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<http://www.in.gov/judiciary>**

Initial Certification Application

for a

Court-Administered Alcohol and Drug Program

Submitted by:

Signature of Supervising Judge

Signature of Program Director

of

Name of Program



TYPE of PROGRAM: Free-Standing Probation-Based Contract-Based

SUPERVISING JUDGE:

Address:
Telephone No.:
E-mail address:

PROGRAM DIRECTOR:

Address:
Telephone No.:
E-mail address:

PROGRAM FISCAL OFFICER:

Name, Address, Telephone and E-mail address:
(if different from Program Director)

PROPOSED START DATE:

APPLICATION CONTACT PERSON:

ATTACHMENTS:

- A. Program Goals and Objectives**
- B. Organizational Plan**
- C. Plan of Operation**
- D. Budget**
- E. Treatment Providers**
- F. Contractors**



Please submit your policy and procedures manual, all program forms and the following information as attachments to your application as required by Sec. 7(a)(1) of the Rules for Court-Administered Alcohol and Drug Programs (Rules). If any of the information described in the attachments is included in the program's policy and procedure manual, please reference its location in the policy and procedure manual on the application form.

Attachment A: Program Goals and Objectives [Rules Sec. 18]

This attachment must include the organization's statement of goals, and objectives. Each program goal must include measurable objectives that reflect the program's current philosophy and operation.

Attachment B: Organizational Plan

This attachment must include the following information.

1. An organization plan containing:
 - (a) A list of the governing body members and their contact information (names, addresses, telephone numbers, and e-mail addresses). (Rules Sec. 27(a))
 - (b) An organizational chart that depicts programmatic lines of authority, identifies all staff positions, and accurately reflects current program practice. (Rules Sec. 27(c)(1))
 - (c) Each location where program services will be provided (address and telephone number). (Rules Sec. 26)
 - (d) A list of the courts and other agencies to be served by the program. (Rules Sec. 19(a))
2. If the program shall be contractor operated, the organizational plan must include (Rules Sec. 32):
 - (a) A list of the contractor's organization officers and members of the Board of Directors, if applicable (names, addresses, telephone numbers, and e-mail addresses).
 - (b) The contractor's organizational chart.
 - (c) Policies and procedures for handling conflict of interest issues.

Attachment C: Plan of Operation [Rules Sec. 27(c)]

This attachment must include a detailed plan for program operation to include, but is not limited to, the following:

- (a) An estimate of the number of clients to be served by the program.
- (b) A description of the eligibility criteria for the program and proposed referral sources in accordance with IC 12-7-2-12, IC 12-23-14-4 and IC 12-23-14-5.
- (c) Description of the services to be provided by the proposed program.
- (d) Procedures for the management of the program.
- (e) Description of the proposed staffing for the program. (Rules Sec. 29)
- (f) Proposed education curriculum to be used by the program. (Rules Sec. 31)



(g) Details on the implementation of the program, including anticipated dates when major program activities will be performed.

Attachment D: Budget [Rules Sec. 28]

This attachment must include the projected budget of the program including all projected income and expenses. All fees must be assessed and collected in compliance with IC 12-23-14-16 and Sec. 28 of the Rules.

Attachment E: Treatment Providers [Rules Sec. 27(e)-(f)]

This attachment must include information on each treatment provider that will provide substance abuse treatment services to clients referred by the program. Appropriate information includes marketing and advertising materials, documentation of certification by the Division of Mental Health and Addiction or certification, licensure, or accreditation by an equivalent certifying agency, the credentials of individual counselors providing substance abuse treatment services, a copy of each referral agreement required by the Rules, and any other relevant information.

Attachment F: Contractors [Rules Sec. 32]

This attachment must include information on each contractor and a copy of the contractor's agreement with the court. If no contractors are being utilized by the program this attachment would not apply.