

**ADC REPORTING REQUIREMENTS***Effective July 1, 2016***A. Monthly Progress Reports**

1. An electronic monthly progress report (MPR) is due to be submitted via the West Virginia Offender Case Management System (WVOCMS) by 4:00 PM on the 10<sup>th</sup> day of month following the reporting period. Example: July monthly report is due on August 10. The deployment of an OCMS-based monthly reporting form has been in effect since July 1, 2015.

The reports section of the login screen has a button for "ADC monthly report" and each month the Adult Drug Court Probation Officer (ADCPO) will add a new report that summarizes the program data previously submitted on the written MPR. The Division of Probation Services (DPS) will access the submitted information on the 10<sup>th</sup> day of the month through the WVOCMS. The report will pull data directly from the system and it will only work properly if each program's data is kept up to date in the system. The ADCPO is responsible for submitting the monthly progress reports.

2. Minutes/notes must be recorded for the quarterly Local Advisory Committee (LAC) meetings and must be submitted for each meeting. The meeting notes/minutes are to be submitted via email to the Deputy Director by the 10<sup>th</sup> day of the next calendar month in which the LAC meeting occurs.

*NOTE: If the 10<sup>th</sup> day of the month falls on a weekend or a holiday, the report will be due the last business day before the 10<sup>th</sup> day of the month. Example: If a state holiday falls on a Monday, the 10<sup>th</sup> day of the month – then the monthly report is due by 4:00 PM on the Friday before the Holiday.*

**B. Financial Accounting**

1. Monthly Invoicing for Services:
  - a) All local programs must have an approved Memorandum of Understanding (MOU) in place with a Qualified Service Provider (QSP) before any billing can be submitted to the Administrative Office (AO).
  - b) A monthly master invoice signed by the ADCPO and the QSP Director must be submitted (scanned and emailed) to the Drug Court Development and Training Coordinator and copied to the Deputy Director for Drug Courts by 4:00 PM on the 10<sup>th</sup> day of each month. A copy of the current MOU must also be sent each month with the monthly master invoice. *A sample invoice will be provided by the Division of Probation Services.*

*NOTE: All backup documentation of the services provided should be reviewed and maintained at the local drug court level by the ADCPO and the QSP. The invoice must be signed by the adult drug court probation officer and the director of the*

entity being paid pursuant to the MOU. In the event of an audit, it is those two signatories who will be responsible for producing any required documentation for review by an auditor.

- c) The master invoice must have all fields completed with accurate information, including: Name and mailing address of the drug court; date the invoice was completed; invoice number; project number (*assigned and provided*); county org number (*assigned and provided*), name of the qualified service provider (*named in the MOU*), the billing month and year, a description of all services being billed, name of the payee (who the check will be payable to), the Federal Employer Identification Number (FEIN) for the payee, mailing address of the payee, and signatures of both the ADCPO and the QSP director.
  - d) All invoices must have an invoice number and follow this format: 3 characters to identify the program (ADC), two digits to identify the billing month (i.e. 07), and 4 digits to indicate the billing year (i.e. 2016). Therefore, the invoice for July 2016 would be numbered ADC-07-2016.
  - e) The Adult Drug Court Project number is 12302. This should be on every QSP invoice submitted.
  - f) Each county has its own assigned county organization number (Co. Org#). A list will be provided to all ADCPOs. The Co. Org # for the headquarter county of the ADCPO is to be used for the monthly billing invoice for services. *A list of County Org numbers will be provided by the Division of Probation Services.*
  - g) Each individual service billed must be listed under the DESCRIPTION column of the invoice. The NUMBER, HOURS, RATE, and AMOUNT columns must also be completed and must not exceed the amounts approved in the local fiscal year budget and local MOU.
  - h) List the agency that will receive the payment. This agency is required to have a FEIN. Provide the FEIN and the mailing address for the payee agency. The payee will most often be either the local QSP or a county commission serving as the fiscal agent for the local DRC.
2. Monthly invoices for case managers who are independent contractors (not employed/contracted through the QSP):
- a) An approved memorandum of understanding (MOU) must be in place for the independent contracted case manager before any billing can be submitted. A monthly invoice signed by the ADCPO and the case manager must be submitted (scanned and emailed) to the Deputy Director for Drug Courts by the 10<sup>th</sup> day of each month. A copy of the current MOU must also be sent each month with the monthly invoice.
  - b) Invoices must have an invoice number, a project number (12302) and a county organization number (Co. Org#) which is assigned for each county.

The Co. Org # for the headquarter county of the ADCPO is to be used for the monthly billing invoice for services. The case management service billed must be listed under the DESCRIPTION column of the invoice. The NUMBER, HOURS, RATE, and AMOUNT columns must also be completed and must not exceed the amounts approved in the local annual budget and local MOU.

**NOTE: Effective July 1, 2016, the hiring of a case manager as an independent contractor is NO LONGER an option.** All newly hired/contracted drug court case managers must be hired through the QSP and possess a relevant master's or bachelor's degree involving coursework equivalent to a major whose subject matter is directly applicable to probation work and/or behavioral health services (counseling/psychology, criminal justice, social work, board of regents with a human services specialization, recreational therapy, political science, nursing, sociology/criminology, teacher education, or behavioral health, etc.) Candidates must have a valid driver's license and reliable transportation and must pass a NCIC/CIB background check and a drug screen. *A copy of the new targeted case manager job description is provided by DPS.*

### 3. Monthly Financial Reconciliation Report

- a) The purpose of the monthly financial reconciliation (MFR) is to report on balances of income and expenditures in a program's fundraising/donations account. This section does not pertain to the drug court participant fees account which is covered in in the Monthly Drug Court Fee Remittance section of this document. Each month's data must be entered on the corresponding monthly worksheet (tabs at the bottom of the form). Monthly, each ADCPO must complete and submit either the MFR form or an account statement(s) covering the same reporting month. (NOTE: review the instructions for the MFR to see which elements must be present if the ADCPO is submitting a statement instead of the MFR). The MFR or statement must be submitted even if no account activity occurs during the month. Detailed instructions for completing the MFR will be included with the form when it is sent out at the beginning of each fiscal year. The Court does not need a report on how these funds are spent, but does require a monthly balance of the account. The MFR must be submitted (scanned and emailed) to the Deputy Director for Drug Courts by the 10<sup>th</sup> day of each month. **NOTE:** Supreme Court employees must not collect any money or manage any financial accounts, including donations.

### 4. Monthly Drug Court Fee Remittance

- a) Participant drug court fees are to be used to pay for incentives, supplies, graduation ceremonies, participant meals & snacks, and other costs associated with the participants' treatment and activities so long as the expenditures directly benefit the drug court participants.
- b) Local advisory committees set the local drug court fees for each ADC; however, participants cannot be required to pay more than \$100.00 in drug court fees in Phase I of adult drug court program, and cannot be required to pay more than \$700.00 in total in adult drug court fees.

- c) Drug court fees paid by the participants shall not be paid to or collected by the adult drug court judge or adult drug court probation officer. The ADC may make arrangements to have fees paid to the county clerk, circuit clerk, or other appropriate agency designated by the drug court judge/advisory board. The local ADC board is responsible for designating the entity which collect the drug court fees for their program and which will be responsible for the monthly remittance of the drug court fee funds to the Administrative Office of the Court.
- d) The designated drug court fee collection/remittance entity is responsible for collecting the fees for the ADC program and is required to remit all fees collected to the Supreme Court's Division of Financial Management on a monthly basis, no later than the 10<sup>th</sup> day of the following calendar month. The Financial Management Division will deposit each monthly remittance into the specific paying ADC program's account. *For example, if Cabell Co. ADC remits a check for \$1,000 in drug court fee collections for the month of July, then that \$1,000 will be allocated specifically to the Cabell Co. ADC program in the accounting system.*
- e) A check payable to "The State of West Virginia" must be sent directly to Sue Troy, Director, Division of Financial Management, Supreme Court of Appeals of West Virginia, Administrative Office of the Courts, 1900 Kanawha Boulevard East, Building 1 Room E-100, Charleston, WV 25305. Please note on the memo line of the check that this constitutes ADC Fees with an identification of the specific ADC program, e.g., "ADC Fees for Kanawha County ADC."
- f) All purchases made for the adult drug court with the participant drug court fees must be paid with a State P-card. The ADC purchases using the drug court fee collections will be the responsibility of the probation office P-card holder. Each of the probation P-card holders will get an increase of \$1,000 per month on their monthly purchasing limit that is specifically allocated only to the adult drug court. The P-card holders will use ADC Project # 2411 and their assigned county Org# on their P-card logs for all ADC incentive purchases. The monthly p-card log and corresponding receipts will be due by the 10<sup>th</sup> day of the month following the reporting period (i.e. July purchases need to be submitted by August 10). Submit the log and receipts via email to both \*PCard@courtswv.gov and to Lora.Maynard@courtswv.gov. NOTE: New programs must ensure they have funds in their designated accounts prior to any purchases.

5. Travel and Training Expenses:

- a. Monthly travel expense account forms for the ADCPO must be submitted (scanned and emailed) to the Deputy Director for Drug Courts for processing and payment. The form must be signed by the ADCPO and a local supervising authority before submission to the AO. Project # 12302 and the local Co. Org # should be noted on the top of the form.
- b. In-state and/or out-of-state training requires pre-approval by Deputy Director for Drug Courts. A detailed request must be sent in writing using an Application for Education Benefits form (found on the court website) and attaching an agenda/description of the specific training.

NOTE:

- Travel Expense Form can be found on the WVSCA website at: <https://intranet.courtswv.gov/forms/ACGeneral/TravelExpenseForm.pdf>
- State Travel Regulations can be found at: <http://www.state.wv.us/admin/purchase/travel/TravelRule.pdf>
- Per Diem Rates can be found at: <http://www.gsa.gov/portal/category/100000>

6. Equipment Purchases:

- a) The AO will purchase laptops and cell phones for each ADCPO. In the event, the ADCPO chooses to use their personal cell phone in lieu of a Court issued cell phone, a monthly reimbursement of \$29.99 may be approved. The cell phone number must be provided to the Deputy Director of Drug Courts. The ADCPO must complete an Employee Reimbursement Form (not the travel expense sheet) and provide a copy of the first page of each monthly bill attached to the reimbursement request form. The form and the back-up documentation should be sent to the Deputy Director of Drug Courts via email. The aforementioned form is provided on the Court's website.
- b) Some items such as the PBT and some printer/scanner combos require the completion of a Property Purchase Order form that must be signed by the ADC Judge or the Chief Circuit Court Judge. This form is to be properly completed (sent via email) to the Deputy Director for Drug Courts for approval and submission to the IT department. The IT department will not process the request without approval from the Division of Probation Services. The form can be found on the Court's website.
- c) Only the items specified in the local program's fiscal year budget is approved for purchase and is limited to the amount approved. Invoices and/or receipts must be sent to the Drug Court Development and Training Coordinator for processing and payment. Project # 12302 and the local Co. Org # should be noted on the top of the invoice/receipt.

*NOTE: If equipment is purchased on the P-card make sure the county's P-card Log indicates Project # 12302 and the Co Org# beside any drug court purchase to ensure proper coding and payment at the state level. The P-card Log process continues as normal by the P-card holder.*

7. Drug Testing

- a) ADC's have separate drug testing accounts set up with Alere Toxicology (12-panel urinalysis, and the Oral Intercept devices, and all GC/MS confirmations - EXCEPT EtG), Redwood Toxicology Services (13-panel 1-cup, EtG lab, and suboxone dips), and Intrinsic Interventions (K2, tramadol, fentanyl dips). ADC drug testing supplies are to be used for ADC participants only. The monthly master bill will be sent directly to the Deputy Director of Drug Courts for review and approval. After

approval the bill will be forwarded to the Accounting Dept, for appropriate coding and payment.

- b) The Deputy Director for Drug Courts is responsible for setting up the drug court drug testing accounts for each drug court program with each vendor. The Chief PO shall notify the Deputy Director of the name, physical address, mailing address, office phone number, office fax number, and email address of the new ADCPO as soon as possible so the Deputy Director can notify the vendor and begin the process. This must be done with all new hires whether it is the implementation of a new program or the hiring of a new officer in an existing program. In addition, the Deputy Director needs to be notified immediately when an ADCPO leaves the position so the account's primary contact can be changed until the time a new ADCPO is hired.

#### 8. Other Expenses

- a) Only the items specified in the "other" category of the local program's fiscal year budget is approved for purchase and is limited to the amount approved. Invoices and/or receipts must be sent to the Drug Court Development and Training Coordinator for processing and payment. Project # 12302 and the local Co. Org # should be noted on the top of the invoice/receipt.

NOTE: If items are purchased on the P-card, make sure the county's P-card Log indicates Project # 12302 and the Co Org# beside any Drug Court purchase to ensure proper coding and payment at the state level. The P-card Log process continues as normal by the P-card holder. The Division of Probation Services does not receive this information.

#### D. Other Periodic Reporting:

##### 1. Drug Court Meetings/Training

- a. ADCPOs are required to attend the statewide drug court conferences (usually held in every other year (i.e., 2014, 2016, etc.)
- b. During the years without a drug court conference, ADCPOs may be required to attend a state-wide networking meeting and may also be required to complete a written periodic report and provide oral presentations on the results of the report to meeting participants. A hard copy of the report will be filed in the individual ADC program files at the Division of Probation Services.
- c. In addition, there may be periodic drug court specific training workshops, technical assistance training events, and/or statewide program evaluation meetings held that will require participation from the ADCPOs. Notification from the Division of Probation Services will be provided to the ADCPOs on such events/opportunities.

##### 2. On-site Visits

- a. Court staff will conduct at least one on-site/closed-circuit conferencing review visit to each program during a fiscal year. Visits will be more frequent for programs in the development stage. Court staff will review the progress of the local program and the work of the ADCPO and will observe a staffing meeting, a P&E team meeting, and drug court proceeding. ADCPOs may be required to complete a written periodic report and orally present the results of the report during the site visit. A hard copy of the report will be filed at the Division of Probation Services.

### 3. New Hires/Staffing Changes

- a. When a new ADCPO is hired or a staffing change is made in the ADCPO position, the Chief PO must notify the Deputy Director as soon as possible so necessary steps can be made regarding access to drug court specific systems (i.e. Court email, OCMS, drug testing accounts, etc.) All ADCPO's require an email account request form and OCMS account form to be completed and submitted to the Deputy Director for Drug Courts before the Court's IT department will consider any requests for new accounts. These forms will be provided upon request to the Deputy Director for Drug Courts.
- b. Drug court case managers (SCAWV approved) may be issued a Court email account and given access to the Drug Court Tab of the OCMS with permission from the Deputy Director for Drug Courts. The ADCPO or the Chief PO will be required to complete a request forms as mentioned above in part a. The ADCPO or the Chief PO must notify the Deputy Director of Drug Courts immediately when a case manager resigns or is terminated from the position. The Deputy Director will disable all Court related accounts to which the case manager has access (such as email account, database account, etc.) as soon as possible.  
**THIS IS VERY IMPORTANT!**

### E. WV Offender Case Management System

1. The ADCPO is responsible for ensuring that all necessary information is input into the appropriate database in a timely manner. The database used by West Virginia's ADC system are essential for case management. They are also the best means for providing an easily-accessible source for case information both within the ADC program and between the ADC program and the DPS. The databases are also able to quickly prepare many mandatory reports.
2. ADC-related databases will provide the DPS with information that will be used to evaluate ADC programs. Databases are the simplest and most cost-effective means of collection and analysis of the necessary information. The sound evaluation of ADC programs is essential to report to the legislature and support efforts to seek grant funding.
3. The proper use of databases will also help to ensure continuity and consistency in and among ADC programs. The information is maintained in a way that is consistent among successive ADCPOs, and in a way that is consistent among various ADC programs.