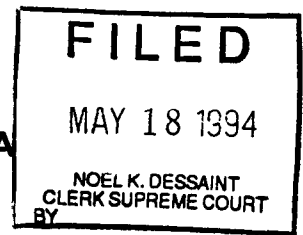


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In the Matter of:)
)
COURT APPOINTED SPECIAL ADVOCATE) ADMINISTRATIVE ORDER
) NO. 94-32
PROGRAM ADMINISTRATIVE REQUIREMENTS)

In accordance with the administrative authority vested in the Supreme Court by Arizona Constitution, Article VI, Section 3, and to provide trained volunteers to advocate for the best interests of children under the juvenile court's jurisdiction,

IT IS ORDERED that the attached policies and procedures governing the administration of the Court Appointed Special Advocate Program are adopted.

A. Preamble

As required by A.R.S. § 8-523, the Arizona Supreme Court administers the Court Appointed Special Advocate (CASA) Program. Administration of the CASA Program, the CASA Program Fund, and the training and monitoring process for the CASA Program shall be under the direction of the Director of the Administrative Office of the Courts. The Director is authorized to establish policies, procedures, minimum performance standards, training, record keeping, forms, and reports necessary to administer the CASA Program.

B. Administration

1. The Director shall prepare fiscal projections and create a budget based upon those projections for the purpose of administering the CASA Program.
2. The Director is authorized to allocate and expend funds pursuant to A.R.S. § 8-524(A) for administrative costs and projects associated with the CASA Program.
3. The Director is authorized to adopt policies regarding the qualification standards and appointment of special advocates pursuant to A.R.S. § 8-522(B); the establishment of minimum performance standards for local programs pursuant to A.R.S. § 8-523(A); and program plan and funding requests from courts for monies from the CASA account pursuant to A.R.S. § 8-524(A).

C. County CASA Program Administration

1. Plans and Funding

- (a) The presiding juvenile court judge in any county wishing to maintain a CASA Program shall submit each year a proposed plan and budget request for the following fiscal year to the Administrative Office of the Courts on forms and according to instructions prescribed by the Director.
- (b) Plans must be submitted and approved prior to distribution of funds. The plan and any modification shall be consistent with this Order, applicable policies, and the court's budget request. The Director is authorized to approve those plans and modifications that are believed to be consistent with the applicable laws, this Order, and policies.
- (c) Upon approval of the plan and the availability of funds, the Director shall enter into a written funding agreement with the submitting court for distribution of the allocated funds on a basis determined by the Director. The Director shall have authority and discretion to amend or terminate the funding agreement if such action is necessary due to a lack of funds, a lack of financial need by the court, a failure to comply with the applicable statutes, rules, orders, policies, the approved plan, or other circumstances.
- (d) Funds received by the juvenile court pursuant to these administrative requirements shall be deposited into a separate special revenue fund with the county treasurer established pursuant to the procedures provided in Sections III.B and V.B of the Auditor General's Uniform Accounting Manual for Arizona Counties.
- (e) Funds distributed to juvenile courts shall be used only for the support and operation of approved CASA programs. Upon agreement with any one or more participating court, the Director may withhold funds allocated to such courts and may authorize direct expenditures for the benefit of such courts. The Director may also reallocate funds during a fiscal year, if circumstances justify such action.
- (f) The presiding juvenile court judge of each participating superior court shall return to the Supreme Court no later than sixty (60) days following the end of the funding period, all CASA Program funds distributed to that superior court that are unencumbered as of the end of the agreed-upon funding period and unexpended as of thirty (30) days following the end of the funding period.

- (g) Each participating juvenile court shall maintain and provide to the Administrative Office of the Courts such reports, data, and statistics as may be required by the Director, and shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five (5) years from the close of each funding period.

2. **CASA Coordinator Standards.** The presiding juvenile court judge shall designate a coordinator to administer the county plan and supervise CASA volunteers. Minimum qualifications shall be:

- A bachelor's degree from an accredited college or university, preferably with an emphasis in social work, counseling, or a related field;
- Knowledge of the child welfare systems;
- Satisfactory completion of a security clearance, which includes fingerprinting, and the signing of any state required certification and pre-employment affidavit; and
- Ability to travel in the performance of duties.

3. **CASA Volunteer Standards**

(a) CASAs are non-paid volunteers. They:

- (1) Must be U.S. citizens;
- (2) May not be employees of the Department of Economic Security (DES), the juvenile court or child welfare agencies, unless specifically authorized by the juvenile court judge;
- (3) Must be at least twenty-one (21) years of age;
- (4) Must successfully complete screening procedures including criminal records check and polygraph examination;
- (5) Must complete an educational training program approved by the Director;
- (6) May perform other duties related to the case plan when specifically approved by the county program coordinator and/or judge.

(b) Standards of conduct

- (1) A CASA volunteer shall perform duties in a professional manner that will maintain the integrity, standards, and credibility of the Arizona CASA Program;
- (2) CASA volunteers shall adhere to the Codes of Conduct, Ethics and Confidentiality approved by the Director;
- (3) CASA volunteers may be disciplined by the local juvenile court judge pursuant to state or local program personnel policies.

- (c) Duties of CASA volunteers
 - (1) Perform the functions set out in A.R.S. § 8-522 (E) and in state and local policies;
 - (2) Accept appointments in neglect, dependency, delinquency, and incorrigibility actions pursuant to Rule 22.1, Rules of Procedure for the Juvenile Court, and A.R.S. § 8-522(A);
 - (3) Accept appointments as guardians ad litem pursuant to A.R.S. § 8-225(l) and Rule 22, Rules of Procedure for the Juvenile Court; and A.R.S. § 8-522(A).

D. **Amendments**

These administrative requirements are subject to such amendments as the Director deems necessary.

E. **Effective Date**

This Administrative Order supersedes Administrative Order Number 87-11, which is hereby rescinded.

The provisions of this order shall be effective from and after June 1, 1994.

DATED this 18th day of May, 1994.

ARIZONA SUPREME COURT


Stanley G. Feldman
Chief Justice