Family Treatment Court Certification Application

As required by O.C.G.A. §§ 15-11-70, family treatment courts (FTC) must be certified by the Council of Accountability Court Judges (Council) to be eligible to receive state appropriated funds. The certification process is part of an effort to ensure FTCs are adhering to standards and practices that research has shown to improve outcomes. Below you will find the instructions for completing the attached Certification Application (Application) along with contact information if you have any questions or concerns.

The application is organized by 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 Georgia standards. Each benchmark is categorized as a mandatory requirement or a best practice. The mandatory requirements represent the highest priority benchmarks, some of which are in statute. Your drug court team must meet these mandatory requirements or show evidence you are working towards them. Benchmarks that are categorized as best practices are often found in high performing programs. Your team should strive to meet these benchmarks but should place a higher priority on the mandatory requirements.

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

Please consult your family treatment court team as necessary when completing the application. Once you have filled out your application and have gathered the necessary attachments, please upload them online here. The presiding judge 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 Madison Nash, Chief Certification Officer, at madison.nash@georgiacourts.gov.

Applicant Contact Information

Please fill out the following information before submitting your certification application to the Standards and Certification Committee. Please provide the best phone number and email address to contact the team member completing the application. The form must be signed by the presiding judges of all tracks before the Committee will review the application.

Name of Family Treatment Court: _____

Name and Position of Person Completing Application: _____

Phone Number: _____

Email: _____

By signing below, I certify that I have completed this application truthfully and completely, and that the information contained in this application is accurate to the best of my knowledge and abilities. I further certify that this application contains complete information regarding all the family treatment court programs in this judicial circuit that wish to certify as part of the circuit FTC.

_____

Signature of Person Completing Application **Date**

Program Information

Each judicial circuit has one family treatment court per the statute. The circuit FTC may have multiple programs or tracks serving different target populations, all within the umbrella of the circuit FTC. For example, an FTC might have a family drug court program and a family mental health court program that are both part of the circuit FTC. If your FTC only has one track (for example, if your circuit only has a family drug court), please just fill out one of the boxes below. For the FTC to be fully certified, all tracks must meet all mandatory standards. For each track/program within the circuit FTC, please provide the following information. If you need additional space for additional tracks, please contact Madison Nash at madison.nash@georgiacourts.gov.

Name of Program/Track:	
Description of Target Population:	
Name of Program Coordinator:	
Phone:	
Email:	
Name of Presiding Judge:	
Please provide any additional information about this specific program within the FTC that you feel would be helpful to the committee.	

By signing below, I certify that the information contained in this application is accurate as it pertains to the track or program that I preside over. Additionally, I attest that this track or program adheres to all of Georgia's mandatory FTC Standards, including those not outlined in this application.

Signature of Presiding Judge **Date**

Name of Program/Track:	
Description of Target Population:	
Name of Program Coordinator:	
Phone:	
Email:	
Name of Presiding Judge:	
Please provide any additional information about this specific program within the FTC that you feel would be helpful to the committee.	

By signing below, I certify that the information contained in this application is accurate as it pertains to the track or program that I preside over. Additionally, I attest that this track or program adheres to all of Georgia's mandatory FTC Standards, including those not outlined in this application.

Signature of Presiding Judge **Date**

Standard 1 **Family Treatment Court (FTC) integrates substance abuse treatment services with dependency/child welfare/child abuse and neglect case processing.**		
Standard 1.1 Pursuant to O.C.G.A. §15-1-15, each FTC shall establish a planning group 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. The family treatment court shall rely on judicial leadership for both planning and implementation of the court.		
Mandatory Certification Requirement 1.1 Please list the name and role of the FTC team members to include, at minimum, the following representatives: • Judge • Special Assistant Attorney General (SAAG) • Parent Attorney • Child Attorney • Prosecuting Attorney *(Best Practice)*[1] • Defense Attorney *(Best Practice)* • Program Coordinator • Department of Family and Children Services (DFCS) • Court Appointed Special Advocate (CASA) or other child advocate • Community Policing Officer or Surveillance Officer • Case Manager • Treatment Provider or Substance Abuse Professional	**Recommended Documentation** Policy and Procedure Manual, Work Plan, Memorandum of Understanding (MOU)	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

[1] Prosecuting attorney and defense attorney are best practices for courts acceptance of transfers rather than courts accepting dependency cases only.

Standard 1.3
The team shall collaboratively develop, review, and agree upon all aspects of treatment court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, and program structure guidelines) prior to commencement of FTC program ("program") operations. This plan shall be executed in the form of a Memorandum of Understanding (MOU) between all team members and updated annually as necessary.

Mandatory Certification Requirement 1.3	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Ensure the family treatment court program has each of the following documented: 1. Written Mission Statement ☐ 2. Written Program Goals ☐ 3. Written Eligibility Requirements ☐ 4. Written Operating Procedures ☐ 5. Written Urine Testing Procedures ☐ 6. Written Guidelines for Placement Levels ☐ 7. Written Incentive/Sanction Matrix ☐	Memorandum of Understanding (MOU), Participant Handbook, Policy and Procedure Manual, Treatment Contract	Attachment(s): _____ Page(s): _____

Standard 1.5
Program goals shall be as follows:
1. The protection, best interests, and permanency of children
2. The promotion of safe and stable families through abstinence from alcohol and illicit drugs
3. The promotion of law-abiding behaviors in the interest of public safety while addressing the comprehensive needs of parents and children
4. Targeting permanency for children who have been exposed to parental substance abuse.

Mandatory Certification Requirement 1.5	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Ensure the goals of the family treatment court program are clearly listed in the policy and procedure manual. In addition to goals listed above, the program should have goals for: • Compliance with program requirements • Reduction in criminal behavior • Reduction in AOD use • Participation in treatment • Demonstrate enhanced parental capacity • Reduction in out of home and/or foster care placement • No new dependency complaints supported by probable cause	Policy and Procedure Manual	Attachment(s): _____ Page(s): _____

Standard 1.6
All team members are expected to attend and participate in a minimum of two formal staffings per month.

Mandatory Certification Requirement 1.6	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Ensure the court can indicate each team member has participated in two formal staffings per month.	Policy and Procedure Manual, Coordinator Updates, Case Management Tools, Etc.	Attachment(s): _____ Page(s): _____

Standard 1.9
FTCs should provide a continuum of services through partnership with a primary provider(s) to deliver evidence-based substance abuse services and programming to address participants' criminogenic needs (when present). Additional services shall be provided to children, parents and families, which may include child development, trauma, behavioral health, parenting, vocational education or other ancillary services on an as-needed basis.

Mandatory Certification Requirement 1.9	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Program materials should clearly outline the evidence-based treatment and parenting curriculum used in the family treatment court.[2]	Policy and Procedure Manual [3], MOU, Treatment Contract	Attachment(s): _____ Page(s): _____

Standard 1.10
All service providers shall maintain ongoing communication with the FTC. Treatment and other service providers should provide weekly written reports to the court on the progress of the children, participants and families in the treatment court. A reporting schedule shall be agreed upon by the team and established in writing as part of the court's operating procedures. Significant events should be reported immediately but in no event later than 24 hours after they occur.

Mandatory Certification Requirement 1.10	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Detail evidence of communication devices/techniques the family treatment court uses to facilitate communication between the court and treatment providers. Materials should clearly outline how team members share information, especially when significant events occur.	Policy and Procedure Manual, Copy of Prior Communication/Evidence, Participant spreadsheet	Attachment(s): _____ Page(s): _____

[2] FTCs will employ Evidence Based Practices (EBP's) and manualized, structured curricula (e.g. Cognitive Behavior Therapy [CBT]) to treat Substance Abuse Disorder (SUD), risk of recidivism, criminogenic needs, and parenting deficits.
[3] Recommended tools: CBI-SA, MRT, and evidence based parenting curriculum

Standard 1.11
FTC participants ("participants") shall have contact with case management personnel (family drug court staff, treatment representative or DFCS) at least once per week during the first twelve months of treatment to review status of treatment and progress. Thereafter, participant contact shall be determined based on need.

Mandatory Certification Requirement 1.11	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Please outline the program's case management policies and procedures to include who provides primary case management services and frequency of interaction.	Policy and Procedure Manual, Copy of Prior Communication/Evidence, Participant spreadsheet	Attachment(s): _____ Page(s): _____

Standard 2 **Using a non-adversarial approach, the judge, prosecution, defense counsel and others promote public safety while protecting the rights of participants.**		
Standard 2.1 State attorneys, parent attorneys, and child advocates shall be members of the team and shall participate in the design, implementation and enforcement of the program's screening, eligibility, and case-processing policies and procedures.		
Mandatory Certification Requirement 2.1 Is there evidence that the parent attorney, Special Assistant Attorney General, child attorney, and other attorneys (if applicable) are part of the family treatment court team and participate in policy development including the design of the following: 1. Screening policy and procedures ☐ 2. Eligibility policies and procedures ☐ 3. Case-processing policies and procedures ☐	**Recommended Documentation** Policy and Procedure Manual	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standards 2.11 Each FTC shall develop and use a form or contract to document that each participant has received counsel from an attorney prior to admittance to the FTC, a copy of which shall be placed in the court file.		
Mandatory Certification Requirement 2.11 Attach a form or contract that is used for participants prior to acceptance into family treatment court that demonstrates counsel was provided before agreement to participation.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook, FTC Contract	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 3 **FTC emphasizes early identification and placement of eligible participants.**		
Standard 3.3 Eligibility requirements/criteria for participants (verified through legal and clinical screening) shall be developed and agreed upon by all members of the team and included in writing as part of the program's policies and procedures.		
Mandatory Certification Requirement 3.3 The following criteria for eligibility requirements in the family treatment court's target population may include but should not be limited to: 1. Demographic information ☐ 2. Current charge ☐ 3. Prior Record ☐ 4. Nature and severity of substance abuse problem ☐ 5. Non-violent charges ☐ 6. Dependency History ☐ 7. Other criteria ☐	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 3.5
The target population for FTC should be participants classified as moderate to high-risk and/or needs, as determined by a risk and needs assessment. Criminogenic risk shall be assessed utilizing a standardized, evidence-based tool approved by the Council of Accountability Court Judges.[1] The assessment shall be conducted prior to program entry to ensure the program is targeting appropriate participants.

Mandatory Certification Requirement 3.5	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
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	Attachment(s): _____ Page(s): _____

Standard 3.6
Members of the team shall screen cases for eligibility and identify potential participants. Program eligibility requirements should be shared regularly with stakeholders including other judges in the jurisdiction, court personnel, members of the local bar association, local law enforcement, and the Division of Family and Children Services.

Best Practice Recommendation 3.6	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Detail the average length of time from the date the person is referred until they are enrolled into the program, if deemed eligible. 1. Less than 30 days ☐ 2. Greater than 30 days ☐ If greater than 30 days, ensure an explanation of process and procedure is attached.	Policy and Procedure Manual	Attachment(s): _____ Page(s): _____

[1] The current approved tool is the Level of Service/Case Management Inventory (LS/CMI). Use of another tool must be approved by the Council of Accountability Court Judges prior to implementation.

Standard 3.8
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.

Best Practice Requirement 3.8	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Detail the average length of time from the date the person is deemed eligible for the family treatment court program and date treatment services are initiated. 1. Less than 30 days ☐ 2. Greater than 30 days ☐ If greater than 30 days, ensure an explanation of process and procedure is attached.	Policy and Procedure Manual	Attachment(s): _____ Page(s): _____

Standard 3.11
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 family treatment court.

Mandatory Certification Requirement 3.11	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
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	Attachment(s): _____ Page(s): _____

Standard 4 **FTCs provide access to a continuum of alcohol, drug and other related treatment and rehabilitation services.**		
Standard 4.2 FTC programs shall last a minimum of 18 to 24 months.		
Mandatory Certification Requirement 4.2 Family Treatment Court programs shall last a minimum of 18 months. Participant phases should be reflective of the time in which they are enrolled in program. Show evidence of program length.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 4.5 Programming shall include services for addiction and criminal risk or recidivism. These services will be *Evidence-Based/Evidence-Informed.*		
Mandatory Certification Requirement 4.5 Detail the primary treatment services offered and available to a FTC participant. Services shall include but are not limited to: 1. Group Counseling 2. Individual Counseling 3. Drug Testing 4. Other, describe a _____	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 4.6
FTC programs should ideally provide a comprehensive range of services to meet the needs of each family.

Best Practice Certification Requirement 4.6	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Detail other services offered and available to FTC participants. Some services may include, but are not limited to: 1. Family counseling 2. Gender specific counseling 3. Domestic violence counseling 4. Health screening 5. Behavioral health services 6. Trauma-informed care and counseling 7. Individual case management and treatment planning 8. Parenting services 9. Services for children 10. Other, describe _____	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 4.7
Ancillary services are available to meet the needs of participants.

Best Practice Certification Requirement 4.7	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Detail the ancillary services offered and available to FTC participants. Possible services may include but are not limited to: 1. Employment counseling and assistance 2. Educational components 3. Medical and dental care referrals and assistance 4. Transportation 5. Housing assistance 6. Mentoring 7. Alumni groups 8. Relationship Counseling 9. Other, describe_____	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 4.8

Case management plans shall be individualized for each participant based on the results of the initial assessment; ongoing assessment shall be provided according to a program schedule and treatment plans may be modified or adjusted based on results.

Mandatory Certification Requirement 4.8(a) Ensure case management and treatment plans are designed to do each of the following services for participants: 1. Provide an initial assessment of participant needs 2. Provides for continual review of participant needs and adjustment of treatment plan 3. Assessment and case management/treatment planning should systematically address factors that reduce recidivism, promote recovery, and promote successful parenting and healthy families 4. Coordinate referrals to services in addition to primary treatment 5. Provide structure and support for individuals who typically have difficulty using services even when available 6. Ensure communication between the court and various service providers	**Recommended Documentation** Policy and Procedure Manual, Sample Case Management Document	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Best Practice Recommendation 4.8(b) Case management meetings should take place with the participant at least once monthly to review progress and update treatment plan.	**Recommended Documentation** Policy and Procedure Manual, Sample Case Management Document	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 4.9
Treatment shall be comprised of standardized, Evidence-Based Practices 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.

Mandatory Certification Requirement 4.9	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
1. Ensure direct service providers used for the family treatment court are licensed, where required ☐ 2. Ensure education, training, and ongoing clinical supervision are provided to treatment staff ☐ **Include copies of providers' license and certification**	Policy and Procedure Manual, Case Management System Copy of License/Certification REQUIRED	Attachment(s): _____ Page(s): _____

Standard 5 **Abstinence is monitored by frequent alcohol and other testing**.		
Standard 5.1 Participants shall be administered a drug test a minimum of twice per week until the final phase of the program. A standardized system of drug testing shall continue until completion of the final phase of the program.		
Mandatory Certification Requirement 5.1 Program materials should clearly state how often participants report for drug tests throughout the entirety of the program.	**Recommended Documentation** Policy and Procedure Manual, Drug Testing Schedule	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 5.3 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.		
Mandatory Certification Requirement 5.3 Documentation shall clearly outline the drug testing randomization process including how participants are selected to test and how participants are instructed to report for testing.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 5.5
All drug testing shall be directly observed by an authorized, same sex member of the team, a licensed/certified medical professional or other trained professional of the same sex as the participant being screened.

Mandatory Certification Requirement 5.5	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Documentation shall clearly indicate that all drug tests are observed by an appropriate party.	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 5.6
Urine specimens should be analyzed as soon as practical. Results of all drug tests should be made available to the court and action should be taken as soon as practical, ideally within 48 hours of receiving results of the test.

Best Practice Certification Requirement 5.6	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Written procedures will be in place to ensure chain of custody and participant protections as well as expedient results. Written procedures as to when and how results may be contested and confirmed (LCMS/GCMS) by participants.	Policy and Procedure Manual	Attachment(s): _____ Page(s): _____

Standard 5.7
In the event a single urine specimen tests positive for more than one prohibited substance, the results shall be considered as a single positive test.

Mandatory Certification Requirement 5.7	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Documentation clearly outlines how program handles drug tests that test positive for more than one prohibited substance.	Policy and Procedure Manual	Attachment(s): _____ Page(s): _____

Standard 5.8
A minimum of 90 days negative drug testing shall be required prior to a participant being deemed eligible for graduation from the program.

Mandatory Certification Requirement 5.8	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the family treatment court program.	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 5.10
Evidence of adulterated urine specimens, diluted urine specimens, failure to timely produce and violations of testing protocols (i.e. temperature anomalies) may be considered positive tests. Missed, unexcused (as determined by the presiding judge) or substituted urine tests will be considered a positive test.

Best Practice Certification Requirement 5.10	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Court should have policies in place to respond to adulterated samples or creatinine violations.	Policy and Procedure Manual, Participant Handbook, Sanction Matrix	

Standard 6 **A coordinated strategy shall govern responses to participants' compliance.**		
Standard 6.1 FTCs shall have a formal system of swift and certain sanctions and rewards, including a system for reporting noncompliance, which shall be established in writing and included in the court's policies and procedures.		
Mandatory Certification Requirement 6.1(a) 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. Sanctions should be progressive and should be complied in a consistent and appropriate manner.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook, Sanction Matrix	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Mandatory Certification Requirement 6.1(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.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook, Sanction Matrix	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 6.4
FTCs 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 the participant's home or workplace as well as curfew checks. The level of field supervision may be adjusted throughout the program based on participant progress and any reassessment process.

Mandatory Certification Requirement 6.4	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Outline the field supervision procedure and policy for the family treatment court program. Include details like who conducts the visits, how often visits are conducted throughout the program, and what activities take place during a visit (drug screens, searches, etc.)	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 6.5
Regular and frequent communication among all members of the team shall provide for immediate and swift responses to all incidents of noncompliance, including positive drug tests, among other transgressions.

Mandatory Certification Requirement 6.5	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Outline the court's communication policy to include non-staffing communications. Be sure to include a policy for swift implementation of sanctions and a procedure for notifying team members of program violations that require an immediate response.	Policy and Procedure Manual, Participant Handbook, MOUs	Attachment(s): _____ Page(s): _____

Standard 6.8
Participants shall be subject to progressive positive drug test sanctions prior to being considered for termination unless there are other acts of noncompliance affecting this decision.

Mandatory Certification Requirement 6.8	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Outline the program's established termination policy including procedures that are in place to ensure due process.	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 7 **Ongoing judicial interaction with each participant is essential.**		
Standard 7.3 The judge shall attend and participate in all pre-court staffings.		
Mandatory Certification Requirement 7.3(a) Please outline the court's staffing policy to include the judge's attendance. Documentation should also clearly outline a procedure for staffings when the presiding judge cannot attend.	**Recommended Documentation** Policy and Procedure Manual, MOU	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Best Practice Recommendation 7.3 (b) The Family Treatment Court judge should be committed to serving as the FTC judge long term.	**Recommended Documentation** Policy and Procedure Manual, MOU	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 7.6 Frequency of status hearings may vary based on participant needs and benefits, as well as judicial resources. Status hearings shall be held no less than once per month during the last phase of the program.		
Mandatory Certification Requirement 7.6 Problem-solving court programs should be able to clearly articulate the number of times court and/or status hearings are being conducted, including the minimum number of hearings conducted by phase.	**Recommended Documentation** Policy and Procedure Manual, Participant Handbook	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 7.7
Status review shall be conducted with each participant on an individual basis; to optimize program effectiveness, group reviews should be avoided unless necessary based on an emergency.

Standard 7.8
The judge, to the extent possible, should strive to spend an average of three minutes or greater with each participant during status review.

Mandatory Certification Requirements 7.7 & 7.8	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below.
Outline the court's procedures for conducting status reviews to include: 1. Structure (individualized) 2. Discussion topics (treatment focused) 3. Length of time spent with each participant (three minutes is recommended)	Policy and Procedure Manual, Participant Handbook	Attachment(s): _____ Page(s): _____

Standard 8 Monitoring and evaluation to measure the achievement of program goals and gauge effectiveness.		
Standard 8.2 Participant progress, success and satisfaction should be monitored on a regular basis through the use of surveys and participant feedback, most importantly at the program entry point and graduation.		
Best Practice Certification Requirement 8.2 Each court program should have identified qualitative and quantitative surveys. There should be evidence that the surveys and feedback are addressed and used for policy development.	**Recommended Documentation** Evaluation System, Sample of Report(s), Policy and Procedure Manual	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 8.3 Participant data should be monitored and analyzed on a regular basis (as set forth in a formal schedule) to determine the effectiveness of the program.		
Best Practice Certification Requirement 8.3 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.	**Recommended Documentation** Policy and Procedure Manual, Sample of Participant Survey	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 8.9
At a minimum, FTCs shall collect a mandatory set of performance measures determined by the Council of Accountability Court Judges which shall be provided quarterly to the Standards and Certification Committee.

Best Practice Certification Requirement 8.9	**Recommended Documentation**	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Materials should include the procedure for reporting mandatory performance measures to include: • Risk assessment type, date, and results • ASAM level of care screening and date • Drug testing date and results • Treatment session attendance, date, duration, and type • Exit date and status • Employment • Recidivism (re-arrests, reconvictions, and re-entry into foster care) 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	

Standard 9 **Continuing interdisciplinary education promotes effective planning, implementation, and operations.**		
Standard 9.1 FTC programs shall have a formal policy on staff training requirements and continuing education.		
Mandatory Certification Requirement 9.1 Outline the family treatment court program's written operating procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and team members. This can include orientation programs and trainings provided by the Council of Accountability Court Judges, the National Association of Drug Court Professionals, and/or other organizations.	**Recommended Documentation** Policy and Procedure Manual	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 9.3 Existing programs, with all core team members present, shall attend tune-up or refresher training every three to five years.		
Mandatory Certification Requirement 9.3 Provide a list of team members and the date and location of their most recent operational tune-up attendance.	**Recommended Documentation** Policy and Procedure Manual, MOU	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 9.4 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.		
Mandatory Certification Requirement 9.4 Provide a list of team members and the date and location of their most recent attendance at CACJ's annual conference.	**Recommended Documentation** Policy and Procedure Manual, MOU	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____

Standard 10 **Forging partnerships among FTCs, public agencies, and community-based organizations generates local support and enhances program effectiveness.**		
Standard 10.2 A local steering committee consisting of representatives from the court, community organizations, law enforcement, treatment providers, health providers, social service agencies and the faith community should meet on a quarterly basis to provide policy guidance, fundraising assistance and feedback to the program.		
Best Practice Certification Requirement 10.2 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: 1. Policy guidance ☐ 2. Fundraising ☐ 3. Resource acquisition ☐	**Recommended Documentation** Policy and Procedure Manual, Work Plan	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____
Standard 10.5 FTCs should actively engage in forming partnerships and building relationships between the court and various community partners. This may be achieved through facilitation of forums, informational sessions, public outreach and other ways of marketing.		
Best Practice Certification Requirement 10.5 Detail the process and procedure by which the family treatment court program forms partnerships and builds ongoing relationships with the community.	**Recommended Documentation** Policy and Procedure Manual, Work Plan	Does your court meet this requirement? ☐ Yes ☐ No If yes, include attachment name and location below. Attachment(s): _____ Page(s): _____