Court Alcohol and Drug Program
New Hire and Staff Update Form

This form is to be completed by the Program Director within 30 days of any personnel changes or new hire. Please use one form per staff member. This form may be emailed to ahensley@courts.state.in.us, faxed to (317) 233-3367, or mailed to the Indiana Judicial Center, 30 South Meridian Street, Suite 900, Indianapolis, IN 46204 Attn: Court Services Division.

New Hire ☐ **Name Change** ☐ **Position Change** ☐ **Termination** ☐

Date of Hire or Position Change: _____ Date of Termination: _____

If New Hire: Male ☐ Female ☐ (necessary for data entry)

Staff Name: _____

New Name (if applicable): _____

Program Name: _____

Program Director: _____

Current Position:
Clerical Staff ☐ Case Manager ☐ Assessor ☐ Program Director ☐ Education Instructor ☐

New Position (if applicable):
Clerical Staff ☐ Case Manager ☐ Assessor ☐ Program Director ☐ Education Instructor ☐

If this staff member is a new hire or transitioning from Clerical Staff or Education Instructor to Professional Staff (Program Director, Case Manager, Assessor), please answer the following questions.

Is this staff member currently CSAMS certified? Yes ☐ No ☐

Will this staff member pursue the CSAMS credential? Yes ☐ No ☐

Does this staff member have a 4-year college degree? Yes ☐ No ☐

Does this staff member have a substance abuse certification recognized by the Department of Mental Health and Addiction (DMHA)? Yes ☐ No ☐

Is this staff member a Probation Officer? Yes ☐ No ☐

If a program is probation based, information must be submitted to both A&D and Probation.
There is a PO Update form located on-line at http://www.in.gov/judiciary/probation/docs/update-form.pdf