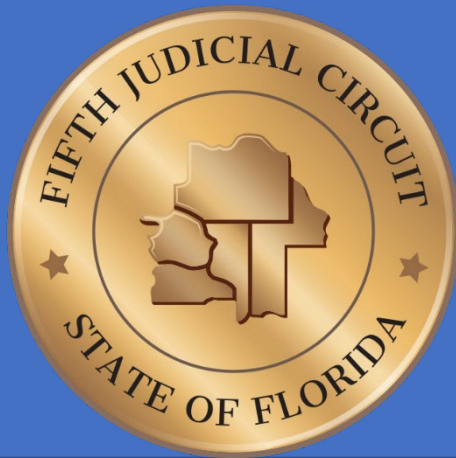


**FIFTH JUDICIAL CIRCUIT  
TREATMENT AND SERVICE  
PROVIDERS  
REQUEST FOR INFORMATION (RFI)**



**TREATMENT AND  
SERVICE PROVIDERS**

**REQUIREMENTS FOR APPOINTMENT AS A  
TREATMENT/SERVICE PROVIDER:**

**Qualifications:**

**Agencies:** Must hold all applicable business licenses and employ licensed treatment providers.

**Individuals:** Must be in private practice, and licensed as a clinical social worker, a mental health counselor, or a psychologist, or submit qualifications equivalent to those listed. An individual must have professional liability insurance.

**Use of evidence-based treatment and educational modalities.** To be a qualified Treatment/Service Provider ("Provider") an Agency or Individual must use evidenced based treatments (or service) that are documented in-manuals/curriculum and have been demonstrated to improve outcomes for persons with substance use disorders/dependency. Provider must have a demonstrable history of successful outcomes with clients involved in the court system, including those with co-occurring disorders.

Provider must maintain continuing education credits that includes on-going training and quality control measures.

Provide drug and alcohol screens for participants, as clinically appropriate, to include 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 treatment or services is paid by the State of Florida at 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 treatment or service provider in the Fifth Judicial Circuit must submit an application; and

Once approved for addition to the Fifth Judicial Circuit Treatment/Service Provider Directory, each Provider selected must enter into a contract with the Fifth Judicial Circuit.

See Attachment “C” for additional information.

**Locations:**

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:**

Section 397.334, Florida Statutes, a treatment-based Drug Court Program; Section 948.16(1), Florida Statutes, Misdemeanor Pretrial Substance Abuse Education and Treatment Intervention Program (pretrial treatment-based drug court program); Section 948.20(1), Florida Statutes, Post-adjudicatory Treatment-based Drug Court Program; Section 394.47891, Florida Statutes, authorizing the establishment of a Military Veterans and Service Members Court Program; Problem Solving Courts; and Allowable Expenses for Problem Solving Courts, Attachment “D.”

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

### **Circuit-wide Administrative Orders:**

Fifth Judicial Circuit Administrative Order A-2005-28-A Amended  
Administrative Order 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 A-2023-05 Re:  
Administrative Order Establishing the Fifth Judicial Circuit Specialty  
Courts Advisory Committee

<https://www.circuit5.org/administrative-orders/a-2023-05/>

### **Citrus County Administrative Orders:**

Fifth Judicial Circuit Administrative Order C-2008-05 Re: Administrative Order  
Creating the Mental Health Court and the Mental Health Court Diversion  
Program in Citrus County

<https://www.circuit5.org/administrative-orders/c-2008-05/>

Fifth Judicial Circuit Administrative Order C-2012-36 Administrative Order  
Establishing Participation Fees in the Mental Health Court and the Mental  
Health Court Diversion Program in Citrus County

<https://www.circuit5.org/administrative-orders/c-2012-36/>

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

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

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/>

**Hernando County Administrative Orders:**

Fifth Judicial Circuit Administrative Order H-2012-01 Administrative Order  
Creating Dependency Drug Court  
<http://www.circuit5.org/administrative-orders/h-2012-01/>

Fifth Judicial Circuit Administrative Order H-2018-23 Administrative Order  
Regarding the Mental Health Court Division in Hernando County and  
Rescinding Administrative Order H-2015-55  
<https://www.circuit5.org/administrative-orders/h-2018-23/>

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 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 H-2019-29-A Administrative  
Order Regarding the Establishment of a Felony Post-Adjudicatory Drug  
Court Expansion Program in and For Hernando County  
<https://www.circuit5.org/administrative-orders/h-2019-29-a/>

**Lake County Administrative Orders:**

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/>

**Marion County Administrative Orders:**

Fifth Judicial Circuit Administrative Order M-2000-24 Administrative Order  
Creating DUI Court  
<https://www.circuit5.org/administrative-orders/m-2000-24/>

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-2009-06 Administrative Order Creating the Marion County Mental Health Court and Rescinding Administrative Order M-2002-20

<https://www.circuit5.org/administrative-orders/m-2009-06/>

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-2012-19 Administrative Order Implementing Veterans' Treatment Court Division in Marion County

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

Fifth Judicial Circuit Administrative Order M-2014-64 Administrative Order 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 Administrative Order 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 M-2022-13 Administrative Order Establishing Pre-Trial treatment-Based Diversion Drug Court in Marion County and Appointing Judge to Preside Over the Marion County Pre-Trial Treatment-Based Diversion Drug Court Program and Vacating and Replacing Administrative Order M-2020-04

<https://www.circuit5.org/administrative-orders/m-2022-13/>

### **Sumter County Administrative Orders:**

Fifth Judicial Circuit Administrative Order S-2016-31 Order of Appointment to Preside Over Veterans' Treatment Court

<https://www.circuit5.org/administrative-orders/s-2016-31/>

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 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 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/>

### **Other resources:**

Fifth Judicial Circuit Court Problem Solving Court Website:

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

Florida Office of State Court Administrator:

<https://www.flcourts.gov/Resources-Services/Office-of-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 problem-solving court program. Assist in discussions with the problem-solving court team on program and level of care appropriateness based on the participant's initial assessment.
- b. The SELECTED PROVIDER must provide treatment services to problem solving court participants in cases referred to the SELECTED PROVIDER by the court coordinator, unless (1) acceptance of a case would create a conflict of interest for the SELECTED PROVIDER or (2) provider does not offer that service or level of care. In the event 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 coordinator. 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, as appropriate. The SELECTED PROVIDER may decline any case for good cause with notice to the court coordinator. 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/services to self-pay participants in other Fifth Circuit Problem Solving Court Programs at the same financial rate (unless the provider's published rate is lower) as indicated in Appendix B.
- 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 treatment and 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. Each participant shall receive substance use disorder treatment and services based on a standardized evidenced based assessment of their treatment needs by qualified staff. The treatment and services shall include evidenced based, and trauma informed behavioral or cognitive- behavioral treatments and services as provided for in subsection 65D-30.010(2) of the Florida Administration Code.

ATTACHMENT "A"

SELECTED PROVIDER shall be capable of providing or arranging a continuum of evidence-based interventions as found in treatment manuals. The list of needed evidence-based intervention services which shall be provided to the client will be identified in the individualized treatment plan and may include, but are not limited to, the following:

- 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 use or relapse, health problems related to substance use, encourage peer support or other 12 step programs that encourage prosocial sober community support and motivational enhancement and strategies for achieving a lifestyle of recovery.
- f. Required Hours of Services. For outpatient treatment, each client must receive services each week in accordance with subsection 65D-30.010, Florida Administrative Code, clinical justification for all services must be documented in the client record.
- g. No full-time counselor shall have a caseload that exceeds fifty (50) clients participating in individual counseling at a given time.
- h. 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 (FDCCMS) hours and days for which treatment services are provided to Problem Solving 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 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 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 participants' involvement in the treatment program and asto any violations or noncompliance with treatment program rules and requirements if needed.
- m. The SELECTED PROVIDER will meet with the program 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 problem solving court program meetings as set by the court.
- s. The problem-solving Court understands that there is no empirical

ATTACHMENT "A"

justification for excluding offenders with co-occurring mental health or medical problems from participation in the program; 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 problem-solving 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 CLINICAL ASSESSMENT or Peer Recovery Capital/Program Assessment</b>	
<p>Defined As: An in-depth (Bio-Psychosocial) assessment that provides detailed information on all 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> <p>(Recovery Capital/Program Assessment is an in-depth holistic assessment that provides detailed information on all aspects of a participant's life including (but not limited to) their perception of problem, needs, symptoms, personal and treatment history and an individualized recovery treatment recommendations or plan).</p>	\$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. Residential treatment providers must have continuous contact with the problem-solving 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>	\$186.40 Per day

ATTACHMENT "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 participant needs a higher level of care that regular Outpatient Groups but is less restrictive than residential or inpatient detox. IOP sessions must be an evidenced based curriculum 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 use or dependency 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>GROUP THERAPY</b>	
Defined As: A group that includes the provision of evidence-based treatment curriculum addressing the individual's behavioral health needs. 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 use disorder or dependence.	\$20.00 Per Unit Hour
<b>Deliverables: Professional Services</b>	<b>Fees</b>

ATTACHMENT "B"

<b>TIER ONE (1) DRUG SCREENING AND TESTING</b>	Tier one (1) (oral or UA 7, 9, or 12 panel)
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a program participant including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<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)
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a program participant including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>TIER THREE (3) DRUG SCREENING AND TESTING</b>	Tier 2 drug screen (oral or UA 7, 9, or 12 panel to include Kratom)
Defined As: Drug Screen and Testing is a service which includes administering the drug panel test on a program participant including outcome information confirmation for the court. This also includes gold standard confirmation of Liquid and/or Gas Chromatography when confirmation is needed.	
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>SOBER LIVING HOUSING</b>	\$15.00 per day
Provide a safe and supportive substance free living environment that requires random drug testing and proof of effort made by tenants toward long term recovery	
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>FULL INITIAL PSYCHIATRIC ASSESSMENT</b>	\$300.00 per session
Initial Assessment by a qualified and licensed medical practitioner with documentation and findings supporting the need for medications or other medically appropriate treatment to include Medically Assisted Treatments (MAT).	

ATTACHMENT "B"

<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>MAT &amp;/or Medication Management (follow up sessions)</b>	
An appointment with a qualified and licensed medical practitioner that includes a detailed review of medication, renewal justification &/or changes with supporting documentation including recommendations.	\$150.00 per session
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>RECOVERY HOUSING</b>	
<p>Provide a safe and supportive recovery driven living environment that requires random drug testing. In addition, each participant will be housed in a Private or Semi-private Room, with one individual treatment session monthly, peer support meetings, and weekly outings to encourage prosocial activities outside of substance use behaviors. Also included will be activities like weekly Practical Life Skills sessions or workbook submissions that address the following as needed: Physical, Mental, Career, Emotional Social, and Spiritual Intelligence as well as Life Skill Components which may include things like Money Management, Time Management, Personal Change, Self-Awareness, Resume Writing, Interviewing, getting involved with a Recovery Community and/or Nutrition/Cooking.</p> <p>This program also assists with assuring the participants are complying with other needed treatment and Peer support services. Additional treatment/clinical services that are not included in this description may be billed separately.</p>	\$50.00 per day
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>Peer Recovery Coaching</b>	
Provided by a certified recovery coach, includes one-on-one peer support using evidenced based practices, methods and interventions focused on helping the participant reach goals established within the recovery goal plan (i.e., Recovery Capital Assessment or clinical assessment)	\$20.00 Per unit hour
<b>Deliverables: Professional Services</b>	<b>Fees</b>
<b>Recovery &amp; Resilience Classes</b>	
This includes pre-approved structured, time limited, evidence-based classes with established curriculums. These may include but are not limited to Life Skills, Career/GED and Thinking for Change (or other evidence based Criminal Thinking classes) etc. These evidence-based classes should come from recommendations from treatment provider or other established and approved assessment goals or objectives.	\$20.00 Per unit hour

## 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.

## FY 2022/23 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 with pre approval 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 for court program staff.