

**IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS**

**ADMINISTRATIVE ORDER NO. 11-5**

**(Replaces Administrative Orders 09-08 & 03-10)**

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

**I. REQUIREMENTS AND QUALIFICATIONS**

Effective November 1, 2003, all referrals of persons for evaluation, monitoring, treatment, or education from the District Court, 10<sup>th</sup> 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
- Child custody assessment
- Domestic mediation
- Sex offender counseling
- Anger management
- Tobacco addiction
- Mental health counseling

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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. The form shall be made available by District Court Services or Community Corrections.

**5. 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, including a requirement that a specific evaluator, individual provider, or employee of a provider submit breath, bodily fluid, or hair samples upon order of the Chief Judge based upon a recommendation of the monitor and for good cause shown. Prior to an applicant receiving court certification the applicant must establish good moral character and current mental, emotional and physical stability. If at any time during the certification period the Chief Judge finds that the provider is deficient in any of the above he or she shall have the discretion to deny or revoke the provider's court certification.

## **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 designee may require to evaluate the merits of the application. The application may be sent by ordinary mail, by e-mail, or by 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 following 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 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 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 two year registration fee for each managing organization or agency seeking certification or renewal of certification of any number of programs for court referrals is \$400.00. In addition, the 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 registration fee of \$400.00 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. Fees are not prorated. If provider certification is revoked, fees will not be refunded. 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



