



## SUPREME COURT OF MISSISSIPPI ADMINISTRATIVE OFFICE OF COURTS

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### JUVENILE DRUG INTERVENTION COURT RECERTIFICATION COMPLIANCE CRITERIA

This document illustrates the criteria to be used by the AOC in the recertification process of Mississippi juvenile intervention courts. It includes requirements from the Mississippi Code (Rev. 2019), the Mississippi Juvenile Drug Intervention Court Rules (as promulgated by the SICAC in April 2021), and the Juvenile Drug Treatment Court (JDTC) Guidelines (OJJDP, 2016). Unless otherwise noted, a citation refers to the MS Juvenile Drug Intervention Court Rules.

**Please review this document to ensure that your court's policies and procedures, handbook, documents, forms, etc. are in compliance before submitting your court's application for recertification and supporting documentation.** All sample forms referenced in this document are available to be downloaded at <https://courts.ms.gov/trialcourts/interventioncourts/interventioncourt.php>. If the AOC determines that your program is not in compliance with any of the following requirements, your court will receive a list of findings which must be corrected for your court to retain its Certificate of Approval. If you have any questions, please contact Katie Mitchell, the AOC Juvenile & Family Intervention Courts Operation Analyst, at (601) 576-4634 or [katie.mitchell@courts.ms.gov](mailto:katie.mitchell@courts.ms.gov)

**This document is primarily for your reference. However, the entire document should be read and the final page signed attesting that you understand the requirements specified therein. The signed final page (p. 17) should be returned with your application for recertification and other supporting documentation.**

#### SECTION I.

##### REQUIREMENTS FROM THE OJJDP JDTC GUIDELINES

For a certified juvenile intervention court to secure and retain a certificate of approval, it must demonstrate compliance or progress to align with the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) JDTC Guidelines and standards imposed by the MS Juvenile Drug Intervention Court Rules. A certified juvenile intervention court that demonstrates compliance or progress to align with all the standards for a certified juvenile intervention court shall be issued a certificate of approval that is valid for a two-year period unless otherwise suspended or revoked. Section 5(b).

1. ***Objective 1:*** Focus the JDTC philosophy and practice on effectively addressing substance use and criminogenic needs to decrease future offending and substance use and to increase positive outcomes.
  - (a) Guideline 1.1: Team committed to JIC's philosophy and practice
  - (b) Guideline 1.2: Team member roles clearly articulated
  - (c) Guideline 1.3: Involve local schools
  - (d) Guideline 1.4: Access to high-quality training and technical assistance (TTA)
  - (e) Guideline 1.5: Engage family throughout the process
  - (f) Guideline 1.6: Interpreters for non-English speaking families

2. Objective 2: Ensure equitable treatment for all youth by adhering to eligibility criteria and conducting an initial screening.
  - (a) Guideline 2.1: Eligibility criteria
 

The JDTC Guidelines state that a program’s eligibility criteria should include the following:

    - Youth with a substance use disorder
    - Youth who are 14 years old or older
    - Youth who have a moderate to high risk of reoffending
  - (b) Guideline 2.2: Validated risk assessment
  - (c) Guideline 2.3: Screening for substance use disorder
  - (d) Guideline 2.4: Divert from JDTC or process in traditional juvenile court
  - (e) Guideline 2.5: Equity of access
  
3. Objective 3: Provide a JDTC process that engages the full team and follows procedures fairly.
  - (a) Guideline 3.1: Collaboration with parents and guardians
  - (b) Guideline 3.2: Judge is nonjudgmental and fair
  - (c) Guideline 3.3: Consistent application of requirements
  - (d) Guideline 3.4: Ongoing review of process
  
4. Objective 4: Conduct comprehensive needs assessments that inform individualized case management.
  - (a) Guideline 4.1: Assessment of youth and parent needs
  - (b) Guideline 4.2: Plans individualized and culturally appropriate
  
5. Objective 5: Implement contingency management, case management, and community supervision strategies effectively.
  - (a) Guideline 5.1: Incentives > Sanctions
  - (b) Guideline 5.2: Fair assignment of incentives and sanctions
  - (c) Guideline 5.3: Fees and detention rarely used
  - (d) Guideline 5.4: Addressing youth’s needs
  - (e) Guideline 5.5: Address drug test concerns
  - (f) Guideline 5.6: Respond to return to use based on RNR (risk needs responsivity)
  
6. Objective 6: Refer participants to evidence-based substance use treatment, to other services, and for prosocial connections.
  - (a) Guideline 6.1: Continuum of treatment services
  - (b) Guideline 6.2: Evidence-based treatments
  - (c) Guideline 6.3: Fidelity to the programmatic models
  - (d) Guideline 6.4: Evidence-based treatments for all identified needs
  - (e) Guideline 6.5: Participants encouraged to practice prosocial skills
  
7. Objective 7: Monitor and track program completion and termination.
  - (a) Guideline 7.1: Facilitate equivalent outcomes for all participants
  - (b) Guideline 7.2: Termination only as a last resort
  - (c) Guideline 7.3: Performance measures

**SECTION II.**

**RULE AND STATUTORY REQUIREMENTS**

**POLICY AND PROCEDURE MANUAL**

8. A juvenile intervention court must have a policy and procedure manual to govern the day-to-day operations of the juvenile intervention court. Section 19(a).
9. A juvenile intervention court’s policy and procedure manual must:
  - (a) Incorporate and implement the OJJDP Juvenile Drug Treatment Court Guidelines into its policies, procedures, and practices. Section 19(a)(1)(A).
  - (b) Incorporate evidence-based best practices into its policies and practices. Section 19(a)(1)(B).
10. A juvenile intervention court must do the following with regards to its manual:
  - (a) **Update its policy and procedure manual as needed and provide written updates to the AOC for review.** Section 19(a)(1)(C).
  - (b) Make its policy and procedure manual available to the juvenile intervention court team and staff. Section 19(a)(1)(D).
  - (c) Operate consistently with the policies and procedures contained in the manual. Section 19(a)(1)(E).
11. A juvenile intervention court’s policy and procedure manual must contain:
  - (a) A “Goals and Objectives” section that clearly reflects the juvenile intervention court’s philosophy and guides the operation of the juvenile intervention court and the delivery of services. Section 19(a)(2)(A).
  - (b) A “Team Member Roles” section that identifies your intervention court’s lines of authority, identifies all staff positions, accurately reflects current juvenile intervention court practices, and includes a description of all staff functions. Section 19(a)(2)(B).
  - (c) A “Disparate Impact Statement” section that addresses your court’s policy and practice of nondiscrimination in providing juvenile intervention court services. This policy must address nondiscrimination on the basis of each of the following: race, color, gender, sexual orientation, age, religion, ethnicity, national origin, limited English proficiency, disabilities, and the ability to pay. (A juvenile intervention court may consider juveniles who are waived into adult court or exclude from youth court to be ineligible). Section 19(a)(2)(C).
  - (d) A description of the criteria for the acceptance of participants who are eligible to receive one (1) or more services provided by your juvenile intervention court. Section 19(a)(2)(D).
  - (e) A written policy and procedure for conducting an orientation for each participant, and when appropriate, the participant’s family. Section 19(a)(2)(E); *see also* Section 19(c).
  - (f) The risk and needs assessment and clinical assessment tool used to identify your court’s target population. Miss. Code Ann. § 9-23-11(2)(a)(i).
  - (g) A written policy and procedure, conforming to applicable state and federal laws, that ensures the confidentiality and security of participant records. The juvenile intervention court must specify in its policy and procedure manual how participant confidentiality is maintained. Section 19(a)(2)(F); *see also* Section 19(d)(1).
  - (h) A written policy and procedure in place for recording participant progress in CaseWorx. Section 19(a)(2)(G); *see also* Section 19(f). All participant progress should be recorded contemporaneously in CaseWorx but not later than seven (7) days from the end of the calendar month in which the progress occurred. Section 19(a)(2)(G). **If your court’s Policy and Procedure Manual or any other court documentation references DCCM, please update.**
  - (i) A “Successful Completion and Termination Procedure” section. Section 19(a)(2)(H).  
 This section must have a written policy and procedure for the following:
    - (1) Terminating a participant’s court-imposed obligation to participate in the juvenile intervention court. Section 19(a)(2)(H)(1).

- (2) Providing written notice to the court after the participant has successfully complied with the treatment plan and the participation agreement. Section 19(a)(2)(H)(2)(a).
- (3) Providing written notice to the court after the participant has violated or failed to complete any requirement of the treatment plan or the participation agreement. Section 19(a)(2)(H)(2)(b)).
- (j) A written policy and procedure established, and a practice followed, for scheduling and conducting chemical tests. Section 19(a)(2)(I) & Section 19(g).
- (k) A written policy and procedure regarding regular staffings to discuss the compliance or non-compliance, progress, incentives, sanctions, or termination of participants prior to the participants’ scheduled court appearances. Section 19(a)(2)(J); *see also* Section 19(h).
- (l) A documented revenue schedule (*required even if no fees/fines collected from participants*). Section 19(a)(2)(K).
- (m) A copy of each form used by the juvenile intervention court. Section 19(a)(2)(L).

**TREATMENT/INTERVENTION SERVICES**

- 12. The juvenile intervention court shall provide for eligible individuals, either directly or through referrals, a range of necessary court intervention services, including but not limited to the following: Miss. Code Ann. § 9-23-13(1).
  - (a) Screening using a valid and reliable assessment tool effective for identifying alcohol and drug dependent persons for eligibility and appropriate services;
 

*(For a DUI offense, if the person has 2 or more DUI convictions [adjudications], the court shall order the person to undergo an assessment that uses a standardized evidence-base instrument performed by a physician to determine whether the person has a diagnosis for alcohol and/or drug dependence and would likely benefit from a court-approved medication-assisted treatment indicated and approved for the treatment of alcohol and/or drug dependence by the US FDA, as specified in the most recent DSM published by the American Psychiatric Association. Upon considering the results of the assessment, the court may refer the person to a rehabilitative program that offers one or more forms of court-approved medications that are approved for the treatment of alcohol and/or drug dependence by the US FDA.)*
  - (b) Clinical assessment
  - (c) Education
  - (d) Referral
  - (e) Service coordination and case management
  - (f) Counseling and rehabilitative care
- 13. Any inpatient treatment or inpatient detoxification programs ordered by the juvenile intervention court shall be certified by the State Department of Mental Health (DMH), other appropriate state agency, the equivalent agency of another state, or the appropriate accreditation and licensing board. MS Code Ann. § 9-23-13(2).
- 14. Any substance use disorder treatment or mental health providers to which the juvenile intervention court refers participants must be licensed and certified by the Mississippi DMH, other appropriate state agency, the equivalent agency of another state, or the appropriate accreditation and licensing board. Section 19(i)(1); *see also* MS Code Ann. § 9-23-13(2).
  - (a) **Written confirmation of each provider’s valid license and/or current certification must be on file with the juvenile intervention court and with the AOC.** Section 19(i)(1)
  - (b) An intervention court shall make available the option for participants to use court-approved medication-assisted treatment (MAT) while participating in the programs of the court in accordance with the recommendations of the National Drug Court Institute. Miss. Code Ann. § 9-23-13(3).

## PARTICIPATION AGREEMENT

15. A juvenile intervention court must develop and utilize a written participation agreement contained in the intervention court's policy and procedure manual. Section 19(e). *A sample Participation Agreement is available on the AOC Intervention Court website.*
16. The participation agreement must contain the following: Section 19(e)(1).
  - (a) county/municipality of jurisdiction of the juvenile intervention court;
  - (b) all parties to the participation agreement;
  - (c) terms under which the participant enters the program, whether as a result of an adjudication of a delinquent offense, a condition of probation, or the result of a violation of probation;
  - (d) the case number or cause number;
  - (e) the minimum and approximate maximum length of the juvenile intervention court program;
  - (f) a list of juvenile intervention court requirements and participant responsibilities;
  - (g) the effect of successful completion of juvenile intervention court on the participant's case;
  - (h) the consequences to the participant of unsuccessful completion of or termination from the intervention court;
  - (i) full disclosure of any and all financial obligations that may be imposed on a juvenile intervention court participant. These financial obligations shall not conflict with the disposition order;
  - (j) a statement indicating that participation is contingent upon the participant's consent to the discussion in open court of information that would otherwise be confidential, relating to the participant's case and compliance.
17. A juvenile intervention court must provide each participant the opportunity to review the participant agreement with the advice of counsel. Section 19(e)(2).
18. The participation agreement must be signed by the following parties to the agreement: Section 19(e)(3).
  - (a) juvenile intervention court coordinator
  - (b) participant
  - (c) participant's defense counsel
  - (d) participant's parent/legal guardian
19. The juvenile intervention court must keep a copy of the signed and dated participation agreement in the participant's record. Section 19(e)(3).
20. The juvenile intervention court shall provide a copy of the signed and dated participation agreement to the participant. Section 19(e)(3).
21. **\*NEW\*** An intervention court that refers participants to a treatment provider or a support group (AA/NA/CA, Celebrate Recovery, etc.) that has a religious component are encouraged to ask participants and their parent/legal guardian to complete a faith-based waiver. *See, e.g. In re Garcia*, 24 P.3d 1091, 1093 (Wash. Ct. App. 2001). *A sample Faith-Based Waiver form is available from the MS AOC Intervention Court Website.*
22. **\*NEW\*** Jurisdiction of a youth in the cause shall attach at the time of the offense and shall continue thereafter for that offense until the child's twentieth (20<sup>th</sup>) birthday, unless sooner terminated by order of the youth court. The youth court shall not have jurisdiction over offenses committed by a child on or after his eighteenth (18<sup>th</sup>) birthday. Miss. Code Ann. §§ 43-21-151(1).

## ORIENTATION

23. The juvenile intervention court must have and observe a written policy and procedure for conducting an orientation for each participant and when appropriate, the participant's family. The orientation must include explanations of the following: Section 19(c)(1)(A-G).
- (a) specific eligibility requirements for juvenile intervention court participation
  - (b) services offered by the juvenile intervention court either directly or through referral
  - (c) requirements for successful completion of the juvenile intervention court, including a description of the scheduling and attendance requirements for court dates, chemical testing, day reporting, appointments with case managers and/or treatment providers, ancillary services, and other regularly scheduled requirements
  - (d) conduct and behavior that could result in sanctions or termination from juvenile intervention court
  - (e) possible sanctions for non-compliance with juvenile intervention court requirements
  - (f) information about the treatment providers used by the juvenile intervention court
  - (g) information about any treatment, confirmatory drug testing, and/or restitution costs to participants and the procedure and schedule for paying those costs (if applicable). *(In accordance with Miss. Code Ann §43-21-205, no court costs shall be charged against any party to a petition. Juvenile Intervention Court is an extension of the Youth Court, therefore, no participation fee may be charged to the parties.)*
  - (h) this orientation occurs either during a group or individual appointment
24. The juvenile intervention court must have and observe an Orientation Acknowledgment Form to advise each participant in writing of the information required to be addressed in the orientation policy and procedure above (#23). This form must contain a signature and date line (1) for participant indicating that the participant has been provided a copy of the form and understands the information provided and (2) for the juvenile intervention court staff member that conducted the orientation. The fully executed form or the signature page with the participant's original signature and date must be stored in the participant's record. Section 19(c)(2). *A sample Orientation Acknowledgement Form is available on the AOC Intervention Court website.*
25. The juvenile intervention court should have a written referral agreement or memorandum of understanding (MOU) with its treatment services providers that, at a minimum, include procedures for the following: Section 19(i)(2).
- (a) initiation and acceptance of referrals
  - (b) exchange of participant-related information
  - (c) post-referral reporting by the treatment services provider that enables the juvenile intervention court to perform its participant-monitoring responsibilities

## DRUG AND ALCOHOL TESTING

26. Juvenile intervention courts must have written policies and procedures in place for the (1) training and experience of its specimen collection staff and (2) its chemical testing procedures. Section 18; *see also* Section 19(a)(2)(I), Section 19(g).

### (A) Specimen Collection Staff Training

27. All employees, contractors, or volunteers of a juvenile intervention court performing specimen collection must have training and experience in each of the following: Section 18(a)(1-4).
- (a) the administration of chemical tests
  - (b) specimen collection
  - (c) chain-of-custody and documentation procedures
  - (d) confidentiality of specimen collection and chemical test results (including disposal of specimen samples)
28. Identified specimen collectors must receive proper training within ninety (90) days cumulatively from their date of first hire. Section 18(b). Documentation should be in each personnel file substantiating the required training has been attained and **written documentation provided to the AOC that the appropriate staff has been trained pursuant to #27.** Section 18(c).

**(B) Chemical Testing Procedures**

29. The juvenile intervention court must establish and follow a written policy and procedure that addresses at a minimum each of the following items: Section 19(g)(2).
- (a) specific method or methods of chemical testing used by the juvenile intervention court
  - (b) what samples the juvenile intervention court collects and tests, such as urine, blood, breath, sweat, saliva, hair
  - (c) substances identified by the tests
  - (d) frequency and randomization of drug testing schedules
  - (e) circumstances requiring a confirmation test (if any)
  - (f) the juvenile intervention court’s procedures for confirmation including the type of confirmation test used
  - (g) party responsible for paying the cost of a confirmation test
  - (h) collection procedures including chain of custody
  - (i) procedures in place to ensure samples, reagents, and testing equipment are in a secure environment

**STAFFINGS**

30. The juvenile intervention court must have a written policy and procedure regarding staffings which addresses discussion of the following during staffings: Section 19(h).
- (a) compliance or non-compliance of participants
  - (b) progress of participants
  - (c) incentives and sanctions
  - (d) termination of participants prior to participants’ scheduled court appearances
31. All following members of the juvenile intervention court team must attend and participate in staffings. Section 19(h), *see also* Section 12(a).
- (a) juvenile intervention court judge
  - (b) local prosecuting attorney (or a representative from the prosecuting attorney’s office)
  - (c) juvenile intervention court coordinator
  - (d) defense attorney
  - (e) one or more local treatment providers
  - (f) juvenile intervention court case manager(s) and/or field officer(s)
32. Staffings must occur at the same frequency of the court status hearings. Section 19(h).
- (a) Staffings shall occur at least every two weeks
  - (b) Staffings shall preferably be held face-to-face
  - (c) Staffings shall be closed to the public

**STATUS HEARINGS/COURT HEARINGS**

33. Juvenile intervention court must establish a written policy and practice regarding holding regular status or court hearings which shall occur at the same frequency of the juvenile intervention court staffings (no less than every 2 weeks). Section 19(h,j).
34. Only the needed members of the juvenile intervention court team should be available for the status or court hearings. Section 19(j).

**PARTICIPANT ELIGIBILITY**

*The following questions are related to Miss. Code Ann. § 9-23-15, which are statutes for all drug intervention court participants (including those in adult, juvenile and family court programs). However, the AOC recognizes that juveniles before a youth court are not charged with crimes but instead charged as delinquent children according to Miss. Code Ann. § 43-21-203(5) which states that “no proceeding by the youth court in cases involving children shall be a criminal proceeding but shall be entirely of a civil nature.”*

*Furthermore, Miss. Code Ann. § 43-21-105(i) states the following: a “delinquent child” means a child who has reached his tenth birthday and who has committed a delinquent act. Also, as stated in Miss. Code Ann. § 43-21-105(j), a “delinquent act” is any act, which if committed by an adult, is designated as a crime under state or federal law, or municipal or county ordinance other than offense punishable by life imprisonment or death. A delinquent act includes escape from lawful detention and violations of the Uniform Controlled Substances Law and violent behavior. Therefore, youth courts do not issue criminal convictions but instead adjudicate children as delinquent and order dispositions including juvenile intervention court.*

*Question 35 is asking if children have been charged with a crime or if their convictions render them ineligible. Youth Courts should consider the underlying allegations of delinquent offenses (i.e. violent behavior) into consideration when determining eligibility but the wording of Miss. Code Ann. § 9-23-15 may not apply precisely to juvenile intervention courts since it specifically references crimes and criminal convictions.*

35. The intervention courts must exclude potential participants, whose pending crimes [*delinquent offenses*] or convictions [*adjudications*] render them ineligible for juvenile intervention court, based on the following criteria as defined in Miss. Code Ann. § 9-23-15:
  - (a) No felony convictions [*adjudications*] for crimes of violence as defined in Miss. Code Ann. § 97-3-2 within the previous ten (10) years.
  - (b) The crime [*delinquent offense*] of before the court cannot be a crime [*delinquent offense*] of violence as defined in Miss. Code Ann. § 97-3-2.
  - (c) Other criminal [*delinquency*] proceedings alleging commission of a crime [*delinquent offense*] of violence cannot be pending against the participant.
  - (d) The participant cannot currently be charged with burglary of a dwelling under Miss. Code Ann. § 97-17-23(2) or § 97-17-37.
  - (e) The crime [*delinquent offense*] before the court cannot be a charge of driving under the influence of alcohol or any other drug or drugs that resulted in the death of a person.
  - (f) The crime [*delinquent offense*] charged cannot be one of trafficking in controlled substances under Miss. Code Ann. § 41-29-139(f), nor can the participant have a prior conviction [*adjudication*] for the same.
  
36. Upon request by a legally eligible defendant, an intervention court must screen the defendant for admission. Miss. Code Ann. § 9-23-15(4).
  
37. A member of the juvenile intervention court team (or a person designated by the team to conduct an eligibility screening) must do each of the following: Section 19(b)(1-3).
  - (a) determine the participant’s legal eligibility for juvenile intervention court under Miss. Code Ann. § 9-23-15
  - (b) determine the participant’s clinical eligibility for juvenile intervention court by conducting or providing for a clinical screening/assessment of any treatment needs. Section 19(b)(2).
  - (c) recommend the youth to the juvenile intervention court team as a potential participant in the juvenile intervention court if appropriate. Section 19(b)(3).

**Preferably, this list of team members should be included in the juvenile intervention court’s policy and procedure manual.**



## CONFIDENTIALITY PROTOCOL

38. A juvenile intervention court must have a written policy and practice conforming to applicable state and federal laws that ensure the confidentiality and security of participant records. Section 19(d)(1).
39. The intervention court must keep all records involving children and the contents thereof confidential, except as provided in Miss. Code Ann. § 43-21-261. (Miss. Code Ann. §§ 43-21-251(2), 259, 261).
40. If a guest is allowed to attend a closed staffing for research or training purposes, the juvenile intervention court should require the guest to complete a Guest Confidentiality Statement Form. Miss. Code Ann. §§ 43-21-251(2), 259. *A sample Guest Confidentiality Statement Form is available on the AOC Intervention Court website.*
41. Participant files must be stored in a secure location, only accessible by appropriate intervention court staff. Miss. Code Ann. §§ 43-21-251(2), Section 19(d)(1).
42. Juvenile intervention courts must have and implement a Notice of Rights of Confidentiality Form to inform a participant and their parent/legal guardian of his or her privacy rights. Section 19(d)(2).
43. The juvenile intervention courts must require each participant and his/her parent or legal guardian to sign a Consent for Disclosure Form to inform each participant in writing of the court's privacy policies and procedures and to obtain the consent for the release of confidential information to specified individuals for certain purposes. Section 19(d)(2).
44. Notice of Rights of Confidentiality Forms and Consent for Disclosure Forms must follow the model forms provided by AOC. Section 19(d)(2). *These forms are available on the AOC Intervention Court website.*
  - (a) The Consent for Disclosure Form must contain a statement indicating that the participant understands that matters relating to the participant's case and compliance will be discussed in open court. Section 19(d)(2)(A).
  - (b) The Consent for Disclosure Form must contain a signature and date line for the participant to indicate that she/he understands the rights described in the form. Section 19(d)(2)(B).
  - (c) The Consent for Disclosure Form must contain a signature and date line for the participant's parent(s) or guardian(s) to indicate that the parent or legal guardian understands the rights described in the form. Section 19(d)(2)(B).
  - (d) The Consent for Disclosure Form must contain a signature and date line for a juvenile intervention court staff member. Section 19(d)(2)(C).
  - (e) The juvenile intervention court must cross out or mark blank lines with "N/A" after the Consent for Disclosure Form has been completed to ensure the forms cannot be altered after being signed by the participant and his/her parent or legal guardian. Section 19(d)(2)(D).
  - (f) The juvenile intervention court must keep the Consent for Disclosure Form with the participant's and his/her parent's or legal guardian's original signatures and dates in the participant's record. Section 19(d)(2).

## DATA MANAGEMENT AND DOCUMENTATION

45. On the first day of employment for a new employee and prior to accessing CaseWorx, the juvenile intervention court is responsible for ensuring that the employee signs a CaseWorx Confidentiality Agreement provided by the AOC. Section 19(f)(4)(B). *The CaseWorx Confidentiality Agreement is available on the AOC Intervention Court website.*
46. The juvenile intervention court coordinator shall be responsible for:
  - (a) maintaining an accurate and current list of all persons in his/her court with access to CaseWorx. Section 19(f)(5).
  - (b) immediately blocking access to CaseWorx for any person/user who no longer works for the juvenile intervention court program. Section 19(f)(5).
  - (c) assigning users their appropriate level of CaseWorx access. Section 19(f)(5)(A).

47. The juvenile intervention court shall use CaseWorx as its primary case management system to track client progress, including both financial and programmatic progress, from initial screening and throughout the program until release from juvenile intervention court supervision. Section 19(f)(1).
  
48. Juvenile intervention courts shall also use the Mississippi Youth Court Information Delivery System (MYCIDS) as required by the Mississippi Supreme Court’s Administrative Order No. 2015-AD-00001. Section 19(f)(2).
  - (a) Youth Courts [are] to prepare all court orders, petitions, summons and notices in MYCIDS
  - (b) Youth Courts [are] to save all documents filed in a Youth Court case in MYCIDS
  - (c) Youth Courts [are] to timely input into MYCIDS, all intake, custody, referral, petition, and hearing data related to a youth, his/her family, and the Youth Court’s involvement with the same
  
49. The juvenile intervention court must record the following specific information, at a minimum, in CaseWorx in part for programmatic reporting purposes: Section 19(f)(1-3); *see also* Miss. Code Ann. § 9-23-11(b).
  - (a) all screenings for admission, regardless of acceptance or rejection (reason for non-acceptance listed if rejected)
  - (b) demographic information for applicants (race, gender, age, and delinquent offenses charged)
  - (c) program admission, phase progression, program suspensions, and program completion/discharge
  - (d) history of previous referrals to youth court for delinquency matters
  - (e) new arrests, charges, and adjudications/convictions
  - (f) community service hours assigned and completed
  - (g) days served in detention
  - (h) days of electronic monitoring
  - (i) urine, hair, saliva and other samples collected and tested during the month, including number of substances tested on samples
  - (j) positive test results
  - (k) all confirmation tests
  - (l) inpatient and residential treatment program referrals, entry, and completion
  - (m) group and individual counseling/therapy referrals
  - (n) contact hours with treatment providers
  - (o) enrollment in traditional or alternative school
  - (p) lack of enrollment in school
  - (q) disciplinary action received from school officials
  - (r) enrollment in GED program
  - (s) receipt of GED or high school diploma
  - (t) number of “drug-free” babies born to active female participants
  - (u) participation in gang-related activities
  - (v) incentives issued and/or sanctions imposed
  - (v) participant restitution (if applicable)
  - (x) participant indigency determination at time of screening
  
50. The juvenile intervention courts must have and follow a policy and procedure to record all participant progress, both financial and programmatic, no later than seven (7) days from the end of the calendar month in which the progress occurred. Section 19(f)(3).
  
51. The juvenile intervention court’s supervision or monitoring procedure must be capable of, at a minimum, determining participants who have: Section 19(f)(4)(A-C).
  - (a) failed, as scheduled or required, to meet treatment plan goals
  - (b) failed to comply with the participation agreement requirements and/or with the rules of conduct of a service provider to which the participant was referred
  - (c) been successfully discharged or unsuccessfully terminated by a service provider to which he/she was referred

**PROGRAMMATIC DATA REPORTING**

- 52. Each month, a juvenile intervention court shall collect and submit to the Administrative Office of Courts data specified in Miss. Code Ann. § 9-23-11(4)(a).
- 53. A juvenile intervention court must timely submit (by the 20th of the month) to the AOC via upload or email the completed monthly programmatic report, signed and dated by both the juvenile intervention court judge and the juvenile intervention court coordinator. Section 20(a). Failure to submit programmatic reports by the 20<sup>th</sup> day of each month may jeopardize the juvenile intervention court’s ability to receive reimbursement in a timely manner. Section 20(c).
- 54. The juvenile intervention court’s programmatic report responses must comply with the programmatic report definitions provided by the AOC. The juvenile intervention court must submit with its’ programmatic report any supporting documentation to match the programmatic report. This supporting documentation should match CaseWorx data or provide an explanation as to why it differs. Section 20(a).
- 55. The juvenile intervention court is responsible for maintaining a file of all documentation that ties monthly participant progress to the monthly programmatic report. *Since CaseWorx is not a static database, documentation should be preserved from CaseWorx that matches the programmatic report on the reporting date.* Section 20(e).
- 56. The juvenile intervention court must maintain all programmatic data and supporting documentation for a period of 3 state fiscal years in addition to the state fiscal year in progress and in accordance with the policies of the MS Department of Archives and History. *(A court may preserve this documentation, along with participant files, physically and/or electronically)* Section 20(e).

**PERSONNEL MANAGEMENT**

- 57. The juvenile intervention court should follow its county’s/municipality’s written personnel policy and procedure manual. In addition: Section 13(a).
  - (a) **a copy of this personnel manual must be provided to the AOC.** Section 13(b).
  - (b) a copy of this personnel manual must be maintained at the juvenile intervention court. Section 13(b).
- 58. The county’s/municipality’s personnel manual should contain the following information: Section 13(a)(1)-(4). *If the county’s policy and procedure/personnel manual does not address any of the policies listed below, the juvenile intervention court shall address the missing policy(ies) in its juvenile intervention court policy and procedure manual’s personnel section.*
  - (a) employment procedures
  - (b) rules for professional conduct
  - (c) wages and benefits
  - (d) vehicle and cell phone usage procedures
- 59. The juvenile intervention court’s policy and procedure manual must include job descriptions for all juvenile intervention court personnel and volunteers which accurately reflect their actual job situations and describe the following for each position. Section 19(M)(1-5).
  - (a) job title
  - (b) qualifications
  - (c) credentials (if applicable)
  - (d) duties and responsibilities
  - (e) reporting and supervisory responsibilities
- 60. **If a juvenile intervention court judge has issued any judicial orders modifying the county’s/municipality’s policy and procedure manual or personnel policy for juvenile intervention court employees or staff, please provide these orders to the AOC.** Section 13(a).

61. The juvenile intervention court must keep records for all staff that contain the following information: Section 13(c)(1-7).
- (a) application or resume
  - (b) credentials
  - (c) licensure and/or credential verification, when applicable
  - (d) performance evaluations
  - (e) salary and position changes
  - (f) documentation of staff development activities and continuing education activities
  - (g) copies of all bonds (when applicable)
62. **The following personnel documentation must be kept on file and up to date and provided to the AOC.** Section 13(d)(1-5).
- (a) hire orders or letters
  - (b) termination orders or letters
  - (c) resumes including qualifications
  - (d) copies of all licensing certificates
  - (e) documentation of staff development and continuing education activities
63. Upon hiring an individual for employment, the juvenile intervention court must provide the employee’s resume and licensing certificates to the Director of Intervention Courts. Section 13(e).
64. Upon increasing a juvenile intervention court employee’s salary, the juvenile intervention court must notify the Director of Intervention Courts. Section 13(f).

**JUVENILE INTERVENTION COURT COORDINATOR**

65. A juvenile intervention court coordinator must achieve professional status as defined in Section 14(a) and Section 16 of the juvenile intervention court rules.
- At a minimum, to achieve professional status, a juvenile intervention court coordinator must have either:
- (1) a Bachelor’s degree from an accredited four-year college or university; or
  - (2) graduated from a standard four-year high school or equivalent (GED) and four years of relevant experience
66. If the juvenile intervention court judge is unable to find a coordinator with the above requirements, the judge must request a written waiver from the AOC prior to hiring the employee. Section 14(c).
67. If a waiver was granted by the AOC, the juvenile intervention court coordinator must gain professional status within the one year of hiring as required by Section 16(b) of the juvenile intervention court rules.
68. A juvenile intervention court coordinator must retain professional status by documenting twelve (12) hours annually, every July 1 to June 30, of continuing education or training related to substance use disorder and the dynamics of recovery, use of evidence-based practice in substance use treatment and assessment, adolescent development, and/or criminal justice issues. Section 16(c).
- (a) A juvenile intervention court coordinator’s personnel file must contain written confirmation of said training and a **copy of this documentation must be provided to the AOC.** Section 16(c); *see also* Section 14(a).

**CASE MANAGER**

69. A case manager must achieve professional status as defined in Section 14(b) and Section 16 of the juvenile intervention court rules.
- At a minimum, to achieve professional status, a case manager must have either:
- (1) a Bachelor’s degree from an accredited four-year college or university; or
  - (2) graduated from a standard four-year high school or equivalent (GED) and four years of relevant experience

- 70. If the juvenile intervention court judge is unable to find a case manager with the above requirements, the judge must request a written waiver from the AOC prior to hiring the employee. Section 14(c).
- 71. If a waiver was granted by the AOC, the case manager must gain professional status within one year of hiring. Section 16(b).
- 72. A case manager must retain professional status by documenting twelve (12) hours annually, every July 1 to June 30, of continuing education or training substance use disorder and the dynamics of recovery, use of evidence-based practice in substance use treatment and assessment, adolescent development, and/or criminal justice issues. Section 16(c).
  - (a) A case manager’s personnel file must contain written confirmation of said training **and a copy of this documentation must be provided to the AOC.** Section 16(c); *see also* Section 14(b).

**JUVENILE INTERVENTION COURT FIELD OFFICER**

- 73. An intervention court field officer must meet the minimum experience and educational requirements as defined in Section 14(d) of the juvenile intervention court rules.
  - To meet the minimum requirements, an intervention court field officer must have either:
    - (1) a Bachelor’s degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field *and* one (1) year of experience in related work; or
    - (2) graduated from a standard four-year high school or equivalent (GED) and five (5) years of relevant experience *and* successful completion of the Mississippi Law Enforcement Officers Training Program (Miss. Code Ann. § 47-7-9(b)(Rev. 2015)
- 74. The juvenile intervention court must provide written documentation to the AOC that the intervention court field officer is in compliance with all experience and educational requirements. Section 14(f).
- 75. A field officer must retain professional status by documenting twelve (12) hours annually, every July 1 to June 30, of continuing education or training related to substance use disorder and the dynamics of recovery, use of evidence-based practice in substance use treatment and assessment, adolescent development, and/or criminal justice issues. Section 16(c).

**JUVENILE INTERVENTION COURT TREATMENT COUNSELOR**

- 76. A juvenile intervention court treatment counselor must meet the minimum experience and educational requirements as defined in Section 14(e) of the intervention court rules.
  - (1) To meet the minimum requirements, an intervention court treatment counselor must have a Master’s degree from an accredited four-year college or university in social work, counseling, or one of the behavioral sciences.
- 77. The juvenile intervention court must provide written documentation to the AOC that the intervention court treatment counselor is in compliance with all experience and educational requirements. Section 14(f).
- 78. A juvenile intervention court treatment counselor must retain professional status by documenting twelve (12) hours annually, every July 1 to June 30, of continuing education or training related to substance use disorder and the dynamics of recovery, use of evidence-based practice in substance use treatment and assessment, adolescent development, and/or criminal justice issues. Section 16(c).

**JUVENILE INTERVENTION COURT TEAM**

- 79. The juvenile intervention court team shall consist, at a minimum, of the following: Section 12(a)(1-6).
  - (a) juvenile intervention court judge
  - (b) local prosecuting attorney or a representative from the prosecuting attorney’s office
  - (c) local defense attorney

- (d) one or more local treatment providers
- (e) juvenile intervention court coordinator
- (f) one or more juvenile intervention court case managers or field officers

80. The juvenile intervention court must keep on file a list of the intervention court team members along with a description of each member's role and responsibilities, and **any changes to this list of members should be provided to the AOC in a timely manner.** Section 12(b). *Preferably, this list of team members should also be included in the juvenile intervention court's policy and procedure manual.*

## **FISCAL REQUIREMENTS**

### **(A) FISCAL MONTHLY REPORTING**

81. The juvenile intervention court must timely submit (by the 20th of the month) to the AOC an accurate Monthly Intervention Court Fiscal Reporting Form, signed and dated by the juvenile intervention court judge and also the preparer of the report, that details expenses incurred by the court during the previous month. Section 25(a-b). *Each intervention court's Fiscal Reporting Form is available on the AOC Intervention Court Website.*
82. The juvenile intervention court must also provide and maintain the reimbursement documentation requirements listed in Section 25(d) of the juvenile intervention court rules that tie the expenditures to the monthly report. Section 22(e).

### **(B) FEES AND FISCAL MANAGEMENT**

83. Monies received from any source by a juvenile intervention court must be accumulated in a local juvenile intervention court fund and/or a separate budget department within the county or State Treasury and maintained by the County or Municipality's fiscal officer, to be used only for juvenile intervention court-related expenses or purposes. Miss. Code Ann. § 9-23-19(1); *see also* Section 22(a)(3-4).
84. All funds collected by a juvenile intervention court must be deposited in the juvenile intervention court's local fund on the day when collected or on the next business day thereafter. Miss. Code Ann. § 25-1-72.
85. A juvenile intervention court must have a Documented Revenue Schedule. Section 19(a)(2)(L). *A sample Documented Revenue Schedule is available on the AOC Intervention Court website.*
86. A juvenile intervention court must have established written procedures concerning the receipt of and accountability of fees collected. Section 22(a)(2).
87. A juvenile intervention court must have an established local juvenile intervention court fund and/or a separate budget department within the County or State Treasury, maintained by the County or Municipality's Fiscal Officer. Section 22(a)(3).
88. All monies and/or revenue derived from any source must be deposited into the local juvenile intervention court fund. Section 22(a)(4).
89. All monies and/or revenue collected must be used exclusively for juvenile intervention court-related expenses. Section 22(a)(4).
90. A juvenile intervention court must have developed and implemented an accounting system with the capability to ensure financial transactions are thoroughly documented and handled in a uniform and consistent manner. Section 22(b)
91. If a juvenile intervention court distributes gift cards, the court must have incentive policy that includes procedures for tracking the purchase, storage, and distribution of gift cards, in addition to any donated items and incentives with a value of \$5 or more. Section 22(a). *A sample Incentive Policy is available on the AOC Intervention Court website.*

92. A juvenile intervention court must maintain a monthly file (that is readily available for review by the AOC) of all documentation that ties expenditures to its monthly fiscal report. Section 22(e).
93. A juvenile intervention court must maintain records to support expenditures for a period of three (3) state fiscal years in addition to the state fiscal year in progress. Section 22(e).
94. *In accordance with Miss. Code Ann. §43-21-205, no court costs shall be charged against any party to a petition. Juvenile intervention court is an extension of the Youth Court, therefore, no participation fee may be charged to the parties.* Section 22(a)(7).
95. A juvenile intervention court must timely submit (no later than sixty (60) days before the beginning of each program fiscal year (beginning July 1 and ending June 30 of the following year) its annual request for program funding with accompanying budget detail to the AOC (on the designated AOC forms). Section 23(a).
  - (a) A juvenile intervention court must also submit any and all contracts or memorandums of understanding (MOU) associated with the submitted budget. These contracts should be current for the fiscal year and previously approved by the appropriate Board of Supervisors. Section 23(d).
96. A juvenile intervention court must have a current budget, and it is the responsibility of the juvenile intervention court coordinator to ensure the juvenile intervention court operates within its approved annual budget. Section 22(c-d).
97. A juvenile intervention court is prohibited from maintaining an independent bank account or petty cash fund, as state or local intervention court monies shall not be maintained outside of the County or State Treasury. Section 22(a)(3).
98. If a juvenile intervention court chooses to accept monies directly, the juvenile intervention court must not accept cash. Section 22(a)(8)(D).
99. If a juvenile intervention court collects monies directly, the intervention court must identify a primary and secondary juvenile intervention court staff member assigned the responsibility for collections of monies. Section 22(a)(8)(A).
100. A list of the juvenile intervention court staff members assigned the responsibility of collection of monies should be provided to the AOC. Section 22(a)(8)(A).
101. The primary and secondary staff members assigned the responsibility of collection of monies must be appropriately bonded. **If applicable, please provide copies of both bonds to the AOC.** Section 22(a)(8)(C).
102. A juvenile intervention court’s contracts for contractual services must be approved and signed in the appropriate section by the local county’s Board of Supervisors. Section 24(f)(2).
103. **Copies of any fully-executed contracts must be provided to the AOC.** Section 24(f)(3).
104. A juvenile intervention court team must adhere to the following traveling policies: Section 24(d)(1-4).
  - (a) Only juvenile intervention court personnel may use juvenile intervention court funding for travel/training purposes. Juvenile intervention court funding shall not be used for travel or training for youth court staff, other state or county staff, or any other individuals who do not work directly in, or provide services to or oversight of, the juvenile intervention court program. Section 24(d)(1).
  - (b) Travel for commuting purposes and daily mileage is not approved through AOC funding. Section 24(d)(4).
  - (c) Any juvenile intervention court program using state funds, approved through the AOC, shall be reimbursed for no more than 4 out-of-state trips per year (ie. 1 person on 4 trips or 4 persons on 1 trip). Section 24(d)(5)(A).
  - (d) All out-of-state travel shall be limited to juvenile intervention court-related training. Section 24(5)(B).
105. A juvenile intervention court employee is prohibited from receiving a check from the county made payable to said staff member in advance for the purchase of commodities, as the program is encouraged to always use the county’s purchase order system to secure items. Section 24(e)(3).

- 106. **A juvenile intervention court must provide to the AOC a copy of the yearly audited juvenile intervention court inventory report provided by the county or municipality.** Section 24(g)(5).
- 107. A juvenile intervention court must understand and adhere to the reimbursement documentation requirements for the AOC in Section 25(d)(1-8).
- 108. In receiving donations, a juvenile intervention court must adhere to the following policies with regards to AOC fiscal reporting requirements:
  - (a) Receipts are submitted that show a donation along with any specific purposes attached, as well as the bonded juvenile intervention court personnel who received the money. Section 25(d)(9)(A).
  - (b) Paid invoices that show the spending of the donation for the purpose in which it was donated. Section 25(d)(9)(B)



**SECTION III.**

**SIGNATURES**

By signing this form, I attest that I understand all information reported in this Compliance Criteria above and that any documentation being sent to the AOC for recertification is accurate and true to the best of my knowledge.

Juvenile Intervention Court Program: \_\_\_\_\_

Coordinator's Signature	Printed Name	Date

Judge's Signature	Printed Name	Date

This signed final page should be returned with your Juvenile Drug Intervention Court Recertification Application and other supporting documents.