

PROBLEM SOLVING COURTS

IOCS Directory - PSC – Complete list of State of Indiana Problem Solving Courts

Recovery Works – Specialty Court Registration Process

1. For Completion

- The Problem-Solving Judge, administrator, or clerk completes the *Recovery Works Specialty Court Form*
- Available at: www.in.gov/fssa/dmha/recovery-works/ → Navigate to *Criminal Justice Partner – Specialty Court Form*

2. Form Submission

- Completed forms are sent to **Recovery.Works@fssa.in.gov**

3. Review and Follow-Up

- Recovery Works reviews the submitted form and contacts the provider with any additional questions
 - Providers are given **72 hours** to respond
 1. How many hours per week do you attend this problem-solving court session (excludes individual staffing)?
 - a) Only list actual attendance in court sessions
 - b) Documentation must be kept for each session
 - c) Providers must be actively involved in the court sessions each week
 2. How many hours are staffed with the court each week?
 - a) Staffing/Status updates alone do not suffice for the Problem-Solving Court exception
 - b) Providers must be embedded in the actual PSC weekly process
 3. Who is the point person for your agency for questions regarding PSC?
 - a) Please provide a list of providers who participate in weekly problem-solving court sessions
 4. The provider has read the Problem-Solving Court guidelines and understands the guidelines. Yes? N?
 - If no response is received, Recovery Works notifies the court that the form cannot be processed

4. Approval and Notification

- Upon approval, Recovery Works sends information to the recovery liaison partners
- The problem-solving court is cc'd on the communication confirming approval

5. Referrals

- Referrals will automatically default to this court.
- When a referral comes in, the liaison will send the referral to all providers registered to that court

Eligibility for Problem-Solving Court Registration

- **Eligible Providers**
 - All **Recovery Works Certified Treatment Providers** are eligible to register with a problem-solving court.
- **Definition of Treatment Providers**
 - Treatment providers are defined as agencies that:
 - Hold a DMHA designation as **ASO, ASR, CMHC, or ASAM Level 3.1/3.5**
 - Providers must have a representative that actively participates in court sessions
- **Exclusions**
 - **Recovery Residence Level II and III** are excluded from eligibility, as they are not certified to provide treatment-related services.
 - Recovery Works funding may not be used for fulfilling criminal justice related requirements such as supervision, AOD screens etc.
- **Dual-Service Agencies**
 - Agencies that provide both treatment services and recovery residence will receive referrals **for treatment services**.
 - Participants may step down within the organization from an ASAM 3.1/3.5 service without requiring a new referral.

Provider Guidelines – Problem-Solving Court Referrals

- **Court Engagement**
 - Providers must be actively engaged in the court, with **weekly attendance** alongside the individual referred.
- **Required Documentation**
 - Documentation must exist for each court session, including:
 - Date
 - Time
 - Rendering Provider
 - Session Outcomes
 - Treatment Plan Goals
- **Audit Requirements**
 - Recovery Works will audit all problem-solving court provider referrals to ensure the above documentation is complete and accurate.
- **Referral Responsibility**
 - Providers are responsible for ensuring that referrals received through problem-solving courts are **directly related to treatment within the specific specialty court**.

Additional Information

1. Policy Adherence

- Providers must fully comply with all **Recovery Works Policies and Procedures**.
- Non-compliance may result in corrective action, up to and including removal from the provider network.
- Providers who are not actively attending the problem-solving sessions weekly are ineligible to bill for the participant.

2. Participant Eligibility Verification

- Eligibility documentation must be retained for audit purposes.
- Providers must ensure individual is involved in individual problem-solving court

3. Billing Standards

- All billing must align with **Recovery Works standards**.
- Billing practices must maintain fidelity to the Recovery Works model and ensure transparency, accuracy, and compliance.
- PSC exception may not be used for weekly/monthly status updates. Providers must be imbedded in the PSC weekly court process with the participant.
- Recovery Works will review all PSC attendance and documentation at the time of an audit

4. Proper Use of PSC Designation

- PSC designation may **not** be used to circumvent the Recovery Works referral process.
- PSC designation is solely for providers who are imbedded in the PSC court process
- All Recovery Works providers are required to provide monthly updates to CJP's upon request.

5. Referral Pathways

- Referrals for individuals **not directly involved** in a designated PSC must follow the **standard Recovery Works referral process**.
- The PSC referral pathway cannot be used as a substitute for probation, community corrections, work release, or other referral processes.
- All referral pathways must be documented and auditable.