

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 00-6-a

(Amended December, 2001)

Re: Qualifications and Procedure for the Certification and
Registration of Service Programs for Court Referrals

I. REQUIREMENTS AND QUALIFICATIONS

Effective January 1, 2001, all referrals of persons for evaluation, monitoring, treatment, or education from the District Court, 10th Judicial District ("the court"), shall be made to providers who are registered with the court and whose programs have been certified by the court. In addition to any state or federal licensing, registration, or certification requirements, and in addition to any qualifications established by a government agency, each program receiving referrals of persons for evaluation, monitoring, treatment, or education from the court must satisfy the following requirements and qualifications in order to be certified by and registered with the court, in order to renew certification and registration, or in order to continue to be certified:

1. The Program. The program must demonstrate that it will provide competent and professional services. This Order shall apply to, but is not limited to, the following program types:

Batterers' Intervention
Alcohol and Drug (non-DUI) abuse
Parenting classes

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Child custody assessment
Domestic mediation
Sex offender counseling
Anger management
Tobacco addiction
Mental health counseling

The program must provide services in compliance with all applicable law, the order of the referring judge, and the court's Private Provider Standards. A service provider organization or agency accepting referrals from the court may apply for the certification of multiple programs.

2. The Evaluators. Any individual (a) performing an evaluation or testing of, (b) preparing or signing any report relating to, (c) providing supervision, education or monitoring of, or (d) making any recommendation regarding, a person referred to the program by a judge of the court is an evaluator.

Every evaluator shall be currently licensed, certified, or registered by every appropriate and applicable agency governing the profession, discipline, or specialty concerning the program.

Every evaluator employed by or affiliated in any way with the program shall be qualified to administer, score, and interpret any test or assessment instrument or tool used in the evaluation, testing or monitoring process.

Every evaluator and manager of the program shall attend and participate in any conference as directed by the Chief Judge of the 10th Judicial District for the purpose of training on matters relating to the evaluating of, or the providing of services to, persons referred by a court.

No program shall be permitted to use any personnel who are under criminal court supervision during the period of program certification and registration.

3. Reports. All client evaluation, treatment or monitoring reports shall be submitted to the appropriate judge or to court services in a timely fashion and in the form, and with all required attachments, as approved and as required by the Chief Judge from time to time. The current Evaluation Report form is attached to this Administrative Order. Other approved report forms are available from District Court Services.

3. Conflict of Interest. When an evaluator has performed an evaluation, made a recommendation for treatment, or provided any testing for a person to comply with the requirements of the court's referral, neither the program that the evaluator is employed by or affiliated with, nor any other program which is under common ownership or control with the evaluator's program shall provide treatment absent an informed and voluntary waiver by the person of this conflict of interest in the form approved by the Chief Judge. Treatment includes, but is not limited to, individual counseling; family or group counseling; monitoring service; and outpatient, intensive outpatient, or inpatient treatment.

4. Other Requirements. In order to assure the quality of services provided to the courts and to persons subject to the orders of the court, the Chief Judge may, from time to time, specify other or additional requirements for programs in specific disciplines and for applicants for certification and registration.

II. PROCEDURE

1. **Application.** The administrator must submit the completed application for program certification, together with all supporting documents, to the Chief Judge on the form approved by the Chief Judge. The applicant shall submit such further information, permit such site visits, and attend such meetings as the Chief Judge or his designee may require to evaluate the merits of the application. The application may be sent standard mail, e-mail or fax.

2. **Notice of Certification.** Notice of certification and notice of a renewal of certification of a program shall be in the form of a letter from the Chief Judge.

3. **Duration of Certification.** Certification of a program is from the date of the notice from the Chief Judge through December 31 of the certification year, or earlier upon the first to occur of any of the following:

- A. No evaluator identified in the application continues to be employed by or affiliated with the program. Should this occur, the program shall immediately notify the Chief Judge in writing.
- B. Failure of a certified program to comply with such other or additional requirements specified by the Chief Judge pursuant to ¶ I.4. of this Administrative Order or to fully cooperate with the Programs Auditor pursuant ¶ III.3. of this Administrative Order.
- C. Revocation of the program's certification by the Chief Judge upon the Chief Judge's determination that it reasonably appears the program, its evaluators, or its supervision and management lacks the ongoing expertise, capability, or willingness to provide quality services to the courts and to the persons referred by the courts.

4. Renewal of Certification. At least 60 days before the expiration of the period of certification, the program shall submit the completed application for renewal of certification, together with all supporting documents, to the Chief Judge on the form approved by the Chief Judge. The applicant shall submit such further information, permit such site visits, and attend such meetings as the Chief Judge or his designee may require in order to evaluate the merits of the application for renewal of certification.

A program's certification shall automatically expire if a notice of renewal of certification is not sent to the program by the Chief Judge before the certification expiration date.

5. Fees. The annual registration fee (January 1 to December 31) for each managing organization or agency seeking certification or renewal of certification of any number of programs for court referrals is \$300.00. In addition, the annual certification and renewal of certification fee for each program offered by the registered organization is \$100.00. An organization or agency submitting multiple applications for program certification will pay only one provider annual registration fee of \$300.00 plus \$100.00 for each type of program offered. The fees are due with the application for certification and registration, and with any application for renewal of registration and certification. Governmental agencies offering programs are exempt from these fees. Organizations or agencies providing substantial indigent services or showing special circumstances may apply to the Chief Judge for full or partial exemption from the required fees.

Registration and program certification fees under this Order shall be deposited by the Clerk of the District Court in a Program Fees Fund, which fund

shall be administered by the Chief Judge. Moneys in the Program Fees Fund shall be expended by the court, pursuant to vouchers signed by the Chief Judge, only for the costs of administering the provisions of this Administrative Order.

6. Discretion of Chief Judge. The certification, renewal of certification, revocation of certification, and establishment of the qualifications for certification or renewal of certification are within the discretion of the Chief Judge, upon consultation with the Judges of the District Court. In exercising that discretion, the Chief Judge will take into account the needs of the courts and of the community; the history of the program; the capability of the program's evaluators, supervisors, managers, and other support personnel; and such other factors that bear upon the qualifications of the applicant or program to provide appropriate services to the courts and to the community.

III. OTHER MATTERS


1. Advisory Committee. The Chief Judge may designate such committees and persons to act as his designee from time to time in the registration and certification process, and to assist in the evaluation, training, and education of evaluators and other persons associated with the programs.

2. Program Committee. There is hereby established a Program Committee which shall consist of a representative from each of the certified programs. On an annual basis, committee representatives shall select one of their number to chair the committee. The committee shall meet from time to time and carry out such activities necessary to facilitate cooperation between the court and the programs and

to achieve a high standard of program performance. The committee shall advise the Chief Judge of its activities and recommendations on a timely basis.

3. Programs Auditor. The Programs Auditor is an independent contractor engaged by the Chief Judge for the purpose of carrying out the registration, certification and certification renewal process, and for the purpose of monitoring the programs for compliance with standards adopted by the court. Every program registered and certified, as well as those seeking registration, certification, or certification renewal, shall cooperate fully with the Programs Auditor. The Programs Auditor shall have access to the programs' court-referred client records. No program shall be permitted to assert any claim of privilege, confidentiality or privacy of its clients or personnel when responding to the requests of the Programs Auditor acting under this Administrative Order. The Programs Auditor shall perform site visits from time to time and interview program personnel and clients regarding the programs. The Programs Auditor shall report to the Chief Judge. The Programs Auditor's reports shall be confidential for the benefit of the court.

Dated this 1st day of December, 2001.


Patrick D. McAnany
Chief Judge

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

PROGRAM SERVICE PROVIDER
CONFLICT OF INTEREST
CLIENT WAIVER FORM

Pursuant to Administrative Order No. 00-06, Section I.3. Conflict of Interest

The undersigned, _____, has been referred to the following agency: _____, by the District Court in a case captioned: _____

Case No. _____, for evaluation and report concerning the following matters: _____

I. The reason for the waiver must be one of the following:

This is the only provider who carries my insurance.

This provider provides a special service for me. This could include services such as hearing impaired or Spanish speaking or other languages.

Other (must be approved by Provider Monitor)

II. The undersigned has been orally advised by the agency and has read and initialed the following:

I have been evaluated by the agency specified above.

The agency has recommended that I receive (treatment) (monitoring)(counseling) and/or (educational) services.

I am entitled to seek a referral for such services from Court Services to an agency which is separate and distinct from the program agency which performed my evaluation.

Under normal circumstances, the agency is prohibited, by reason of a conflict of interest from providing the services or program recommended by its own evaluation, unless such conflict is waived by me in writing, after full disclosure.

I hereby waive the conflict of interest and request permission to receive all such recommended program services from the evaluating agency specified above.

Date

Client Signature

CONFIDENTIAL - FOR EYES ONLY

MONTHLY STATUS REPORT
(sample)

Date: _____

TO: _____
Johnson County Probation Officer

RE: _____
Client

- The above person: Has completed the initial assessment and begins the program on _____.
- Has exhibited satisfactory attitude.
- Has exhibited good attitude.
- Has exhibited exceptional attitude.
- Will attend additional counseling voluntarily.
- Has completed the program on this date _____.
- Has completed week _____ of _____ total sessions. (Must be completed for Batterer's Intervention Group)

- Problem Areas: Not applicable.
- Client is suspected/known to be breaking probation regulations.
- Client is suspected/known to have committed another offense against partner/other.
- Client has dropped out of program.
- Client has unsuccessfully discharged from group.
- Client is delinquent in payment fee by \$ _____.
- Client was absent on this date _____ and has missed a total of _____.
- Client is disruptive during group sessions.
- Alternative and/or additional recommendations for treatment:
- individual counseling
- couple counseling
- family/parenting counseling
- substance abuse evaluation/treatment
- other

Recommendations and comments:

Treatment Agency

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IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

PRIVATE PROVIDER ORGANIZATION/AGENCY REGISTRATION

Application for Program Certification
(Pursuant to Administrative Order No. 00-6)

- NEW PROGRAM CERTIFICATION; OR (Check the appropriate box)
 RENEWAL OF CERTIFICATION
 ADDITION OF PROGRAM

Date of Submission

- This Organization/Agency offers _____ programs for certification
(NOTE: A separate application for certification is required for each program.)
 This is the only program offered.

Organization/Agency Name: _____
 Sole Proprietorship Partnership Corporation Limited Liability Company

Program Name: _____

Program Administrator: _____

If contact person for clients is different than above, please specify _____

Mailing Address: _____

If program address is different from above, please specify _____

Telephone: () _____ - _____ Fax: () _____ - _____

If client contact number is different from above, please specify _____

E-Mail Address: _____
 e-mail address is for client use e-mail address if not for client use

Names of Evaluators (attach legible copies of current licenses, registrations, certificates, earned diplomas, etc., as applicable, for each evaluator):

Describe the Program's history of practical experience.

SEPARATE 2000-05-19 12:07



Johnson County Court Services
STATE OF KANSAS
TENTH JUDICIAL DISTRICT
Olathe, KS 66061

RELEASE OF INFORMATION

I, _____ hereby give permission to Johnson County Court Services to obtain any information pertinent to securing employment within the Criminal Justice System. Including any information which may be contained in the files of the National Crime Information Center and/or the Kansas Bureau of Investigation.

I understand that all such information so released to Johnson County Court Services will be for their exclusive and confidential use.

PLEASE PRINT

Name: _____ Date: _____
Last First MI

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____ Race: _____

Social Security Number: _____

Any other name (s) (married/maiden): _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

Driver's License Number: _____ State: _____

Signature of Applicant

REQUESTED BY:

Name of _____

APPROVED:

Rise Hanberg

STATEWIDE 2008-06-10 10:01

Private Provider Requirements 10th Judicial District

All Participating agencies are required to complete the following requirements:

1. Application form completed
2. Review of District Court Administrative Order
3. Completion of Release of Information form
4. Certification fees submitted
5. Provide verification of education, certification, specialized degrees as applicable
6. Provide date, time, location phone/fax and fee information for client reference
7. Provide timely and informative evaluations per required format(s)
8. Complete pre and post-testing as applicable
9. Provide curriculum/syllabus for each session of programming; enforce policy regarding make-up sessions as allowed per Court Services
10. Provide progress reports as required
11. Cooperate fully with the designated private provider monitor and allow for on-site compliance checks with agency during sessions
12. Report all violation of court order immediately to supervising agency
13. Report any imminent danger to a victim immediately to supervising agency
14. Comply with specific requirements of each court mandated program
15. Attend administrative meetings and training sponsored by Court Services as required
16. Agency must be equipped to communicate through electronic mail

General Information

Questions regarding the programs or providers can be directed to:

Jodie Dietz, Provider Monitor
Office of Court Administration
100 N. Kansas
Olathe, KS 66061
Phone 913-220-6272
Fax 913-814-9327
E-Mail jodie.dietz@jocoks.com

Provider information and current provider lists are accessible through the Johnson County Kansas website at www.jocoks.com and for provider information link to the District Court section and for current lists link to the Court Services site.