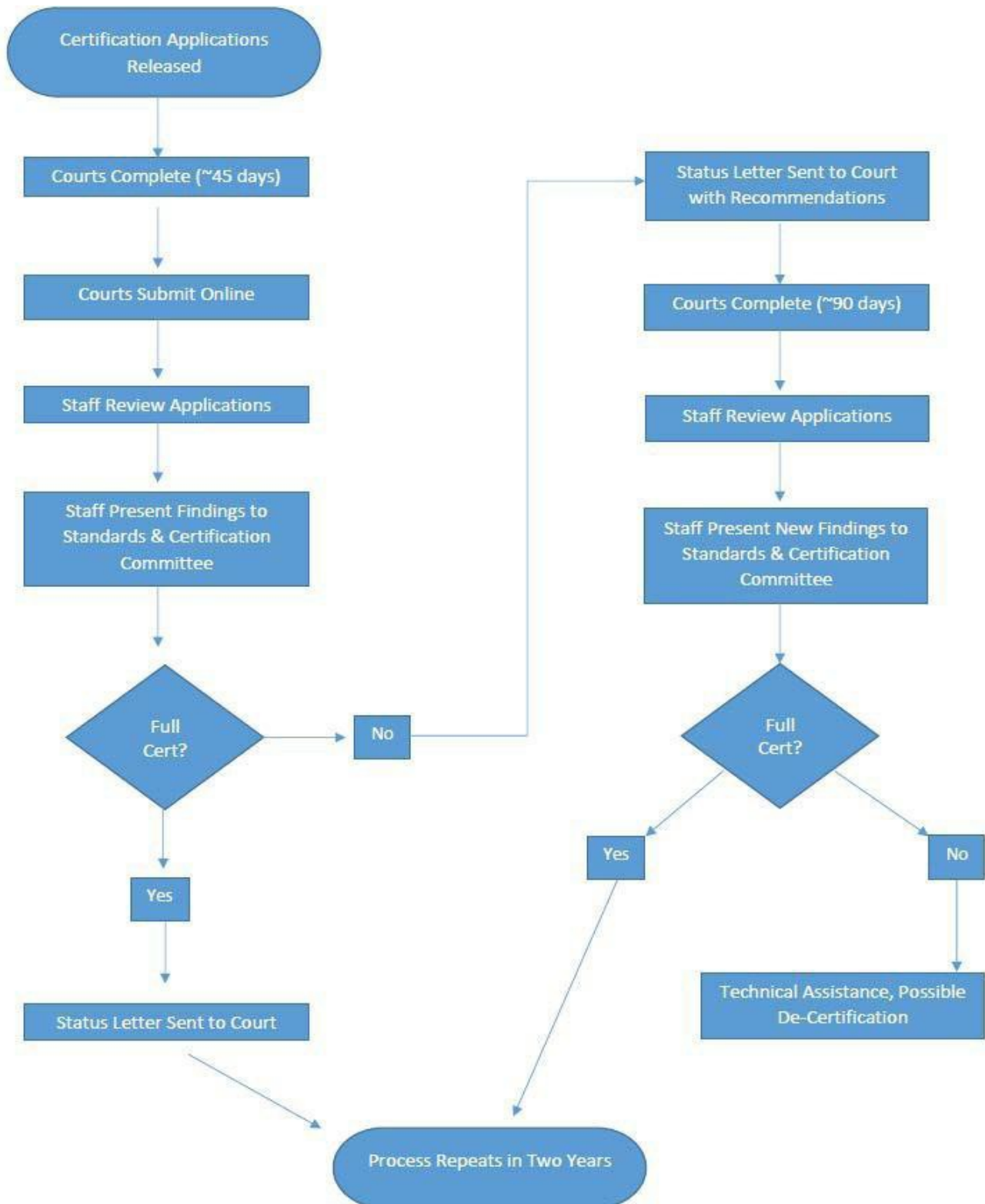
Sustainability is a major concern for many accountability courts and having a plan from the beginning is vital to ensure long-term existence.

How to Achieve It:

1. Develop a Funding Plan
 - a. Monetary and Non-Monetary Sources
 - b. Incorporate them into a Strategic Plan
 - c. Review Annually
2. Federal Monetary Resources
 - a. Bureau of Justice Assistance (BJA)
 - i. Justice Assistance Grants (JAG)
 - b. Substance Abuse & Mental Health Services Administration (SAMHSA)
3. State Funding
4. Local Funding
 - a. County
 - b. Foundations
5. Partnerships
 - a. Service Referral Networks
 - i. Refer clients to other government agencies: Vocational Rehab, Department of Human Services (DHS), etc.
 - ii. Community Social Service Agencies for medical, dental, housing, etc.
6. Collect Participant Fees
7. Donations!
 - a. Utilize your 501(c)(3)
 - b. Host Fundraising Events for the Community

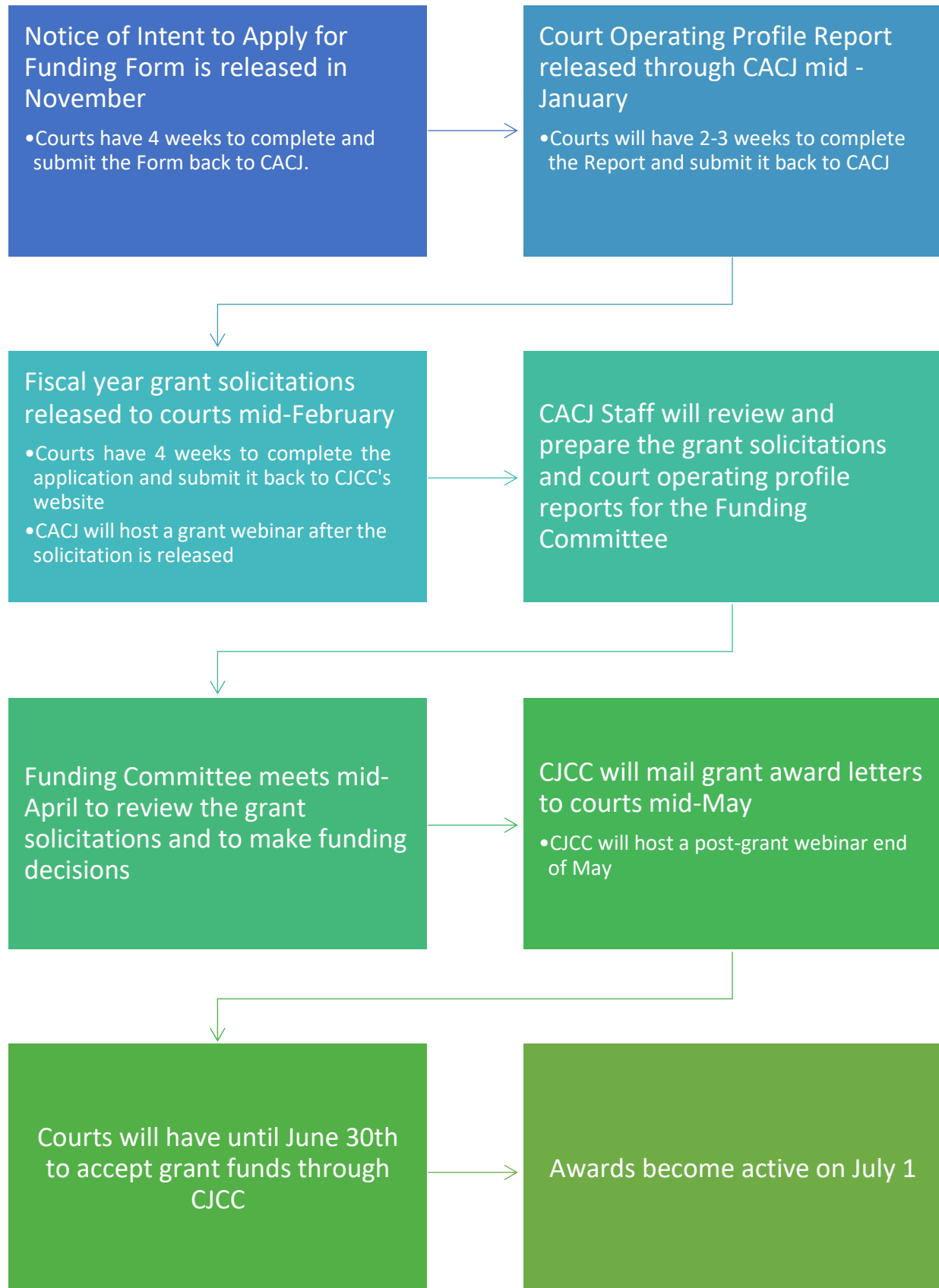
Appendix

Certification Flow Chart



Grant Application Flow Chart

Accountability Court – Fiscal Year Grant Applications



Memorandums



Council of Accountability Court Judges

Judge Jason J. Deal
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Courts
FROM: Council of Accountability Court Judges
RE: DDS Accountability Court Project
DATE: July 7, 2016

Beginning on July 1, 2016, the Council of Accountability Court Judges (CACJ), Criminal Justice Coordinating Council (CJCC), and Georgia Department of Driver Services (DDS) entered into a MOU for DDS to provide assistance to Accountability Courts to facilitate the implementation of O.C.G.A 40-5-76 (DDS provides suspension, reinstatement, or issuance of limited permits of driver's licenses for participants in drug, mental health, veterans, operating under the influence, or family treatment court divisions).

The DDS Full -Time Team Member will be available to assist Accountability Courts during the hours of 8:30 am and 4:30 pm, Monday through Friday (excluding holidays). Their scope of assistance will be available to help courts and current participants with access to driver histories, processing court orders, and general issuance eligibility questions.

DDS Team Member Contact Information:

Felicia Crumbley
Phone Number - 404-478-1491
Fax Number - 770-918-6261
General Email: ac@dds.ga.gov

Please note:

To satisfy the business requirements to track data, DDS has two preferred methods of communication which are phone and fax, this allows DDS to track call data via automatic reports and allow the application of documents to the driver record systematically if needed. There is a general email box for the Accountability Court project provided in that DDS has phone issues and can't receive a call for some unforeseen reason

Thank you and please contact us with any questions.



Council of Accountability Court Judges

Judge Stephen S. Goss
Executive Committee Chair
Dougherty Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Council of Accountability Court Judges

RE: State Travel Policy for CACJ Trainings

DATE: September 2017

Please let this memo serve as a guideline for your court and team members when traveling for CACJ Training, CACJ State Conference, or CACJ related activities. Each court shall work directly with the county for reimbursement, and then submit the applicable document within the Sub-Grant Expenditure Request (SER). It is requested that the court work with the county to adhere to the preferred local policy. Please note, that if the county's policy for reimbursement is greater than the state's policy, the request(s) will be reimbursed in accordance with the state allowance. Please contact the CACJ staff should there be questions. Policy effective date will be January 1, 2017.

Travel reimbursements must be submitted ideally 10 days after completion of the trip or event but no later than 45 calendar days to the fiscal agent. Expenses submitted after the 45 days may not be reimbursed.

Lodging – Receipts must be kept and submitted with travel

1. Must request Governmental Rate or lowest available rate
 - a. Must bring hotel tax exempt form when applicable.
2. To stay overnight – the destination must be more than 50 miles from their primary work and residence.
 - a. If under 50 miles must have written approval from Executive Director, Taylor Jones.
 - b. To obtain written approval, Court Coordinators must submit a formal letter via email to the Operations Coordinator, before booking a room reservation. The written request should be addressed to the Executive Director and include the name of the attendee requesting a room and purpose of the request. Each letter will be reviewed and approval will be based on availability of rooms and case –by-case scenario.

Meal Expenses

1. Non-Overnight Travel –based on either less than 12 hours or more than 12 hours of travel.
 - a. less than 12 hours – no per diem
 - b. more than 12 hours (and more than 50 miles) – daily per diem for that area @ 75% minus any meals that are provided.
2. Overnight Travel – (full day per diem)
 - a. First and last day of travel – 100% of daily per diem in that area (on meals that are not provided).
 - b. Full days – 100 % of per diem on foods that are not provided.

244 Washington Street SW • Suite 300 • Atlanta, GA 30334
404.656.2613 • www.gaaccountabilitycourts.org

Revised January 2020

- c. **Example/ Travel Days:** Travelers are eligible for 100 percent (100%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$28 total reimbursement, \$28.00 would be allowable on a travel departure or return day. *As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.* Must deduct meals provided, if there are any, (example: \$28-\$7 (lunch/ meals provided) = \$21).

Mileage Expenses: Mileage must be submitted based on the current reimbursement rate (\$0.575/mile)

1. If traveling to a destination (other than from your work headquarters) during a normal working day (Monday – Friday), the traveler will deduct their daily commute miles to/and from work.
 - a. **Example for Non-Overnight Travel:** Woodstock, Ga to Peachtree City, Ga one way is 62 miles. 124 miles (round trip) minus 70 miles (daily work commute round trip) equals 54 miles. The traveler will be reimbursed for 54 miles of the round trip commute (54 miles * .575/mile = \$31.05)
2. If traveling to a destination during a non-working day (Saturday, Sunday or Holiday), the traveler will not deduct their daily work commute miles from the travel.
 - a. **Example for Overnight Travel:** Attendee travels from Woodstock, Ga on a Sunday to Peachtree City, Ga and commutes home from Peachtree City, Ga on Monday. On Sunday the attendee would receive the full commuting mileage (62 miles) and on Monday they would receive the 62 miles minus their daily (typical) commute to Primary Work Station. If the attendee travels 30 miles to their work, they would deduct 30 commuter miles from Monday's travel.
 - i. Example: Sunday 62 miles *.575/mile = \$35.65 Monday 62 miles minus 30 commuter miles equals 32 miles *.575 = \$18.40. Total mileage reimbursement for travel would be \$54.05.



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Judges and Staff; Contracted Vendors

FROM: Rachel Gage, Certification and Special Projects Officer

RE: State Funded Case Management System – Roles & Responsibilities

DATE: July 1, 2020

Please allow this memo to serve as an outline of the roles and responsibilities for the Council of Accountability Court Judges (CACJ), the state contracted vendors, and accountability courts in regards to the implementation and ongoing support of the state funded case management systems. Beginning in 2014, the state entered into contracts, after undergoing a competitive bid process, to provide and fund a statewide case management system for each certified and/or state funded accountability court. The implementation process begins with each court completing a selection form. Once completed the form shall be returned to the CACJ. The selection form acts as the system of record and a copy is provide to the selected vendor. Once the vendor receives the selection form, the implementation process outlined by the state contract can begin. The following is an outline of the roles and responsibilities associated with this statewide initiative.

- **The Council of Accountability Court Judges**
 - Upon the availability of funds the CACJ will provide each certified and/or state funded accountability a one-time opportunity to select one of the two contracted case management systems.
 - Pursuant to the state contract, the CACJ funds the one-time implementation cost and the ongoing annual hosting and maintenance expense associated with each system.
 - Annual hosting and maintenance is funded at the beginning of each calendar year. At this time pro-rating options associated with these expenses are not readily available.
 - Should a court have questions about the case management system selection and/or implementation process, the court should contact the CACJ Certification and Special Projects Officer, Ms. Rachel Gage, at (470) 591-0091 or at rachel.gage@georgiacourts.gov.
- **The state contracted vendors - FivePoint Solutions and Integrated Management Solutions (iMs)**
 - Each case management system vendor (vendor) will provide the following:
 - Basic case management software
 - Integrated document management module

- Built in randomizer module
- Court analysis, system implementation, and implementation training services
- Data conversion (of current participants)
- System hosting and maintenance services
- Ongoing help desk support
- Upon the completion of system implementation the selected vendor will provide the court with a system acceptance document. The signing of the system acceptance document marks the completion of the implementation process. The vendor is then responsible for ongoing help desk support and the hosting and maintenance of each system. A copy of each acceptance document is provided to the CACJ along with a final system implementation invoice for processing.
- Should a court have questions or concerns about their system implementation, and after attempting to resolve any issues with the vendor provided implementation specialist/project manager, the court should contact the following for additional assistance:
 - FivePoint Solutions – Mr. Ro Lucas, President
 - Rlucas@myfivepoint.com
 - 803-951-2094
 - Integrated Management Solutions – Mr. Ken Taylor, President & CEO
 - Ken.Taylor@ims-trident.com
 - 480-510-1771
- **Certified and/or funded Accountability Courts**
 - Role and responsibility:
 - Complete and return the case management selection form provided by CACJ. Each court is encouraged to participate in demonstrations of both case management systems to determine which system will best meet the needs of the court.
 - Actively participate in and complete the case management system implementation process as outlined by the selected vendor.
 - Complete and return the system acceptance document.
 - Readily communicate questions or concerns with the selected vendor. Actively utilize help desk support when needed.
 - Readily communicate questions or concerns about the billing process (to include hosting and maintenance expenses) to the CACJ Certification and Special Projects Officer.
 - Additional responsibilities:
 - Court coordinators and/or case managers are encouraged to institutionalize case management system knowledge and use (either through cross training or standard operating procedures) to ensure that the continuity of case management system use is transferred upon staff turnover. At this time the state contract does NOT provide ongoing training of new team members due to turnover.
 - As part of the court's defined new team member orientation policy (as outlined by state standards and required for certification) the court should train new team members on the use of the case management system.

**The purpose of this memo is to help ensure an efficient case management system implementation, as well as provide direction to all involved parties. It is not intended to address certification and grant reporting requirements. Please refer to state standards, certification requirements, and grant special conditions for reporting requirement information.*



Judicial Council of Georgia

Administrative Office of the Courts

Chief Justice Harold D. Melton
Chair

Cynthia H. Clanton
Director

Memorandum

TO: Council of Accountability Court Judges and Staff Members

FROM: Matthew Bishop, AOC Research Analyst

RE: FY21 Updates to the CACJ Data Collection Manual

DATE: June 29, 2020

The purpose of this memo is to summarize data collection changes and updates for Fiscal Year 2021. The proposed data changes are meant to refine some areas of data collection to improve the quality of data received by the Council of Accountability Court Judges. CACJ and AOC will discuss these changes in an upcoming webinar.

Based on previous years' data collection through the statewide data repository via each court's case management systems, several categories of data that needed more precise definitions and collection techniques were identified. These changes will be described below, as well as outlined in the Data Collection Manual.

Changes for FY21 Collection

1. In order to accurately track the level of compliance with Medication-assisted Treatment (MAT), "MAT medication compliance" is now a required data element to be collected as follows for each dosage:
 - a. Yes – as prescribed
 - b. Refused
 - c. Partial
2. Diagnosis will now be referred to as "Diagnosis or Diagnostic Impression" in order to allow timelier reporting.
3. To allow programs to more clearly report the level of diagnosis when multiple diagnoses are reported, an additional required field of Diagnosis Level has been added. This value is required for all diagnoses reported and should have the following values:
 - a. Primary
 - b. Secondary
 - c. Tertiary
4. To ensure that participants with a mental health diagnosis are participating in treatment, it will now be required that at least one treatment record be submitted if a Diagnosis record is submitted.

5. To align with state recommended treatment modalities per CACJ standards for all court types, as well as support future efforts to collect data around trauma, the following curricula should be added to the list of Treatment Types:
 - a. Individual
 - b. Individual-Trauma
 - c. Inpatient Program
 - d. WRAP
 - e. TF-CBT
 - f. Hazelden Co-occurring Disorders Program
 - g. TCU Mapping Enhanced Counseling
 - h. Integrated Dual Disorders Treatment
 - i. REBT
 - j. MRT – Winning the Invisible War
 - k. TFAC is now abbreviated as T4C
6. The list of treatment types no longer includes “Other”. Treatment types that are not included in this list should be reported as “Non-evidence-based” in Treatment Types.
7. To align with recent support for the DUI-RANT as an effective assessment tool for DUI courts, DUI-RANT has been added to Risk Assessment Types.
8. In effort to receive more accurate status updates, the current status for participant who have absconded can now be reported as “Inactive – AWOL”.

Changes for Quarterly Quality Assurance Checks

1. Exit Dates – AOC will ensure that each reported exiting participant includes both exit date and exit status.
2. Acceptance Dates – AOC will ensure that each reported exiting participant includes both acceptance date and acceptance type.
3. Phase Movements – AOC will ensure that each quarterly report includes information for each participant that was reported as active in the previous quarter.
4. Employment at Graduation – AOC will ensure that employment level is provided for each graduating participant. Coordinators may be asked to confirm employment levels if no updates were made prior to the participant’s exit.
5. Treatment – AOC will ensure that each participant with a reported mental health diagnosis has at least one treatment session reported for that quarter.
6. Drug Tests – AOC will ensure that each positive drug test includes substance data and that each active participant has at least one reported drug test in each reporting period. Additionally, AOC will monitor drug test frequency against active participant counts.
7. AOC will monitor continuity of reporting for all participants regardless of status, therefore coordinators must push every participant, every quarter even if no changes within the quarter occurred. Coordinators shall ensure all records are submitted successfully. Please refer to the following pages for repository instructions for both Connexis Cloud and CaseWorx.

Coordinators will be contacted by AOC and/or CACJ following the quarterly reporting deadline with questions and issues based on quality assurance checks. Coordinators must update records accordingly and resubmit during the determined maintenance window.

Repository Instructions

Please see the repository instructions from FivePoint Solutions (CaseWorx) and Integrated Management Solutions (Connexis Cloud). These instructions include steps to ensure submissions are

transmitted successfully. It is important that you not only push ALL participants every quarter, but also check to make sure your submission went through. For participants that are not transmitted successfully, CACJ will not receive their data; therefore, your data will not be complete. CACJ will continue to provide quality assurance, as noted above, but hope these instructions will allow for more complete quarterly submissions.



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators and/or Directors

FROM: Kimberly Howard, Operations Administrator

RE: Accountability Court Coordinator Certification Program

DATE: July 29, 2020

Please allow this memo/email to serve as an update to the CACJ Accountability Court Coordinator Certification Program. The objectives of this program are to increase the knowledge of the primary administrative functions of accountability court coordinators, develop the skills necessary to carry out the administrative functions as an accountability court coordinator, develop and maintain the high standards for the functioning of the accountability courts, and increase the professionalism of accountability court coordinators.

The Council of Accountability Court Judges and the Carl Vinson Institute of Government are pleased to provide at no cost to state funded and/or certified accountability court program coordinators/directors, 8 courses for a total of 45 hours of instruction and that consist of the following:

Three asynchronous (online) delivery courses:

Course Name: Financial Concepts
 Duration: 12 hours

Course Name: Grant Administration
 Duration: 3 hours

Course Name: Procurement and Contract Management
 Duration: 6 hours

Asynchronous learning happens on your schedule and online classes will be available on an ongoing basis. During the course, an instructor will provide materials for reading, lectures for viewing, and exams for evaluation so that you can access and satisfy these requirements within a flexible time frame. Participants will have 90 days to complete the course from the time of enrollment. There will be no cap on the number of students who can enroll in each online course. Registration for online courses will be coordinated by CVIOG staff through their online registration portal. The online courses will be hosted through eLC (eLearning Commons).

Five in-person classroom or interactive virtual instruction courses:

Course Name: Accountability and Advocacy

Duration: 1/2 day (3 hours)

Course Name: Succession Planning and Delegation

Duration: 1/2 day (3 hours)

Course Name: Communication

Duration: 1 day (6 hours)

Course Name: Conflict Management

Duration: 1 day (6 hours)

Course Name: Team and Group Dynamics

Instruction: 1 day (6 hours)

Registration for in-person (or virtual classroom) courses are coordinated by CVIOG staff through their online registration portal . Registration will open approximately two months prior to the scheduled course date. Please refer to the FY training calendar for the scheduled course dates. **These courses are limited to 30 attendees.** If the course is facilitated via Zoom (due to the COVID-19 pandemic), the instructor requires all participants to join the Zoom classroom using a desktop computer, laptop or tablet with a clear audio connection. Additionally, a video connection is preferred but not required.

The CACJ Rules, effective 7/1/2020, require that all new and existing coordinators/directors must complete 21 hours of online training and a minimum of 3 hours of in-person training during the first twelve months of employment. The failure to obtain certification timely may result in the de-obligation of grant funding pursuant to Article 8.

Please monitor the CACJ website and MailChimp listserv for program registration info and other updates. The program's course objectives are available on the CACJ Coordinator Certification Program webpage. If there are specific questions about the program, please contact Ms. Kimberly Howard at Kimberly.Howard@georgiacourts.gov.



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Judges, Coordinators, Staff, Partners, and Stakeholders

FROM: Taylor Jones, CACJ Executive Director

RE: CACJ Staff Delegation

DATE: July 23, 2020

The Council of Accountability Court Judges (CACJ) was legislatively formed in 2015 with the passage of House Bill 378. Specifically, O.C.G.A 15-1-18 states, “it shall be the purpose of the Council to effectuate the constitutional and statutory responsibilities conferred upon it by law to further the improvement of accountability courts, the quality and expertise of judges thereof, and the administration of justice.” An additional focus of the Council is to establish standards and practices for all accountability court divisions based on research from the National Drug Court Institute and Substance Abuse and Mental Health Services Administration with a state goal of reducing recidivism of offenders diagnosed with a substance use disorder and/or a mental illness.

As the CACJ begins another fiscal year, it continues to be important to formally delegate staff duties and responsibilities to ensure that each accountability court judge, coordinator, staff member, partner, and stakeholder receives the best possible service from the Council’s staff. Please consider the following staff delegation of the high-level duties and responsibilities listed below upon contacting the Council of Accountability Court Judges.

Mrs. Taylor Jones, Executive Director – Staff resource and contact for Georgia’s accountability courts. Serves as primary staff assigned to the CACJ Executive, Funding, and Legislative Committees. Responsible for the planning and implementing of all processes, practices, and priorities of the Council. Directs and supports the administration of accountability court funding to the courts.

Mr. Josh Becker, Assistant Director – Staff resource and contact for Georgia’s accountability courts. Serves as primary staff assigned to the CACJ Standards & Certification Committee and related Subcommittees. Also assigned to the CACJ Legislative Committee and serves as primary staff to the Nominations Committee. Manages and administers the Certification Program and Peer Review Program statewide.

Ms. Lasheika Kassa, Treatment Fidelity Program Manager – Primary staff resource for all treatment and evidenced-based curriculum related matters impacting Georgia’s accountability courts. Responsible for the development, implementation, and management of the statewide Treatment Fidelity Monitoring Program and is assigned to the CACJ Training Committee. Supports annual conference and training organization through facilitator acquisition. Also provides ongoing Cognitive-Behavioral Interventions for Substance Abuse training to providers serving accountability courts.

Ms. Sacha Greene, Certification Officer II – Primary staff resource and contact for Mental Health Court and DUI Court certification and peer review. Assigned to the CACJ Standards and Certification and Nominations Committees.

Ms. Kimberly Howard, Operations Administrator – Primary staff resource for all operational functions of the Council including annual conference and training organization, committee meeting organization, fiscal and procurement duties, and CACJ website related matters. Assigned to the CACJ Executive, Training, and Funding Committees. Supports the administration of accountability court funding and provides ongoing communication between the Council and the courts.

Ms. Rachel Gage, Certification and Special Projects Officer - Staff resource and contact for Drug Court and Veterans Treatment Court certification and peer review. Assigned to the CACJ Standards and Certification Committee. Primary staff assigned to the Metrics and Measures Subcommittee. Also serves as a primary staff resource for data collection and analysis projects to enhance program outcomes.

Mr. Jeffrey Holiday, Certification Officer II - Staff resource and contact for Drug Court and Family Treatment Court certification and peer review. Assigned to the CACJ Standards and Certification Committee and Metrics and Measures Subcommittee.

Mrs. Tara Zellous, Statewide MAT Coordinator – Provides leadership, management, and administrative support to a grant-funded project to develop and guide the expansion of MAT services to Georgia’s accountability courts. Conducts research, develops or modifies technical assistance for courts throughout the state, assists in implementation of services, and evaluates MAT programs. Assigned to the CACJ Training and Standards and Certification Committees. Also supports annual conference and training organization through facilitator acquisition.

Vacancy, Treatment Fidelity Program Monitor – Staff resource for treatment and evidenced-based curriculum related matters impacting Georgia’s accountability courts. Responsible for assisting the Treatment Fidelity Program Manager with the development and implementation of the statewide Treatment Fidelity Monitoring Program. Assigned to the CACJ Training Committee. **CACJ is working to fill this vacant position within the first quarter of the current fiscal year.**

Please contact Mrs. Taylor Jones, CACJ Executive Director, at taylor.jones@georgiacourts.gov or at (404)-463-1453 with any related questions.