



COUNCIL OF ACCOUNTABILITY COURT JUDGES
COURT INFORMATION PACKET
FY 2023
JULY 1, 2022 – JUNE 30, 2023

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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 12 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 are 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 diagnosis.

Judge Charles Auslander, III - Chair
Athens-Clarke County State Court

Judge Lawton E. Stephens – Vice Chair
Western Judicial Circuit

Chief Judge D. Scott Smith – Immediate Past Chair
Cherokee Judicial Circuit

Judge Cynthia C. Adams
Douglas Judicial Circuit

Judge Karen E. Beyers
Gwinnett Judicial Circuit

Judge Jeremy D. Clough
Enotah Judicial Circuit

Judge Maureen C. Gottfried
Chattahoochee Judicial Circuit

Judge Robert C.I. McBurney
Atlanta Judicial Circuit

Judge John E. Niedrach
Rome Judicial Circuit

Judge W. James Sizemore, Jr.
Southwestern Judicial Circuit

Judge Jason B. Thompson
Fayette County State Court

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.

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Additional details about CACJ staff contact information is located on the CACJ website's Staff Directory Listing.

For additional inquiries, please complete a [Contact Us submission form](#).

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 is located on the Council’s [website](#).

The rules contain critical requirements and information for state-certified and state-funded accountability court programs. This Court Information Packet is not a substitute for the rules, and judges and coordinators are strongly encouraged to read the rules carefully if they have not already done so.

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](#):

- CACJ: O.C.G.A. § 15-1-18
- Adult Drug Courts: O.C.G.A. §15-1-15
- Adult Mental Health Courts: O.C.G.A. §15-1-16
- Veterans’ Treatment Courts: O.C.G.A. §15-1-17
- DUI Courts: O.C.G.A. §15-1-19
- Family Treatment 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 FY23 Accountability Court Certification season will begin November 1, 2022 and end December 31, 2022.

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.

Peer Review Program

Each program will be subject to a performance peer review no less than once every three years. Georgia law 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 Sacha Greene and Jeffrey Holiday, as well as the Assistant Director Josh Becker, to schedule your program's peer review.

Treatment Services

Treatment Services Program

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 Services Manager Tara Zellous, 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 Services Manager and Treatment Fidelity Monitor, Keisha Ray, will conduct trainings and site visits and will provide targeted feedback to improve treatment delivery. Please be sure to communicate with the Treatment Services Manager if you have questions about what treatment curriculum to provide or how it should be delivered. Additional resources are available on the [Treatment Services webpage](#).

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 through the GEARS platform. Hand scoring versions of the LS/CMI will not be readily available through the CACJ. LS/CMI uses are available upon request. Accountability court staff performing the LS/CMI assessment must complete the web-based LS/CMI training provided by Multi Health Systems. Coordinators can complete the required forms to [request LS/CMI assessment training](#) for new eligible team members and to [request LS/CMI assessment uses](#).

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

The evidence-based curriculum workbooks are available at no charge to certified courts by completing an order form on the [CACJ website](#).

Medication Assisted Treatment (MAT) Technical Assistance Program

The Council of Accountability Court Judges Medication Assisted Treatment (MAT) implementation and expansion program offers comprehensive technical assistance and support to all certified accountability courts. Additional support will include guidance on how to best couple MAT with counseling and behavioral therapies. The program also assists courts with locating and connecting to community resources and offers on-going educational trainings from subject matter experts. Please be sure to communicate with the Treatment Services Manager if you have questions about MAT expansion or implementation in your accountability court.

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 mailing list and posted on the website. The accountability court grant solicitation is focused on the program narrative and budget. Instructions, the grant application, FAQs, and webinar information are provided on CACJ's website and are detailed below. See the Appendix for the Fiscal Year Operating Grant Flow Chart.

The FY24 Fiscal Year Operating Grant will be released on Wednesday, February 1, 2023. The completed grant application is due no later than 5:00 p.m. on Friday, March 3, 2023. Please note, the FY24 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 additional grant opportunities.

- *Enhancement and Innovation 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. Awards are prioritized for courts that can demonstrate that funds would be used to enhance operations or to implement innovative accountability court practices. **The CACJ FY23 Enhancement and Innovation Grant request will open Tuesday, September 6, 2022 and is due no later than Friday, September 30, 2022.**
- *The Law Enforcement Officer Funding* grant provides 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. Awards will be available to support services to accountability courts. The services may include, but are not limited to, surveillance and courthouse security for accountability court's staffing and court sessions, as well as transport to treatment. **The CACJ FY23 Law Enforcement Officer Funding Grant request will open Tuesday, September 6, 2022 and is due no later than Friday, September 30, 2022.**
- *Emergency Funds Grant Requests* are for existing courts ONLY, and requests are limited to participant treatment, contract case management, 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. **The CACJ FY23 Emergency Funds Grant request will open on Monday, January 9, 2023 and is due no later than Friday, January 27, 2023.**

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 FY24 Notice of Intent to Apply for Funding opened Monday, June 13, 2022 and is due no later than Friday, July 29, 2022. Accountability courts should anticipate the CACJ FY25 Notice of Intent to Apply for Funding form to be released in June 2023.**

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 FY24 Court Operating Profile will open on Monday, October 3, 2022 and is due no later than Friday, October 28, 2022.**

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 into consideration 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 of 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 2022 Annual Training conference is October 9-12, 2022. All state-certified and state-funded accountability court programs must attend the training conference every other year. For more information on training requirements, please refer to Article 10 of the CACJ Rules, available on the [CACJ 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 two 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 provides each certified and/or state-funded court a case management system and initial training for the system. CACJ provides 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 contacts implementation courts and provides each with a Case Management Selection Form (Form). The court then contacts each vendor separately to set up a meeting to review the product. Once a court selects their preferred system, they should email the signed Form back to CACJ. Once the Form has been received, CACJ contacts the selected vendor and system implementation will begin.

Accountability Courts Data Dictionary & Data Collection Toolkit

The CACJ Accountability Courts Data Dictionary and Data Collection Toolkit should be utilized each quarter as a guide to collecting state required data. Each court that accepts state grant funds during the state's fiscal year (July 1 – June 30) must submit program data every quarter. Participant data are transmitted electronically to CACJ from each court's state-funded case management system. For circuits and counties with multiple programs, data must be submitted for each program type. The Data Dictionary includes all the collected data fields. It also notes conditions for when data are required. The Toolkit is designed to be used as a supplement to the Dictionary to assist each court in the management of data collection. The Data Dictionary and Toolkit, as well as trainings and publications, can all be found on the CACJ website under the [Data & Research](#) tab.

Accountability Courts Quarterly Program Report

CACJ provides judges and coordinators access to digital quarterly program reports through an online archive. The quarterly program report reflects 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 FY2021 Q1. For questions related to the Quarterly Program Report Archive or program reports or to request/change access to the Archive, please contact Rachel Meyer, Data & Research Program Manager.

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 & Accountability Court Graduations

Under the *About Us* tab, there is a [Key Dates](#) calendar that displays important dates for courts. Those dates include CACJ submission deadlines for quarterly reports, grants, certification, etc. Also included under the About Us News tab are accountability court graduations.

Job Postings in Accountability Courts and CACJ

Accountability courts that are hiring can submit job announcements to the CACJ to be published on the CACJ website. All announcements are published to the [Career Opportunities](#) page which can be found on the CACJ homepage, under the *About Us* 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 CACJ staff. An archive of past newsletters is located on the [CACJ website](#).

CACJ Email List

CACJ has an email contact list managed by Constant Contact. All accountability court team members can join the list. CACJ will use Constant Contact 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 request form and indicate the accountability court with which they are affiliated. Please add Constant Contact to your list of safe senders to ensure you receive important announcements. If you are unable to receive the emails, please contact the CACJ for assistance.

CACJ Virtual Office Hours

CACJ staff offers virtual office hours (*Wondering About Something Wednesdays*) that provide the accountability court community an opportunity to ask questions and receive CACJ support in a streamlined fashion. Office hours are open to all team members and begin at 12:00 p.m. A calendar of the meetings is available on the [CACJ website](#).

CACJ Coordinator Listserv

CACJ, with the support of the AOC, provides a listserv for accountability court coordinators to effectively communicate and collaborate. The listserv is primarily used as a discussion board where subscribers can read and send messages via email. Effective August 1, 2022, the listserv email is CACJCoordinators@georgiacourts.gov. This new coordinator listserv will replace the coordinator discussion board (Microsoft Teams).

CACJ Accountability Court Resources

Below are a variety of accountability court program resources available by visiting the [Resources](#) tab on the CACJ website.

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 *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

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 *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. Please contact CACJ for a copy of the drug testing instrument contracts.

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. The next application cycle begins November 1, 2022.

CACJ Case Manager Mentor Program

Starting in FY22, the Council of Accountability Court Judges Case Manager Mentor Program will begin to provide technical assistance to accountability court case managers. The application cycle begins November 1, 2022.

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. [A technical assistance request form](#) is also available on the CACJ website.

National Resources

[National Drug Court Resource Center \(NDCRC\) – www.ndcrc.org](http://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](http://www.ojjdp.gov)

Juvenile drug treatment courts are designed for youth with substance use disorders who encounter 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](http://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](http://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. NADCP's [E-Learning Center](#) is a dynamic online learning hub that provides self-paced training courses designed to be engaging and informative to treatment court professionals at any experience level. All courses are free and led by experts in the treatment court field.

[National Drug Court Institute \(NDCI\) – www.ndci.org](http://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

<https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>

The Ten Guiding Principles of DWI/DUI Courts

https://www.dwicourts.org/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf

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 that include Adult Drug, Juvenile, and Veterans Treatment Court courses.

<https://treatmentcourts.org>

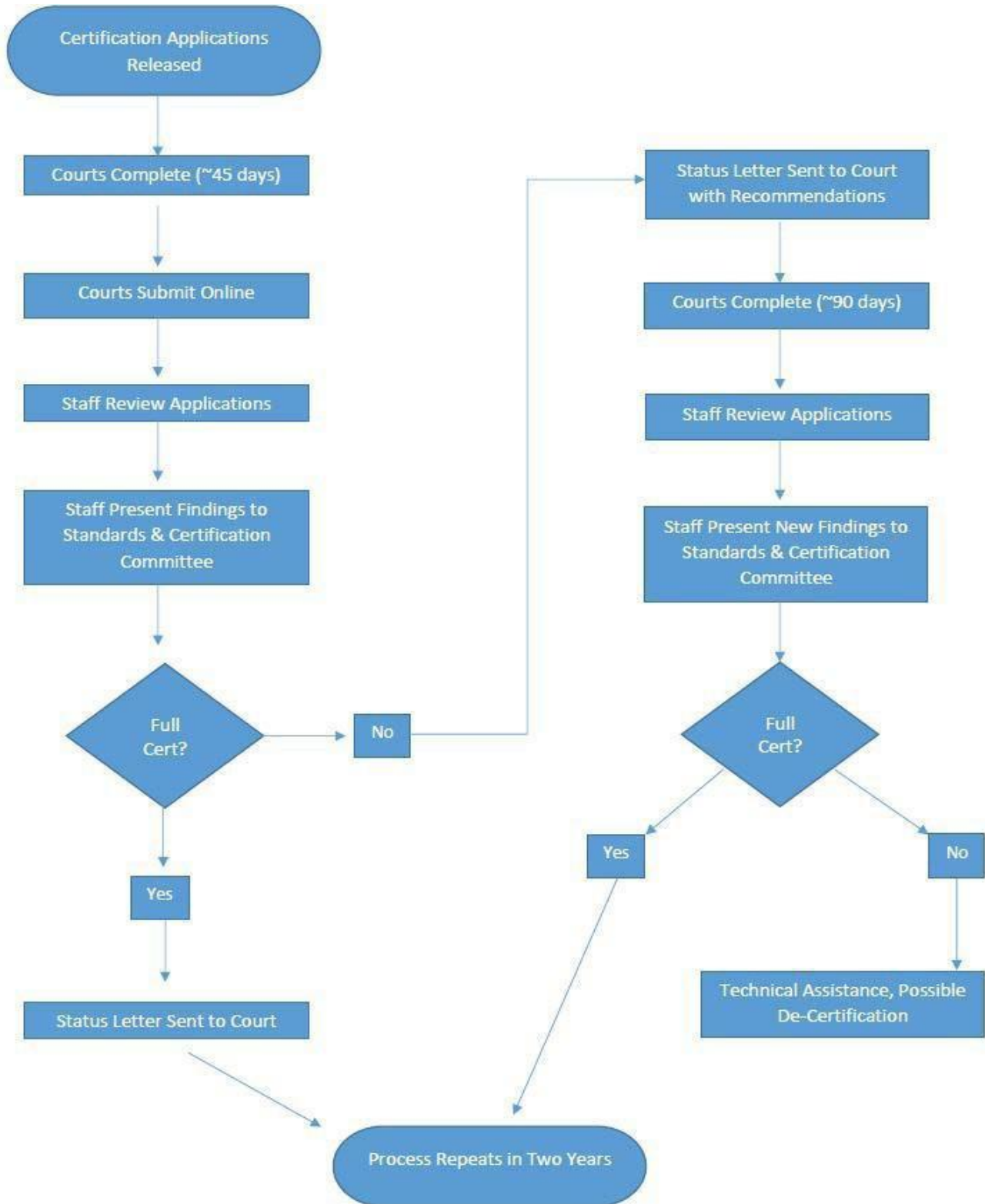
Sustainability

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:

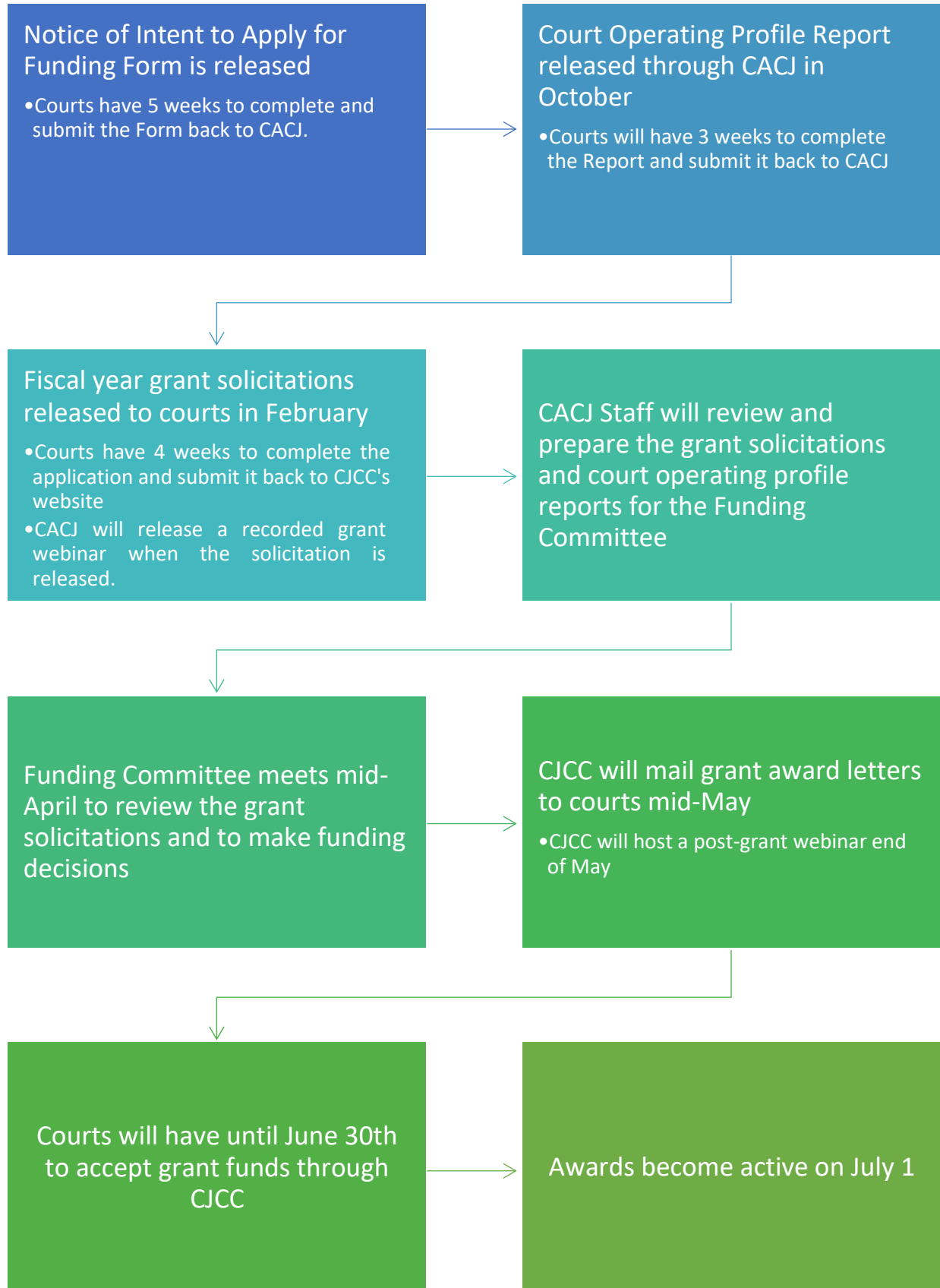
1. Develop a Funding Plan
 - a. Monetary and Non-Monetary Sources
 - b. Incorporate them into a Strategic Plan
 - c. Review Annually
2. Federal Monetary Resources
 - a. Bureau of Justice Assistance (BJA)
 - i. Justice Assistance Grants (JAG)
 - b. Substance Abuse & Mental Health Services Administration (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

Certification Flow Chart



Grant Application Flow Chart

Accountability Court – Fiscal Year Grant Applications





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.

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



Council of Accountability Court Judges

Chief Judge D. Scott Smith
Executive Committee Chair
Cherokee Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Rachel Meyer, CACJ Data Programs Manager and Certification Officer II
Matthew Bishop, JC/AOC Research Analyst

RE: FY2023 Data Collection Updates

DATE: June 1, 2022

The purpose of this memo is to summarize data collection changes and updates for Fiscal Year 2023. The proposed data changes are meant to refine areas of data collection in effort to improve the quantity and quality of data received by the Council of Accountability Court Judges (CACJ) for all state funded accountability courts. CACJ and the Judicial Council/Administrative Office of the Courts (AOC) will discuss these changes in an upcoming, scheduled training series, as well as published documentation to include the CACJ new Data Dictionary and updated CACJ Data Collection Toolkit.

1. Assessment
 - a. Diagnosis/Diagnostic Impression
 - i. Personality disorders added as list value
 - ii. *Required to be entered for all accepted participants with an active or active-residential status, and for whom treatment data are entered*
 - b. Last Overdose Date
 - i. New data element
 - ii. Date of the most recent overdose as reported by the participant
2. Demographics
 - a. Gender Identity
 - i. Formerly “gender”; updated definition and added non-binary as list value
 - ii. Self-identified gender
 - iii. *Required to be entered for all submitted participants*
 - b. Sex
 - i. New data element
 - ii. Sex assigned at birth

- iii. *Required to be entered for all submitted participants*
- c. Race
 - i. Separated from origin – new data element; updated list values
 - ii. Participant’s self-identification with one or more social groups
 - iii. *Required to be entered for all submitted participants*
- d. Ethnicity
 - i. New data element
 - ii. Whether a participant identifies as Hispanic or not
 - iii. *Required to be entered for all submitted participant*
- e. Pregnant
 - i. New data element
 - ii. Female participant’s pregnancy status
- f. Drug Free Newborn DOB
 - i. Replaces number of drug free babies; New data element
 - ii. Date of birth for baby born to female participant during program participation unaffected by drugs at birth.
- g. Military Service Capacity
 - i. Retired added to list value
- h. Employment Status at Entry
 - i. New data element
 - ii. Employment status at the time the participant enters the program
 - iii. *Required to be entered for all accepted participants*
- i. Employment Status at Exit
 - i. New data element
 - ii. Employment status at the time the participant exits the program
 - iii. *Required to be entered when a participant exits from the program, regardless of exit status*
- j. Income Level at Entry
 - i. New data element
 - ii. Income level at the time the participant enters the program
 - iii. *Required to be entered for all accepted participants*
- k. Income Level at Exit
 - i. New data element
 - ii. Income level at the time the participant exits the program
 - iii. *Required to be entered when a participant exits from the program, regardless of exit status*
- l. Housing Status Type
 - i. New data element
 - ii. Participant’s current living situation (stable and unstable)
 - iii. *Date and type of housing required to be entered for both stable and unstable housing status*

- m. Housing Status Date
 - i. New data element
 - ii. Date the Housing Type and Status were reported
 - iii. *Required to be entered if housing status submitted*
 - n. DCA Funded
 - i. New data element
 - ii. Whether or not the participant's housing type is funded by DCA
 - 3. Family Treatment Court
 - a. Dependency Case Referral Type
 - i. New data element
 - ii. Type of dependency case based on referral (at intake)
 - iii. *If Family Preservation type entered, removal this quarter must be entered*
 - b. Child Foster Care Start Date
 - i. New data element
 - ii. Date in which a FTC participant's child was placed into foster care
 - c. Child Foster Care End Date
 - i. New data element
 - ii. Date in which a FTC participant's child ended foster care placement
 - d. Participant Visitation Date
 - i. New data element
 - ii. Date in which a participant is scheduled to have a visit with child
 - e. Participant Visitation Attendance
 - i. New data element
 - ii. Attendance record of visitation
 - 4. Intake
 - a. Eligibility Denial Source
 - i. New data element
 - ii. Source of participant denial
 - b. Eligibility Denial Reason
 - i. Replaces former Eligibility Decline Reason; New data element
 - ii. Reason for eligibility denial
 - iii. *Required to be entered if Eligibility Denial Source entered*
 - c. Grant Fund Type
 - i. New data element
 - ii. Type of grant funding being received to fund the Participant's costs of being in the program
 - 5. Monitoring
 - a. Drug Test Random
 - i. New data element
 - ii. Indicates whether a drug tested was random or scheduled
 - iii. *Required to be entered for all active participants' drug tests*

- b. Electronic Monitoring Start Date
 - i. New data element
 - ii. Date of initiation of electrotonic monitoring
 - iii. *Required to be entered if Electronic Monitoring Type is entered*
- c. Electronic Monitoring End Date
 - i. New data element
 - ii. Date at which electrotonic monitoring ended
- d. Electronic Monitoring Type
 - i. Added requirement: *Required to be entered if Electronic Monitoring Start Date is entered*
- e. Case Management Session Virtual
 - i. New data element
 - ii. Indicates whether the case management session was held remotely or in-person
- f. Supervision Virtual
 - i. New data element
 - ii. Indicates whether the supervision session was remotely or in-person
- 6. Sanction/Incentive
 - a. Incentive Type
 - i. New data element
 - ii. Type of incentive awarded to the participant
 - iii. *Required to be entered with Incentive Date*
 - b. Incentive Date
 - i. Adds requirement
 - ii. *Required to be entered with Incentive Type*
 - c. Behavior Violation Date
 - i. New data element
 - ii. Date of the non-compliance behavior
 - d. Sanction Date
 - i. Added requirement
 - ii. *Required to be entered with Sanction Type*
 - e. Sanction Type
 - i. Replaced open field with list values; New data element
 - ii. Type of sanction issued to the participant
 - iii. *Required to be entered with Sanction Date*
 - f. Jail Length
 - i. Updated verbiage from incarceration to jail
 - g. Treatment Response
 - i. New data element
 - ii. Whether a treatment response is issued in correspondence to the behavior violation

7. Treatment

- a. MAT Screened
 - i. New data element
 - ii. Whether the participant was screened for medication-assisted treatment or not
- b. MAT Start Date
 - i. New data element
 - ii. Date in which participant begins medication-assisted treatment
 - iii. *Required to be entered if MAT Prescribed is entered*
- c. MAT End Date
 - i. New data element
 - ii. Date in which participant begins medication-assisted treatment
- d. MAT Delivery Method
 - i. New data element
 - ii. Method in which MAT is delivered to participant
 - iii. *Required to be entered if MAT Prescribed is entered*
- e. Treatment Session Type
 - i. Added two new curricula: Cognitive-Behavioral Interventions for Substance Abuse/Use (CBI-SA/CBI-SU), CBI- Improving Family Relationships
 - 1. CBI-SA/CBI-SU should also be used for CBI-Core Adult (CBI-CA)
- f. Treatment Session Virtual
 - i. New data element
 - ii. Indicates whether a treatment session was held remotely or in-person
- g. Ancillary Services
 - i. New data element
 - ii. Type of ancillary service received by the participant
- h. Psychotropic Medication
 - i. New data element
 - ii. Type of psychotropic medication prescribed to participant

Reminders 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 an 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.
 - a. Coordinators should update phase changes timely and at the least within the quarter of the change. This includes but is not limited to program exit/separation (e.g., graduation, termination).
4. Employment and Income at Entry and Exit – AOC will ensure that employment and income levels are updated when appropriate.
5. Diagnosis/Diagnostic Impression and Treatment – AOC will ensure that each active participant has a reported diagnosis/diagnostic impression and at least one treatment session reported for that quarter. This is a requirement.
 - a. Coordinators should, however, enter all treatment sessions for every participant to include types and dates of treatment sessions, and attendance.
 - b. CACJ will begin monitoring treatment dosage.
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.
 - a. Coordinators should, however, enter all drug tests for every participant with the result and substance, if positive.
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. Reporting should only occur during the designated window.

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.

Please see your case management system vendor's repository submission instructions linked [here](#).



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.



**Accountability Court
Coordinator Certification Program**
FY23 Course Dates



Registration will open July 1, 2022, for the following courses

Class date	Course
September 1, 2022	Conflict Management
November 2, 2022	Communication
November 7, 2022	Conflict Management
November 14, 2022	Team and Group Dynamics

Registration will open July 11, 2022, for the following courses. Students interested in these courses should select the classes during registration for the 2022 annual training conference.

Class date	Course
October 10, 2022	Accountability & Advocacy
October 11, 2022	Succession Planning & Delegation

Registration will open December 2022 for the following courses.

Class date	Course
February 2, 2023	Accountability & Advocacy
February 2, 2023	Succession Planning & Delegation
May 2, 2023	Communication
May 4, 2023	Conflict Management
May 9, 2023	Team and Group Dynamics

Registration is ongoing for the following asynchronous courses.

Course
Financial Concepts
Grant Administration
Procurement & Contract Management

Course registration pages are found on the CACJ website.

- In-Person course registration is found [here](#).
- Asynchronous course registration is found [here](#).



Council of Accountability Court Judges

Chief Judge D. Scott Smith
Executive Committee Chair
Cherokee Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Council of Accountability Court Judges

RE: Travel Policy and Updated Mileage Rate and Meals for CY2022

DATE: June 30, 2022

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. The revised policy effective date will be July 1, 2022.

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 AND are away for more than twelve (12) hours.
 - 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 Training & Operations Manager, 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 based on availability of rooms and case-by-case scenario.

Meal Expenses

Travelers traveling within the State of Georgia are eligible for (\$50) daily per diem amounts to cover the cost of three (3) meals per day. **There will be one standard per diem rate for all cities in Georgia.** Incidentals are not included in the daily per diem rate. Travelers traveling overnight “In State” are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel.

Georgia Meal Per Diem Rates (\$50 Daily) Effective February 1, 2022.

Breakfast \$13

Lunch \$14

Dinner \$23

Example/ Travel Days

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day. Travelers must deduct meals provided if there are any.

Mileage Expenses

Mileage must be submitted based on the current reimbursement rate (\$0.625 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 * .625/mile = \$33.75)
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 their primary workstation. If the attendee travels 30 miles to their work, they would deduct 30 commuter miles from Monday’s travel.
 - i. Example: Sunday 62 miles *.625/mile = \$38.75. Monday 62 miles minus 30 commuter miles equals 32 miles *.625/mile = \$20.00 Total mileage reimbursement for travel would be \$58.75.

