

**2020–21 REQUEST for GRANT PROPOSALS (RFGP)  
APPLICATION INSTRUCTIONS AND REQUIREMENTS**

**OREGON CRIMINAL JUSTICE COMMISSION**

**SPECIALTY COURT  
IMPLEMENTATION GRANT**

**CRIMINAL JUSTICE COMMISSION**

**885 Summer St NE**

**Salem, OR 97301**

**RELEASE DATE:**

**September 4, 2019**

**ONLINE APPLICATION OPEN DATE:**

**September 11, 2019 at 8:00 a.m.**

**ONLINE APPLICATION DUE DATE:**

**October 23, 2019 at 3:00 p.m.**

## **Oregon Criminal Justice Commission**

The mission of the Oregon Criminal Justice Commission (CJC) is to improve the legitimacy, efficiency, and effectiveness of state and local criminal justice systems. The agency is tasked with developing and maintaining a state criminal justice policy and a comprehensive long-range plan for a coordinated state criminal justice system that encompasses public safety, offender accountability, crime reduction and prevention, and offender treatment and rehabilitation (ORS 137.656).

### **Availability and Duration of Funding**

This is a one-time solicitation, offering support for a maximum period of 18 months beginning January 1, 2020 and ending June 30, 2021. Applicants awarded may begin charging expenditures to the grant award beginning January 1, 2020.

### **Eligible Applicants**

Eligible applicants include:

1. New Oregon specialty courts in the planning phase (New Courts); planning phase means a court not previously in operation or an existing court operating for less than one year; or
2. Existing Oregon specialty courts that want to focus on making specific improvements in their program in order to better meet Oregon's Specialty Court Standards (Standards) and did not receive a 2019-21 Specialty Court Grant Program grant.

The application must be submitted online by the Local Public Safety Coordinating Council (LPSCC) with the approval of the county governing body.

LPSCCs may submit a multicounty application on behalf of a consortium of government and nongovernment partners to further the participation within a specialty court program. For a regional approach, one county must serve as the main applicant for purposes of administering the grant agreement and managing sub-agreements.

LPSCCs with multiple specialty court types must submit separate applications for each.

### **Deadlines**

All applications must be submitted by 3:00 p.m. on October 23, 2019. See "How to Apply" on page 7 for details.

### **Contact Information**

For technical assistance with submitting an application, contact Joanna Robert, Specialty Court Program Analyst, at (503) 378-2655 or [CJC.grants@oregon.gov](mailto:CJC.grants@oregon.gov).

# Contents

Oregon Criminal Justice Commission .....	2
Availability and Duration of Funding .....	2
Eligible Applicants.....	2
Contents .....	3
I. Overview .....	4
II. Program Goals .....	4
III. Eligible Program Requirements.....	4
IV. Funding Priorities .....	4
V. How to Apply .....	5
VI. Application Contents.....	6
VII. Application Review and Award Decisions .....	7
VIII. Monitoring.....	8
IX. Grant Suspension or Termination.....	8

## **I. Overview**

In 2005, the CJC was tasked with administering a competitive drug court program for Oregon drug courts. The Specialty Court Implementation Grant is in addition to the competitive grant and designed to support the development of New Courts. Additionally, funds can be targeted towards meeting specific Standards to improve existing specialty court programs if the existing specialty courts did not receive a 2019-21 Specialty Court Grant Program grant.

Specialty courts target felony offenders with substance-use disorders in an integrated, systematic approach found to reduce drug use and recidivism while increasing public safety, and often provide family reunification. By addressing substance-use that is often the root cause of criminal activity, the courts offer participants an alternative to incarceration and provide them with the resources and opportunities they need through coordinated efforts by the judiciary, prosecution, defense, community supervision, and treatment services.

## **II. Program Goals**

The goal of the Specialty Court Implementation Grant is to financially support the implementation of new courts in Oregon or existing Oregon specialty courts that demonstrate a desire to move toward meeting specific standards and evidence-based practices. Program goals for implementation include:

- Supporting the implementation of New Courts;
- Moving existing Oregon specialty courts toward best practices;
- Reducing recidivism and substance-use disorder among offenders;
- Increasing offenders' likelihood of successful rehabilitation through early, continuous, and judicially supervised treatment, mandatory random drug testing, and community supervision; and
- Enhancing public safety by addressing the root causes of offenders' involvement in criminal activities.

## **III. Eligible Program Requirements**

Eligible program requirements include:

- New Court with LPSCC approval and a statement of need; or
- Existing specialty court (active).
- Specialty court does not currently have a 19-21 Specialty Court Program Grant with CJC;
- Oregon circuit court specialty court;
- Treatment provider accepts Oregon Health Plan;
- Eligible to use Oregon's Specialty Court Management System (SCMS); and
- Program judge and coordinator agree to participate in the Peer Review program as reviewers and to be reviewed.

## **IV. Funding Priorities**

Funding is targeted to support implementation of New Courts or support existing Oregon specialty courts that may not currently meet Oregon's Specialty Court Standards but demonstrate a desire to move toward meeting specific standards. Accordingly, priority will be given to applicants working towards employing evidence-based, problem-solving court strategies designed to address the root causes of criminal activity and substance-use disorders. To be effective, specialty courts must have coordinated efforts of the judiciary, prosecution, defense, probation, law enforcement, treatment, mental health, and social services. Funding will be reviewed each quarter. Specialty courts that are underspending may have a reduction of funds.

For the purposes of this solicitation, "Dedicated Funding" is defined as any local, state, federal, or private funding, and in-kind services, the sole purpose of which is to support the specialty court and its participants during the award's project period. This may include grant funds requested through this application or any other funding source identified in the Budget Detail.

Requests require Dedicated Funding for some of the following key functions:

- **Integrate alcohol and other substance-use disorder services and/or mental health services with justice-system case processing** by establishing a specialty court “team” to include the following roles/agencies: judge, prosecuting and defense attorneys, treatment provider, court coordinator, and probation. (STANDARDS 1-1)
  - **DEDICATED FUNDING: Coordinator**
- **Develop a Memorandum of Understanding (“MOU”) among all participating parties**, identifying the roles and responsibilities (duties and tasks) of all parties, as well as the information to be shared among team members (confidentiality and communication guidelines). (STANDARDS 1-3)
- **Ensure that specialty court defendants from groups that have historically experienced sustained discrimination or reduced social opportunities receive equal access** to program admission, treatment, and availability of incentives and sanctions. (STANDARDS 1-6)
- **Use standardized, objective, validated risk and need screening and assessment tools** (such as LSI-R, LS-CMI, OJP or PSC) to assess the risk and need of the potential specialty court candidates. Screening and assessment results shall be used to determine program eligibility and to determine level and type of care and supervision. (STANDARDS 3-3)
- **Target individuals classified as moderate-risk/moderate-need to high-risk/high-need.** (STANDARDS 3-4)
- **Accept defendants who are taking, or intend to take, medication prescribed by a licensed health care practitioner for the treatment of substance abuse or dependency.** The specialty court shall have policies specific to medication-assisted treatment (MAT) and MOUs in place to ensure proper coordination with treatment and medical providers for all programmatic phases. (STANDARDS 3-11)
- **Participants shall receive treatment programming that includes all of the following qualities:** (STANDARDS 4-4)
  - Standardized;
  - Manualized;
  - Cognitive-behavioral or behavioral;
  - Evidence-based;
  - Implemented with fidelity and maintained with continuous supervision of the treatment providers; and
  - Adopted by the specialty court to ensure quality and effectiveness of services and to guide practice.
- **Implement a standardized system of drug testing for participants.** Testing shall be administered randomly no less than twice per week. Drug testing shall occur on weekdays, weekends, and holidays. (STANDARDS 5-1)
  - **DEDICATED FUNDING: Drug Testing**
- **The specialty court team shall be educated across disciplines for professional development, cultural responsiveness, and team building.** (STANDARDS 9-2)
  - **DEDICATED FUNDING: Training**

## V. How to Apply

1. Applicants will complete and submit applications online through CJC’s grant administration website at <https://cjc-grants.smapply.io>. **Late applications will not be accepted.**
2. Before completing an application on the revised grant administration website, the applicant will need to set up a user account and log-in credentials.
3. Internal screening of the application will determine whether any modifications are required before advancing the application to the Review Committee. If modifications or additional information is necessary, the identified program contact will receive an electronic notice asking for revisions to be made within a specified time frame.

**NOTE:** Requests for modifications will rarely be granted, as CJC maintains that part of the competitive process is a quality application and effective grant preparation.

## **Estimated Grant Application Timetable**

September 11, 2019	Request for Grant Proposals (RFGP) Opens 8am
October 23, 2019	RFGP Closes: Application Deadline 3 pm
Early December	Commission Awards
Mid-December	Intent to Award Letters
January	Grant Award Letters/Agreements

## **VI. Application Contents**

Application Contents:

- General Information
- Specialty Court Planning Process Checklist
- Specialty Court Operating Profile
- Budget Detail
- Sustainability Plan
- Letter of Support from Oregon Judicial Department

### **1. General Information:**

- Primary Applicant Contact Information
- Fiscal Contact Information
- Contact for Review Committee
- Primary Program/Secondary Program

### **2. Specialty Court Planning Process Checklist (SPPC):**

The planning process checklist is designed to support New Courts in the planning process for implementing a specialty court that adheres to evidence-based treatment and research-proven practices and to identify areas where technical assistance is needed.

### **3. Specialty Court Operating Profile (SCOP):**

The operations profile describes the operations of existing courts. The sections in this profile tie to specific Oregon Specialty Court Standards.

### **4. Budget Detail:**

CJC requests that applicants prepare a budget based on an **18 month cycle, January 1, 2020 to June 30, 2021**. The budget should clearly show a breakdown of costs in the following categories: personnel, fringe benefits, contractual personnel services, drug testing, medical needs, other participant supports, training and travel, and indirect costs. Additional information for each budget category can be found within the Budget Detail.

The budget narrative for each budget category should thoroughly and clearly describe every category of expense listed on the Budget Detail. Proposed budgets are expected to be complete, allowable, cost effective, and necessary for project activities. The explanation should be mathematically sound and correspond with the information and figures provided in the Budget Detail. The explanation should explain how all costs were estimated and calculated and how they are relevant to the program.

Unallowable costs for specialty court grant funds are listed in the [Grant Management Handbook](#) and also include incentives, social gatherings, graduation parties, office-space rent for court or any provider, furniture or office

supplies for court or any provider, utility costs for court, any provider or court participants, construction projects, vehicles and gas cards.

## 5. Sustainability Plan:

Specialty courts should begin working towards sustainability upon the inception of the program. It is prudent for a court to consider various methods of funding in the event that state or federal grant funds are not available.

## 7. Letter of Support for Application from Oregon Judicial Department

Each application must contain a signed letter of support from the presiding judge in the local circuit.

# VII. Application Review and Award Decisions

## Review Process

CJC staff will conduct the initial review of all applications received by 3:00 p.m. on October 23, 2020. Each application will be examined for responsiveness to the guidelines provided in this RFGP.

All applications that are responsive to the guidelines will be provided to the Review Committee for consideration and evaluation based on the following criteria:

1. Whether the applicant addresses funding priorities identified in Section IV;
2. Overall quality and completeness of the application;
3. Demonstration of clear, measurable, and appropriate use of dollars to meet Standards;
4. Demonstration of need including geographic location, local demographics, financial resources, etc.; and
5. Adequate correlation between the number of participants and cost of services/supplies requested.

Sharing resources among specialty courts within the county is strongly encouraged. All applications within each county will be reviewed together.

See “Unallowable Costs” in Section VI. Application Contents § 4 to determine whether budget items requested are allowable PRIOR to submitting your budget.

Only complete applications will be reviewed. All areas of the budget are subject to review and approval. Decisions related to the budget areas are based on both eligibility and reasonableness. The Review Committee has full discretion to determine the reasonableness of budgeted items based on objective and subjective decision-making tools, including, but not limited to, the Standards.

## Award Decisions and Protests

**Awards.** The Review Committee will recommend funding allocations to the Criminal Justice Commissioners who will make final award decisions. CJC will issue award notification letters and grant award agreements as provided in the schedule in Section V.

**Protests.** If an application is not awarded after efforts to revise the application or for any other reason, the applicant may protest the decision. The affected applicant shall have seven (7) calendar days from the date of the intent to award notice to file a written protest. An applicant is considered affected only if the applicant would be eligible for the award in the event that the protest is successful and the applicant is protesting for one or more of the reasons as specified in ORS 279B.410.

Protests must:

- Be delivered to CJC via email to [CJC.grants@oregon.gov](mailto:CJC.grants@oregon.gov) or by hard copy
- Reference the RFGP name
- Identify applicant’s name and contact information
- Be signed by an authorized representative
- Specify the grounds for the protest
- Be received within seven (7) calendar days of the intent to award notice.

CJC will address all timely submitted protests within thirty (30) days and will issue a written decision to any respective

applicants. The agency will not consider protests that do not include the required information.

### **Award Conditions**

Counties receiving awards must agree to the grant award terms and conditions. CJC may negotiate the terms of the grant award agreement. In the event that mutually agreeable terms cannot be reached within a reasonable time period, as judged by CJC, the Commission reserves the right to cancel the award to the applicant.

After award, prior to receiving grant funds courts must complete and comply with the Specialty Court Planning Process Checklist Section 1.

## **VIII. Monitoring**

CJC will monitor whether grantees are operating their programs as described in their approved applications, working toward their program goals and outcome objectives as described in their approved applications or as modified in collaboration with CJC, and following appropriate fiscal procedures. To assist CJC in this process, grantees must submit quarterly narrative progress reports, quarterly requests for reimbursement, periodic communications, and accommodate occasional site visits by CJC. Additionally, the specialty court will submit to and participate in Peer Reviews when scheduled.

### **Reporting:**

- **Financial:** Grantee will be required to submit requests for reimbursement quarterly through CJC's grant administration website at <https://cjc-grants.smapply.io>. Reimbursements will be made to grantees only for goods or services identified in the approved application budget, and only for actual expenses incurred during the grant period. Your grant award agreement will address the exact dates an RFR is due. In an effort to streamline the RFR process, we will require summary level information in the form of a backup spreadsheet attached to the RFR. All requested expenses (timesheets, invoices, and travel charges) must be documented and retained for six (6) years following the close of the grant.
- **Program Progress Report:** Grantees will be required to **submit quarterly progress reports** through CJC's grant administration website. Progress reports will be narrative and require the grantee to respond to program performance and progress towards Oregon's Specialty Court Standards.
- **SCMS Data:** CJC will receive quarterly reports via SCMS automatically on the 15<sup>th</sup> of the month following the end of each quarter. The Coordinator can view the report submitted through the SCMS Reports data panel.

## **IX. Grant Suspension or Termination**

Following reasonable notice to grantees and attempts to resolve problems informally, CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for any of the following reasons:

- Failure of the program to comply substantially with the requirements or statutory objectives of RFGP guidelines issued hereunder, or with other provisions of state law;
- Failure of the program to make satisfactory progress toward the approved goals and objectives;
- Failure of the program to adhere to the requirements of the grant award and standard or special conditions;
- Proposing or implementing substantial changes that result in a program that would not have been selected if it had been subjected to the original review of applications; or
- Failure of the program to comply substantially with any other applicable state statute, regulation, or guideline.

It is the role of CJC to ensure that the funds, as awarded, comply with state and local statutes and rules. CJC reserves all rights regarding this opportunity, including, but without limitation, the right to:

- Amend or cancel this opportunity without liability if it is in the best interest of the public to do so;
- Reject any and all applications upon finding that it is in the best interest of the public to do so;
- Waive any minor irregularity, informality, or nonconformance with the provisions or procedures of this opportunity;
- Reject any applications that fail to substantially comply with all prescribed solicitation procedures and requirements;



- Amend, at CJC's sole discretion, any agreements that are a result of this opportunity;
- Engage other grantees or contractors by selection or procurement independent of this opportunity process and/or any contracts/agreements under it;
- Accept applications in whole or in part. CJC is under no obligation to do so, but at its discretion may request additional information or clarification from applicants for the purposes of assuring a complete understanding of the applications and supporting an accurate review, evaluation, and comparison;
- Require applications to be modified if it is found to be in the best interest of the public;
- Extend any agreement resulting from this opportunity without an additional solicitation process; and
- Modify the type of agreement vehicle employed, based on what CJC deems appropriate to the type of work for which funds may be awarded, if it is in the best interest of the public to do so.

# OREGON SPECIALTY COURT PLANNING PROCESS CHECKLIST

This checklist is designed to support specialty courts in the planning process for starting up and implementing a new specialty court that adheres to evidence-based treatment and research-proven practices and to identify areas where technical assistance is needed.

## SECTION 1. LAYING THE FOUNDATION

*Begin the planning process.*

- 1.1 Identify the planning team**
  - Presiding Judge
  - District Attorney
  - Public Defender
  - Trial Court Administrator
  - Law Enforcement
  - Community Corrections
  - Treatment Provider
  - County Commissioner(s)
  - Coordinated Care Organization (CCO)
  
- 1.2 Secure team commitment**

During the planning process:

  - Obtain agreement from required local organization directors
  - Develop interagency agreements
  - Identify resistance to the program and how it can be overcome

Identify impacts on each agency:

  - Political
  - Time
  - Cost

Collaboration:

  - Use team participation in developing the program
  - Establish on-going planning meetings
  
- 1.3**  **Identify specialty court team members** (judge, prosecuting and defense attorneys, treatment provider, court coordinator, case manager, probation, law enforcement, and other appropriate key stakeholders) (Standard 1-1, 2-1)

**1.4**

**Identify key stakeholders**

- Community groups
- Substance abuse treatment providers or agencies
- Mental health treatment providers or agencies
- Coordinated Care Organization (CCO) representatives
- Medication Assisted Treatment (MAT) provider
- Vocational and educational communities
- Job skills, training and placement agencies
- Chamber of Commerce
- Victim groups (MADD, etc.)
- Anticrime and anti-drug coalitions
- Ex-offender or ex-addict groups
- Police or Sheriffs Association
- Department of Corrections
- Housing
- Veteran Affairs (as applicable)

**1.5**

**Identify the problem**

Crime and drug trends?

- Increase in crime to include types
- Increase in drug use to include types
- Other social impacts (i.e., emergency room episodes, overdoses, property damage, etc.)
- Number of participants that could have entered the court if it was up and running?

**1.6**

- Develop a Statement of Need**

**1.7**

- Secure LPSCC approval to start a new specialty court (New Courts only)**

**1.8**

- Establish a specialty court team (Standard 1-1)**

**1.9**

**Assess specialty court team for key knowledge (the team must develop competencies in the following areas (Standard 9-2):**

- The drug court model
- Best practices
- Substance use disorder and mental health treatment
- Managing co-occurring disorders
- Use of effective behavior management strategies, including incentives and sanctions
- Drug testing standards and protocols
- Confidentiality and ethics
- Trauma-informed care

- Recognition of implicit cultural biases and correction of disparate impacts for members of historically disadvantaged groups
  - Proficiency in working with people of diverse races, cultures, ethnicities, disabilities, genders and gender identities, and sexual orientations
- 1.10**       **Establish a Policy Committee (Standards 1-2, 10-1, 10-2)**
- 1.11**       **Establish an Advisory Committee (Standard 1-2, 10-3)**
- 1.12**       **Request to be established in SCMS (Standard 8-7)**

## **SECTION 2. DESIGNING A PROGRAM**

Develop, review and agree on program processes with the specialty court team.

- 2.1**            **Develop the Mission Statement (Standard 1-2)**
- Purpose of the drug court
  - Address the goals
  - Articulate the motivation of team and stakeholders
- 2.2**            **Define the Goals and Objectives (Standard 1-2)**
- Goals (Standard 8-1):
- Focus on public safety and personal responsibility
  - Improved utilization of community resources
  - Cost effect on criminal justice system
  - High rates of retention and completion
  - Improved function of individuals
  - Address access and fairness issues
- Objectives:
- Clearly stated, realistic end results
  - Quantifiable with measurable outcomes
  - Responds to participant, stakeholder and community needs
  - Attainable given program design and resources available
- 2.3**            **Identify the target population**
- Determine capacity of the specialty court (Standard 3-10)
- Review problem data:
- Determine which offenses or type of offenders to include
  - Focus should be placed on High Risk/High Need offenders
- 2.4**            **Define eligibility criteria (Standard 1-2, 3-1)**
- Level of Crime: Felony/Misdemeanor
  - Type of Crime: Possession/Drug Motivated/Drug Sales/Property
  - Drug Use and Abuse History/Drug Dependency

- Criminal Background
- Residency
- Mental Health and Physical Health Issues
- Current Legal Status
- Probation/Parole Status/Revocation

**2.8**  **Determine court model and type of court (Standard 3-2)**

**2.9** **Design entry process**

Risk and Need Assessment (Standard 3-3):

- Determine who is most suited for the specialty court (Standard 3-4)
- Identify tool(s) to be used
- Identify who will administer risk and needs assessment (Standard 3-7)

Identify who will conduct legal screening (Standard 3-5):

- Prosecutor
- Defense Attorney
- Judge
- Entire Team

Determine points of entry:

- Pre-plea
- Post-plea
- Hybrid

Clinical screening:

- Identify and select a tool
- Identify who will conduct the screening (Standard 3-8)
- Case managers
- Pre-trial services
- Probation
- Treatment Provider
- Purpose of screening
- Determine the presence and severity of substance abuse or mental health
- Identify persons who do not have substance abuse problems or mental health problems
- Determine if severity of substance abuse problem or mental health problem is appropriate to the level of available specialty court services

Clinical Assessment:

- Identify and select a tool
- Address biological, psychological and sociological factors
- Identify a clinically trained and qualified counselor, psychologist, psychiatrist, social worker, or nurse to administer tool (Standard 3-8)
- Determine if severity of substance abuse problem or mental health problem is appropriate for the specialty court program

Purpose of Assessment

- Examine scope and nature of substance abuse problem or mental health problem
- Identify full range of service needs, pursuant to treatment planning
- Match participants to appropriate services
- Determine where and when the risk and need screening will be administered
- Determine where and when the clinical assessment will be delivered

**2.7**

**Develop phase structure (Standard 1-2, 4-5)**

Determine length of program:

- Legal requirements
- Treatment needs

Determine number and length of phases:

- Phase advancement requirements (Standard 5-6, 6-1, 6-3)

Define specific court imposed rules:

- Rules and regulations of treatment (Standard 4-10)
- Self-help or peer-support groups (Standard 4-1\*)
- Community Service
- Employment
- Program fees and court costs
- Alumni and continuing care
- Court appearances (Standard 7-8, 7-9)
- Drug tests (Standard 5-1)
- Curfew
- Ancillary services
- Case management
- Case managers
- Develop practices
- Determine frequency of contact by phase
- On-going assessment
- On-going home visits
- Search
- Surveillance
- Bar and restricted area sweeps
- Office visits

Determine program graduation requirements:

- Fines and fees (Standard 6-18)
- Employment (Standard 6-19)
- Housing (Standard 6-20)
- Sobriety (Standard 5-6)

**2.8**

**Develop drug testing guidelines (Standard 1-2, 5-1)**

- Determine which agency administers drug tests
- Determine type(s) of drug test methodology (Standard 5-2):
- Onsite/Laboratory
- Urine
- Hair
- Saliva
- Breath
- Blood
- Sweat
- Determine frequency of testing in each phase (Standard 5-1, 5-5)
- Develop process for randomization (Standard 5-1)
- Develop process for collection (Standard 5-3, 5-4):
- Observed
- Gender of collectors
- Chain of custody
- Confirming positive tests
- Timeframe of reports
- Reporting results
- Choose drugs to be tested:
- Illicit drugs
- Prescription drugs or medications
- Alcohol
- Adulterants
- Medication Assisted Treatment (MAT) drugs or medications

**2.9**

**Develop court responses protocol**

- Develop court responses based on the NDCI Ten Science-Based Principles to Changing Behavior (Standard 7-10)
- Develop memorandum of understanding with sheriff for brief jail and other sanctions (i.e., community service, work crew, etc.)
- Develop strategy to secure and receive donations for incentives (i.e. public transportation tokens, movie passes, restaurant and shopping vouchers, etc.)

**2.10**

**Develop communication protocol**

- Identify and use OJD authorization/consent forms (Standard 1-7)
- Review each team member's agency ethics regulations
- Add team member names to OJD waivers

**2.11**

**Develop operating procedures (Standard 1-2)**

Establish staffing meeting practices:

- Determine when and where staffing will occur

- Determine who is required to attend staffing (Standard 1-4, 2-3, 7-6)  
Develop SCMS information practices:
- Determine what information is included in SCMS
- Determine SCMS data entry practices (Standard 8-8)
  
- 2.12                    Develop performance measures (Standard 1-2, 8-1)**
- Identify performance measures
- Develop how performance measure data will be collected and stored using SCMS (Standard 8-6, 8-7, 8-8)
  
- 2.13                    Develop orientation guidelines (Standard 1-2, 9-4)**
  
- 2.14                    Create a program Policy and Procedure Manual & update it annually (Standard 1-2, 8-2)**  
The Policy and Procedure Manual must include the following:
- Guidelines for level of treatment, ancillary, and specialized services (Standard 4-9)
- Formal system of graduated responses to participant behavior regarding incentives/rewards, sanctions, and therapeutic responses (Standard 6-1)
- Staff training and continuing education requirements (Standard 9-1)
  
- 2.15                    Create a Memorandum of Understanding with all partners & review annually (Standard 1-3)**
- 2.16                    Develop a Participant Handbook (Standard 2-8)**

**SECTION 3. SUSTAINING A PROGRAM**

Sustain and improve program processes over time.

- 3.1                    Create a sustainable specialty court**  
Identify program costs:
- Screening and assessment tools
- Treatment services
- Drug testing
- Personnel
- Training
- Administration
- Data Collection
- Research
- Identify available resources:
- Existing employees
- Existing community resources (community mapping)
- Grants and donations



- Fundraising strategies (i.e., create a non-profit) (Standard 10-4)  
Create a sustainability plan:
- Consider various methods of funding in the event that state or federal grant funds are not available

**3.2            Manage public relations**

- Educate agency partners
- Educate the public
- Develop a media plan (optional, if needed)
- Engage the media (optional, if needed)
- Educate local, state and national leaders

**3.3            Monitor and evaluate the program (Standard 8-4)**

Develop a monitoring and evaluation protocol:

- Select an evaluator (public or private)
- Develop a logic model
- Develop a Process Evaluation Plan

# Specialty Court Operations Profile

The sections in this profile tie to specific Oregon Specialty Court Standards (STANDARDS).

**Does the specialty court currently have participants? Yes/No**

If no, no further information is required. If yes, please complete the following Specialty Court Operations Profile.

**Did the specialty court apply for CJC's 2019-2021 competitive specialty court grant? Yes/No**

If no, please complete the following Specialty Court Operations Profile.

**If yes, did the operations of specialty court change since applying for CJC's 2019-2021 competitive specialty court grant? Yes/No**

If no, no further information is required, the CJC will use the specialty court's operations profile completed for the 2019-2021 application. If yes, please complete the following Specialty Court Operations Profile.

## Participation Count

Report the actual participation count at the **end of each quarter** for the following quarters.

Average Monthly Participation Count	<i>Calculated</i>
Q1: January 1 – March 31, 2018	
Q2: April 1 – June 30, 2018	
Q3: July 1 – September 30, 2018	
Q4: October 1 – December 31, 2018	
Q5: January 1 – March 31, 2019	
Q6: April 1 – June 30, 2019	

**All participants have pending or existing criminal charges. Yes/No**

**If no, what number of participants do not? \_\_\_\_\_**

**Please tell us, in terms of full-time equivalents (FTEs), how many staff members are part of the specialty court core team:**

For the purposes of this question, if you have a case manager, but that person spends half-time doing treatment work and half-time doing administrative case management, you would report 0.5 next to case management. Similarly, if you share your coordinator with another specialty court program, please report the percentage of their FTE that they spend on THIS program. Most judges are not an FTE dedicated to specialty courts. Please estimate the percentage of the judge's time devoted to the specialty court.

For example:

- Judge reviews participant files on Monday afternoons for about 2 hours +
- Judge holds staffing on Tuesday from 1–3 +
- Judge holds status hearings on Tuesday from 3–5 =
- Judge devotes 6 hours per week to the specialty court of the 40-hour work week. The judge's dedicated FTE to this specialty court would thus be 6/40 or 0.15 FTE.

**NOTE:** 1.0 FTE = one person that works at least 40-hour work-week. Even if a person, such as a judge or coordinator, works more than 40 hours because of the nature of their work, you only count them as 1.0 FTE.

**Report on ALL STAFF, and indicate how the position is funded. (STANDARDS 1-1)**

<i>Role</i>	<i>Individual's Name</i>	<i>How Funded</i>
Judge		Justice Reinvestment Funds
Coordinator		All other CJC Funds
Probation Officer		All other non-CJC State Funds
Treatment Provider		In-Kind
Prosecutor		Federal Funds – BJA
Defense Attorney		Federal Funds – SAMSHA
Case Manager		Private Foundation Grant
Mental Health Provider		Local Government (County or Municipal)
Law Enforcement		Donations
DHS Case Worker		Other not-identified above
Veterans Affairs Officer		Does not participate
School Representative		
Other (please specify)		
List:		

**Report on the frequency of the specialty court staffing meetings and court hearings: (STANDARDS 1-4;2-3;7-7;7-8;7-9)**

	<i>Twice per week</i>	<i>Weekly</i>	<i>Every other week</i>	<i>Twice per month</i>	<i>Once per Month</i>
Staffing Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Hearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Who attends?</b>					
Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probation Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defense Attorney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DHS Case Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans Affairs Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Representative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List:					

**How do(es) the treatment provider(s) provide the specialty court feedback on participant progress? Select all that apply. (STANDARDS 1-5)**

Weekly progress reports sent via email	<input type="checkbox"/>
Weekly progress reports given verbally at court staffing	<input type="checkbox"/>
Notes/data entered directly into a specialty court case management system	<input type="checkbox"/>
Monthly attendance and treatment compliance notes only	<input type="checkbox"/>
Treatment provider does not provide regular feedback (only ad hoc, upon request)	<input type="checkbox"/>

**What standardized, objective, validated risk and need screening and assessment tool is primarily used to assess the risk and need of potential participants? Select all that apply. (STANDARDS 3-3)**

LS/CMI	<input type="checkbox"/>
WRNA	<input type="checkbox"/>
IDA	<input type="checkbox"/>
Oregon JCP	<input type="checkbox"/>
PSC	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Who administers the validated risk and need assessment tool? Select all that apply. (STANDARDS 3-3;3-8)**

Treatment Provider	<input type="checkbox"/>
Coordinator	<input type="checkbox"/>
Probation Officer	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

**When are defendants assessed using a validated risk and need assessment tool? Select all that apply. (STANDARDS 3-3)**

At intake for court	<input type="checkbox"/>
Prior to determining eligibility	<input type="checkbox"/>
Both when determining eligibility and at intake	<input type="checkbox"/>
Prior to first treatment session	<input type="checkbox"/>

**Who administers the substance abuse severity assessment and/or mental illness assessment? Select all that apply. (STANDARDS 3-3;3-8)**

Treatment Provider	<input type="checkbox"/>
Case Manager/Coordinator	<input type="checkbox"/>
Probation Officer	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

**When are the defendants assessed? Select all that apply. (STANDARDS 3-3)**

At intake for court	<input type="checkbox"/>
Prior to determining eligibility	<input type="checkbox"/>
Both when determining eligibility and at intake	<input type="checkbox"/>
Prior to first treatment session	<input type="checkbox"/>

**What is the specialty court's monthly capacity? (STANDARDS 3-10) \_\_\_\_\_**

**NOTE:** *Capacity means the maximum number of participants program can serve at one time - regardless of Phase. Therefore, if the specialty court can serve 10 persons in Phase I, 10 in Phase II, 20 in Phase III, and 20 in Phase IV, your court capacity is 60 people.*

**What factors does the specialty court program consider to determine capacity? Select all that apply. (STANDARDS 3-10; 4-19,20)**

Amount of court time available	<input type="checkbox"/>
Number of probation officers available to the court	<input type="checkbox"/>
Number of treatment providers available to the court	<input type="checkbox"/>
Number of case managers available to the court	<input type="checkbox"/>
Group Treatment availability with selected provider	<input type="checkbox"/>
Availability of slots in other barrier removal programming	<input type="checkbox"/>
Part-time status of program coordinator	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

**If the specialty court program has experienced any barriers to maintaining capacity over the previous calendar year, please select from the list below. Select all that apply.**

Lack of referral from prosecutor	<input type="checkbox"/>
Lack of referral from law enforcement/jail	<input type="checkbox"/>
Lack of referral from public defender/defense counsel	<input type="checkbox"/>
Too many of the referred participants were not clinically appropriate for the program	<input type="checkbox"/>
Too many of the referred participants did not meet eligibility requirements	<input type="checkbox"/>
Program offerings did not meet the needs of referrals	<input type="checkbox"/>
Lack of participants from target population	<input type="checkbox"/>
Treatment slot capacity	<input type="checkbox"/>
Group treatment slot capacity	<input type="checkbox"/>
Competing demands on judicial calendar	<input type="checkbox"/>
Treatment provider case load	<input type="checkbox"/>
Case manager case load	<input type="checkbox"/>
Transportation issues for participants	<input type="checkbox"/>
Housing issues for participants	<input type="checkbox"/>
Probation officer capacity	<input type="checkbox"/>
Funding shortage	<input type="checkbox"/>
No issues meeting capacity	<input type="checkbox"/>
Changes in team members/staff	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

**Does the specialty court program have multiple tracks with differing treatment requirements? (STANDARDS 3-4) Yes/No**

***NOTE:** For the purposes of this solicitation, "tracks" means that offenders may be classified by risk level, population characteristics, or other factors which dictate different treatment options or rigor. For example, your Adult Drug Court may have a high risk and low risk offender track. Or, your court may have a track for veterans, which provides access to different services, even though the core program is a Mental Health Court.*

**If yes, what kinds of "tracks" does the specialty court offer? Select all that apply.**

Low Risk Offender Track	<input type="checkbox"/>
Co-occurring disorder Track (Mental Health)	<input type="checkbox"/>
Juvenile Track	<input type="checkbox"/>
Offenders with Veteran Status Track	<input type="checkbox"/>
Probation Violations Track	<input type="checkbox"/>
High Risk Offender Track	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

**Complete the grid below for all Phases in the specialty court program.**

**NOTE:** All information should be provided for monthly intervals. If your program does not have a particular Phase level, please enter "0".

	<i>Average # Drug Screens/month (STANDARDS 5-1)</i>	<i>Average # Treatment Sessions/mont h (STANDARDS 4-4)</i>	<i>Average # Treatment Hours/month (STANDARDS 4-4)</i>	<i>Number of Court Appearances/m onth (STANDARDS 7-8)</i>	<i>Phase Length (in months) (STANDARDS 6-3)</i>
Phase I					
Phase II					
Phase III					
Phase IV					
Phase V					
Phase VI					

**Does the treatment provider receive or accept funds/payment from the sources below to serve your participants? Select all that apply.**

SAMHSA	<input type="checkbox"/>
Medicaid (OHP)	<input type="checkbox"/>
Medicare	<input type="checkbox"/>
Private Insurance	<input type="checkbox"/>
Private Foundation	<input type="checkbox"/>
BJA	<input type="checkbox"/>

**What treatment provider(s) does the specialty court program use? \_\_\_\_\_**

**Who is the CCO for the specialty court program? \_\_\_\_\_**

**From the list below, please select all of the evidence-based treatment programs or practices that your specialty court offers: (STANDARDS 4-7)**

	<i>Treatment Provides</i>	<i>Other provides</i>	<i>Service Not Provided</i>
Group Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol and other drug counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender-specific counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culturally competent and linguistically appropriate services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anger management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal thinking interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief evidence-based educational curriculum to prevent behavior that poses health risks (such as STIs and other diseases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brief evidence-based educational curriculum to prevent or reverse drug overdose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment and counseling for mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trauma-informed care, including trauma-related services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation for suitability for group interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication Assisted Treatment (MAT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transition plan (for the participant's recovery following court supervision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertive community treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychotropic medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illness self-management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other mental health-specific treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services include visitation, while assuring the child's safety, to promote attachment for families who have children in foster care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services for participant's children, including developmental screening and assessment; services to address prenatal and postnatal exposure to substances; trauma-related services; prevention, early intervention, and treatment services for substance use disorders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services for children that are coordinated with those of the parent and help the parent understand the needs of the child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services for children under age 3 that involve the parent as an active participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children in out-of-home care retain a single placement to avoid additional trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertive continuing care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on behavioral health treatment and family intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivational enhancement therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Does the specialty court use incarceration as a way to achieve clinical or social service objectives, such as obtaining detoxification services or sober living quarters? (STANDARDS 4-16)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>

**How many days does a participant have to be free of positive drug screens before he/she is eligible to graduate? (STANDARDS 5-6) \_\_\_\_\_**

**Does your court offer weekend and holiday drug testing? (STANDARDS 5-1)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>

**What method does your court use for random drug testing? Select all that apply. (STANDARDS 5-1)**

Redwood Toxicology/Alere ToxAccess	<input type="checkbox"/>
Call2Test	<input type="checkbox"/>
External system randomly generates numbers or names	<input type="checkbox"/>
Other Method (please specify)	<input type="checkbox"/>

**For which of the drugs below does the court program routinely screen participants? Select all that apply.**

Alcohol	<input type="checkbox"/>
Methamphetamine	<input type="checkbox"/>
Heroin	<input type="checkbox"/>
Prescription Opioids	<input type="checkbox"/>
Cocaine	<input type="checkbox"/>
Amphetamine	<input type="checkbox"/>
Cannabis	<input type="checkbox"/>
Hallucinogens (e.g., Ketamine, LSD, Acid)	<input type="checkbox"/>
Inhalants	<input type="checkbox"/>
MDMA	<input type="checkbox"/>
NPS (e.g., Cannabis, Ecstasy, bath salts)	<input type="checkbox"/>
Other Prescription Drugs	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

**Which drug testing company(s) does the specialty court use?**

Name of Company:
------------------

**What percentage of your urine screens are observed? (STANDARDS 5-3)**

Up to 50%	<input type="checkbox"/>
Up to 75%	<input type="checkbox"/>
Up to 90%	<input type="checkbox"/>
90-99%	<input type="checkbox"/>
100%	<input type="checkbox"/>

**Have all the individuals observing urine screens received training on how to observe drug testing? (STANDARDS 5-3)**

All	<input type="checkbox"/>
Some	<input type="checkbox"/>
None	<input type="checkbox"/>

**Is the person who observes urine screens the same gender as the participant identifies? (STANDARDS 5-3)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't Know	<input type="checkbox"/>

**What percentage of your drug screens are reported to the specialty court team within 48 hours? (STANDARDS 5-4)**

Up to 50%	<input type="checkbox"/>
Up to 75%	<input type="checkbox"/>
Up to 90%	<input type="checkbox"/>
90%-100%	<input type="checkbox"/>
100%	<input type="checkbox"/>



**Which of the following does the specialty court program consider a positive screen? Select all that apply. (STANDARDS 5-4)**

Creatinine Violations	<input type="checkbox"/>
Missed Screens	<input type="checkbox"/>
Dilute	<input type="checkbox"/>

**Does the specialty court program use alcohol monitoring equipment for participants? (STANDARDS 5-2)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't Know	<input type="checkbox"/>

**If yes, what kind of monitoring equipment does the specialty court use? Select all that apply. (STANDARDS 5-2)**

Continuous Alcohol Monitoring Devices	<input type="checkbox"/>
Remote Breathalyzer Testing	<input type="checkbox"/>
Electronic Ankle Monitoring	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

**Select the outpatient services the program offers for the specialty court participants.**

	<i>Treatment Provider Provides Service</i>	<i>Other Provider Provides Service</i>	<i>Service Not Provided</i>
Psychological Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychiatric Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing Assessment & Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy & Lab Services Individual Outpatient Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Outpatient Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Skills – Forensics/Competency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Outpatient Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addictive Disease Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Select the residential treatment service the program offers for the specialty court participants.**

	<i>Treatment Provider Provides Service</i>	<i>Other Provider Provides Service</i>	<i>Service Not Provided</i>
Intensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semi-independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing Supplements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deaf/Hard of Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opioid Maintenance Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Intensive Outpatient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transitional Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clubhouse Services for Adolescents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambulatory Substance Abuse Detoxification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential Substance Detoxification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Does the specialty court offer therapeutic interventions—not sanctions—when a participant is not responding to treatment interventions, but compliant with program requirements? (STANDARDS 6-13)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>

**Do participants have to be employed to graduate? (STANDARDS 6-19)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>
In School	<input type="checkbox"/>

**Do participants have to be living in a sober living environment to graduate? (STANDARDS 6-20)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not Applicable	<input type="checkbox"/>

**Select the type(s) of training each core team member receives. Select all that apply. (STANDARDS 9-2)**

	<i>Within 60 days of joining team</i>	<i>Within one year of joining team</i>	<i>Training not provided</i>
The drug court model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Best practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance use disorder and mental health treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing co-occurring disorders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of effective behavior management strategies, including incentives and sanctions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug testing standards and protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality and ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trauma-informed care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizing implicit cultural biases and correcting disparate impacts for members of historically disadvantaged groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in working with people of diverse races, cultures, ethnicities, disabilities, genders and gender identities, and sexual orientations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impacts of trauma (including historical trauma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How court programs can avoid re-traumatization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective trauma interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-care and avoiding burnout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding the needs and experiences of families in the child welfare system that are affected by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

substance use disorders and effective strategies for working with them			
Child development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The effects of prenatal and postnatal substance exposure on children and meeting their needs across the developmental stages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities and mandates of child welfare workers, including Adoption and Safe Families Act timelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rules pertaining to the Indian Child Welfare Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adolescent development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaging families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening and assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How frequently does your Policy Committee meet to discuss specialty court operation or policy issues that are not related to particular participants? (STANDARDS 10-2)**

Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>
Annually	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
Do not have	<input type="checkbox"/>

**How frequently does your Advisory Committee meet to discuss specialty court operation or policy issues that are not related to particular participants? (STANDARDS 10-3)**

Monthly	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>
Annually	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
Do not have	<input type="checkbox"/>

**Is the specialty court program utilizing a non-profit organization for fund-raising purposes, special outings, incentives or other assistance (such as transportation, housing, or counseling services)? (STANDARDS 10-4)**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

## General Specialty Court Information

Name of individual completing Application	Name:		
	Email:		Phone:
On <b>November 13–14, 2019</b> who will be available to answer questions on this application if the Review Committee has any?	Name:		
	Phone:		
Primary Program of Specialty Court	Adult Drug Court		
Secondary Program of Specialty Court	Juvenile Drug Court Mental Health Court Veterans Treatment Court Family Treatment Court DUII Court		

## Total Requested CJC Specialty Court Grant Funds

Personnel	<i>Calculated</i>
Fringe Benefits	<i>Calculated</i>
Contract Personnel Services	<i>Calculated</i>
Drug Testing	<i>Calculated</i>
Medical Needs	<i>Calculated</i>
Other Participant Supports	<i>Calculated</i>
Out-of-State Training and Travel	<i>Calculated</i>
In-State Training and Travel	<i>Calculated</i>
<b>Total Direct Services Request</b>	<b><i>Total of Above Categories Calculated</i></b>
Indirect Costs	<i>Calculated</i>
<b>Total Requested CJC Specialty Court Grant Funds</b>	<b><i>Total of Direct Services and Indirect Costs Calculated</i></b>
Total Other Funds	<i>Calculated</i>
<b>Total Specialty Court Program Funds</b>	<b><i>Total of All Funds</i></b>

## Per Participant Cost

CJC Grant Fund Request: Per Participant Cost	<i>Calculated</i>
Total Funds: Per Participant Cost	<i>Calculated</i>

If merged cells: Drop Down Menu  
 To be completed in application  
 Automatically calculated

# Budget Framework

The budget narrative for each budget category is required. The narrative should thoroughly and clearly describe every category of expense listed within the budget detail. Proposed budgets are expected to be complete, allowable, cost effective, and necessary for project activities. The explanation should be mathematically sound and correspond with the information and figures. The explanation should explain how all costs were estimated and how they are relevant to the program. If the drop down list includes **other**, the narrative must explicitly detail those costs and tie them to Oregon’s Specialty Court Standards.

## Other Funding Sources

Disclose all other funds, both current and anticipated. To make multiple selections from ‘How Funds are Used’ dropdown, create multiple rows for the same funding source. Make sure to select all applicable options. Please indicate whether the funding is an annual funding source. If it is not, please provide the end date in the form of mm/dd/yyyy. To indicate the “Status” of the funding source, please select current or pending from the dropdown.

<i>Funding Source</i>	<i>Total Funds</i>	<i>How Funds are Used</i>	<i>Annual Funding?</i>	<i>If no, end date?</i>	<i>Status</i>
Justice Reinvestment Funds		Personnel	Yes/No		Current or Pending
All other CJC Funds		Supplies			
All other non-CJC State Funds		Travel/Training			
Federal Funds – BJA		Drug Testing			
Federal Funds – SAMSHA		Treatment			
Private Foundation Grant		Equipment			
Local Government (County or Municipal)		Incentives			
Donations		Other (please specify)			
Other not-identified above (please specify)		All of the above			

## Other Funding Sources Narrative

[Limit to 1,000 characters]

## Personnel

Report the percentage of time per month worked only for the time that is being requested. For example, if a staff member is full time, but the specialty court is only requesting a portion of the team members salary, report only the percentage of time for which funds are being requested. The “Total Salary Requested” will automatically calculate based on the “% of Time per Month” and “Monthly Rate.” Additionally, please indicate whether the selected position or team member is new, existing, or vacant. If a position title is not available in the drop down list, this is not an allowable position with CJC grant funds.

<i>Team Member Title</i>	<i>% Time per Month</i>	<i>Monthly Rate</i>	<i>Total Salary Requested</i>	<i>New/Vacant Position</i>
Coordinator			Calculation	New Existing Vacant
Probation				
District Attorney				
Defense				
Judge				

## Personnel Narrative

[Limit to 1,000 characters]

## Fringe Benefits

Report the type of fringe benefits that you are requesting for each team member identified in **Personnel** along with the amount of the benefit requested. The “Team Member Title” and “% of Time per Month” will be automatically populated. The “Total Anticipated Cost” will automatically calculate based on the “% of Time per Month” and “Benefit Amount.” Within the narrative, please be specific as to how the benefit amount is calculated. Note: Mass Transit Tax is not an allowable benefit with CJC grant funds.

<i>Team Member Title</i>	<i>% of Time per Month</i>	<i>Benefit Amount</i>	<i>Total Anticipated Cost</i>
Auto Populate from Personnel	Auto Populate from Personnel		Calculate

## Fringe Benefits Narrative

[Limit to 1,000 characters]

## Contract Personnel Services (no fringe)

Contract Personnel are those for whom you are not paying fringe benefits. These may be treatment providers, case managers, medical professionals, lab techs (UA observation), or peer mentors (peer support). Only include the number of hours or units you are asking the CJC grant to fund. The “Total Requested Cost” will automatically calculate based on the “Rate per Unit” and “Number of Units Required.” If a position title is not available in the drop down list, this is not an allowable position with CJC grant funds.

<i>Team Member Title</i>	<i>Rate Unit</i>	<i>Rate per Unit</i>	<i>Number of Units Required</i>	<i>Anticipated number of participants individual will serve per rate selected</i>	<i>Total Requested Cost</i>
Case Manager	Per hour				Calculation
Substance Use Treatment	Per Session				
Mental Health Treatment	Per Participant				
Co-occurring Treatment					
MAT Physician					
Psychiatrist					
Lab Tech					
Peer Mentor					

## Contract Personnel Services Narrative

[Limit to 1,000 characters]

### Drug Testing (not covered by OHP)

Based on your drug testing contract, select the item(s) the specialty court must pay for in relation to drug testing. Select the item and the appropriate number of units being requested. The “Total Requested Cost” will automatically calculate based on the “Rate per unit” and “Number of Units Required.” For confirmed tests, the “Total Requested Cost” will automatically calculate based on the “Rate per Test” and “Number of Tests Required.”

<i>Panel Test</i>	<i>Type</i>	<i>Rate per Unit</i>	<i>Number of Units Required</i>	<i>Anticipated number of participants individual will serve per rate selected</i>	<i>Total Requested Cost</i>
4-panel	Urine				Calculation
5-panel	Oral fluid				
7-panel	Hair				
9-panel	Instant				
10-panel					
12-panel					
15-panel					

<i>Type</i>	<i>Rate Unit</i>	<i>Rate per Unit</i>	<i>Number of Units Required</i>	<i>Anticipated number of participants individual will serve per rate selected</i>	<i>Total Requested Cost</i>
Testing Sticks	Each				Calculation
Cups	Box				
Swabs	Bulk				
Patches					
Other					

<i>Confirmation Provider</i>	<i>Average Cost per Test</i>	<i>Number of Tests Required</i>	<i>Total Requested Cost</i>
			Calculate

<i>Which is the primary provider of drug testing for your specialty court?</i>	County parole and probation Specialty Court Treatment provider Third-party contract Court provides
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## Drug Testing Supplies Narrative

[Limit to 1,000 characters]

## Medical Needs (not covered by OHP)

Select the item and the appropriate number of units being requested. The “Total Requested Cost” will automatically calculate based on the “Rate per Unit” and “Number of Units Required.” If a type is not available in the drop down list, this is not an allowable cost with CJC grant funds.

<i>Type</i>	<i>Rate Unit</i>	<i>Rate per Unit</i>	<i>Number of Units Required</i>	<i>Anticipated number of participants individual will serve per rate selected</i>	<i>Total Requested Cost</i>
MAT Physician Approved Medication Dental Optometry	Per Dose				Calculation
	Per Rx				
	Per hour				
	Per Session				
	Per Participant				

## Medical Needs Narrative

[Limit to 1,000 characters]

## Other Participant Supports

Please include other participant support costs requests here. The “Total Requested Cost” will automatically calculate based on the “Rate per Unit” and “Number of Units Required.”

<i>Type</i>	<i>Rate Unit</i>	<i>Rate per Unit</i>	<i>Number of Units Required</i>	<i>Anticipated number of participants individual will serve per rate selected</i>	<i>Total Requested Cost</i>	<i>Reference to Standard</i>
Continuous Alcohol Monitoring Device	Each				Calculation	
Remote Breathalyzer	Box					
Electronic Ankle Monitor	Bulk					
Monitoring Mobile Application Equipment (≥ \$5,000)						
Completion or Achievement Certificates (≤ \$1.00 each)						
Participant Notebook/Journal/Planner (≤ \$5.00 each)						
Housing Relocation						
Crisis Intervention						
Local Transportation						
Transportation to Residential Treatment						
Bus Passes						
Vocational Services						
Employment Services						
Education (e.g. GED)						
Certification (please specify)						
Personal Care Items						
Cold Weather Accessories						
Umbrellas (≤ \$10.00 each)						
Work Gloves						
Bike Locks (≤ \$15.00 each)						
School Supplies						
Drawstring Bag (≤ \$5.00 each)						
Other (please specify)						

## Other Participant Supports Narrative

[Limit to 1,000 characters]

## Out-of-State Training and Travel

Out-of-State Training and Travel costs should be requested in accordance with the Oregon’s [OAM Statewide Travel Policy](#) 40.10.00. The specialty court is allowed up to four attendees for the 2020 NADCP annual conference. Instead of NADCP, juvenile and family treatment courts may send up to four attendees for the 2020 NCJFCJ annual conference. Specialty courts may also send two attendees to the NDCI role specific training, so long as the training occurs prior to May 30, 2021. Mileage should be calculated from the specialty court location to the airport. Travel costs should be calculated at the federal GSA rates for lodging, mileage, and per diem. Conference parking or shuttle requests should not exceed \$10 per/day. Attendees are expected to carpool when able. The “Total Requested Cost” will automatically calculate based on the “Estimated Registration Cost” and “Estimated Travel Cost.”

<i>Type</i>	<i>Team Member Role</i>	<i>Estimated Registration Cost</i>	<i>Estimated Travel Cost</i>	<i>Total Requested Cost</i>	<i>New Team Member within last 12 months?</i>
NADCP (max 4)	Coordinator			Calculated	Yes/No
	Treatment				
	Probation				
	District Attorney				
	Defense				
	Judge				
	Veterans Affairs				

## Out-of-State Training and Travel Narrative

[Limit to 1,000 characters]

### In-State Training and Travel

In-State Training and Travel costs should be requested in accordance with the Oregon’s [OAM Statewide Travel Policy](#) 40.10.00. Specialty courts are encouraged to send team members to local training opportunities and apply for national technical assistance opportunities (e.g., Operational Tune-up). Mileage should be calculated from the specialty court location to the airport. Travel costs should be calculated at the federal GSA rates for lodging, mileage, and per diem. Parking requests should not exceed \$10 per/day, per car. Attendees are expected to carpool when able. The “Total Requested Cost” will automatically calculate based on the “Estimated Registration Cost” and “Estimated Travel Cost.” Note: For “Speaker Honorarium” type, include honorarium under the “Estimated Registration Cost”; “Team Member Role” should be “Other.”

Type	Team Member Role	Estimated Registration Cost	Estimated Travel Cost	Total Requested Cost	New Team Member within last 12 months?
Statewide Specialty Court Training (no registration cost, training is free) Travel to Local Training Opportunity	Coordinator			Calculated	Yes/No
	Treatment				
	Probation				
	District Attorney				
	Defense				
	Judge				
	Veterans Affairs				

### In-State Training and Travel Narrative

[Limit to 1,000 characters]

<b>Total Direct Services Request</b>	Calculated
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## Indirect Costs

Indirect or Administrative costs may not exceed 10%. The “Total Requested Cost” will automatically calculate based on the “Percentage” and “Total Requested CJC Specialty Court Grant Funds.”

<i>Type</i>	<i>Percentage</i>	<i>Total Requested Cost</i>
Administrative Costs		Calculation
Indirect Costs		

## Indirect Costs Narrative

[Limit to 1,000 characters]

## Sustainability Plan

Describe the specialty court’s Sustainability Plan. Specialty courts should begin working towards sustainability upon the inception of the program. It is prudent for a court to consider various methods of funding in the event that state or federal grant funds are not available. The sustainability plan, which may include an action plan to attain funding without the use of grant funds, should be fully described.

### Please answer the following questions:

Describe in detail how specialty court grant funds and other funding sources are budgeted. How do these funding sources work together to create a comprehensive program?

[Limit to 1,000 characters]

Describe how you are sharing resources and avoiding duplication of services.

[Limit to 1,000 characters]

How much funding has been requested from the county general fund? How much has been approved?

[Limit to 1,000 characters]

How much funding has been requested from the circuit court? How much has been approved?

[Limit to 1,000 characters]

Does the specialty court receive other CJC grants?

[Limit to 1,000 characters]

Are there barriers to obtaining funding for your specialty court? Local, state, or federal? Please describe.

[Limit to 1,000 characters]

# Template for Recommended Information

## CCO Notice of Coverage for xxx Specialty Court

1. CCO Information
2. Table: Covered Services with Rate and Dosage

Covered Services	Rate per Dose	Dosage
<b>Alcohol and Substance Use Disorder</b>		
Assessment		
Individual counseling sessions		
Group sessions		
Case management		
Medication Assisted Treatment (MAT) admission and/or services		
Drug testing (collection and handling only)		
<b>Behavioral Health/Mental Health</b>		
Assessment		
Diagnosis		
Medication management		
Psychological testing		
Individual counseling sessions		
Group sessions		
Case management		
<b>Other Medical needs</b>		
Acupuncture		
Medically monitored detox		
Clinically managed detox		
Residential treatment (w/ room and board)		
Self-help/Peer services		
Prescriptions		
[open field]		
[open field]		

Under the Affordable Care Act, insurance plans are required to provide a one-page summary of benefits and therapies, along with their fees, per the U.S. Department of Health and Human Services.