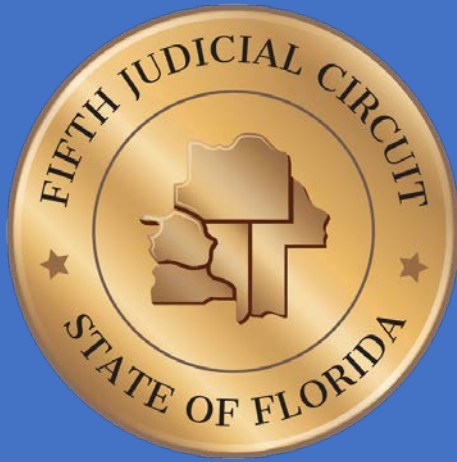


**FIFTH JUDICIAL CIRCUIT  
SUBSTANCE ABUSE TREATMENT  
PROVIDER  
REQUEST FOR INFORMATION (RFI)**



**SUBSTANCE ABUSE  
TREATMENT PROVIDERS**

**REQUIREMENTS FOR APPOINTMENT AS A SUBSTANCE ABUSE  
TREATMENT PROVIDER:**

**Qualifications:**

For addition to the Substance Abuse Treatment Directory providers must Meet the following requirements:

Licensure as an outpatient substance abuse treatment provider if an agency. If an individual in private practice, clinical licensure such as but not limited to clinical social worker, mental health counselor, or psychologist.

Use of evidence-based treatment and educational modalities. Administer behavioral or cognitive-behavioral evidenced based treatments that are documented in treatment manuals and have been demonstrated to improve outcomes for addicted persons involved in the criminal justice system. History of successful experience with clients involved in the court system, including those with co-occurring disorders.

Maintain continuing education credits that includes on-going training and quality control measures.

Provide drug and alcohol screens for participants to include gold standard confirmation of Liquid and/or Gas Chromatography

The Provider is responsible for providing all equipment, office space, and supplies necessary to perform the services.

For specific requirements see Attachment “A”

**Compensation:**

Compensation, for Substance Abuse Treatment, is paid by the State of Florida at the rates set by the Court. Rates of compensation are as set forth in Attachment “B”:

**Registration:**

Those who meet the above qualifications and wish to be appointed as a substance abuse treatment provider in the Fifth Judicial Circuit must submit an application; and

Once approved for addition to the Fifth Judicial Circuit Substance Abuse Treatment Provider Directory, each Substance Abuse Treatment Provider selected must enter into a contract with the Fifth Judicial Circuit. Contracts will be for three (3) years. Each contract will begin on July 1, 2019 and end June 30, 2022.

See Attachment “C” for additional information.

**Locations:**

Substance Abuse Treatment Providers may be required to provide services across the circuit, locations include: The Citrus County Courthouse, Inverness; Hernando County Governmental Center, Brooksville; Lake County Courthouse, Tavares; Marion County Judicial Center, Ocala; Sumter County Courthouse, Bushnell, and such other facilities as required by the Court.

**Rules:**

Other Resources: Florida Statute Section 397.334, a treatment-based Drug Court Program; Florida Statute, Section 948.16(1), Misdemeanor pretrial substance abuse education and treatment intervention program (pretrial treatment-based drug court program); and Florida Statute, Section 948.20(1), post-adjudicatory treatment-based drug court program; Florida Statute, Section 394.47891 authorizes the establishment of a Military Veterans and Service Members Court Program; Problem Solving Courts; Allowable Expenses for Problem Solving Courts, Attachment “D.”

**REFERENCE MATERIAL REGARDING SUBSTANCE ABUSE  
TREATMENT SERVICES:**

Fifth Judicial Circuit Administrative Order H-2018-24 Administrative Order  
Regarding the Drug Court Division in Hernando County and Rescinding  
Administrative Order H-2010-45

<http://www.circuit5.org/administrative-orders/h-2018-24/>

Fifth Judicial Circuit Administrative Order M-2002-29 AO Creating Dependency  
Drug Court

<http://www.circuit5.org/administrative-orders/m-2002-29/>

Fifth Judicial Circuit Administrative Order M-2009-26-A Amended AO Creating  
the Marion County Juvenile Drug Court Program in Marion County

<http://www.circuit5.org/administrative-orders/m-2009-26-a/>

Fifth Judicial Circuit Administrative Order M-2010-14-B Second Amended AO  
Establishing the Felony Post-Adjudicatory Drug Court Expansion Program in  
Marion County

<http://www.circuit5.org/administrative-orders/m-2010-14-b/>

Fifth Judicial Circuit Administrative Order M-2014-64 AO Establishing A  
Misdemeanor Drug Court Program for Marion County

<http://www.circuit5.org/administrative-orders/m-2014-64/>

Fifth Judicial Circuit Administrative Order M-2014-65 AO Establishing Fee  
Structure for Misdemeanor Drug Court Program

<http://www.circuit5.org/administrative-orders/m-2014-65/>

Fifth Judicial Circuit Administrative Order M-2017-15 Administrative Order  
Establishing the Felony Treatment-Based Drug Court Program in Marion County  
and Rescinding Administrative Order Number M-2012-34

<http://www.circuit5.org/administrative-orders/m-2017-15/>

Fifth Judicial Circuit Administrative Order H-2012-01 AO Creating Dependency  
Drug Court

<http://www.circuit5.org/administrative-orders/h-2012-01/>

Fifth Judicial Circuit Administrative Order C-2012-44 AO Creating Dependency Drug Court

<http://www.circuit5.org/administrative-orders/c-2012-44/>

Fifth Judicial Circuit Administrative Order S-2016-38-A Amended AO Establishing a Misdemeanor and Felony Drug Court Program in Sumter County

<http://www.circuit5.org/administrative-orders/s-2016-38-a/>

Fifth Judicial Circuit Administrative Order A-2005-28-A Amended AO Requiring Uniformity of Transference of Drug Court Cases Within the Fifth Judicial Circuit

<http://www.circuit5.org/administrative-orders/a-2005-28-a/>

Fifth Judicial Circuit Administrative Order A-2013-17 Re: Drug Court – Felony Substance Abuse Pre-trial Treatment Intervention Program

<http://www.circuit5.org/administrative-orders/a-2013-17/>

Fifth Judicial Circuit Administrative Order A-2013-20 Re: Drug Court – Misdemeanor Substance Abuse Pre-trial Treatment Intervention Program

<http://www.circuit5.org/administrative-orders/a-2013-20/>

Fifth Judicial Circuit Administrative Order S-2016-37 Order of Appointment to Preside Over Drug Treatment Court

<http://www.circuit5.org/administrative-orders/s-2016-37/>

Fifth Judicial Circuit Administrative Order H-2018-25 Administrative Order Regarding the Veterans' Treatment Court Division in Hernando County and Rescinding Administrative Order H-2016-20

<http://www.circuit5.org/administrative-orders/h-2018-25/>

Fifth Judicial Circuit Administrative Order M-2012-19 AO Implementing Veterans' Treatment Court Division in Marion County

<http://www.circuit5.org/administrative-orders/m-2012-19/>

Fifth Judicial Circuit Administrative Order M-2012-20 AO Appointing Judge to Preside Over Veterans' Treatment Court Division in Marion County

<http://www.circuit5.org/administrative-orders/m-2012-20/>

Fifth Judicial Circuit Administrative Order L-2016-55-A Administrative Order Implementing Veteran's Treatment Court Division in Lake County, Vacating Administrative Order L-2016-55

<http://www.circuit5.org/administrative-orders/l-2016-55-a/>

Fifth Judicial Circuit Administrative Order S-2016-36 Order of Appointment to Preside Over Veterans' Treatment Court

<http://www.circuit5.org/administrative-orders/s-2016-36/>

Fifth Judicial Circuit Administrative Order C-2017-07 Administrative Order Implementing Veterans' Treatment Court Division in Citrus County

<http://www.circuit5.org/administrative-orders/c-2017-07/>

Fifth Judicial Circuit Court Problem Solving Court Website:

<http://www.circuit5.org/programs-services/drug-court-programs/>

Fifth Judicial Circuit Court Substance Abuse Treatment Provider Directory:

<http://www.circuit5.org/wp-content/uploads/2019/01/gec01182019.xlsx>

Fifth Judicial Circuit Court Substance Abuse Treatment Provider Directory Application:

Florida Office of State Court Administrator:

<https://www.flcourts.org/Resources-Services/Court-Improvement/Problem-Solving-Courts> .

**SERVICE REQUIREMENTS:**

- a. The SELECTED PROVIDER must provide an evidenced based initial needs assessment of potential participants prior to or at the time of entry into the drug court program. Assist in discussions with the Drug Court Team of program and level of care appropriateness based on the participant's initial assessment.
- b. The SELECTED PROVIDER must provide outpatient treatment services to Drug Court participants in cases referred to the SELECTED PROVIDER by the Court, unless acceptance of a case would create a conflict of interest for the SELECTED PROVIDER. In the event that the SELECTED PROVIDER determines he or she has a clear conflict of interest regarding any referred case, the SELECTED PROVIDER shall immediately advise the Court. If a conflict of interest arises after the SELECTED PROVIDER has begun performance of services on a case, he or she shall be compensated for services performed, at least in part. The SELECTED PROVIDER may decline any case for good cause with notice to the Court. The SELECTED PROVIDER will provide evidence of appropriate referral and follow up to assure appropriate entry or acceptance to alternative services or treatment.
- c. The SELECTED PROVIDER must be willing to provide the treatment and drug screening services, to self-pay participants in other Marion county Problem Solving Court Services at the same financial rate provided to those in the Expansion Drug Court Program.
- d. The SELECTED PROVIDER and all staff providing services must adhere to standards, procedures, and rules for qualifications, certification, regulation, professional conduct, ethics, discipline and training for Drug Court outpatient counseling services as established by the Florida Statutes, Florida Administrative Code, Florida Rules of Court, Department of Business, the National Association of Drug Court Professionals Adult Drug Court Best Practice Standards, and Professional Regulations or other regulatory body.
- e. Services. Each participant shall receive substance abuse treatment based on a standardized evidenced based assessment of their treatment needs by qualified clinical staff. The services shall include evidenced based and trauma informed behavioral or cognitive- behavioral treatments as provided for in subsection 65D-30.010(2) of the Florida Administration Code. Each

ATTACHMENT "A"

SELECTED PROVIDER shall be capable of providing or arranging a continuum of evidence-based interventions that are documented in treatment manuals to include but not limited to the list of services below. Services shall be provided in accordance with the needs of the client as identified in the individualized treatment plan, as follows:

- i. Providing or recommending detoxification, and/or residential services;
  - ii. Individual counseling;
  - iii. Group counseling;
  - iv. Intensive Outpatient Treatment
  - v. Counseling with families; and
  - vi. Clinical Case Management Services that is complimentary to therapeutic needs identified in the individualized treatment plan that, without which, progress towards treatment goals and objectives may be significantly hindered or impossible.
  - vii. Evidenced based educational programs that are designed to reduce criminal thinking, encourage anger management, employment, and independent living. Additionally, the program services must include strategies for avoiding substance abuse or relapse, health problems related to substance abuse, encourage peer support or other 12 step programs that encourage prosocial sober community support and motivational enhancement and strategies for achieving a substance-free lifestyle.
- f. Required Hours of Services. For outpatient treatment, each client must receive services each week in accordance with subsection 65D-30.010(1) of the Florida Administration Code, including a minimum of one counseling session. If fewer sessions are indicated, clinical justification must be documented in the client record.
- g. Caseload. No full-time counselor shall have a caseload that exceeds 50 clients participating in individual counseling at a given time.
- h. Hours of Operation. The SELECTED PROVIDER shall post their hours of operation and this information must be visible to the public. Treatment and/or drug screens will be made available outside of regular business hours for those participants who may be employed.

ATTACHMENT "A"

- i. The SELECTED PROVIDER will maintain records of cases, input progress into the Florida Drug Court Case Management System (FLDCCMS) hours and days for which treatment services are provided to Drug Court Participants within 2 business day of the treatment, and report this (via invoice) information to the Court on a monthly basis.
- j. The SELECTED PROVIDER must have a specially appointed representative participate in Drug Court staffing and court hearings to provide input on each participants treatment progress and provide input on addressing treatment needs.
- k. The SELECTED PROVIDER will be available to Drug Court staff as needed for case consultation and assistance in service development.
- l. The SELECTED PROVIDER will give testimony in court hearings related to a Drug Court participants' involvement in the treatment program and as to any violations or noncompliance with treatment program rules and requirements if needed.
- m. The SELECTED PROVIDER will meet with Drug Court participants referred to the provider within fourteen (14) days of the referral for initial assessment.
- n. The SELECTED PROVIDER must provide interventions for co-occurring disorders, or link to services for co-occurring disorders.
- o. The SELECTED PROVIDER must provide or arrange detoxification services and/or residential services as needed to meet the participant's assessed level of care and treatment needs.
- p. The SELECTED PROVIDER must provide culturally competent services and gender specific treatment.
- q. The SELECTED PROVIDER must provide on-going staff training and quality control measures
- r. The SELECTED PROVIDER must attend Drug Court program meetings as set by the Court.
- s. The Drug Court understands that there is no empirical justification for



ATTACHMENT "A"

excluding addicted offenders with co-occurring mental health or medical problems from participation in Drug Court; therefore, it is preferred that the **SELECTED PROVIDER** possess, at the time of contract commencement, the ability to administer Medically Assisted Treatment (MAT) or coordinate this treatment service via a qualified and credentialed entity.

- t. The Drug Court understands that there exists no good cause for excluding persons possessing Limited English Proficiency (LEP) from individual or group counseling sessions; therefore, it is preferred that the **SELECTED PROVIDER** possess, at the time of contract commencement, the ability to provide enabling tools that would equip those in need for participation.

ATTACHMENT "B"

<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>INITIAL ASSESSMENT</b>	
<p>Defined As: An in-depth (Bio-Psychosocial) assessment that provides detailed information on all of the following components:</p> <ul style="list-style-type: none"> <li>• Chief complaint -recipient's perception of problems, needs or prominent symptoms.</li> <li>• Personal history                             <ul style="list-style-type: none"> <li>-Alcohol &amp; other drug use (history, frequency, quantity)</li> <li>-Traumatic experiences</li> <li>-Legal involvement</li> <li>-Educational analysis</li> <li>-Resources and strengths</li> </ul> </li> <li>• History of treatment (if applicable) including:                             <ul style="list-style-type: none"> <li>-Mental health status exam</li> <li>-Desired services and goals from the recipient's viewpoint</li> <li>-Individualized Treatment recommendations or plan.</li> </ul> </li> </ul>	\$30.00
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>RESIDENTIAL SERVICES</b>	
<p>Defined As: Direct intervention for individuals with substance use or co-occurring mental and substance use disorders who need structured care. Treatment must occur in nonhospital, licensed residential facility. Safe housing and medical care in a 24-hour recovery environment with evidenced based services that promote recovery communities and aftercare step down options that. Residential treatment providers must have continuous contact with the Drug Court staff to update them on the client's progress or lack of progress in advance of significant action occurring like graduation from or any other kind of discharge from the program.</p>	\$130 Per day

ATTACHMENT "B"

<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>INTENSIVE OUTPATIENT PROGRAM (IOP)</b>	
Defined As: Intensive Outpatient Treatment (IOP for "Intensive Outpatient Program") is a primary treatment program recommended in some circumstances based on an evidenced based assessment where it is indicated that the person is needing a higher level of care than regular Out Patient Groups but is less restrictive than residential or inpatient detox. IOP sessions must be evidenced based and are usually held at least 3 days a week for <b>2-3 hours</b> a day. These groups should be small of no more than 10-12 persons per group. "Step – down/Up" IOP may also be considered in this category.	\$30.00 Per Unit Hour
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>INDIVIDUAL TREATMENT</b>	
Defined As: Individual therapy services include the provision of insight-oriented, cognitive behavioral, psycho-educational & evidence-based practices, methods & interventions, substance abuse and addiction counseling, and supportive therapy with the focus of reaching goals established within a treatment plan.	\$20.00 Per Unit Hour
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>CLINICAL/THERAPEUTICALLY NEEDED CASE MANAGEMENT SERVICES</b>	
Defined As: Linking, advocating and providing referrals to prosocial services that have been therapeutically identified as needed. This must be documented in the individualized treatment plan and progress notes as vital for the person's progress in the program and that without which progress towards treatment goals and objectives may be hindered.	\$20.00 Per Unit Hour
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>THERAPY</b>	
Defined As: A group that includes the provision of cognitive behavioral/substance abuse education & addiction/substance abuse processing to reveal underlying causes of symptoms of substance abuse and or/addiction. Allows for supportive therapy interventions to an individual in a group dynamic to provide affirmation, normalization and recognition of strength and character defects as it relates to substance abuse.	\$20.00 Per Unit Hour

ATTACHMENT "B"

Deliverables: Professional Services	Fees
<b>TIER ONE (1) DRUG SCREENING AND TESTING</b>	Tier one (1) (oral or UA 7, 9, or 12 panel)  \$15.00 Per Screen
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a Drug Court Expansion client including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	
Deliverables: Professional Services	Fees
<b>TIER TWO (2) DRUG SCREENING AND TESTING</b>	Tier 2 drug screen (oral or UA 7, 9, or 12 panel to include K2/Spice)  \$40.00 Per Screen
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a Drug Court Expansion client including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	
Deliverables: Professional Services	Fees
<b>TIER THREE (3) DRUG SCREENING AND TESTING</b>	Tier 2 drug screen (oral or UA 7, 9, or 12 panel to include Kratom)  \$70.00 Per Screen
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a Drug Court Expansion client including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	

## NOTICE:

**IMPORTANT: TO BE INCLUDED ON THE FIFTH JUDICIAL  
CIRCUIT SUBSTANCE ABUSE TREATMENT PROVIDER  
DIRECTORY APPLICANTS MUST:**

- ✓ Submit a substance abuse treatment provider directory application
- ✓ Submit proof of applicable licensure
- ✓ Register with the State of Florida as a vendor
- ✓ Submit a signed professional services contract.

**FOR INCLUSION IN THE FIFTH JUDICIAL CIRCUIT SUBSTANCE  
ABUSE TREATMENT PROVIDER DIRECTORY**

\_\_\_ Complete and submit Application to be included in the Fifth Judicial Circuit Substance Abuse Treatment Program. The Application may be located at:

<http://www.circuit5.org/court-administration/court-contracted-services/>

\_\_\_ Provide proof of licensure in required field.

### **Registry Application:**

Please submit all completed Substance Abuse Treatment Provider Directory Applications and supporting documentation via email to:

ALINA STOOHOFF  
Problem Solving Courts Manager  
Court Operations Consultant  
[astoothoff@circuit5.org](mailto:astoothoff@circuit5.org)  
(352) 401-7885.

ATTACHMENT "C"

**FOR ALL STATE OF FLORIDA VENDORS**

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE SUBMITTING YOUR CONTRACT:  
**HAVE YOU...**

- \_\_\_ verified all information on your contract is correct (name, geographic location, contact info)?
- \_\_\_ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)
- \_\_\_ electronically filed a 'Substitute Form W-9' with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your 'Substitute Form W-9'. The DFS website is at: <https://flvendor.myfloridacfo.com> (NOTE: If you have any questions, please contact the Fiscal Office at 352-401-6779)
- \_\_\_ sent a hard copy of your 'Substitute Form W-9' to our Fiscal Office? If not, please mail a copy of this Form to: ATTN: Lake County Court Administration-Finance and Accounting Office, PO BOX 7800, Tavares, FL 32778.
- \_\_\_ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at <https://vendor.myfloridamarketplace.com>.

New Vendor Registration

Complete:

Company Name Tax ID Type Tax ID

Re-enter Tax ID Select Register

- \_\_\_ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?

ATTACHMENT "C"

**Contracts:**

If you answered 'YES' to all of the above,  
Please mail the *signed original contract* to:  
Court Administration,  
**Fifth Judicial Circuit**  
General Counsel's Office,  
PO Box 7800, Tavares, FL 32778.

If you have any questions, contact:  
ALINA STOOHOFF  
Problem Solving Courts Manager  
Court Operations Consultant  
[astoothoff@circuit5.org](mailto:astoothoff@circuit5.org)  
(352) 401-7885.

ATTACHMENT "D"

**Problem-Solving Court (PSC) Appropriation  
Supplemental List of Allowable Expenditures**

Expense Type	Allowable Expense (Yes/No)	Basis for Allowability
Car Service (e.g. Uber, Lyft, Taxi)	Yes	Ancillary Service
Family Finding Services (nationwide background searches to find family members for children in the dependency system)	Yes	Ancillary Service
Hepatitis B & C Testing and Counseling	Yes	Ancillary Service
HIV/AIDS Testing and Counseling	Yes	Ancillary Service
Hyperbaric Oxygen Therapy	Yes	Ancillary Service
Risk and Need Assessments	Yes	Treatment Services
Trauma-Informed/EMDR Counseling	Yes	Ancillary Service
Trolley Passes	Yes	Ancillary Service
Visitation Coaching Pilot Program (G.I.F.T.) Implementation (Anticipated costs are for contracting with Zero to Three and QIC to conduct train the trainer and assist in developing infrastructure with the community and ECC team - specific costs still being researched; and contracting with an agency and/or university to employ 2 visitation coaches to serve families in ECC who are new or still at the supervised visitation stage)	Yes (contingent on final allowable costs included in the circuit's program budget)	Ancillary Service



ATTACHMENT “D”

**FY 2018/19 PROBLEM-SOLVING COURT GUIDELINES**

ALLOWABLE COSTS

Alternative sources of funding (e.g., Medicaid, private insurance, etc.) should be explored and, to the extent possible, utilized before these state funds are used for the purposes specified below.

1. **Treatment Services** – substance abuse and mental health treatment services based on assessed need, including validated assessments and evaluations, detoxification, outpatient treatment, residential treatment, medication-assisted treatment in combination with counseling and behavioral therapies, case management, recovery support/aftercare, and medication management. (Note: All services must be evidence-based. Costs for psychotropic medications for participants is not an allowable cost.)
2. **Drug Testing** – drug testing instruments, equipment, and lab costs, including Gas Chromatography/Mass Spectrometry (GC/MS) confirmations.
3. **Ancillary Services** – services that are reasonable and necessary for participants to meet their obligations of the problem-solving court that are based on an assessed need, including bus passes for transportation, transitional housing, employment assistance, education assistance, life-skills training, anger management, domestic violence intervention services, batterer’s intervention services, DUI education courses, retreats for combat veterans (e.g., grief seminars), veterans’ issues awareness training, mentor services, recovery support, and other services, as needed.
4. **Treatment Services, Drug Testing, Case Management, and Ancillary Services Expenses** – operational costs directly related to treatment, drug testing, case management, and ancillary support services that are reasonable and necessary such as rented office space for court case management and treatment staff, general office supplies, office equipment and furniture for case management and treatment staff (within reason and if clearly necessary to facilitate the service-delivery/programmatic activities), court case management and treatment staff training and education, printing and copier costs, shipping and handling fees, business cards, and instructional books/workbooks for participants.