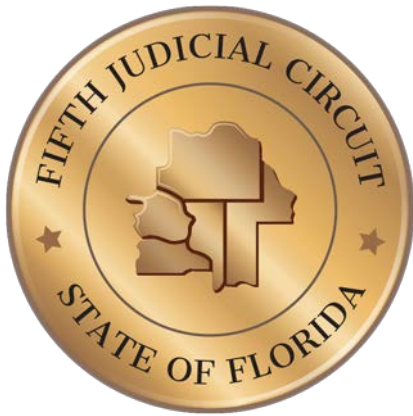


FIFTH JUDICIAL CIRCUIT PROBLEM SOLVING COURTS APPLICATION

The Chief Judge of the Fifth Circuit is compiling a directory of Substance Abuse Treatment Providers that agree to be compensated pursuant to the terms and fees established by the Fifth Judicial Circuit and attached to the Request for Information (RFI) located at: www.circuit5.org. Any service provider who wishes to be retained for services and paid by the Office of the State Courts Administrator must be on this directory and be registered as a vendor with the State of Florida.



Please review the Fifth Judicial Circuit Substance Abuse Treatment Provider Request for Information (RFI). Please assure that you meet the “Requirement for Appointment as a Substance Abuse Treatment Provider” before you submit this application.

Complete this application **in its entirety**. Incomplete applications will be returned to the applicant for completion. Please print legibly in blue or black ink or type.

Name: _____
(Last) (First) (Middle)

Business Address: _____

(City) (State) (Zip Code)

Business Phone: _____ Business Fax: _____

E-Mail Address: _____

LICENSING:

Agency: _____ License #: _____

Minimum Professional Requirements: (Please initial confirming each requirement)	
<p>_____</p> <p>_____</p> <p>_____</p>	<p>I am a licensed outpatient substance abuse treatment provider, and/or;</p> <p>I am a licensed residential substance abuse treatment provider, or;</p> <p>I am an individual in private practice with one of the following clinical licenses: clinical social worker, mental health counselor, psychologist or other_____.</p>
<p>_____</p>	<p>I/we use evidence-based treatment and educational modalities, containing 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.</p>
<p>_____</p>	<p>I/we provide drug and alcohol screens for participants to include gold standard confirmation of Liquid and/or Gas Chromatography</p>
<p>_____</p>	<p>I will notify the Chief Judge of any formal complaint filed with my professional licensing agency against me for any reason.</p>
<p>_____</p>	<p>I understand that I am not on the directory until my application has been approved by the Chief Judge.</p>
<p>_____</p>	<p>I /we maintain continuing education credits that includes on-going training and quality control measures.</p>
<p>_____</p>	<p>I/we will provide equipment, office space, and supplies necessary to perform the services.</p>
<p>_____</p>	<p>I/we have read and understand the specific requirements for substance Abuse Treatment Providers contained in Attachment "A" of this application.</p>
<p>_____</p>	<p>I have read and understand the standard fee schedule for services provided to the included in the Request for Information for.</p>

County Where Applicant Requests Court Appointments: Check all that apply

Citrus County

Hernando County

Lake County

Marion County

Sumter County

CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE STATEMENTS CONTAINED HEREIN AND, ON ANY ATTACHMENTS, ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH. I UNDERSTAND THAT ANY OMISSIONS, FALSIFICATIONS, MISSTATEMENTS, OR MISREPRESENTATIONS ABOVE MAY DISQUALIFY ME FOR CONSIDERATION AND, IF I AM ACCEPTED TO THE REGISTRY, MAY BE GROUNDS FOR REFUSAL OF APPOINTMENT OR DISMISSAL AT A LATER DATE. I UNDERSTAND THAT IF APPOINTED, I AM REQUIRED TO ADHERE TO THE CONTRACT WITH THE JUSTICE ADMINISTRATIVE COMMISSION (IF APPLICABLE), AND APPLICABLE POLICIES AND PROCEDURES ESTABLISHED BY THE FIFTH JUDICIAL CIRCUIT AND/OR JUSTICE ADMINISTRATIVE COMMISSION.

Signature of Applicant

Date

Approved on _____, 201__:

S. Sue Robbins, Chief Judge, Fifth Circuit

Approved as to legal sufficiency:

Jeffery K. Fuller, General Counsel Date

ALL APPLICANTS MUST PROVIDE:

- SIGNED APPLICATION
- PROOF OF LICENSURE

**EMAIL APPLICATION PACKET TO:
ALINA STOOHOFF
ASTOOHOFF@CIRCUIT5.ORG**

**IF YOU HAVE ANY QUESTIONS ABOUT EXPERT WITNESS
YOU MAY CONTACT:
ALINA STOOHOFF
PROBLEM SOLVING COURTS MANAGER
TELEPHONE: 352-401-7885
EMAIL: ASTOOHOFF@CIRCUIT5.ORG**

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

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.

- 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

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.