



## Veterans Treatment Court Certification Application

As required by O.C.G.A. § 15-1-17, to receive state appropriated funds veterans treatment courts (VTCs) must be certified by the Council of Accountability Court Judges (Council). The certification process is part of an effort to ensure VTCs are adhering to standards and practices developed by the Council. 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, many of which are in statute. Your VTC team should 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. Where requested, please mark a response for each requirement. For every certification requirement, a suggested location is provided. For example, many of the certification requirements suggest that certain forms or information be contained in a policy and procedure manual. You can look at your VTC 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 also 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 indicate if there is 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.

Please consult your VTC team as necessary when completing the Application. Once you have filled out your Application and have gathered the necessary attachments, please upload them on the Council's website at <http://www.gaaccountabilitycourts.org/cacj-certification>.

New courts that are still in the development phase may be eligible for a waiver to receive provisional certification status. Please contact Josh Becker at 404-463-6298 or [josh.becker@georgiacourts.gov](mailto:josh.becker@georgiacourts.gov) if you have any questions.

### 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.

**Program Name:** \_\_\_\_\_

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

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

**Name of Program Coordinator:** \_\_\_\_\_

**Phone Number (for person completing app):** \_\_\_\_\_

**Email (for person completing app):** \_\_\_\_\_

**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>Veterans Treatment Courts integrate alcohol and other drug treatment services with justice system case processing.</b>			
<b>Adopted Standards Benchmark 1.1</b> Pursuant to O.C.G.A. § 15-1-17, each Veterans Treatment Court shall establish a planning group to develop a written 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 VTC team, or those persons who are responsible for the ongoing planning of the court, are clearly listed.  <i>Note: See VTC Standard 1.2 for the minimum list of expected team members.</i>	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 Veterans Treatment Court team shall collaboratively develop, review, and agree upon all aspects of Veterans Treatment Court operations (mission, goals, eligibility criteria, operating procedures, performance measures, orientation, drug testing, program structure guidelines) prior to commencement of program operations.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.3</b> Ensure the VTC 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 Veterans Treatment Court programs in Georgia shall be abstinence from alcohol and other illicit drugs, effective treatment of mental health issues, and promotion of law-abiding behavior in the interest of public safety.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.6</b> Ensure the VTC’s goals 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> </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 Veterans Treatment 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, Coordinator updates, Case management tools, Etc.	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 1.9</b> Standardized evidence-based treatments, as recommended in the Veterans Treatment Court Treatment Standards (see Section II), shall be adopted by the Veterans Treatment Court to ensure quality and effectiveness of services and to guide practice.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.9</b> The evidence-based treatment used in the VTC should be clearly outlined in program materials.	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 1.10</b> Veterans Treatment Courts should provide for a continuum of services through partnership with a primary treatment provider(s) to deliver treatment, coordinate other ancillary services, and make referrals as necessary. <sup>1</sup>			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.10</b> There should be clear documentation that identifies ancillary services, how participants access such services, and the process by which these services are delivered to participants.	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>1</sup> Ideally, treatment providers should be limited to no more than two.

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 1.11</b> The court shall maintain ongoing communication with the treatment providers and the Veterans Administration. The treatment providers should regularly and systematically provide the court with written reports on participant progress; a reporting schedule shall be agreed upon by the Veterans Treatment 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. Significant events include but are not limited to the following: death; unexplained absence of a participant from a residence or treatment program; physical, sexual, or verbal abuse of a participant by staff or other clients; staff negligence; fire, theft, destruction, or other loss of property; complaints from a participant or his/her family; requests for information from the press, attorneys, or government officials outside of those connected to the court; and participant behavior requiring attention of staff not usually involved in his/her care.			<b>Mandatory Requirement</b>
<b>Certification Requirement 1.11</b> Detail evidence of communication devices/techniques the VTC uses to facilitate communication between the court and treatment provider(s).	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) _____	
<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 Veterans Treatment 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 VTC team and participate in 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>	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 2.8</b> Each Veterans Treatment 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 a Veterans Treatment Court, including the receipt of the local participant agreement with an executed copy placed in the official court file.			<b>Mandatory Requirement</b>
<b>Certification Requirement 2.8</b> The policy and procedure manual should include a form that is used for participants prior to acceptance into Veterans Treatment 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) _____	
<b>Key Component 3</b> <b>Eligible participants are identified early and promptly placed into the Veterans Treatment Court program.</b>			
<b>Adopted Standards Benchmark 3.1:</b> Participant eligibility requirements/criteria (verified through legal and clinical screening) shall be developed and 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 VTC’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 and/or mental health diagnosis <input type="checkbox"/></li> <li>5. Military service status <input type="checkbox"/></li> <li>6. 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) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 3.4</b> The target population for Veterans Treatment Courts is offenders assessed as low-moderate to high-risk for re-arrest and with moderate-to-high treatment needs.			<b>Mandatory Requirement</b>
<b>Certification Requirement 3.4</b> Provide data (table, graph, list, other...) showing the risk/need level of your participants. This should be obtained from a valid Risk/Need Assessment Instrument normed to an offender population. <sup>2</sup>  <i>Note: While it is understood that programs will have a risk/need curve ranging from low to high, programs should be able to demonstrate that the “average or median” participant is within or above a low-moderate to moderate risk/need range.</i>	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 3.5</b> Members of the Veterans Treatment Court team and other designated court or criminal justice officials shall screen cases for eligibility and identify potential Veterans Treatment Court participants.			<b>Best Practice</b>
<b>Certification Requirement 3.5</b> Detail the average length of time from the date the person is arrested until they are enrolled into the program. <ul style="list-style-type: none"> <li>• Less than 30 days <input type="checkbox"/></li> <li>• Greater than 30 days <input type="checkbox"/></li> </ul> 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>2</sup> Recommended tools are the COMPAS and LSI-R



Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 3.7</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 3.7</b> Detail the average length of time from the date the person is deemed eligible for the VTC program and date of first initiation of treatment services. <ul style="list-style-type: none"> <li>• Less than 30 days <input type="checkbox"/></li> <li>• Greater than 30 days <input type="checkbox"/></li> </ul> 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>Key Component 4</b> <b>Veterans Treatment Courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.</b>			
<b>Adopted Standards Benchmark 4.1</b> A Veterans Treatment Court shall require a minimum of 18 months of supervision and treatment for felony offenders to be considered as a Veterans Treatment Court. The minimum length for a misdemeanor program should be 12 months.			<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) _____	

Key Components Adopted Standards Certification Requirements	Suggested Location, if any	Documentation	Mandatory Requirement OR Best Practice
<b>Adopted Standards Benchmark 4.5</b> Veterans Treatment 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 VTC participant. Possible services shall include but are not limited to: <ul style="list-style-type: none"> <li>• Group counseling</li> <li>• Individual counseling</li> <li>• Drug testing</li> <li>• Other, describe _____</li> </ul>	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 4.6</b> Veterans Treatment Court programs should ideally offer additional services.			<b>Best Practice</b>
<b>Certification Requirement 4.6</b> Detail the services offered and available to a VTC participant. Possible services may include but are not limited to: <ul style="list-style-type: none"> <li>• Family counseling</li> <li>• Gender specific counseling</li> <li>• Domestic violence counseling</li> <li>• Health screening</li> <li>• Assessment and counseling for co-occurring mental health issues</li> <li>• Psychosocial rehabilitation</li> <li>• Case management</li> <li>• Trauma counseling</li> <li>• Crisis intervention services</li> <li>• Other (provide detail)</li> </ul>	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 4.7</b> Ancillary services are available to meet the needs of participants.			<b>Best Practice</b>
<b>Certification Requirement 4.7</b> Detail the ancillary services offered and available to a VTC participant. Possible services may include but are not limited to: <ul style="list-style-type: none"> <li>• Employment counseling and assistance</li> <li>• Educational component</li> <li>• Medical and dental care</li> <li>• Transportation</li> <li>• Housing</li> <li>• Mentoring, peer support, and alumni groups</li> <li>• Obtaining qualified benefits</li> <li>• Medication</li> <li>• Other (provide detail)</li> </ul>	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</b> 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.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.8</b> Ensure case management and treatment plans are designed to do each of the following services for participants: <ul style="list-style-type: none"> <li>• Provide ongoing assessment of participant progress and needs <input type="checkbox"/></li> <li>• Assessment and case management/treatment planning should systematically address factors that reduce recidivism, as well as promote recovery <input type="checkbox"/></li> <li>• Coordinate referrals to services in addition to primary treatment <input type="checkbox"/></li> <li>• Provide structure and support for individuals who typically have difficulty using services even when available <input type="checkbox"/></li> <li>• Ensure communication between the court and various service providers <input type="checkbox"/></li> </ul>	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 4.10</b> A set of quality controls/review process shall be in place to ensure accountability of the treatment provider.			<b>Mandatory Requirement</b>
<b>Certification Requirement 4.10</b> <ul style="list-style-type: none"> <li>• Ensure direct service providers used for the VTC are licensed, where required <input type="checkbox"/></li> <li>• Ensure education, training, and ongoing clinical supervision are provided to treatment staff <input type="checkbox"/></li> <li>• <b>Include copies of providers' license and certification</b></li> </ul>	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 copy of license and 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 drug test a minimum of twice per week during the first two phases of the program; a standardized system of drug testing shall continue through the entirety of the program.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.1</b> Drug screening policy lays out specimen collection guidelines to include: <ul style="list-style-type: none"> <li>• Method and frequency of drug screening</li> <li>• Same-sex observed collection and other staff responsibilities</li> </ul>	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 5.2</b> Drug testing shall be administered to each participant on a randomized basis, using a formal system of randomization.			<b>Mandatory Requirement</b>
<b>Certification Requirement 5.2</b> Documentation should clearly outline how drug screens are randomized and how participants are instructed when to report for drug screens.	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) _____	

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<b>Adopted Standards Benchmark 5.5</b> Drug screens 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 5.5</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 should also be outlined.	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 5.7</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>Best Practice</b>
<b>Certification Requirement 5.7</b> Documentation must address how long a participant must be abstinent from alcohol and drugs prior to successfully completing the VTC program.	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 Veterans Treatment Court responses to participants' compliance.</b>			
<b>Adopted Standards Benchmark 6.1</b> A Veterans Treatment Court shall have a formal system of sanctions, including a system for reporting non-compliance, 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> A Veterans Treatment Court shall have a formal system of rewards.			<b>Best Practice</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) _____	

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<b>Adopted Standards Benchmark 6.4</b> Courts should 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>Best Practice</b>
<b>Certification Requirement 6.4</b> Outline the field supervision procedure and policy for the VTC 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) _____	
<b>Adopted Standards Benchmark 6.7</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 drug 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 Veterans Treatment 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-planning sessions/staffings held prior to VTC status hearings should be convened while the judge is present.	Policy and Procedure Manual, Memoranda	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> VTC programs should be able to clearly articulate the number of times court and/or status hearings are being conducted.	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 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> Each VTC program should have identified participant 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>Best Practice</b>
<b>Certification Requirement 8.2</b> Each VTC program should utilize an evaluation/data tracking system that captures pertinent information on participants. Programs should show documentation that report statistics and trends in their particular court.	Evaluation System, Sample of report(s), 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 8.6</b> Courts should use the preferred case management program, or compatible equivalent, as designated by the Council of Accountability Court Judges, in the interest of the formal and systematic collection of program performance data.			<b>Best Practice</b>
<b>Certification Requirement 8.6</b> Detail the case management system used in the VTC program.	Case management system, 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 8.7</b> Courts shall collect, at a minimum, a mandatory set of performance measures determined by the Council of Accountability Court Judges which shall be provided in a timely requisite format to the Standards and Certification Committee as required by the Council of Accountability Court Judges, including a comprehensive end-of-year report.			<b>Best Practice</b>
<b>Certification Requirement 8.7</b> Provide detail of the performance measures collected on a quarterly and/or annual basis.	Copy of most recent report submitted, Sample performance measure report	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 Veterans Treatment Court planning, implementation, and operations.</b>			
<b>Adopted Standards Benchmark 9.1</b> Veterans Treatment Court programs shall have a formal policy on staff training requirements and continuing education including formal orientation and training for new team members.			<b>Best Practice</b>
<b>Certification Requirement 9.1</b> Outline the VTC’s written operating procedures for staff training requirements. Show written documentation reflecting required trainings for new court staff and existing 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 9.3</b> Existing programs should participate in Operational Tune-Up, specific to their team, as needed.			<b>Best Practice</b>
<b>Certification Requirement 9.3</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) _____	

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 Veterans Treatment Courts, public agencies, and community-based organizations generates local support and enhances Veterans Treatment Court program effectiveness.</b>			
<b>Adopted Standards Benchmark 10.2</b> A local steering committee consisting of representatives from the court, community organizations, law enforcement, treatment providers, health providers, social service agencies, the Veterans Administration and Veterans Service Organizations, and the faith community should meet on a quarterly basis to provide policy guidance, fundraising assistance, and feedback to the Veterans Treatment Court program.			<b>Best Practice</b>
<b>Certification Requirement 10.2</b> Provide a list of steering committee members (include 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</li> <li>2. Fundraising</li> <li>3. Resource acquisition</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 10.4</b> Veterans Treatment 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 10.4</b> Detail the process and procedure by which the VTC team 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) _____	