

SUPREME COURT OF MISSISSIPPI
 ADMINISTRATIVE OFFICE OF COURTS

Intervention Court: _____
 Date Submitted: _____

JUVENILE INTERVENTION COURT CERTIFICATION COMPLIANCE CRITERIA

This document illustrates the criteria to be used by the AOC in regards to recertification of juvenile intervention courts and will serve as a benchmark for future re-certifications. It includes requirements from the Mississippi Code (Rev. 2019), the Mississippi State Intervention Court Rules (Revised May 15, 2020), and the Sixteen Strategies of Juvenile Drug Courts. Unless otherwise noted, a citation refers to the Intervention Court Operational Management section of the Rules.

Please answer all questions as accurately as possible. Most questions require simple “yes” or “no” answers. If a question asks about providing documentation or forms to the AOC and you have not done so, you may attach the documentation to this compliance criteria and write “attached” in the blank. If you have any questions, please contact Jim Burriss at (601) 576-4647 or jburris@courts.ms.gov.

SECTION I.

RULE AND STATUTORY REQUIREMENTS

POLICY AND PROCEDURE MANUAL

1. _____ Does your court have a policy and procedure manual that reflects the philosophy of, and guides operation of, the intervention court and the delivery of services? Section 20(a).

2. Does your court’s policy and procedure manual:
 - (a) _____ Incorporate the Sixteen Strategies of Juvenile Drug Courts into its policies, procedures, and practices? Section 20(a)(1)(A).
 - (b) _____ Incorporate evidence-based best practices into its policies and practices? Section 20(a)(1)(B).

3. Does your court do the following in regards to its manual:
 - (a) _____ Update its policy and procedure manual as needed and provide written updates to the AOC for review? Section 20(a)(1)(C).
 - (b) _____ Make its policy and procedure manual available to the court team and staff? Section 20(a)(1)(D).
 - (c) _____ Operate consistently with the policies and procedures contained in the manual? Section 20(a)(1)(E).

4. Does your intervention court policy and procedure manual contain:
 - (a) _____ A “Goals and Objectives” section? Section 20(a)(2)(A).

 - (b) _____ A “Team Member Roles” section that identifies your court’s lines of authority, identifies all staff positions, accurately reflects current intervention court practices, and accurately describes all staff functions? Section 20(a)(2)(B).

 - (c) _____ A “Disparate Impact Statement” section that addresses your court’s policy and practice of nondiscrimination in providing intervention court services, which must address nondiscrimination on the basis of race, gender, sexual orientation, age, religion, ethnicity, disabilities, and the ability to pay? Section 20(a)(2)(C).

 - (d) _____ A description of the criteria for the acceptance of substance use-involved offenders as participants who are eligible to receive one (1) or more services provided by your intervention court? Section 20(a)(2)(D).

- (e) _____ A written policy and procedure for conducting an orientation for each participant, and when appropriate, the participant’s family. Section 20(a)(2)(E); *see also* Section 20(c).
- (f) _____ The risk and needs assessment and clinical assessment tool used to identify your court’s target population? Section 20(a)(2)(D); *see also* Miss. Code Ann. § 9-23-11(2)(a)(i).

Please provide the primary assessments that your court uses:

Risk and Needs Assessment: _____

Clinical Assessment: _____

- (g) _____ A written policy and procedure, conforming to applicable state and federal laws, that ensures the confidentiality and security of participant records? Section 20(a)(2)(F); *see also* Section 20(d)(1).
- (h) _____ A written policy and procedure in place for recording participant progress in the Drug Court Case Management system (DCCM)? Section 20(a)(2)(G); *see also* Section 20(f).
- (i) _____ A “Successful Completion and Termination Procedure” section? Section 20(a)(2)(H).

Does this section have a written policy and procedure for the following?

- (1) _____ Termination of a participant’s court imposed obligation to participate in the intervention court. Section 20(a)(2)(H)(1).
- (2) _____ Providing written notice to the court after the participant has successfully complied with the treatment plan and the participation agreement. Section 20(a)(2)(H)(2)(a).
- (3) _____ Providing written notice to the court after the participant has violated any requirement of the treatment plan or the participation agreement. Section 20(a)(2)(H)(2)(b)).

- (j) _____ A written policy and procedure for scheduling and conducting chemical tests? Section 20(a)(2)(I); *see also* Section 20(g).
- (k) _____ A written policy and procedure regarding regular staffings. Section 20(a)(2)(J); *see also* Section 20(h).
- (l) _____ A documented participant fee schedule (if applicable) and a documented revenue schedule. Section 20(a)(2)(L).
- (m) _____ A copy of each form used by the intervention court. Section 20(a)(2)(M).

TREATMENT/INTERVENTION SERVICES

- 5. Does your court offer the following intervention services as required by Miss. Code Ann. § 9-23-13(1)?
 - (a) _____ Screening using a valid and reliable assessment tool effective for identifying alcohol and intervention dependent persons for eligibility and appropriate services.
 - (b) _____ Clinical assessment
 - (c) _____ Education
 - (d) _____ Referral
 - (e) _____ Service coordination and case management
 - (f) _____ Counseling and rehabilitative care – List the kinds offered.

- 6. _____ Are all inpatient treatment or inpatient detoxification programs ordered by your court certified by DMH, another appropriate state agency, or the equivalent agency of another state? MS Code Ann. § 9-23-13(2).

7. _____ Are all addiction treatment or mental health providers, to which participants are referred, certified by DMH, another appropriate state agency, or the equivalent agency of another state? Section 20(i)(1).
 - (a) _____ Is written confirmation of license/certification on file with your court? Section 20(i)(1).
 - (b) _____ Is written confirmation of license/certification on file with the AOC? Section 20(i)(1).

8. _____ Does your court make available the option for participants to use court-approved medication-assisted treatment in according with the recommendations of NDCI? Miss. Code Ann. § 9-23-13(3).

PARTICIPATION AGREEMENT

9. _____ Does your intervention court have a written participation agreement contained in the intervention court’s policy and procedure manual? Section 20(e).

10. Does the participation agreement contain the following? Section 20(e)(1).
 - (a) _____ jurisdiction of intervention court (county or municipality)
 - (b) _____ all parties to the participation agreement
 - (c) _____ terms under which the participant enters the program, whether as a result of a guilty plea, a condition of probation, or the result of a violation of probation
 - (d) _____ case number or cause number
 - (e) _____ length of intervention court program
 - (f) _____ list of requirements and participant responsibilities
 - (g) _____ effect of successful completion of intervention court on the participant’s case
 - (h) _____ consequences to the participant of unsuccessful completion or termination in the intervention court
 - (i) _____ full disclosure of any and all financial obligations that may be imposed on an intervention court participant. These financial obligations shall not conflict with the sentencing order
 - (j) _____ a statement, if applicable, indicating that participation is contingent upon the participant’s consent to the discussion in open court of information that would otherwise be confidential, relating to the participant’s case and compliance

11. _____ Does the participant have the opportunity to review the participant agreement with the advice of counsel? Section 20(e)(2).

12. Does your court require the participation agreement be signed by the following parties to the agreement? Section 20(e)(3).
 - (a) _____ Intervention Court Coordinator
 - (b) _____ Participant
 - (c) _____ Defense Counsel

13. _____ Does your court keep a copy of the signed and dated participation agreement in the participant’s record? Section 20(e)(3).

14. _____ Does your court provide a copy of the signed and dated participation agreement to the participant? Section 20(e)(3).

15. _____ Does your court ensure that a participant completes a participant agreement prior to being sentenced to the intervention court? Section 20(e)(3).

ORIENTATION

16. Does your court policy and procedure for conducting an orientation address the following items? Section 20(c)(1)(A-G).
 - (a) _____ specific eligibility requirements for intervention court participation
 - (b) _____ services offered by the certified intervention court either directly or through referral

- (b) _____ specimen collection;
- (c) _____ chain-of-custody and documentation procedures; and
- (d) _____ confidentiality of specimen collection and chemical test results.

22. _____ Is there documentation in each personnel file substantiating the required training? Section 19(c).

(B) Chemical Testing Procedures

23. Does your court’s policy and procedure address each of the following items? Section 20(g)(2)(A)-(I).
- (a) _____ specific method or methods of chemical testing used by the intervention court
 - (b) _____ what samples the intervention court collects and tests, such as urine, blood, breath, sweat, saliva, and hair
 - (c) _____ substances identified by tests
 - (d) _____ frequency and randomization of intervention testing schedules
 - (e) _____ circumstances requiring a confirmation test, if any.
 - (f) _____ intervention court procedures for confirmation including the type of confirmation test used
 - (g) _____ party responsible for paying the cost of a confirmation test
 - (h) _____ collection procedures including chain of custody
 - (i) _____ procedures in place to ensure samples, reagents, and testing equipment are in a secure environment

STAFFINGS

24. Does your court’s policy and procedure the policy address the discussion at staffings of: Section 20(h).
- (a) _____ compliance/non-compliance/progress of the participant?
 - (b) _____ imposition of sanctions/incentives?
 - (c) _____ termination of participants prior to scheduled court appearances?
25. Do all of the following members of your intervention court team attend and participate in staffings? Section 20(h), *see also* Section 12(a).
- (a) _____ Intervention Court Judge
 - (b) _____ Prosecutor
 - (c) _____ Intervention Court Coordinator
 - (d) _____ Criminal Defense Attorney
 - (e) _____ Treatment Provider
 - (f) _____ Community Supervision Officer
 - (g) _____ Law Enforcement Officer
26. _____ Do staffings occur at the same frequency of your court status hearings (every two weeks)? Section 20(h).
27. _____ Are the staffings face to face meetings (preferred)? Section 20(h).
28. _____ Are staffings closed to the public? Section 20(h).

STATUS HEARINGS/COURT HEARINGS

29. _____ Do status or court hearings occur at the same frequency of the intervention court staffings? Section 20(j).
30. _____ Do these hearings occur no less than every two weeks? Section 20(h), (j).
31. _____ Are the needed members of your intervention court team participating in these hearings? Section 20(j).

PARTICIPANT ELIGIBILITY

- 32. Does your court exclude potential participants, whose pending crimes or convictions render them ineligible for intervention court, based on the following criteria? (Miss. Code Ann. § 9-23-15)
 - (a) _____ No felony convictions for crimes of violence as defined in Miss. Code Ann. § 97-3-2 within the previous ten (10) years.
 - (b) _____ The crime before the court cannot be a crime of violence as defined in Miss. Code Ann. § 97-3-2.
 - (c) _____ Other criminal proceedings alleging commission of a crime of violence cannot be pending against the participant.
 - (d) _____ The participant cannot currently be charged with burglary of a dwelling under Miss. Code Ann. § 97-17-23(2) or § 97-17-37.
 - (e) _____ The crime before the court cannot be a charge of driving under the influence of alcohol or any other drug or drugs that resulted in the death of a person.
 - (f) _____ The crime charged cannot be one of trafficking in controlled substances under Miss. Code Ann. § 41-29-139(f), nor can the participant have a prior conviction for same.

33. _____ Upon request by a legally eligible defendant, does your court screen the defendant for admission? Miss. Code Ann. § 9-23-15(4).

34. List each team member, as well as job title, who is tasked with determining a participant’s legal eligibility for intervention court under Miss. Code Ann. § 9-23-15, eligibility for intervention court by providing for a clinical assessment of treatment needs, and recommending the offender to the intervention court team as a potential participant. Section 20(b)(1-3).

<u>Team Member</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONFIDENTIALITY PROTOCOL

- 35. _____ Does your court keep all records involving children and the contents thereof confidential, except as provided in Miss. Code Ann. § 43-21-261? Miss. Code Ann. §§ 43-21-251(2), 259.
- 36. _____ If a guest is allowed to attend a closed staffing for research or training purposes, does your court require the guest complete a Confidentiality Statement Form? Miss. Code Ann. §§ 43-21-251(2), 259.
- 37. _____ Are participant files stored in a secure location, only accessible by appropriate intervention court staff? Miss. Code Ann. §§ 43-21-251(2), 259.
- 38. _____ Does your court use a Notice of Rights of Confidentiality Form to inform a participant of his or her privacy rights? Section 20(d)(2).
- 39. _____ Does your court use a Consent for Disclosure Form to obtain the necessary consent for the release of confidential information? Section 20(d)(2).

- 40. _____ Do your court’s Notice of Rights of Confidentiality Form and Consent for Disclosure Form follow the forms provided by AOC? Section 20(d)(2).
- 41. Does your court require each participant to sign a Consent for Disclosure Form to inform each participant in writing of your court’s privacy policies and procedures and to obtain the consent for the release of confidential information to specified individuals for certain purposes? Section 20(d)(2).
 - (a) _____ Does the Consent for Disclosure Form contain a statement indicating that the participant understands that matters relating to the participant’s case and compliance will be discussed in open court? Section 20(d)(2)(A).
 - (b) _____ Does the Consent for Disclosure Form contain a signature line for the participant to indicate that the participant understands the rights described in the form? Section 20(d)(2)(B).
 - (c) _____ Does the Consent for Disclosure Form contain a signature and date line for a witness? Section 20(d)(2)(C).
 - (d) _____ Does your court cross out or mark blank lines with “N/A” after the Consent for Disclosure Form has been completed and processed to ensure the forms cannot be altered after being signed by the participant? Section 20(d)(2)(D).
 - (e) _____ Does your court keep the Consent for Disclosure Form with the participant’s original signature in the participant’s record? Section 20(d)(2).

DATA MANAGEMENT AND DOCUMENTATION

- 42. _____ On the first day of employment for a new employee and prior to accessing DCCM, does your intervention court require the employee sign an Employee Intervention Court Confidentiality Agreement? (This is the expanded DCCM confidentiality form provided by AOC.) Section 20(f)(4)(B).
- 43. Does your intervention court coordinator:
 - (a) _____ maintain an accurate and current list of all persons in his or her court with access to DCCM? Section 20(f)(4).
 - (b) _____ block access to DCCM for any person/user who no longer works in the intervention court? Section 20(f)(4).
 - (c) _____ assign users their appropriate level of DCCM access? Section 20(f)(4)(A).
- 44. _____ Does your intervention court use DCCM to track client progress, including both financial and programmatic progress, from initial screening and throughout the program until release from the intervention court’s supervision? Section 20(f)(1).
- 45. Does your court record the following specific information, at a minimum, in DCCM? Section 20(f)(1)-(3).
 - (a) _____ all screenings for admission, regardless of acceptance or rejection
 - (b) _____ program admission, phase progression, and program completion/discharge
 - (c) _____ new arrest, charges and convictions
 - (d) _____ community service hours
 - (e) _____ days served in detention
 - (f) _____ days of electronic monitoring
 - (g) _____ urine, hair, or saliva samples collected and tested during the month
 - (h) _____ positive test results
 - (i) _____ inpatient treatment program entry and completion
 - (j) _____ group counseling
 - (k) _____ contact hours with A&D counselors
 - (l) _____ enrollment in traditional or alternative school
 - (m) _____ lack of enrollment in school
 - (n) _____ disciplinary action received from school official
 - (o) _____ enrollment in GED program
 - (p) _____ receipt of GED
 - (q) _____ use of tobacco products
 - (r) _____ female participants who are pregnant or already have children
 - (s) _____ participation in gang-related activities
 - (t) _____ incentives/sanctions imposed
 - (u) _____ participant court fees (if applicable)

- (v) _____ participant court fines (if applicable)
- (w) _____ participant restitution (if applicable)
- (x) _____ participant indigency determination at time of screening (if DCCM feature available at time of submission)

46. _____ Does your court record all participant progress, both financial and programmatic, no later than seven days from the end of the calendar month in which the progress occurred? Section 20(f)(2).
47. Is your court’s supervision or monitoring procedure capable of, at a minimum, determining participants who have: Section 20(f)(3).
- (a) _____ failed, as scheduled or required, to comply with the treatment plan?
 - (b) _____ failed to comply with the participation agreement or with the rules of conduct of a service provider to which the participant was referred?
 - (c) _____ been successfully or unsuccessfully discharged or terminated by a service provider to which the participant was referred?

PROGRAMMATIC DATA REPORTING

48. _____ Each month, does your court collect and submit to the Administrative Office of Courts data specified in Miss. Code Ann. § 9-23-11(4)(a)?
49. _____ Does your court timely submit (by the 20th of the month) to the AOC the completed monthly programmatic report, signed and dated by both the intervention court judge and the intervention court coordinator? Section 21(a).
50. _____ Do your court’s programmatic report responses comply with the programmatic report definitions provided by AOC? Section 21(a).
51. _____ With your submission of your court’s programmatic report, does your court include supporting documentation to match the programmatic report? This supporting documentation should match DCCM data or provide an explanation as to why it differs. Section 21(a).
52. _____ Does your court maintain a file of all documentation that ties monthly participant progress to the monthly programmatic report? (Since DCCM is not a static database, preserve documentation from DCCM that matches the programmatic report on reporting date.) Section 21(e).
53. _____ Does your court permanently retain all programmatic data and supporting documentation (You may preserve this documentation, along with participant files, physically and/or electronically)? Section 21(e).

PERSONNEL MANAGEMENT

54. _____ Does your intervention court adhere to its county or municipality’s written personnel policy and procedure manual? Section 13(a).
- (a) _____ Have you provided a copy of this personnel manual to the AOC? Section 13(b).
 - (b) _____ Do you maintain a copy of this personnel manual at your intervention court? Section 13(b).
55. Does this manual include the following information? Section 13(a)(1)-(5).
- (a) _____ employment procedures
 - (b) _____ rules for professional conduct
 - (c) _____ wages and benefits
 - (d) _____ vehicle and cell phone usage procedures
 - (e) _____ job descriptions for all personnel and volunteers

56. Does this manual include intervention court job descriptions that accurately reflect actual job situations and describe the following for each position? Section 13(a)(5)(A)-(E).
- (a) _____ job title
 - (b) _____ qualifications
 - (c) _____ credentials
 - (d) _____ duties and responsibilities
 - (e) _____ reporting and supervisory responsibilities
57. _____ Has your intervention court judge(s) issued any judicial orders modifying your local county or municipality’s personnel policy for intervention court employees or staff? (If so, please provide these orders to the AOC.) Section 13(a).
58. _____ Does your court maintain individual personnel files? Section 13(c).
59. Does each personnel record contain the following required information? Section 13(c)(1)-(8).
- (a) _____ application or resume
 - (b) _____ credentials
 - (c) _____ verification
 - (d) _____ licensure (when applicable)
 - (e) _____ performance evaluations
 - (f) _____ salary and position changes
 - (g) _____ documentation of staff development activities and continuing education activities
 - (h) _____ copies of all bonds (when applicable)
60. Is the following personnel documentation kept on file and up to date in the intervention court? Section 13(d)(1)-(5).
- (a) _____ hire orders or letters
 - (b) _____ termination orders or letters
 - (c) _____ resumes including qualifications
 - (d) _____ copies of all licensing certifications
 - (e) _____ documentation of staff development and continuing education activities
61. _____ Have you provided this personnel documentation to the AOC? Section 13(d).
62. _____ Upon hiring an individual for employment, does your court provide the employee’s resume and licensing certificates to the Director of Intervention Courts? Section 13(e).
63. _____ Upon increasing an employee’s salary, does your court notify the Director of Problem-Solving Courts? Section 13(f).

INTERVENTION COURT COORDINATOR

64. _____ Has your intervention court coordinator achieved professional status as defined in Section 14(a) and Section 17 of the intervention court rules?
- To achieve professional status, an intervention court coordinator must have either:
- (1) a baccalaureate degree from an accredited four-year college or university; or
 - (2) a high school diploma or equivalent and four (4) years of relevant experience.
65. _____ If not, was a written waiver issued by the AOC before the hiring of the intervention court coordinator? Section 14(c).
66. _____ If a waiver was issued by the AOC, has your intervention court coordinator gained professional status within the one year of hiring as required by Section 17(b) of the intervention court rules?

67. _____ Has your intervention court coordinator retained professional status by documenting twelve (12) hours annually, every July 1 to July 1, of continuing education or training related to substance abuse and criminal justice issues? Section 17(c).
68. _____ If so, does your intervention court coordinator's personnel file contain written confirmation of said training? Section 14(a).

CASE MANAGER

69. _____ Has your case manager(s) achieved professional status as defined in Section 14(b) and Section 17 of the intervention court rules?
To achieve professional status, a case manager must have either:
(1) a baccalaureate degree from an accredited four-year college or university; or
(2) a high school diploma or equivalent and four (4) years of relevant experience.
70. _____ If your case manager(s) has not achieved professional status, was a written waiver issued by the AOC before the hiring of your case manager(s)? Section 14(c).
71. _____ If a waiver was issued by the AOC, has your case manager(s) gained professional status within the one year of hiring? Section 17(b).
72. _____ Has your case manager(s) retained professional status by documenting twelve (12) hours annually of continuing education or training related to substance abuse and criminal justice issues? Section 17(c).
73. _____ If your case manager(s) has retained professional status, does your case manager's personnel file(s) contain written confirmation of said training? Section 14(b).

INTERVENTION COURT FIELD OFFICER

74. _____ Does your intervention court field officer meet the minimum experience and educational requirements as defined in Section 14(d) of the intervention court rules?
To meet the minimum requirements, an intervention court field officer must have either:
(1) a baccalaureate degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field *and* one (1) year of experience in related work; or
(2) a high school diploma or equivalent *and* five (5) years of relevant experience *and* successful completion of the Mississippi Law Enforcement Officers Training Program.
75. _____ Has your court provided written documentation to the AOC that your intervention court field officer is in compliance with all experience and educational requirements? Section 14(f).

INTERVENTION COURT TREATMENT COUNSELOR

76. _____ Does your intervention court treatment counselor meet the minimum experience and educational requirements as defined in Section 14(e) of the intervention court rules?
To meet the minimum requirements, an intervention court treatment counselor must have a master's degree from an accredited four-year college or university in social work, counseling, or one of the behavioral sciences.
77. _____ Has your court provided written documentation to the AOC that your intervention court treatment counselor is in compliance with all experience and educational requirements? Section 14(f).

INTERVENTION COURT TEAM

78. Does your intervention court team consist of (at a minimum)? Section 12(a).
 (a) _____ Intervention court judge
 (b) _____ Local prosecuting attorney or a representative from that office
 (c) _____ Local criminal defense attorney
 (d) _____ One or more local treatment providers
 (e) _____ Intervention court coordinator
 (f) _____ Community supervision officer
 (g) _____ Law enforcement officer
79. _____ Does your court keep on file a list of the intervention court team members along with a description of each member’s role and responsibilities? Section 12(b).

FISCAL REQUIREMENTS

(A) FISCAL MONTHLY REPORTING

80. _____ Does your court timely submit (by the 20th of the month) to the AOC an accurate Monthly Intervention Court Fiscal Reporting Form, signed and dated by the intervention court judge and preparer of the report, that details expenses incurred by the court during the previous month? Fiscal Section 6(a).
81. _____ Does your court provide and maintain the reimbursement documentation requirements listed in Section 6(d) of the Fiscal Management portion of the intervention court rules? Fiscal Section 2(d).

(B) FEES AND FISCAL MANAGEMENT

82. _____ Are all monies received from any source by your court accumulated in a fund to be used only for intervention court purposes? Miss. Code Ann. § 9-23-19(1); *see also* Operations Section 7(f)(3)-(4).
83. _____ Are all funds collected by your court deposited in your court’s local fund on the day when collected or on the next business day thereafter? Miss. Code Ann. § 25-1-72.
84. _____ Does your court have a “documented participant fee schedule”? Operations Section 20(a)(2)(L); *see also* Operations Section 2.
85. _____ Does your court have a “documented revenue schedule”? Operations Section 20(a)(2)(L); *see also* Operations Section 2.
86. _____ Has your court established written procedures concerning the receipt of, and accountability of, fees or fines collected and other revenue or monies received? Operations Section 7(f)(2).
87. _____ Has your court established a local intervention court fund under the authority of the county or municipality’s fiscal officer? Operations Section 7(f)(3). If so, provide the following contact information for the fiscal officer:

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

88. _____ Are all monies derived from intervention court operation deposited into the local intervention court fund? Operations Section 7(f)(4).

- 89. _____ Are all monies collected used exclusively for intervention court related expenses? Operations Section 7(f)(4).
- 90. _____ Has your court implemented an accounting system with the capability to ensure financial transactions are thoroughly documented and handled in a uniform and consistent manner? Fiscal Section 2(a).
- 91. _____ If your court distributes gift cards, does your court have an accounting system to track the purchase, storage, and distribution of gift cards? Fiscal Section 2(a).
- 92. _____ Does your court maintain a monthly file of all documentation that ties expenditures to your monthly fiscal report? Fiscal Section 2(d).
- 93. _____ Does your court maintain records to support expenditures for a period of three (3) state fiscal years in addition to the state fiscal year in progress? Fiscal Section 2(d).
- 94. _____ Has your court timely submitted (no later than sixty (60) days before the beginning of each program year) its annual request for program funding with accompanying budget detail to the AOC (on AOC forms)? Fiscal Section 3(a).
- 95. _____ Is your court operating within its approved annual budget? Fiscal Section 3(c).
- 96. _____ Are you aware that your court is prohibited from maintaining an independent bank account or petty cash fund? Operations Section 7(f)(3).
- 97. _____ If your court collects monies, has the intervention court identified a primary and secondary intervention court staff member assigned the responsibility of collections of monies? Operations Section 7(f)(5)(A).
- 98. List the intervention court staff members assigned the responsibility of collection of monies:

 Primary: _____
 Secondary: _____
- 99. _____ Are the primary and secondary staff members assigned the responsibility of collection of monies appropriately bonded? Please attach copies of both bonds. Operations Section 7(f)(5)(B-C).
- 100. _____ Have your intervention court’s contracts for contractual services been approved by the local county or municipality? Fiscal Section 4(f)(2).
- 101. _____ Have your intervention court’s contracts for contractual services been signed by all parties in the appropriate section? Fiscal Section 4(f)(2).
- 102. _____ Have copies of these fully-executed contract been provided to the AOC? Fiscal Section 4(f)(3).
- 103. _____ Has your intervention court provided to the AOC a copy of the yearly audited intervention court inventory report? Fiscal Section 4(g)(5).

SECTION II.

REQUIREMENTS FROM THE 16 STRATEGIES

- 104. _____ Collaborative Planning – Does your court engage stakeholders to create an interdisciplinary, coordinated, and systemic approach to working with youth and their families?
- 105. _____ Teamwork – Has your court developed and maintained an interdisciplinary, nonadversarial work team?
- 106. _____ Clearly Defined Target Population and Eligibility Criteria – Does your court have a defined target population and eligibility criteria that are aligned with the program’s goals and objectives?
- 107. Judicial Involvement and Supervision
 - (a) _____ Does your court schedule frequent judicial reviews?
 - (b) _____ Is your court sensitive to the effect that court proceedings can have on youth and their families?
- 108. Monitoring and Evaluation – Submitting monthly program reports to the AOC satisfies Strategy 5.
- 109. _____ Community Partnerships – Has your court built partnerships with community organizations to expand the range of opportunities available to youth and their families?
- 110. _____ Comprehensive Treatment Planning – Has your court tailored interventions to the complex and varied needs of youth and their families?
- 111. _____ Developmentally Appropriate Services – Has your court tailored treatment to the developmental needs of adolescents?
- 112. _____ Gender-Appropriate Services – Has your court designed treatment to address the unique needs of each gender?
- 113. Cultural Competence
 - (a) _____ Has your court created policies and procedures that are responsive to cultural differences?
 - (b) _____ Has your court trained personnel to be culturally competent?
- 114. _____ Focus on Strengths – Does your court maintain a focus on the strengths of youth and their families during program planning and in every interaction between the court and those it serves?
- 115. _____ Family Engagement – Does your court recognize and engage the family as a valued partner in all components of the program?
- 116. _____ Educational Linkages – Does your court coordinate with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate to his or her needs?
- 117. Drug Testing – Compliance with Section 19 and Section 20(g) satisfies Strategy 14.
- 118. _____ Goal-Oriented Incentives and Sanctions – Does your court respond to compliance and noncompliance with incentives and sanctions that are designed to reinforce or modify the behavior of youth and their families?
- 119. Confidentiality – Compliance with Miss. Code Ann. §§ 43-21-251(2) and 43-21-259 satisfies Strategy 16.

**SECTION III.
SIGNATURES**

I attest that all information reported in this Compliance Criteria and any documentation attached thereto is accurate and true to the best of my knowledge.

Coordinator Signature Printed Name Date

Judge's Signature Printed Name Date

Please email compliance criteria and any attached documentation in PDF format to:

Jim Burris
Intervention Courts Operations Analyst
jburris@courts.ms.gov