**ATTACHMENT A**

**FAMILY COURT SERVICE PROVIDERS COURT-CERTIFICATION FORM**

SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO

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| CERTIFICATION NUMBER |
| **FAMILY COURT SERVICES PROVIDER COURT-CERTIFICATION FORM** | **[Number]** |

1. The Court hereby certifies the **[Service Provider name] (“Provider”)** for the following services:

Co-Parenting and Conjoint Parenting Classes Drug and/or Alcohol Assessments

Supervised Visits and/or Supervised ExchangesDrug Testing and Collection Sites

1. Effective Date: **[Date]** Expiration Date: June 30, **end of current FY** Renewal Options:Four one-year options Final Option Expiration Date: June 30, **YYYY.**
2. By signing this Certification the Provider acknowledges, agrees and understands the following:
3. It meets all the Minimum Requirements set forth in Exhibit A – Minimum Requirements for the services marked in Section I above.
4. It has the authority to enter into and perform its obligations under this Certification, and Provider’s signatory has authority to bind Provider to this Certification.
5. To assign only persons who have sufficient training, education, and experience to successfully perform the Provider’s duties.
6. The Court will place the Provider’s name on a court referral list to be provided to Family Court users as the need arises.
7. The Court is not responsible for any financial compensation and that all compensation agreements are between court users and the Provider.
8. The Court reserves the right to disqualify the Provider and remove them from the list if it is determined the provider has failed to comply with any part of his Certification Form. If, for any reason, a provider is removed from the list, the provider will have a period of ninety (90) days to remedy the cause for removal. At the end of which, the Court will determine if the Provider will be added once again to the referral list or if they will need to reapply and wait for future consideration.
9. The Court may terminate this Certification, in whole or in part, immediately for convenience upon thirty (30) days prior Notice.
10. Any notices shall be sent to the address noted on this certification.
11. It is responsible for any and all facilities, materials, and resources (including personnel, equipment and software) necessary and appropriate for performance of the services and to meet Provider’s obligations under this Certification.
12. It is an independent Provider and no employer-employee, partnership, joint venture, or agency relationship exists.
13. It may not alter, add to, or otherwise modify this Certification unless it approved and signed by the Court’s authorized representative.
14. It may not assign, subcontract or delegate its obligations under this Certification without the prior written consent of the Court and any attempted assignment, subcontract, or delegation is void.
15. All of the above is to remain true during the term of the Certification. If any of the above becomes untrue, the Provider acknowledges it shall promptly notify the Court.

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| **COURT’S SIGNATURE** | **PROVIDER’S SIGNATURE** |
| **Superior Court of California, County of Fresno** | **[Provider’s name]** |
| BY *(Authorized Signature)*  ✍ | BY *(Authorized Signature)*  ✍ |
| PRINTED NAME AND TITLE OF PERSON SIGNING  **Sheran L. Morton, Court Executive Officer OR**  **Cheryl Scott, Family Court Services Manager** | PRINTED NAME AND TITLE OF PERSON SIGNING  **[Name and title]** |
| DATE EXECUTED | DATE EXECUTED |
| ADDRESS  **1100 Van Ness Avenue**  **Fresno CA 93724-0002** | ADDRESS  **[Address]** |

**Exhibit A**

**PROVIDER MINIMUM REQUIREMENTS**

**I. CO-PARENTING AND CONJOINT PARENTING CLASSES**

1. Judges shall have the opportunity to order co-parenting and/or conjoint parenting classes for some parents to certified sources. To be certified for Family Court Services list of Co-Parenting and Conjoint Parenting Classes~~,~~ providers must be willing to:

* 1. Have a standing schedule or a consistent type of schedule such as once a quarter
  2. Have a minimum of 12 hours total for the entire class however configured
  3. Provide any additional requested information about their classes and/or curriculum, such as curriculum used, list of topics covered, or provide copies of templates of pre/post knowledge surveys used
  4. Be willing to have a court representative sit in unannounced on a class(es) as desired for observation
  5. Provide a certificate of completion to participants
  6. Provide an attendance list of court-ordered participants upon completion, such as Person A attended 8 of 10 sessions, Person B attended 6 of 10, etc.
  7. Provide simple feedback as to the level of a court-ordered participant’s level of engagement at the end of the entire class series to an email address provided; i.e., Person A was very engaged; Person B was not engaged and used cell phone during most of sessions; Person C was engaged but had difficulty retaining material, etc.
  8. Provide annual quantitative results of all court-ordered participants to Family Court Services on pre/post knowledge scores and satisfaction surveys of all court-ordered participants
  9. Provide description of grievance process
  10. To update information annually as requested by the Court.

1. No on-line parenting classes are acceptable for the Co-Parenting/Parenting Class List.
2. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.
3. Understands that regardless of whether any information changes, each year quality review components continue as outlined in Item 1.

1. Understands that in case of court-certification suspension or termination, any parents already involved in sessions shall continue until the conclusion of the session.
2. Upon annual and/or a quality review, the court reserves the right to suspend or terminate the court-certification.
3. Understand applications are only being accepted for **Co-**Parenting Programs and not Parenting Programs.
4. Understand that Family Court Services lists and requirements are different from Dependency Court list and requirements.

**II. SUPERVISED VISITS AND/OR SUPERVISED EXCHANGES**

1. All providers of supervised visitation mustoperate their programs in compliance with:
   1. Family Code § 3200 and §3200.5
   2. California Rules of Court – Standard 5.20. Uniform Standards of Practice of Supervised Visitation
2. The facility carries professional liability insurance that specifically covers supervised visitation services.
3. Background checks completed for all employees and monitored for offenses that may occur during their employment with the supervising agency.
4. Satisfy all training requirements, for all staff, as outlined in California Rules of Court, Standard 5.20. Uniform Standards of Practice of Supervised Visitation.
5. Advise the parties before commencement of supervised visits that no confidential privilege exists.
6. Provide documentation to the Courts regarding services provided when/if requested by the Court and/or the parties on the case.
7. Have and maintain a grievance process for clients.
8. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.

**III. DRUG AND/OR ALCOHOL ASSESSMENTS**

1. Drug and alcohol assessment should also include recommendations on level of treatment needed.
2. Drug and alcohol assessment tool utilized must be provided, if requested by the Court.
3. Drug testing site must conform to drug test collection site standards and be HIPAA compliant.
4. Results of the drug assessment and tests are to be provided to the testing parent, the other parent, and the Court in a HIPAA compliant manner regarding security and confidentiality.
5. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis.

**IV. DRUG TESTING AND COLLECTION SITES**

1. Drug testing site must conform to drug test collection site standards and be HIPAA compliant.
2. Be willing to provide various frequency parameters for testing, including random testing (not on any regular schedule).
3. Be willing to have the other parent request a test, provided that a court case number is provided.
4. When a random test is to be done or in response to the other parent, the collection site is responsible to call and tell the person to be tested to come in.
5. Be willing to provide information to the Court or its representative on the meaning of test results, if needed or requested.
6. Results of the drug tests are to be provided to the testing parent, the other parent, and the Court in a HIPAA compliant manner regarding security and confidentiality.
7. Agrees to allow Site Visits (announced and unannounced) and understands Quality Control assessments will be performed by Court staff on an as needed basis in which the Court will consider information similar to that considered in the RFQ process as well as any information the Court receives regarding the provider in the past one year.