



## **Accountability Court Certification Application**

### **Adult Felony Drug, Adult Mental Health, and Veterans Treatment Courts**

As required by statute, accountability courts must be certified by the Council of Accountability Court Judges (Council) to be eligible to receive state appropriated funds. The certification process helps to ensure courts are adhering to standards and practices that research has shown to improve outcomes. Please follow the instructions below to successfully complete and submit your certification application.

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

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

If you operate a hybrid program or have multiple tracks, be sure to indicate where information for each type of participant can be found. For example, if you operate a drug court with a mental health court track, you should be able to demonstrate how treatment plans differ for participants with an identified co-occurring disorder. Likewise, if you serve veterans, you should be able to clearly indicate the extra services or community connections they receive. If you have fully separate programs, then you must complete an application for each one.

Please consult your team as necessary when completing the application. Once you have filled out your application and have gathered the necessary attachments, please upload them [online here](#). The presiding judge should review the application prior to submission and then sign the cover page. If the cover page is not signed by the presiding judge, the application will not be reviewed.

New courts that are still in the development phase may be eligible for a certification waiver. If you have questions about the certification process, please contact the certification team member assigned to your court type. This can be found on CACJ's [website](#).

### Court Information

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

**Name of Court:** \_\_\_\_\_

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

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

**Name of Court Coordinator:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Presiding Judge

\_\_\_\_\_  
Date

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 1</b> <b>Courts integrate alcohol and other drug treatment services with justice system case processing.</b>			
<b>Adopted Standards Benchmark 1.1</b> Pursuant to statute, each court shall establish an accountability court team to create a work plan for the court. The work plan shall, “address the operational, coordination, resource, information management, and evaluation needs” of the court, and shall include all policies and practices related to implementing the standards set forth in this document.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.1</b> Ensure both the names and organizational affiliation of the court’s advisory committee, or those persons who are responsible for the ongoing planning of the court, clearly listed. (May be constituted by representatives of the accountability court team, although it is recommended to include community partners and evaluation expertise.)	Policy and Procedure Manual, Memoranda(um) of Agreement/Understanding (MOA/MOU)	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 1.3</b> The court team shall collaboratively develop, review, and agree upon all aspects of court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, and program structure guidelines) prior to commencement of program operations.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.3</b> Ensure the court program has each of the following documented: <ol style="list-style-type: none"> <li>1. Written Mission Statement <input type="checkbox"/></li> <li>2. Written Program Goals <input type="checkbox"/></li> <li>3. Written Eligibility Requirements <input type="checkbox"/></li> <li>4. Written Operating Procedures <input type="checkbox"/></li> <li>5. Written Urine Testing Procedures <input type="checkbox"/></li> <li>6. Written Guidelines for Placement Levels <input type="checkbox"/></li> <li>7. Written Incentive/Sanction Guidelines <input type="checkbox"/></li> </ol>	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 1.6</b> The goals of accountability court programs in Georgia shall be abstinence from alcohol and other illicit drugs and promotion of law-abiding behavior in the interest of public safety.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.6</b> Ensure the goals of the court program include specific and measurable criteria for the following: <ol style="list-style-type: none"> <li>1. Compliance with program requirements <input type="checkbox"/></li> <li>2. Reduction in criminal behavior <input type="checkbox"/></li> <li>3. Reduction in substance use <input type="checkbox"/></li> <li>4. Participation in treatment <input type="checkbox"/></li> <li>5. Restitution to the victim and/or community <input type="checkbox"/></li> <li>6. No new/additional charges since acceptance into drug court program <input type="checkbox"/></li> <li>7. Where applicable, connection to mental health treatment<sup>1</sup> <input type="checkbox"/></li> <li>8. Where applicable, connection to veterans services<sup>2</sup> <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Data Collection System	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 1.7</b> All members of the accountability court team are expected to attend and participate in a minimum of two formal staffings per month.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.7</b> Ensure the court can indicate each team member participates in two formal staffings per month.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

<sup>1</sup> Mental health court programs or hybrid programs that serve mental health court participants must include MH services and treatment.

<sup>2</sup> Veterans treatment courts or hybrid programs that serve veterans must include veteran specific treatment and connection with veterans service agencies.

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 1.9</b> The accountability court shall adopt standardized, evidence-based treatments to ensure the quality and effectiveness of services. Refer to the Treatment Standards for a list of suggested curricula.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.9</b> Program materials should clearly outline the evidence-based curricula being provided to the participants (e.g. MRT, CBI-SA, MET, RPT, etc).	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 1.11</b> The court shall maintain ongoing communication with the treatment provider. The treatment provider should regularly and systematically provide the court with written reports on participant progress; a reporting schedule shall be agreed upon by the court team and put in writing as part of the court’s operating procedures. Reports should be provided on a weekly basis and within 24 hours as significant events occur.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.11</b> Detail evidence of communication devices/techniques the court uses to facilitate communication between the court and treatment provider(s). Materials should clearly outline how team members share information, especially when significant events occur.	Policy and Procedure Manual, Copy of prior communication/evidence, Participant Spreadsheet	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 2</b> <b>Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.</b>			
<b>Adopted Standards Benchmark 2.1</b> Prosecution and defense counsel shall both be members of the court team and shall participate in the design, implementation, and enforcement of the program's screening, eligibility, and case-processing policies and procedures.			<b>Mandatory Requirement</b>
<b>Certification Requirement 2.1</b> Detail evidence that both the prosecutor and defense counsel are part of the court team and participate in policy development including the design of the following: <ol style="list-style-type: none"> <li>1. Screening policy and procedures <input type="checkbox"/></li> <li>2. Eligibility policies and procedures <input type="checkbox"/></li> <li>3. Case-processing policies and procedures <input type="checkbox"/></li> </ol> There should be evidence that the attorneys, or a representative from their respective offices, are members of the advisory or steering committee and participate in policy development.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 2.8 (Benchmark 2.7 for MHC)</b> Each court shall develop and use a form, or adopt the model created by the Council of Accountability Court Judges, to document that each participant has received counsel from an attorney prior to admittance to the court, including the receipt of the local participant agreement with an executed copy placed in the official court file maintained locally.			<b>Mandatory Requirement</b>
<b>Certification Requirement 2.8</b> Attach a form or contract that is used for participants prior to acceptance into the accountability court that demonstrates counsel was provided before agreement to participation.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 3</b>			
<b>Eligible participants are identified early and promptly placed into the accountability court program.</b>			
<b>Adopted Standards Benchmark 3.1</b> Participant eligibility requirements/criteria (verified through legal and clinical screening) shall be developed and agreed upon by all members of the court team and formally included in writing as part of the program’s policies and procedures.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.1</b> The following criteria for eligibility requirements in the court’s target population may include but should not be limited to: <ol style="list-style-type: none"> <li>1. Demographic information <input type="checkbox"/></li> <li>2. Current charge <input type="checkbox"/></li> <li>3. Prior record <input type="checkbox"/></li> <li>4. Nature and severity of substance abuse problem <input type="checkbox"/></li> <li>5. Non-violent charges <input type="checkbox"/></li> <li>6. Where applicable, mental health diagnosis and history<sup>3</sup> <input type="checkbox"/></li> <li>7. Where applicable, military service status<sup>4</sup> <input type="checkbox"/></li> <li>8. Other criteria <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

<sup>3</sup> Mental health court programs or hybrid programs that serve mental health court participants must include a MH diagnosis and/or history of MH disorders.

<sup>4</sup> Veterans treatment courts or hybrid programs that serve veterans must include military service history.

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 3.5</b> The target population for courts is offenders assessed as moderate to high-risk for rearrest and with moderate-to-high treatment needs. Criminogenic risk shall be assessed utilizing a standardized, evidence-based tool approved by the Council of Accountability Court Judges. <sup>5</sup> The assessment shall be conducted prior to program entry to ensure the program is targeting appropriate participants			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.5</b> Provide evidence that your program utilizes the results of the standardized risk/needs assessment to make intake decisions. This can be demonstrated through a policy that outlines how intake decisions are made or through staffing sheets that show intake decisions are objectively made based on risk/needs scores.	Policy and Procedure Manual, Data Management System or Spreadsheet	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 3.7 (Benchmark 3.6 for MHC)</b> Members of the court team and other designated court or criminal justice officials shall screen cases for eligibility and identify potential court participants. Program eligibility requirements should be shared regularly with stakeholders including other judges in the jurisdiction, court personnel, members of the local bar association, the Department of Community Supervision, and local law enforcement.			<b>Best Practice</b>
<b>Certification Requirement 3.7</b> Detail the average length of time from the date the person is arrested until they are enrolled into the program. <ol style="list-style-type: none"> <li>1. Less than 30 days <input type="checkbox"/></li> <li>2. Greater than 30 days <input type="checkbox"/></li> </ol> If greater than 30 days, ensure an explanation of process and procedure is attached.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

<sup>5</sup> The current approved tool for drug courts and veterans treatment courts is the Level of Service/Case Management Inventory (LS/CMI). Mental Health Courts may also use the START assessment. Use of another tool must be approved by the Council of Accountability Court Judges prior to implementation.



Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 3.8 (Benchmark 3.9 for MHC)</b> Participants should begin treatment as soon as possible; preferably, no more than 30 days should pass between a participant being determined eligible for the program and commencement of treatment services.			<b>Best Practice</b>
<b>Certification Requirement 3.8</b> Detail the average length of time from the date the person is deemed eligible for the court program and date of first initiation of treatment services. 1. Less than 30 days <input type="checkbox"/> 2. Greater than 30 days <input type="checkbox"/> If greater than 30 days, ensure an explanation of process and procedure is attached.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 3.11 (Benchmark 3.12 for MHC)</b> Individuals who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, gender identity, physical or mental disability, age, national origin, marital or parental status, religion, or socioeconomic status shall receive the same opportunities as other individuals to participate and succeed in the accountability court.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.11</b> Please outline your program’s statement of non-discrimination. If you do not already have one, please add it to your policy and procedure manual and submit for review.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 4</b> <b>Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.</b>			
<b>Adopted Standards Benchmark 4.1</b> An accountability court shall require a minimum of 18 months of supervision and treatment for felony offenders to be considered as an accountability court. MHC and VTC program length may be a minimum of 12 months for misdemeanor offenders.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.1</b> Documentation shall clearly outline program length. If the program has multiple tracks with varying program lengths, the length for each track should be defined.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 4.5 (Benchmark 4.4 for MHC)</b> Accountability court programs shall offer a comprehensive range of core alcohol and drug treatment services.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.5</b> Detail the services offered and available to a drug court participant. Possible services may include but are not limited to: <ol style="list-style-type: none"> <li>1. Group counseling <input type="checkbox"/></li> <li>2. Individual counseling <input type="checkbox"/></li> <li>3. Drug testing <input type="checkbox"/></li> </ol>	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 4.6 (Benchmark 4.5 for MHC)</b> Accountability court programs should ideally offer:			<b>Best Practice</b>
<b>Certification Requirement 4.6</b> Detail the services offered and available to a court participant. Possible services may include but are not limited to: <ol style="list-style-type: none"> <li>1. Family counseling <input type="checkbox"/></li> <li>2. Assessment and treatment for trauma <input type="checkbox"/></li> <li>3. Gender specific group counseling <input type="checkbox"/></li> <li>4. Access to inpatient services <input type="checkbox"/></li> <li>5. Domestic violence screening <input type="checkbox"/></li> <li>6. Health screening <input type="checkbox"/></li> <li>7. Assessment and counseling for co-occurring disorders <input type="checkbox"/></li> <li>8. For VTC participants – psychosocial rehabilitation <input type="checkbox"/></li> <li>9. For VTC participants – crisis intervention services <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Participant Handbook		Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____
<b>Adopted Standards Benchmark 4.7 (Benchmark 4.6 for MHC)</b> Ancillary services are available to meet the needs of participants.			<b>Best Practice</b>
<b>Certification Requirement 4.7</b> Detail the services offered and available to a court participant. Possible services may include but are not limited to: <ol style="list-style-type: none"> <li>1. Employment counseling and assistance <input type="checkbox"/></li> <li>2. Educational component <input type="checkbox"/></li> <li>3. Medical and dental care <input type="checkbox"/></li> <li>4. Transportation <input type="checkbox"/></li> <li>5. Housing <input type="checkbox"/></li> <li>6. Mentoring and alumni groups <input type="checkbox"/></li> <li>7. Connection with benefits <input type="checkbox"/></li> <li>8. Other, describe _____</li> </ol>	Policy and Procedure Manual, Participant Handbook		Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 4.8 (Benchmark 4.7 for MHC)</b> Case management and treatment plans shall be individualized for each participant based on the results of the initial assessment; ongoing assessment shall be provided according to a program schedule, and treatment plans may be modified or adjusted based on results.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.8 (Requirement 4.7a for MHC)</b> Ensure case management and treatment plans are designed to do each of the following services for participants: <ol style="list-style-type: none"> <li>1. Provide ongoing assessment of participant progress and needs <input type="checkbox"/></li> <li>2. Assessment and case management/treatment planning should systematically address factors that reduce recidivism, as well as promote recovery <input type="checkbox"/></li> <li>3. Coordinate referrals to services in addition to primary treatment <input type="checkbox"/></li> <li>4. Provide structure and support for individuals who typically have difficulty using services even when available <input type="checkbox"/></li> <li>5. Ensure communication between the court and various service providers <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Sample Case management document	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 4.9 (Benchmark 4.7 for MHC)</b> Treatment shall include standardized, evidence-based practices (see Treatment Standards) and other practices recognized by the Substance Abuse and Mental Health Services Administration Evidence-Based Practices Resources Center. All treatment providers must be appropriately licensed and certified to administer those curricula and services. Similarly, they must be appropriately licensed and certified to administer any clinical services to any accountability court participant. The court should keep a copy of treatment provider licensure and certification on file.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.9 (Benchmark 4.7b for MHC)</b> <ol style="list-style-type: none"> <li>1. Ensure direct service providers used for the court are licensed, where required <input type="checkbox"/></li> <li>2. Ensure education, training, and ongoing clinical supervision are provided to treatment staff <input type="checkbox"/></li> <li>3. <b>Include copies of providers' license and certification</b></li> </ol>	Policy and Procedure Manual, Case Management System	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please include copies of licenses/certifications) Title(s) of the attachment(s) _____ Relevant page number(s) _____	

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

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 5.5</b> All drug testing shall be directly observed by an authorized, same sex member of the court team, a licensed/certified medical professional, or other approved official of the same sex.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.5</b> Documentation should clearly indicate that all drug testing is observed by a same sex team member or other qualified, approved official.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 5.6</b> Drug tests should be analyzed as soon as practicable. Results of all drug tests should be available to the court and action should be taken as soon as practicable, ideally within 48 hours of receiving the results.			<b>Best Practice</b>
<b>Certification Requirement 5.6</b> Written procedures should be in place to ensure chain of custody and participant protections, as well as expedient results. Written procedures should outline as to when and how results may be contested and confirmed (LCMS/GCMS) by participants.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 5.8</b> A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.8</b> Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the accountability court program.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

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

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 6.4</b> Courts shall implement a system for a minimum level of field supervision for each participant based on their respective level of risk. Field supervision may include unannounced visits to home or workplace and curfew checks. The level of field supervision may be adjusted throughout the program based on participant progress and any reassessment process.			<b>Mandatory Requirement</b>
<b>Certification Requirement 6.4</b> Outline the field supervision procedure and policy for the court program. This should include minimum visit frequency and visit activities performed (e.g. visual inspection, drug screen, etc.).	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 6.7 (Benchmark 6.8 for MHC)</b> Participants shall be subject to progressive positive drug screen sanctions prior to being considered for termination, unless there are other acts of non-compliance affecting this decision.			<b>Mandatory Requirement</b>
<b>Certification Requirement 6.7</b> Detail the sanctions associated with positive drug screens and other non-compliant behavior with accountability court guidelines.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	



Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 7</b> <b>Ongoing judicial interaction with each accountability court participant is essential.</b>			
<b>Adopted Standards Benchmark 7.4</b> The judge shall attend and participate in all pre-court staffings, sessions, and/or meetings.			<b>Mandatory Requirement</b>
<b>Certification Requirement 7.4</b> Court materials should indicate that the judge is present for all staffings and court hearings. A process should also be included for instances where the presiding judge cannot participate.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 7.7</b> Frequency of status hearings may vary based on participant needs and benefits, as well as judicial resources. Status hearings should be held no less than once per month during the last phase of the program.			<b>Best Practice</b>
<b>Certification Requirement 7.7</b> Accountability court programs should be able to clearly articulate the number of times court and/or status hearings are being conducted in each phase.	Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 7.10</b> The judge and team shall minimize discussion of protected health information, and otherwise private information, in an open court setting, even where a participant has executed a HIPAA waiver.			<b>Mandatory Requirement</b>
<b>Certification Requirement 7.10</b> Outline your program’s policies associated with discussion of protected health information, especially as it pertains to open court sessions. Include sample release forms that your program keeps on record.	Policy and Procedure Manual, MOU, Waivers	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

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

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 8.8</b> Courts shall collect, at a minimum, a mandatory set of performance measures determined by the Council of Accountability Court Judges.			<b>Best Practice</b>
<b>Certification Requirement 8.8</b> Materials should include the procedure for reporting mandatory performance measures to include: <ul style="list-style-type: none"> <li>• Risk assessment type, date, and results</li> <li>• ASAM level of care screening and date</li> <li>• Drug testing date and results</li> <li>• Treatment session attendance, date, duration, and type</li> <li>• Exit date and status</li> <li>• Employment</li> <li>• Recidivism (re-arrests and reconvictions)</li> </ul> For each mandatory measure, materials should clearly indicate who performs the function (e.g. assessment), when the event took place, when data is entered, what team member is expected to enter the data, and any quality control process that takes place to ensure data quality and accuracy.	Policy and Procedure Manual, MOU	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 9</b> <b>Continuing interdisciplinary education promotes effective accountability court planning, implementation, and operations.</b>			
<b>Adopted Standards Benchmark 9.1</b> Accountability court programs shall have a formal policy on staff training requirements and continuing education including formal orientation and training for new team members.			<b>Mandatory Requirement</b>
<b>Certification Requirement 9.1</b> Outline the program’s written operating procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and team members.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 9.4 (Benchmark 9.3 for VTC)</b> Existing programs, with all core team members present, shall attend tune-up or refresher training every three to five years.			<b>Mandatory Requirement</b>
<b>Certification Requirement 9.4</b> Provide a list of team members and the date and location of their most recent operational tune-up attendance.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 9.5 (Benchmark 9.3 for VTC)</b> All core team members shall attend the Council of Accountability Court Judges annual training conference every other year. The National Association of Drug Court Professionals annual training conference can substitute the CACJ conference. However, the team must attend the CACJ annual training conference the following year.			<b>Mandatory Requirement</b>
<b>Certification Requirement 9.5</b> Provide a list of team members and the date and location of their most recent attendance at CACJ’s annual conference.	Policy and Procedure Manual	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Key Component 10</b> <b>Forging partnerships among drug courts, public agencies and community-based organizations generates local support and enhances accountability court program effectiveness.</b>			
<b>Adopted Standards Benchmark 10.1</b> A local steering committee consisting of representatives from the court, community organizations, law enforcement, treatment providers, health providers, social service agencies, and the faith community should meet on a quarterly basis to provide policy guidance, fundraising assistance, and feedback to the accountability court program.			<b>Best Practice</b>
<b>Certification Requirement 10.1</b> Provide a list of steering committee members’ names and organizational affiliation, and detail the process and procedure of meetings as well as the frequency that meetings occur. Specify if and how the steering committee provides the following: <ol style="list-style-type: none"> <li>1. Policy guidance <input type="checkbox"/></li> <li>2. Fundraising <input type="checkbox"/></li> <li>3. Resource acquisition <input type="checkbox"/></li> </ol>	Policy and Procedure Manual, Work Plan	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	
<b>Adopted Standards Benchmark 10.3 (Benchmark 10.4 for MHC)</b> Accountability courts should actively engage in forming partnerships and building relationships between the court and various community partners. This may be achieved through facilitation of forums, informational sessions, public outreach, and other ways of marketing.			<b>Best Practice</b>
<b>Certification Requirement 10.3</b> Detail the process and procedure by which the accountability court program forms partnerships and builds ongoing relationships with the community.	Policy and Procedure Manual, Work Plan	Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No Title(s) of the attachment(s) _____ Relevant page number(s) _____	