
COLORADO PROBLEM SOLVING COURT ACCREDITATION PROGRAM
Checklist for Completing the Accreditation Application

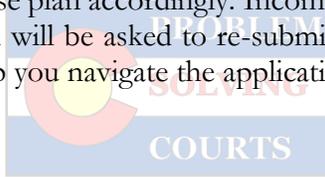
OVERVIEW

The accreditation program is designed to certify to those within the field and those from other parts of the community that a program called a Problem-Solving Court adheres to evidence-based treatment and research-proven practices. In turn, this will provide assurance that programs are high quality, sustainable, multidisciplinary, and addressing equal protection rights. For more information regarding accreditation, please consult the accreditation program website:

<https://www.courts.state.co.us/Administration/Program.cfm?Program=58>

INSTRUCTIONS

The minimum criteria for accreditation include the following: operational greater than 1 year, joint approval of Chief Judge, District Administrator, and Chief Probation Officer/County Department of Human Services Administrator, and have a policy/procedure manual **and** a participant handbook developed. There are four key components a request for accreditation covers: 1) Program Overview; 2) Budget Information; 3) Program Performance Data; and, 4) PSC Standards Self-Assessment. It is anticipated that it could take a wide range of time to complete, depending on how organized a program's documents already are. Reported timeframes have ranged from 4-80 hours to compile and complete the entire application. Please plan accordingly. Incomplete applications will not be reviewed by the Committee, and the program will be asked to re-submit in a future application period. This information sheet is designed to help you navigate the application and request process.



MATERIALS NEEDED

At a minimum, your program will need to provide the following documents in support of your request for accreditation. When applicable, you may need to formally create additional materials that demonstrate the information outlined in the application or it may be asked of you to be created by the Advisory Committee following its review of the materials.

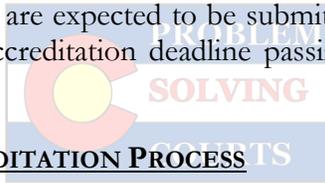
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|---|--|
| <input type="checkbox"/> Policies & Procedure Manual | <input type="checkbox"/> Program Goals & Objectives |
| <input type="checkbox"/> Participant Handbook | <input type="checkbox"/> Program Data/Statistics (past 3 years) |
| <input type="checkbox"/> Example Staffing Case Review Sheet | <input type="checkbox"/> Program Brochure or Other Materials |
| <input type="checkbox"/> Interagency Memorandum of Understanding | <input type="checkbox"/> Treatment Provider Information & Credentials |
| <input type="checkbox"/> Other Available MOUs | <input type="checkbox"/> Sustainability Plan |
| <input type="checkbox"/> Program Evaluation (within past 5 years; if available) | <input type="checkbox"/> Budget Details & Expenses (past 3 years) |
| <input type="checkbox"/> Participant Surveys (if available) | <input type="checkbox"/> Peer Review Final Report (optional, if available) |
| <input type="checkbox"/> Service Provider Contracts (if available) | <input type="checkbox"/> Sample Client Contract or Waiver of Rights |
| <input type="checkbox"/> Sample Redacted Treatment Plan | <input type="checkbox"/> Sample Release of Information and/or Confidentiality Plan |
| <input type="checkbox"/> Sample Redacted Probation or DHS Case Plan | |
| <input type="checkbox"/> Contractor/Community Partner List | |

HELPFUL REMINDERS FOR ACCREDITATION SUCCESS

- Make sure all applicable signatures have been included from district and program leadership
- Give enough time for external agencies and parties to review and/or provide information while completing
- **Maintain continuous page numbering throughout the document** and create cover pages for attachments
- Clearly label each page of an attachment with a footer that references the document being reviewed
- Compile all of the attachments and applications as a single .pdf file
- References to attachments within the application must include the attachment name and page number
- **Incomplete applications will not be considered by the Committee and a program will be asked to re-apply in a future submission period.**
- Ask for help when needed.

TECHNICAL ASSISTANCE

If at any point during the completion of the accreditation application and compilation of supporting materials you require technical assistance or would like to ask a question regarding the process, please feel free to email coloradoproblemsolvingcourts@judicial.state.co.us. Requests for assistance will be addressed in the order received and are expected to be submitted within a reasonable timeframe to allow for a response prior to an accreditation deadline passing, which may be dependent on the complexity of the request.



STEPS TO COMPLETE THE ACCREDITATION PROCESS

1. Complete Notice of Intent to Apply Document (Signatures Required)
2. Await Notification of Acceptance of Intent (Within two weeks of submission)
3. Begin to compile and work with team & SCAO lead to complete application (as outlined above)
4. Complete any needed technical assistance follow-up
5. Submit Application for Accreditation no later than indicated deadline
6. Application reviewed by Advisory Committee Workgroup (minimum of 90 days)
7. Program representative **required** to be on call for application review dates
8. Submit response to follow up questions from Advisory (within identified deadlines)
9. Notice from PSC Advisory Committee re: Final Recommendation
10. (If needed) Reconsideration Request Submitted to Advisory Committee
11. Await Chief Justice Approval of Final Accreditation Recommendation

OVERVIEW OF THE ACCREDITATION PROCESS & WORKFLOW

