

## Judicial Conference Rules Checklist – Practice Issues

### ADMINISTRATION

**Application**—\_\_\_Provisional Certification \_\_\_Initial Certification \_\_\_Re-certification

**Date of Last Review:** 00/00/00**Type of Review:** \_\_\_Full \_\_\_Temp \_\_\_Provisional

**Program Caseload:** **Annual--** **Per staff member—**

\_\_\_\_\_ The Program has submitted the application 30 days prior to the review

\_\_\_\_\_The Program has submitted their Annual report and CEU form

\_\_\_\_\_ The Local rule has been posted

\_\_\_\_\_The non-discrimination policy has been posted in an area that is viewed by all clients

\_\_\_\_\_The Program certificate is hung in the lobby or place viewed by all clients

Total Staff\_\_\_\_\_ Assessors\_\_\_\_\_ Case managers\_\_\_\_\_

Other Staff\_\_\_\_\_

### **Best Practices** (*indicate if a commendation is warranted in the following areas*)

Orientation Signature Page:

Copies of DMHA Certificates/Credentials for Treatment Providers:

Narrative Summary:

Extended hours for Scheduling/Conducting Assessments:

ISC—client input/clinical impression:

Referral Agreements signed annually/with all Tx providers:

Staff Orientation—clerical staff/education instructors:

### **Interviews:**

Judge(s):

Prosecutor:

Defense Bar:

Probation:

Treatment Provider(s):

Education Instructor(s):

Clerk:

Auditor:

Referral Process:

## Judicial Conference Rules Checklist – Practice Issues

Education: \_\_\_\_\_ hours \_\_\_\_\_

Attendance policy:

Procedure for non-English speaking clients:

Procedure for visitors:

Building inspection on file:

Referral agreements:

QSOA agreements on file:

Reviewers notes: