

**SUPREME COURT OF ILLINOIS**



**Administrative Office of the Illinois Courts**

**PROBLEM-SOLVING COURTS  
APPLICATION for  
RE-CERTIFICATION**

County/Judicial Circuit

January 2020

**Marcia Meis, Director**

**SPECIAL SUPREME COURT ADVISORY COMMITTEE (2019)  
FOR  
JUSTICE AND MENTAL HEALTH PLANNING**

HON. KATHRYN E. ZENOFF, CHAIR\*

HON. MARK M. BOIE

HON. RICHARD A. BROWN

HON. JILLIAN CERONE-MARISIE\*

HON. ZINA R. CRUSE\*

HON. CLARK ERICKSON\*

HON. TIMOTHY C. EVANS\*

HON. MICHELLE FEETTERER\*

HON. JEFFREY B. FORD\*

HON. FRANK R. FUHR

HON. LAUREN GOTTAINER-EDIDIN\*

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HON. DAVID A. HYLLE

HON. ALFREDO MALDANADO\*

HON. ROBERT MARSAGLIA\*

HON. KATHERINE M. MCCARTHY\*

HON. GAIL L. NOLL\*

HON. ELIZABETH A. ROBB\*

HON. DIANE M. SHELLEY\*

HON. JAMES E. SNYDER

HON. CHRISTOPHER R. STRIDE\*

HON. SHARON SULLIVAN

HON. NEERA WALSH\*

HON. MAUREEN WARD KIRBY

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

RICHARD ADKINS\*

KELLY GALLIVAN-ILARRAZA\*

\*Members of the Problem-Solving Court Working Group

PROBLEM-SOLVING COURT RE-CERTIFICATION APPLICATION SIGNATORIES

**Instructions:** Complete this form and submit with the Application.

**By completing and submitting this Application with the required PSC documents, the Chief Judge certifies that the PSC incorporates the *Problem-Solving Court Standards* in practices, procedures and operations and that all required written materials are attached.**

CHIEF CIRCUIT JUDGE

As Chief Judge of the \_\_\_\_\_ Judicial Circuit, I hereby approve the Application for Problem-Solving Courts Re-Certification submitted by the \_\_\_\_\_ Judicial Circuit and/or Probation/Court Services Department serving \_\_\_\_\_ County/Judicial Circuit.

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Circuit Judge

PROBATION/COURT SERVICES

As Director of Court Services/Chief Probation Officer of the \_\_\_\_\_ Judicial Circuit, serving \_\_\_\_\_ County/Counties, I have reviewed the Application for Problem Solving Courts Re-Certification and confirm that the information is true and corrected and that the Application is complete.

Date: \_\_\_\_\_

\_\_\_\_\_  
Director/Chief

LOCAL PROBLEM-SOLVING COURT COORDINATOR

As the designated Local Problem-Solving Court Coordinator of the \_\_\_\_\_ Court in \_\_\_\_\_ County located in the \_\_\_\_\_ Judicial Circuit, I have reviewed the Application for Problem-Solving Courts Re-Certification and confirm that the information is true and correct and that the Application is complete.

Date: \_\_\_\_\_

\_\_\_\_\_  
Local Problem-Solving Court Coordinator

## **PROBLEM SOLVING COURT RE-CERTIFICATION APPLICATION**

Instructions: Complete all the required information, check boxes and submit documentation in support. If additional space is needed, please attach additional pages.

Name of Problem-Solving Court:

Judicial Circuit:

Appellate District:

Location of Court Hearings:

County(ies):

Date of Submission:

Date of Initial Certification:

Type of Problem-Solving Court:

Name of PSC Judge:

Address:

Phone:

Email:

Name of Local PSC Coordinator:

Address:

Phone:

Email:

Name and Title of Primary Contact (if other than Coordinator):

Address:

Phone:

Email:

1. **PSC Standard 1.6 Access to Justice:** Written policies and procedures include and the Court operates in a manner that promotes equal Access to Justice. The Court makes accommodations to ensure all participants are afforded equal opportunities and access to programs.
2. **PSC Standard 2.5 Notice of Substantive Change:** Any changes to the PSC Team, PSC name, type of program, location, or policy were submitted within 30 days to the AOIC. Complete roster for PSC team, Attachment #14.
3. **PSC Standard 4.2 (a) and (b):** Written policies and procedures and forms as approved via the initial certification process have been changed. Include your amended policies and procedures and forms with the amended sections highlighted and deleted sections struck through. Be sure to include the data and rationale used to determine program changes and date adopted.
4. **PSC Standard 4.3 (b):** A written PSC participant handbook as approved via the initial certification process has been changed. Include your amended handbook with the changes highlighted and deleted sections struck through. Be sure to include the data and rationale used to determine program changes.
5. **PSC Standard 4.4 (b):** Legal and clinical eligibility and exclusionary criteria as approved via certification is followed. Provide a list of all participants, including demographics, who have been found ineligible in the last three years. Include the reason the person was not accepted into the program. Complete Attachment #12.
6. **PSC Standard 4.5** The court has incorporated Evidence-Based Practices, provide at least three examples and how long utilized. Complete Attachment #11.
7. **PSC Standard 4.5** The court is ensuring treatment providers are providing evidence-based programming. Please list all evidence based programs utilized in your PSC and associated with which treatment provided. Complete Attachment #11.
8. **PSC Standard 4.6 (a)** If your PSC court has not submitted data, please describe your plan to come into compliance with this requirement.
9. **PSC Standard 4.6 (c)** Please attach the program operational review(s) of the PSC if completed in the last three years, include any evaluations of treatment providers.
10. **PSC Standard 4.7** Please attach a current budget for the PSC Court, include any grant information and reports, if applicable.

## **PSC Judge**

11. **PSC Standard 5.2, 5.3, and 6.3:** The PSC Judge has attended ongoing training relative to the needs of the PSC. Complete attachment #6.
12. **PSC Standard 5.2:** The PSC Judge consistently provides supportive comments, and/or incentives, imposes sanctions or therapeutic adjustments when appropriate.

## **PSC Team**

13. **PSC Standard 6.2:** Team members abide by the parameters as established in the MOU.
14. **PSC Standard 6.2(d) and 8.1 (b):** All team members regularly attend and participate in staffing and court sessions.
15. **PSC Standard 6.3(d) and 7.4(e):** At team staffings, PSC team members collaboratively and objectively share timely and accurate information and discuss participants' progress in treatment and compliance with program requirements, as well as whether participants should be rewarded, sanctioned or terminated.
16. **PSC Standard 6.3(a) and 7.4(e):** PSC team regularly participates in interdisciplinary trainings, webinars, events, and other education opportunities that are essential to the planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model, including training on applicable federal and state confidentiality statutes and regulations. Complete attachment #6.

## **Referral, entry and Participant Rights**

17. **PSC Standard 7.1(a):** Individuals referred to the PSC are promptly assessed for eligibility using validated risk-assessment tools(s) and clinical tools(s) administered and scored by a trained and/or licensed professional. Provide the name of the risk assessment tools and clinical assessment tools used in problem-solving court and date adopted for use.
18. **PSC Standard 7.2(g):** Eligibility decisions are made objectively and personal impressions or subjective views are not used to determine an individual's eligibility for the PSC. Complete attachment # 12.
19. **PSC Standard 7.4 (b) (c) and (d):** PSC is using the confidentiality form in the Revised Standards.
20. **PSC Standard 7.4(d)** Probation case management plans, clinical treatment plans, reports, drug test results and other information disseminated to the PSC team are not placed in any part of a court file that is open to examination by members of the public.

### **Case Management and Supervision**

21.  **PSC Standard 8.1(a)** An individualized probation case management plan and clinical treatment plan is developed and presented to each participant enrolled in the PSC and is updated regularly in consideration of the participant's progress. Attach a completed sample of both to this application.
22.  **PSC Standard 8.2 (b)** A participant's program phase progression is determined by the achievement of skills and completion of program goals. Provide phase progression requirements.
23.  **PSC Standard 8.2 (d)** Drug and alcohol testing protocol are utilized in case management and supervision of PSC participants.
24.  **PSC Standard 8.2(e)** PSC team develops and provides participants with a discharge plan prior to being successfully or neutrally discharged from the program.

### **Program Outcomes**

25.  **PSC Standard 9.1** List the type of discharge and the reason for discharge for all participants for the last three years. Complete attachment #10.
26.  **PSC Standard 9.3(a)** Prior to unsuccessful discharge from a PSC, a participant is served with a petition to terminate the participant from the PSC or to revoke the participant's probation, which sets forth the claimed violation of the PSC program requirements or probation, together with the relief sought.

### **ATTACHMENTS:**

- |  |  |
|--|--|
| #1 Amended Policies and Procedures                                     | #9 Completed Sample Probation Case Management Plan |
| #2 Amended Handbook  | #10 Types of Discharge forms completed             |
| #3 Operational Review(s), if applicable                                | #11 Treatment & Probation Evidence-Based Practices |
| #4 Current Budget  | #12 Ineligible Participants Table                  |
| #5 Grant information, if applicable                                    | #13 Program Self-Assessment                        |
| #6 Amended/Updated training logs for all team members, including Judge | #14 PSC Team Member Roster                         |
| #7 All current forms utilized by the Problem-Solving Court             |  |
| #8 Completed Sample Clinical Treatment Plan                            |  |

**Attachment #6/PSC – TRAINING AND EXPERIENCE**

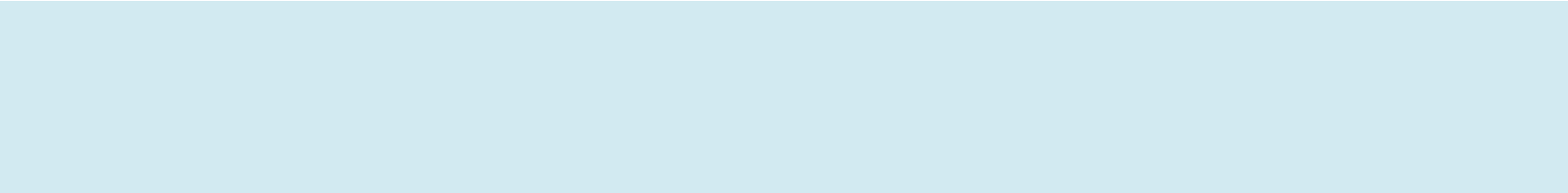
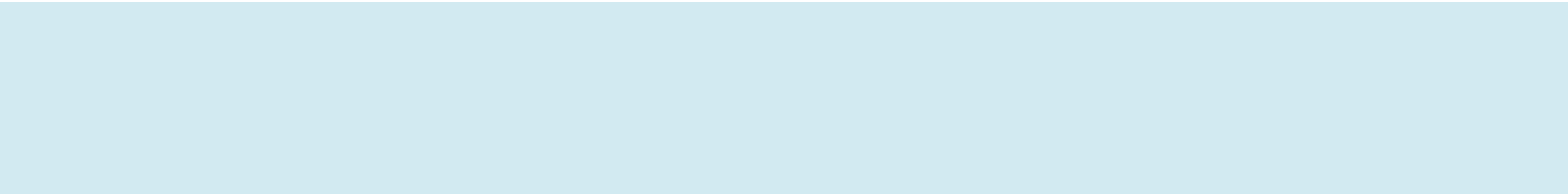
Per the *Illinois Problem-Solving Courts Revised Standards*, the PSC judge should have experience and/or training in a broad range of topics including, but not limited to: (1) criminal law; (2) behavioral health; (3) confidentiality; (4) ethics; (5) evidence-based practices; (6) substance use and abuse; (7) mental illness and (8) co-occurring disorders. Please indicate the training and experience of the PSC Judge in the table below:

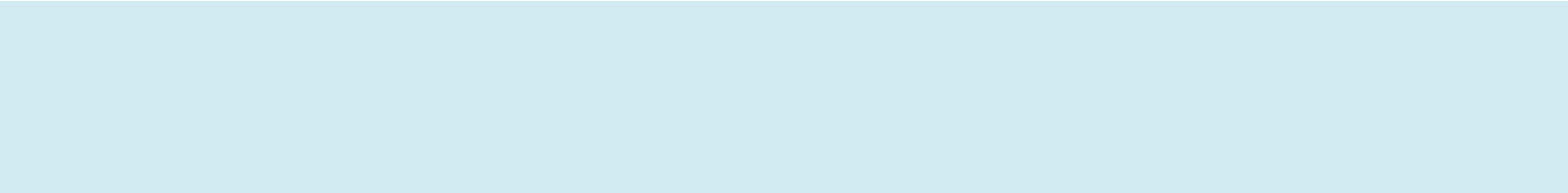
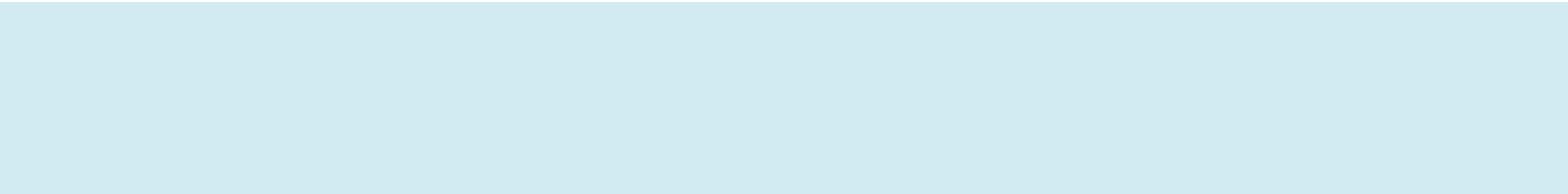
<b>PSC JUDGE</b>	<b>EXPERIENCE RELEVANT TO PSC</b>	<b>TRAINING: Include date and topic of training</b>

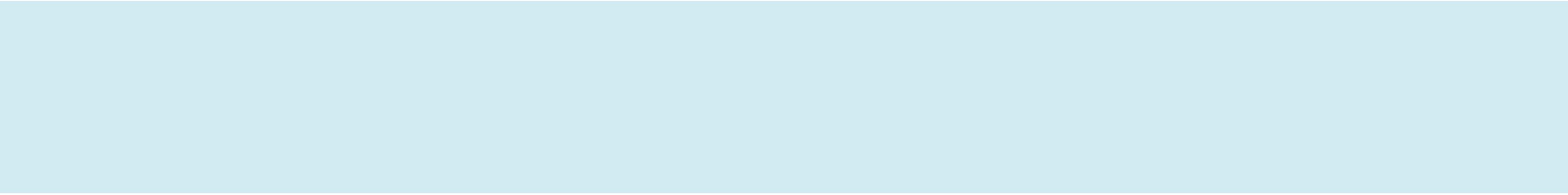
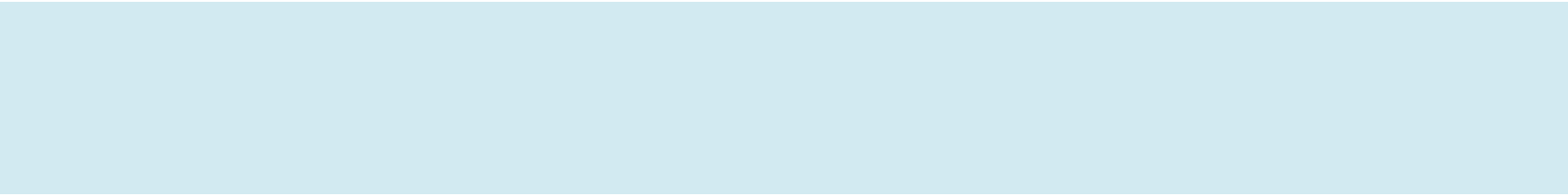
Per the *Illinois Problem-Solving Courts Revised Standards*, the PSC team shall regularly participate in trainings, webinars, events, and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the PSC and to ensuring that the PSC maintains fidelity to the PSC model. Topics include, but are not limited to, evidence-based screening, assessment and treatment practices, target population, substance use disorder, mental illness, disability, co-occurring disorders, trauma, confidentiality, criminogenic risks and needs, incentives and sanctions, court processes, limited English proficiency and team dynamics. Please indicate the experience and training of each PSC Team member in the table below:

<b>PSC TEAM MEMBER/TITLE</b>	<b>EXPERIENCE RELEVANT TO PSC</b>	<b>TRAINING: Include date and topic of training</b>

















**Attachment #11/Treatment & Probation Evidence-Based Practices:**

**Provide three examples of evidence-based practices in the court and how they benefited the participants.**

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Example 1:

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Example 2:

Example 3:

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**Attachment #11/Treatment & Probation Evidence-Based Practices:**

**Provide three examples of evidence-based practices in the court and how they benefited the participants.**

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Example 4:

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Example 5:

Example 6:

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**Attachment #13/Program Self-Assessment**

**Complete the program self-assessment (include dates) and submit with the application for Re-Certification**

## Attachment #14/PSC Team Member Roster

Copy form to provide information about each team member	
<b>Name and Title:</b>	
<b>Role/Function on Team:</b>	
<b>Agency/Office:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Name and Title:</b>	
<b>Role/Function on Team:</b>	
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**Attachment #14/PSC Team Member Roster**

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<b>Name and Title:</b>	
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