



COUNCIL OF ACCOUNTABILITY COURT JUDGES

FY 19

Information Packet

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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 five additional staff members in place to serve the Accountability Court judges and courts.

I am honored to serve as the Executive Director for CACJ and thrilled to have the opportunity to work with all of 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 its staff know how we may be of assistance to your court.

Thank you.

Sincerely,

Taylor Jones

Executive Director
Council of Accountability Court Judges

Council of Accountability Court Judges Committees

Executive Committee

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

Chief Judge Brenda S. Weaver – Chair
Appalachian Judicial Circuit

Judge Kathlene F. Gosselin – Vice Chair
Northeastern Judicial Circuit

Judge Jason J. Deal – Immediate Past Chair
Northeastern Judicial Circuit

Chief Judge Jeffrey S. Bagley
Bell-Forsyth Judicial Circuit

Judge D. Scott Smith
Cherokee Judicial Circuit

Judge James F. Bass, Jr.
Eastern Judicial Circuit

Judge Mary Staley Clark
Cobb Judicial Circuit

Judge Verda M. Colvin
Macon Judicial Circuit

Judge Reuben M. Green
Cobb Judicial Circuit

Judge T. Russell McClelland, III
Bell-Forsyth Judicial Circuit

Judge Alison W. Toller
Northeastern Judicial Circuit

Standing Committees

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

Funding Committee:

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

Standards and Certification Committee:

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

Training Committee:

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

Legislation Committee:

Monitors legislation affecting the accountability courts of Georgia.

Nominations Committee:

Assists the Council in sustaining its elected leadership.

Please see the CACJ website - www.gaaccountabilitycourts.org - for all statutes (15-1-15 thru 19 and 15-11-70) and the CACJ by-laws.

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Accountability Court Program Requirements and Processes

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.

Certification Program

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

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

Certification Waivers

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

Peer Review Program

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

Treatment Fidelity Monitoring

State Standards require that Accountability Courts deliver evidence-based treatment curriculum 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 Support Fidelity Specialist, 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.

CACJ is committed to assisting all certified and state-funded Accountability Courts with implementing evidence-based treatment curriculum. The Treatment Support Fidelity Specialist will conduct trainings and site visits, and will provide targeted feedback to improve treatment delivery. Please be sure to communicate with CACJ staff if you have questions about what treatment curriculum to provide or how it should be delivered.

State Accountability Court Grant

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

Within each fiscal year, there is also a release of a Supplemental Grant and an Emergency Funds Request.

- *Supplemental Grant Awards* provide additional funds for existing courts that are added into the court's current grant award and are available for use during Q3 and Q4 of the fiscal year. Existing courts are limited to requesting funds in the areas of drug testing supplies, surveillance, and treatment (personnel, treatment supplies, and/or related to ancillary services). Implementation courts can also apply for Supplemental Grants.
- *Emergency Funds Requests* are for existing courts and requests are limited to participant treatment and/or drug testing. Beginning in FY17, the CACJ Funding Committee implemented a process for courts to apply for Emergency Funds. The request for a need in Emergency Funds is likely due to an unanticipated growth in program participants. Funding awards will be made available for the fourth quarter of each current fiscal year.

Notice of Intent to Apply for Funding

Each CACJ Accountability Court (existing and new) will be required to complete and submit the *CACJ Notice of Intent to Apply for Funding* Form. This form is mandatory for any court that will apply for state grant funds. The Notice of Intent Form asks 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 should be completed before the upcoming grant solicitation application. The NOI form for FY20 grant funds will be released November 30, 2018.

Court Operating Profile

CACJ, with the support and partnership of CJCC, has developed a new process to collect crucial Accountability Court program data that has been historically collected through the Accountability Court grant application. Beginning in 2017, each CACJ-funded Accountability Court will be required to complete and submit the *CACJ Court Operating Profile Report*. The Report combines and replaces the *Court Information Form* and the operating questions within the Accountability Court grant application. The state's objective is to streamline the grant application and support a more uniform data collection process, and, therefore, the ability to perform more comprehensive data analysis and reporting. The Court Operating Profile will be released January 25, 2019.

Funding Waiver

Per grant requirements, at least 25% of awarded funds must be spent in the first 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. The Form can be found under the CJCC Website (<http://cjcc.georgia.gov/reporting-2>). 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 Grant Specialist listed previously.

Subgrant Expenditure Report

The Subgrant Expenditure Report (SER) forms used to submit requests for reimbursements are due to your assigned Grants 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 will be 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 Commissioner, Judge, Coordinator and Finance Director after a 10-day grace period. Of course, extenuating circumstances (e.g., hurricane) will be taken under consideration where warranted and should be communicated to CACJ and CJCC staff as soon as possible.

CACJ Provided State Training and Training Conference

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

- A PDF link to the current fiscal year training **calendar** can be found on the CACJ website.
- **Registration:** 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.

CACJ also provides an annual training conference for the state. Details are provided under the *Training* tab on CACJ's website.

Program Report Manual

The CACJ Program Report Manual should be utilized each quarter as a guide to collecting state required data metrics. Each court that accepts state grant funds during the state's fiscal year (July 1 – June 30) must submit program metrics each quarter. Beginning in FY18, program metrics will be transmitted electronically to CACJ from each court's state-funded case management system. For circuits and counties with multiple programs, metrics must be submitted for each program type. The manual, due dates, instructions, and term definitions can all be found under the *Funding* tab on the CACJ website.

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.

CACJ Calendar

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

Job Postings in Accountability Courts and CACJ

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

CACJ Newsletter

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

CACJ Intranet

CACJ is independent of the AOC; However, CACJ is fortunate to have their support in many different areas. The AOC furnishes the CACJ with office space along with administrative, legal, and IT support. With AOC support, CACJ is able to utilize the intranet platform. Each new court coordinator is automatically added to the intranet and will receive an email notification that includes a link to access the CACJ intranet group. Upon accessing the link, please change your password and feel free to begin using the intranet platform. The intranet has been developed as a one stop hub of communication. It has several capabilities but is primarily used as a discussion board where questions will be posted and responses will be listed as threads/comments. CACJ also utilizes the document storage feature for all memos and other court resources. Users must log onto the intranet to post a question, respond to a question, and/or add a document.

When you receive your email notification you will be able to log in.

To log in: <http://intranet.georgiacourts.gov/home>

Group name: CACJ Coordinators

CACJ Mail Chimp List

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

Case Management Systems

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

Georgia Accountability Court Statutes

Published on the CACJ website homepage are links to statutes related to Accountability Courts and/or CACJ.

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

Accountability Court Resources

Sample Policy and Procedure Manual and Participant Handbook

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

Sample Forms

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

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

NDCRC Resources provided through NADCP.

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. <http://www.ndcrc.org/content/training-technical-assistance>
2. Virtual library for all things drug courts including forms and journal articles that are all downloadable and can be modified to customize to your court. http://www.ndcrc.org/search/apachesolr_search
3. FAQs: <http://www.ndcrc.org/faq>

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

The Juvenile Drug Treatment Court Guidelines handbook can be found on the CACJ website under *Court Resources*.

National Association of Drug Court Professionals (NADCP)

www.nadcp.org

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

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

Adult Drug Court Best Practice Standards

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

- Volume I www.allrise.org/sites/default/files/nadcp/AdultDrugCourtBestPracticeStandards.pdf
- Volume II www.ndcrc.org/sites/default/files/adult_drug_court_best_practice_standards_volume_ii.pdf

The Drug Court Judicial Benchbook

www.ndci.org/publications/more-publications/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.

The Ten Key Components

The Ten Key Components for Drug Court

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

The Ten Essential Elements for Mental Health Courts

(The Council of State Governments, CSG)

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

The Ten Key Components for Veterans Treatment Courts

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

The Ten Guiding Principles for DWI/DUI Courts

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

Trainings and Workshops

Below are different online resources that offer web-based trainings in many different areas.

National Drug Court Institute

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

- Essential Elements of Adult Drug Court
- Medication Assisted Treatment
- Methamphetamine Addicts in Treatment Court
- Law Enforcement Guide to Treatment Court

Justice Center – The Council of State Governments

<https://learning.csgjusticecenter.org/>

- Developing a Mental Health Court: An Interdisciplinary Curriculum

The National Judicial College

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

- DWI Court Enhancement
- Evidence-Based Sentencing for Drug Offenders

National Drug Court Online Learning System

Includes Adult Drug, Juvenile, and Veterans Treatment Court Courses

<http://www.drugcourtonline.org/>

- Essential Components of a Successful Drug Testing Program
- Treatment Modalities
- Cultural Competency
- Trauma Informed Care Responses
- Sanctions and Incentives
- Building Capacity in Drug Courts
- Role of the Public Defender
- Implementing Evidence-Based Practice in Drug Court

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:

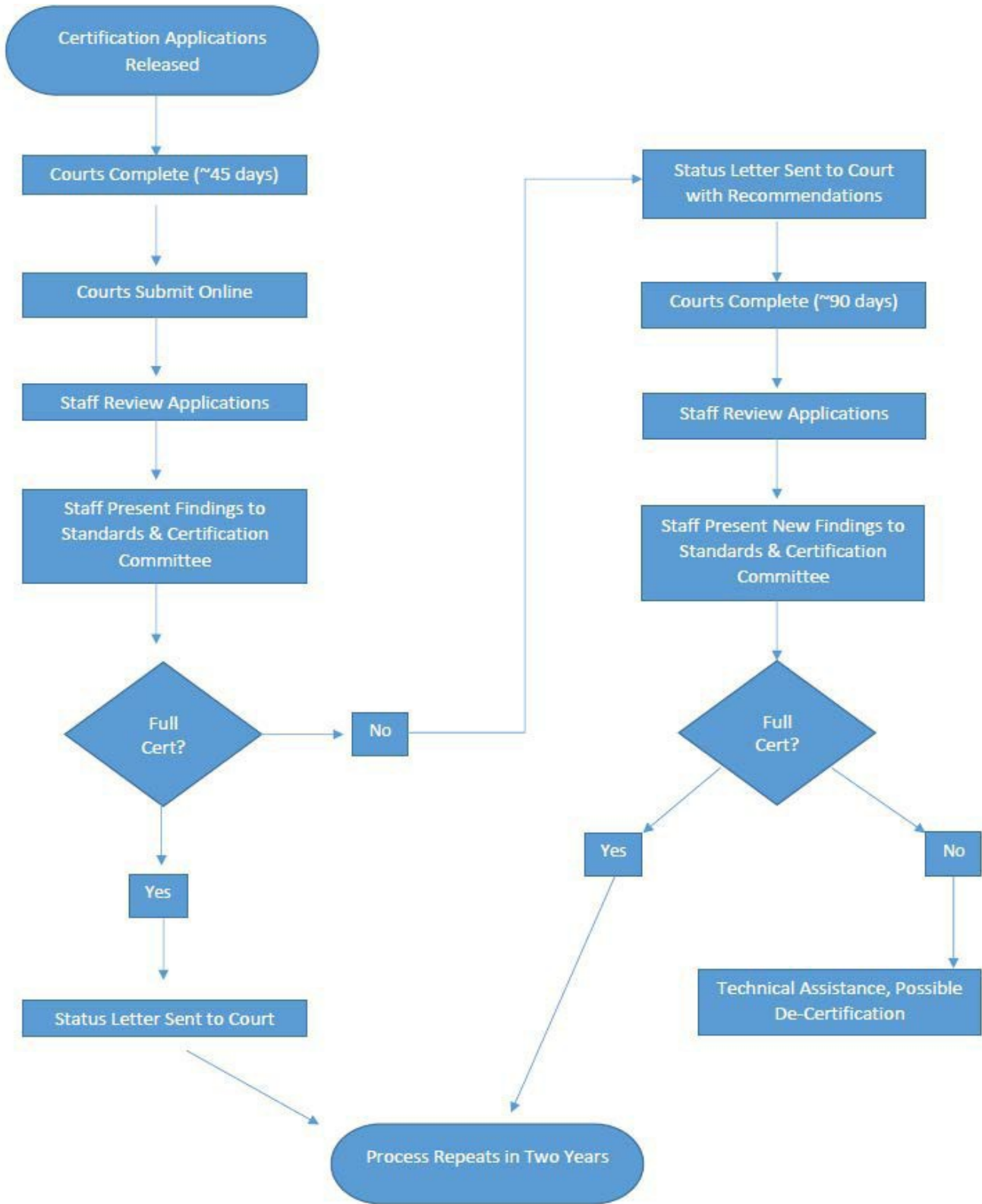
1. Develop a Funding Plan
 - a. Monetary and Non-Monetary Sources
 - b. Incorporate them into a Strategic Plan
 - c. Review Annually
2. Federal Monetary Resources
 - a. Bureau of Justice Assistance (BJA)
 - i. Justice Assistance Grants (JAG)
 - b. Substance Abuse & Mental Health Services Administration (SAMHSA)
3. State Funding
4. Local Funding
 - a. County
 - b. Foundations
5. Partnerships
 - a. Service Referral Networks
 - i. Refer clients to other government agencies: Voc-Rehab, 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

Where to Find Funding

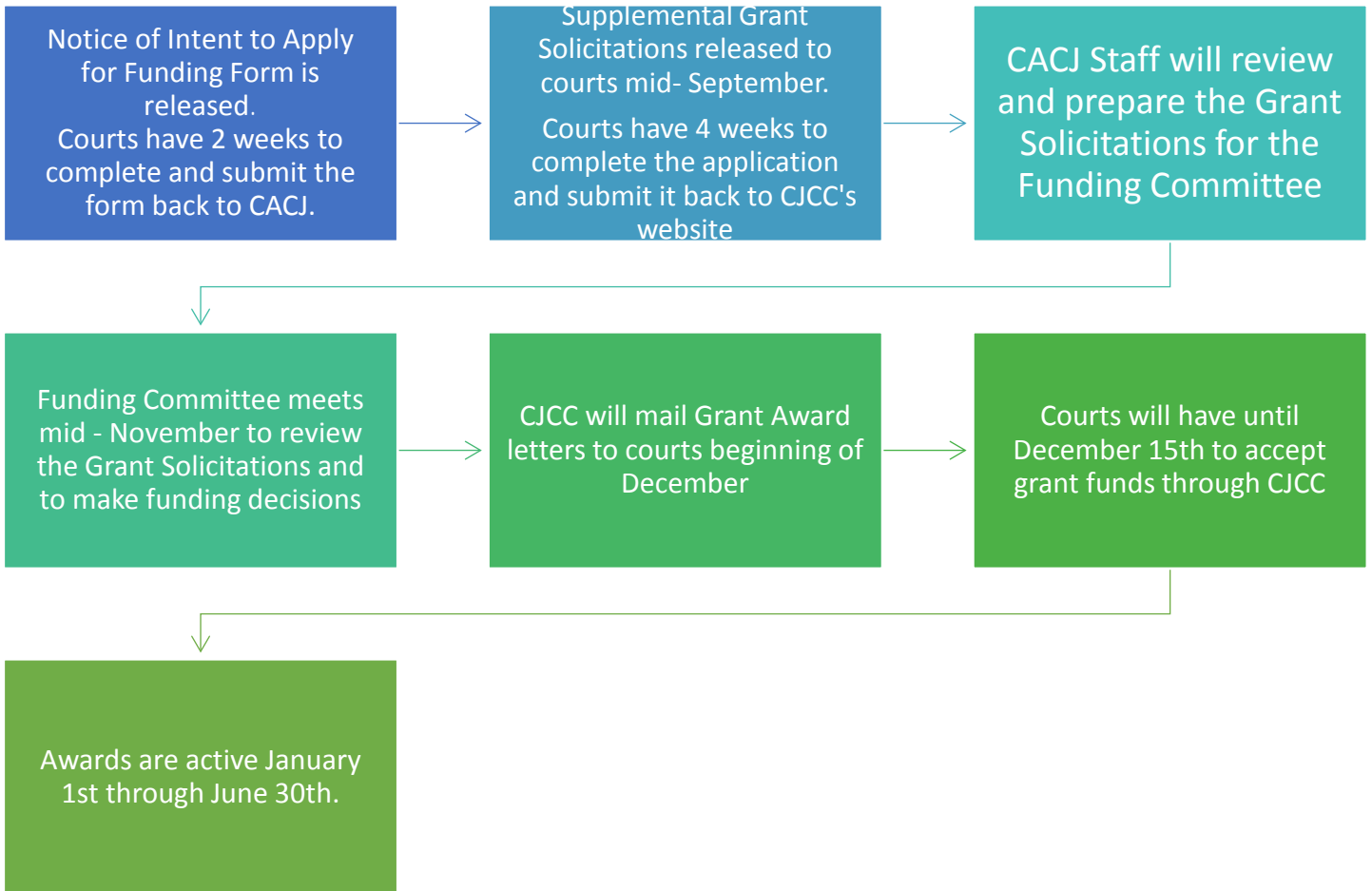
Suggestions from NDCL and beyond

1. Catalog of Federal Domestic Assistance – www.cfda.gov
2. Department of Justice Resource Center – www.ojp.usdoj.gov
3. The Foundation Center – www.fdncenter.org
4. Grants.Gov – www.grants.gov
5. United States Department of Justice
<http://grantsnet.justice.gov/programplan/html/Solicitations.htm>
6. Office of Juvenile Justice and Delinquency Prevention - www.ojjdp.gov/funding/funding.html

Certification Flow Chart



Supplemental Grant Applications



Emergency Funds Requests





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

Judge Stephen S. Goss
Executive Committee Chair
Dougherty Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Council of Accountability Court Judges

RE: State Travel Policy for CACJ Trainings

DATE: September 2017

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

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

Lodging - Receipts must be kept and submitted with travel

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

Meal Expenses

1. Non-Overnight Travel -based on either less than 12 hours or more than 12 hours of travel.
 - a. less than 12 hours - no per diem
 - b. more than 12 hours (and more than 50 miles) - daily per diem for that area @ 75% minus any meals that are provided.
2. Overnight Travel - (full day per diem)
 - a. First and last day of travel - 100% of daily per diem in that area (on meals that are not provided)
 - b. Full days - 100 % of per diem on foods that are not provided.
 - c. **Example/ Travel Days:** Travelers are eligible for 100 percent (100%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$28 total reimbursement, \$28.00 would be

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allowable on a travel departure or return day. As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel. Must deduct meals provided, if there are any, (example: \$28-\$7 (lunch/ meals provided) = \$21).

Mileage Expenses: Mileage must be submitted based on the current reimbursement rate (\$0.545/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 * .545/mile = \$29.43)
2. If traveling to a destination during a non-working day (Saturday, Sunday or Holiday), the traveler will not deduct their daily work commute miles from the travel.
 - a. **Example for Overnight Travel:** Attendee travels from Woodstock, Ga on a Sunday to Peachtree City, Ga and commutes home from Peachtree City, Ga on Monday. On Sunday the attendee would receive the full commuting mileage (62 miles) and on Monday they would receive the 62 miles minus their daily (typical) commute to Primary Work Station. If the attendee travels 30 miles to their work, they would deduct 30 commuter miles from Monday's travel.
 - i. Example: Sunday 62 miles *.545/mile equals \$33.79; Monday 62 miles minus 30 commuter miles equals 32 miles *.545 equals \$17.44. Total mileage reimbursement for travel would be \$51.23.



Council of Accountability Court Judges

Judge Stephen S. Goss
Executive Committee Chair
Dougherty Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Judges and Staff; Contracted Vendors

FROM: Ms. Taylor Jones, CACJ Executive Director

RE: State Funded Case Management System – Roles & Responsibilities

DATE: June 18, 2018

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

- **The Council of Accountability Court Judges**
 - Upon the availability of funds the CACJ will provide each certified and/or state funded accountability a one-time opportunity to select one of the two contracted case management systems.
 - Pursuant to the state contract, the CACJ funds the one-time implementation cost and the ongoing annual hosting and maintenance expense associated with each system.
 - Annual hosting and maintenance is funded at the beginning of each calendar year. At this time pro-rating options associated with these expenses are not readily available.
 - Should a court have questions about the case management system selection and/or implementation process, the court should contact the CACJ Executive Director, Ms. Taylor Jones, at 404-463-1453 or at taylor.jones@georgiacourts.gov.
- **The state contracted vendors - FivePoint Solutions and Integrated Management Solutions (IMS)**
 - Each case management system vendor (vendor) will provide the following:
 - Basic case management software
 - Integrated document management module

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

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



Council of Accountability Court Judges

Judge Stephen S. Goss
Executive Committee Chair
Dougherty Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Judges; Coordinators; Staff; Partners and Stakeholders

FROM: Taylor Jones, CACJ Executive Director

RE: CACJ Staff Delegation

DATE: October 30, 2017

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

The CACJ began to form its staff with the hiring of an Executive Director in September 2015 followed by the hiring of five additional staff members to help the Council carry out its constitutional and statutory responsibilities. As the CACJ enters into its second year of being staffed it has become increasingly important to formally delegate staff duties and responsibilities to ensure that each accountability court judge, coordinator, staff member, partner and stakeholder receives the best possible service from the Council's staff. Please consider the following staff delegation of the high-level duties and responsibilities listed below upon contacting the Council of Accountability Court Judges.

Mrs. Taylor Jones, Executive Director – Primary staff resource and contact for Drug Courts, Mental Health Courts and Veterans Treatment Courts; primary staff to the CACJ Executive and Funding Committees; and responsible for the planning and implementing of processes, practices, and priorities of the Council.

Mr. Josh Becker, Chief Certification Officer – Primary staff resource and contact for DUI and Family Treatment Courts; primary staff to the CACJ Standards & Certification Committee and all related Subcommittees; assigned to the CACJ Executive, Legislative, and Nominations Committees; manages and administers the Certification Program and Peer Review Program statewide.

Ms. Lasheika Kassa, Treatment Support Fidelity Specialist – Primary staff resource for all treatment and evidenced-based training related inquiries; assigned to the CACJ Training Committee; responsible for the development, implementation and management of the CACJ Treatment Fidelity Monitoring Program.

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Ms. Sacha Greene, Certification Officer – Primary staff resource and contact for Mental Health Court certification and peer review; primary staff resource and contact for DUI Court certification and peer review; assigned to the CACJ Standards and Certification Committee.

Ms. Kimberly Howard, Operations Coordinator – Primary staff resource for all operational inquires; examples of which include but are not limited to: training scheduling and organization, committee meeting organization, travel reimbursement, invoicing and procurement tasks, and CACJ website related matters; assigned to the CACJ Executive, Training and Funding Committees.

Ms. Rachel Gage, Certification Officer (*effective 11/1/17*) - Primary staff resource and contact for Drug Court certification and peer review; primary staff resource and contact for Family Treatment Court certification and peer review; assigned to the CACJ Standards and Certification Committee.

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