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

**Recertification Application**  
  
**for a**  
  
**Court-Administered  
Alcohol and Drug Program**

**Submitted by:**

\_\_\_\_\_  
Signature of Supervising Judge

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Name of Program

\_\_\_\_\_  
Date



**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)

**PROGRAM'S ORIGINAL START DATE:**

**APPLICATION CONTACT PERSON:**

**ATTACHMENTS:**

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



**Please submit your policy and procedures manual, all program forms and the following information as attachments to your application at least thirty (30) days before the program's scheduled certification review date as required by Sec. 8(d) 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 is 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: Budget [Rules Sec. 28]**

This attachment must include the program budget 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 D: 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 E: Contractors [Rules Sec. 32]**

This attachment must include information on each contractor utilized by the program 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.