



Application

05528 - Fiscal Year 2017 Michigan Drug Court Grant Program (MDCGP)

05529 - Michele's Project PE/OE

Michigan Drug Court Grant Program (MDCGP)

Status: Editing

Submitted Date:

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## Primary Contact

<b>Name:*</b>	Ms.	Iam	Testing
	Salutation	First Name	Last Name
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<b>Address Line 2</b>			
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<b>City*</b>	Lansing	Michigan	11111
	City	State/Province	Postal Code/Zip
<b>Phone:*</b>	517-373-6285		
	Phone	Ext.	

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## Organization Information

<b>Name:</b>	100th Circuit Court
<b>Organization Type:</b>	State Court Administrative Office
<b>Tax ID:</b>	
<b>Organization Website:</b>	
<b>Address:</b>	111 S. Main Street

\* Lansing Michigan 11111  
City State/Province Postal Code/Zip

Phone:\* 222-222-2222  
Ext.

Fax:

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## Application Information

*Is there an approved Local Administrative Order (LAO)?*

Local Administrative Order (LAO): Yes

LAO Number: 15-112

*Is there a current Memorandum of Understanding (MOU)?*

Memorandum of Understanding (MOU) Yes

Effective Date: 09/01/2015

Expiration Date: 09/01/2016

Federal Tax ID: 111111

How many years has the program been operational? 16

Do you offer Ignition Interlock restricted licenses to repeat drunk drivers? Yes

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## Applicant Contact Information

Select your court C01 Hillsdale

People served Men, Women

County to Receive the Grant Award Hillsdale

Date that the program accepted or anticipates first participant 08/01/2013

Please pick your program type DWI Court

Is your program operational? Yes

Is your court a tribal court? No

Courthouse name (example: Frank Murphy Hall of Justice) Hall of Justice

Courthouse street address 925 W. Ottawa

Room/Floor

City Lansing

State MI

<b>Zip code</b>	48909	
<b>Judge: First Name</b>	lam	
<b>Judge: Last Name</b>	Ajudge	
<b>Title</b>	Judge	
<b>Judge: E-mail Address</b>	ijudge@gov.com	
<b>Judge: Phone Number*</b>	248-123-4567	Ext.
<b>Judge's Mailing Address: Street</b>	925 W. Ottawa St	
<b>Judge's Mailing Address: Room/Floor</b>		
<b>Judge's Mailing Address: City</b>	Lansing	
<b>Judge's Mailing Address: State</b>	MI	
<b>Judge's Mailing Address: Zip Code</b>	48909	
<b>Judge 2: First Name</b>		
<b>Judge 2: Last Name</b>		
<b>Judge 2: Title</b>	Judge	
<b>Judge 2: E-mail Address</b>		
<b>Judge 2: Phone Number</b>		Ext.
<b>Judge 2 Mailing Address: Street</b>		
<b>Judge 2 Mailing Address: Room/Floor</b>		
<b>Judge 2 Mailing Address: City</b>		
<b>Judge 2 Mailing Address: State</b>		
<b>Judge 2 Mailing Address: Zip Code</b>		
<b>Judge 3: First Name</b>		
<b>Judge 3: Last Name</b>		
<b>Judge 3: Title</b>	Judge	
<b>Judge 3: E-mail Address</b>		
<b>Judge 3: Phone Number</b>		Ext.
<b>Judge 3 Mailing Address: Street</b>		
<b>Judge 3 Mailing Address: Room/Floor</b>		
<b>Judge 3 Mailing Address: City</b>		
<b>Judge 3 Mailing Address: State</b>		
<b>Judge 3 Mailing Address: Zip Code</b>		
<b>Judge 4: First Name</b>		

Judge 4: Last Name

Judge 4: Title

Judge

Judge 4: E-mail Address

Judge 4: Phone Number

Ext.

Judge 4 Mailing Address: Street

Judge 4 Mailing Address: Room/Floor

Judge 4 Mailing Address: City

Judge 4 Mailing Address: State

Judge 4 Mailing Address: Zip Code

Judge 5: First Name

Judge 5: Last Name

Judge 5: Title

Judge

Judge 5: E-mail Address

Judge 5: Phone Number

Ext.

Judge 5 Mailing Address: Street

Judge 5 Mailing Address: Room/Floor

Judge 5 Mailing Address: City

Judge 5 Mailing Address: State

Judge 5 Mailing Address: Zip Code

Judge 6: First Name

Judge 6: Last Name

Judge 6: Title

Judge

Judge 6: E-mail Address

Judge 6: Phone Number

Ext.

Judge 6 Mailing Address: Street

Judge 6 Mailing Address: Room/Floor

Judge 6 Mailing Address: City

Judge 6 Mailing Address: State

Judge 6 Mailing Address: Zip Code

Project Director (Main Program Contact): First Name

Iam

Project Director: Last Name

Testing

Project Director: Title

Director of Probation

Project Director: E-mail Address	itesting@gov.com	
Project Director: Phone Number*	248-111-2468	Ext.
Project Director Mailing Address: Street	925 W. Ottawa	
Project Director Mailing Address: Room/Floor		
Project Director Mailing Address: City	Lansing	
Project Director Mailing Address: State	MI	
Project Director Mailing Address: Zip Code	48909	
Financial Officer: First Name	Iam	
Financial Officer: Last Name	Finance	
Financial Officer: Title	Accountant	
Financial Officer: E-mail Address	ifinance@gov.com	
Financial Officer: Phone Number*	248-111-1357	Ext.
Financial Officer Mailing Address: Street	925 W. Ottawa	
Financial Officer Mailing Address: Room/Floor		
Financial Officer Mailing Address: City	Lansing	
Financial Officer Mailing Address: State	MI	
Financial Office Mailing Address: Zip Code	48909	
Authorizing Official: First Name	Iam	
Authorizing Official: Last Name	Cheif-Judge	
Authorizing Official: Title	Chief Judge	
Authorizing Official: E-mail Address	ichiefjudge@gov.com	
Authorizing Official: Phone Number*	248-111-3699	Ext.
Authorizing Official Mailing Address: Street	925 W Ottawa	
Authorizing Official Mailing Address: Room/Floor		
Authorizing Official Mailing Address: City	Lansing	
Authorizing Official Mailing Address: State	MI	
Authorizing Official Mailing Address: Zip Code	48909	

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## DCCMIS Contact Information

DCCMIS Administrator (The person responsible for reporting data to SCAO): First Name	Ilove
DCCMIS Administrator: Last Name	Data

DCCMIS Administrator: E-mail Address

ilovedata@gov.com

DCCMIS Administrator: Phone Number\*

248-111-2589

Ext.

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## Program Description

### Caseload Data:

*1.)The courts caseload data that substantiates the target population and the need for the drug/DWI court program. Include any changes or trends in the data that further demonstrate the need for the drug/DWI court program.*

We are Michigan's 27th largest city, encompasses 30.45 square miles and according to the latest Census is home to 20,000 residents. The court handles all of the court filings and has continued to average an annual caseload of just under 40,000. Case reports reflect that there were 849 drinking and driving case dispositions between 2012 and 2013 and 749 drinking and driving case dispositions between 2013 and 2014. We have also reviewed other reports over the past 3 years and determined that we have processed 24% more drinking and driving offenses than other courts in our region and 55% more than the statewide average. In addition there has been 614 drug offense case filings within 2013 and 2014 an increase of 10% over 2012-2013. The DWI program began 8/1/2003 and as of this year has had a total of 163 participants enter the program. The program has had a total of 66 successful graduations, 27 terminations, 12 transfers to mental health courts, 4 transfers to vet treatment courts, and 3 medical discharges. We are proud to say that we currently have a recidivism rate of .05%. The program's participants have a median of 266 days in the program and are averaging 180 days of sobriety. We have administered 9075 alcohol/drug test in the first half of our second operational year and have had a negative testing rate of 98%. Participants cases are being adjudicated within 3-4 weeks of arrest and they are entering treatment within 22.83 days of program entry. The statistics reflect that the program is having a positive effect on the target population.

### Case Dispositions Time Frame:

*2.)The time frame for case dispositions, including any delays.*

According to the data report and the 2014 case age report, the court continues to dispose of 97% of all misdemeanors within 63 days of arraignment and 99% within 126 days. A closer review of the drinking and driving caseload report reflects that for 2014 the court disposed of 93% of all drinking and driving offenses within 63 days of arraignment and 99% of all drinking and driving cases within 126 days of arraignment. For most first offense OWI offenses efforts are made to accommodate a same day sentencing. Often times there are delays in receiving blood draw results that results in case adjournments. Eligible sobriety court candidates are referred to the sobriety court probation officer immediately after plea taking and sentencing is adjourned for a maximum of 2 weeks in order to perform the alcohol assessment. Our statistics reflect that it has taken an average of 2 days for participants to enter Sobriety Court after plea which reflects an improvement of 10 days better than our goal. In addition this reflects a reduction of 4 weeks when compared to the traditional alcohol evaluation and sentencing process.

### Incarceration/Detention:

*3.)The degree to which the court uses incarceration/detention for the target population, or in the case of child abuse and neglect, the degree to which foster care and adoption are currently relied upon for the children of the participant.*

Sobriety court participants who may have faced initial jail time have avoided incarceration upon acceptance into the program. In review of program data from 10/1/14 - 8/31/15 there were 75 sanctions issued by to a total of 38 participants. These sanctions have resulted in a total of 14 days jail. Efforts have been made by the team to use alternate sanctions and only use incarceration when the participants behaviors warrant its use as a last resort.

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## Program Goals (Required)

### Goal 1:

*Reduce drug use during program participation*

Objectives:

- 1) Daily alcohol testing reduced to random.
- 2) Participants will receive a minimum of 65 hours of treatment during their participation

Method to measure/tool:

- 1) testing will be measured by using DCAS to run the number of positive alcohol/drug tests. The percentage of positive tests will also be measured.
- 2) Using DCAS, objective two can be measured by the average of number of overall treatment hours. This can also be run as a Treatment Services Report in DCCMIS and the number of treatment hours per participant, per vendor can be calculated.

**Goal 2:**

*Retain participants in the drug court program*

Objectives:

- 1) Offer incentives for positive behavior
- 2) Offer ancillary services outside of the substance abuse treatment realm.

Methods to Measure/Tool:

- 1) In DCCMIS run an incentive report which shows how many incentives were awarded to how many participants.
- 2) In DCCMIS, run an ancillary services report to see how many services each participant had received. This could include GED classes/testing, parenting classes, self-help programs, financial planning, MI Works, Resume building.

**Goal 3:**

*Reduce drug and alcohol related crime in the jurisdiction (may not be applicable to Family Dependency Courts)*

Objectives:

- 1) Monitor abstinence through strict alcohol/drug testing protocols
- 2) Rehabilitate addicts by ordering substance abuse treatment through successful completion of the treatment plan.

Methods to Measure/Tool:

- 1) We can measure testing frequency by running Number of Positive Tests in DCAS to get an average number of tests per person. This will also allow the team to see if testing is occurring as frequently as intended.
- 2) This can be measured by using DCAS to measure the number of substance abuse treatment hours participant average. In addition, the Treatment Services Report in DCCMIS can show number of hours per participant and whether they completed or not.

**Goal 4:**

*Alleviate congestion of court dockets*

Objectives:

- 1) Participants will be admitted into the DWI program within 15 days of screening.
- 2) Participants in DWI court will have formal probation violation hearings while they are already in court for their program review hearing,

Method to Measure/Tool:

- 1) Using DCAS/DCCMIS will measure the number of days from screening to admittance.
- 2) Using the courts case disposition data, will measure how many regular probation cases are scheduled for hearings compared to those that are participating in the DWI court program.

**Goal 5:**

*Alleviate jail or detention days*

- 1) Entry into DWI program will mean no up front jail time.
- 2) In program sanctions will use jail only when its the last option

Method to Measure/Tool:

- 1) Compare the number of jail days served for those on regular probation (up front jail) compared to those sentenced to DWI court program Data will be obtained from Hard Knock County Jail to see jail unitlization rate.
- 2) Using DCCMIS, a sanctions report will be run to show how many sanctions were jail related. A report in DCAS will show how many jail days were served due to a sanction.

**Goal 6:**

*Retain participants in substance abuse treatment*

Objectives:

- 1) Therapists will be present for staffing meetings and court review hearings and communicate adequately
- 2) Participants will participate in writing of treatment plan
- 3) participants will attend 75 hours of substance abuse treatment services before graduation.

Methods to measure/tools:

For all of the the objectives, DCCMIS and DCAS will be used to measure the average per participant for total substance abuse treatment hours. The Treatment Services Report will be used to track successfully vs unsuccessful completion of each treatment modality per participant.

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## Program Goals (Optional)

**Goal 7:**

*Reduce child abuse and neglect (if applicable)*

NA

**Goal 8:**

*List other goal specific to your drug/DWI court program here*

NA

**Goal 9:**

*List other goal specific to your drug/DWI court program here*

NA

**Goal 10:**

*List other goal specific to your drug/DWI court program here*

NA

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## Target Population

**What is the target population?**

Misdemeanor, Non-violent offender who resides within the jurisdiction of the court and who has been assessed to have a substance use disorder.

**Describe how the above information differs from previous years' procedures and how often the target population is reviewed.**

No changes

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## Screening and Eligibility

### Describe the eligibility criteria:

- 1) Resident of courts jurisdiction (county)
- 2) Defendant to have a serious pattern of substance abuse or dependency
- 3) The offense must be an OWI 1st, 2nd, or felony reduced to misdemeanor OWI
- 4) Must not have any serious mental health or medical issues that would impeded him/her from completing the program successfully.
- 5) Non-violent offender

### How are potential participants identified:

Pre-Bond Investigation, Law Enforcement, Probation Agent, Prosecuting Attorney, Case Manager, Participant, Treatment Provider, Judges, Defense Attorney, Family

### If Other, please describe:

NA

### Legal Eligibility Screening:

*Describe when the legal eligibility screening occurs, who conducts the screening, and who determines legal eligibility.*

The prosecutor conducts and determines all legal eligibility screenings and does so at the time of the plea and before they are referred to probation for a NEEDS assessment and PSI.

*Is a criminogenic risk/needs assessment used to help identify high criminogenic risk/high need offenders?*

### Criminogenic Risk Assessment?:

Yes

*If answered yes to the above question, name the criminogenic risk assessment tool used*

### Criminogenic Risk Assessment Tool:

COMPAS

### Describe how the above information differs from previous years' procedures:

Does not

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## Assessments

### Court Assessment Tool

*How does the court determine if the defendant is dependent upon or abusing drugs or alcohol?*

The court utilizes a NEEDS Assessment. The potential participant fills it out and the clerks enter it into the ADE program. The results are read by a CCJP certified probation officer who goes through the assessment at the time of the PSI

*What is the name of the substance abuse assessment tool that is used?*

### Substance Abuse Assessment Tool:

NEEDS by ADE

### Clinical Assessment:

*Describe when the clinical assessment is conducted, who conducts it, and what assessment tool is used to identify a clinical diagnosis.*

The clinical assessment is conducted by a licensed practitioner after the participant is sentenced into the program, generally within 5 days of sentencing. They are referred to one of the programs three clinics where they will have a BPS and that is report to the probation officer. This identifies the level of care (ASAM) and will assist in developing a treatment plan.

*Is the American Society of Addiction Medicine criteria used to determine appropriate level of treatment?*

**American Society of Addiction Medicine Criteria:** Yes

**How treatment level is determined:**

*If answered no to the above question, describe how the level of treatment is determined*

See above

**Describe how the above information differs from previous years' procedures:** They do not

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## Treatment Continuum and Plan

**Substance Abuse Treatment Agencies:**

*List the substance abuse treatment agencies and the type of services available for drug/DWI court participants*

Hard Knock Therapy Center: individual and group therapy specific to SA MEN SPECIFIC

Happy Family Center: residential substance abuse treatment and 3/4 housing

Path to Sobriety: group and individual SA treatment WOMEN SPECIFIC

*Check all that apply*

**Treatment is provided:** Through direct contracts with individual providers, Through contracts with local treatment agencies and/or through a single contract with the Regional Substance Abuse Coordinating Agency , Determined by the participant and/or insurance

*If treatment is provided through a contract(s), was there a competitive bid process?*

**Competitive Bid Process:** No

*Are participants linked to treatment providers based on individual differences?*

**Treatment Providers:** Yes

**Treatment Process:**

*Explain the answer given to the above question, describing the process*

The majority of participant have their own medical insurance and if they do not, they are eligible for funding through the Regional Coordinating Agency.

Gender specific treatment is available and so is residential treatment and 3/4 housing.

**Treatment Plan:**

*Who develops the clinical treatment plan? How often is the treatment plan reviewed and by whom?*

The therapist develops the treatment plan with the participant and it is reviewed by the therapist and participant every 45 days. The team is given information pertaining to altered treatment plans when they occur.

**Does your program currently use Aftercare services?** No

*If yes, please describe the services offered.*

NA

*What ancillary services are available to the participants in the program? Check all that apply:*

**Ancillary Services:** Educational, Housing, Mental Health, Dental, Utility Assistance, Vocational, Physical, Food, Child Care, Career, Transportation, Clothing, Parenting Classes

If Other, please describe:

Describe how the above information differs from previous years' procedures:

It does not differ

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## Program Length

What is the minimum length of the drug/DWI court program? 18

What is the maximum length of the drug/DWI court program? 24

*Describe the factors used to determine the program length*

**Program Length Factors:**

A participants compliance dictates their length. The more compliant they are, the faster they move through the phases. If a person takes longer to get through the phases or has many sanctions, they will be in for the entire 24 months.

How many phases does the program consist of?

4

Describe what factors were used to determine the length of each phase:

Phase structure was determined as recommended by the Drug Court Planning Initiative(DCPI). Phase I focuses on stabilization and the initiation of treatment; Phase II focuses on abstinence and treatment; Phase III focuses on maintenance, initiation of pro-social behaviors, and treatment; and Phase IV focuses on continuing care and giving back to the community (The Drug Court Judicial Benchbook, National Drug Court Institute, 2011)

If phases are not used, explain how a participant progresses through the program

NA

List the requirements for completing each phase:

*e.g. the number, type, and frequency of drug tests, attendance at support groups, etc.*

Phase I:

Requirements: Daily and random alcohol testing; random urine screens; contact with case manager as directed; attendance at review hearings every other week; minimum 5 twelve-step meetings per week; obtain 12-step sponsor; attend substance abuse counseling; random home visits; seek and maintain employment or 20 hours of community service per week; make payments toward treatment costs or court fees; at least 90 days of sobriety and 75-90 days in Phase I before advancing to Phase II. Obtain employment or enroll in academic program.

Phase II:

Requirements: Random alcohol testing; random urine screens; contact with case manager as directed; attendance at review hearings every other week; minimum 4 twelve-step meetings per week; maintain relationship with sponsor; continue substance abuse counseling; random home visits; maintain employment; payment toward court fines and costs; full payment of treatment costs; at least 90 days of sobriety while in Phase II before advancing to Phase III. Continue employment/education. This phase length minimum 90 days

Phase III:

Requirements: Random alcohol testing; random urine screens; contact with case manager as directed; monthly attendance at review hearings; minimum 3 twelve-step meetings per week; continuing care a minimum of one time per month; maintain relationship with sponsor; maintain employment; full payment of court fines and costs; at least 90 days of sobriety and a minimum of 120 days in Phase III before advancing to Phase IV. Continue employment/education.

Phase IV:

Requirements: Random alcohol testing; random urine screens; contact with case manager as directed; monthly attendance at review hearings; minimum 3 twelve-step meetings per week; maintain relationship with sponsor; continuing care a minimum of one time per month; full payment of program fees; 8 hours of self-directed community service; written narrative; at least 90 days of sobriety before eligible for grandation. Continue employment/education.

**How is the phase in which a participant starts the program determined?**

They all start in Phase I

**Describe how the above information differs from previous years' procedures:**

It does not differ

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## Case Management

**Case Management is provided by:**

Probation Officers

**If other, please explain:**

*What is the ratio of participants to the case manager (e.g. 50:1)?*

**Case Manager Ratio:**

65:2

**Case Management Responsibilities:**

*How are the case management responsibilities integrated with the activities of the treatment provider(s) and ancillary services provider(s)?*

The case managers speak with treatment providers on a daily basis. The case managers refer to ancillary services and follow up each referral. They also verify community service and 12-step attendance sheets/sponsors.

**Describe how the above information differs from previous years' procedures:**

It has not changed.

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## Judicial Supervision

**Description of Staffing Meeting**

*Please describe the staffing meetings, including how they operate and how decisions regarding participants are made.*

Staffings are held one hour before each review session. All team members, are present for the staffing and review sessions. The case manager presents the case to the team. The team reviews the case and agrees upon a suitable response for negative or positive behavior. Responses are agreed upon before the review session begins. The ultimate decision is up to the Judge; however, it is based on the contributions made by each team member during the staffing. (The Drug Court Judicial Bench Book, National Drug Court Institute, 2011)

Check all that apply.

**Who attends the staffing meetings?**

Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

**If Other, please describe:**

**When do staffing meetings occur?**

Immediately prior to the status review hearing

**No Staffing Meeting:**

*If no staffing meeting occurs prior to the status review hearing, explain the reason why. Explain the process for updating the team on each participants status.*

**Status Review Hearings**

*How frequently does the participant appear before the judge for status review hearings?*

Phase I is bi-weekly  
Phases II, III, and IV is monthly

**Description of Review Hearings**

*Please describe the status review hearings, including how they operate and how each participant interacts with the court.*

Participants are required to appear in court for review sessions either bi-weekly or monthly, depending on the phase they are in. Participants are required to stay for the entire one hour review session. Participants approach the Judge one at a time to address sanctions, praises, or phase advancements. All sanctions and incentives are reviewed prior to the review session in a staffing setting. The Judge spends approximately 5-6 minutes interacting with each participant. All team members are present in the staffing and review sessions.

**Who attends the status review hearing?**

Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

**If Other, please describe:**

**Confidentiality:**

*What are the programs policy and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the status review hearing?*

All participants understand 42 CFR. All participants sign a consent for disclosure of substance abuse treatment information form upon program entry. Information disclosed in the public hearings only involves treatment attendance and compliance. Information regarding prognosis or personal barriers is only discussed during staff meetings. All electronic communication is password protected and access to DCCMIS database is restricted to certain team members. All visitors to staffings are required to sign a confidentiality agreement which prohibits the disclosure of information shared during the staffing. All documents, which include participant information, are retrieved from visitors at the end of the visit.

*What are the programs policy and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the staffing meeting?*

We all sign an agreement.

**Describe how the above information differs from previous years' procedures:**

It does not

## Drug Testing

**Drug Test Frequency?**

*How frequently are participants required to submit to alcohol and/or drug testing?*

Phase I - Daily alcohol testing and random drug testing a minimum of four times per week.  
 Phase II - Random alcohol testing a minimum of five times per week. Random drug testing a minimum of three times per week.  
 Phase III and IV - Random alcohol testing a minimum of three times per week. Random drug testing a minimum of two times per week.

**Drugs Tested?**

*What types of drugs does the drug/DWI court program test for?*

Marijuana|Cocaine|Benzodiazepine|Oxycodone|Opioids|Amphetamine|Methamphetamine|Methadone|Synthetic Marijuana

*Does your program utilize a testing agency for drug and alcohol testing?*

**Drug Testing Agency:** Yes  
 JAMS

**If yes, list which agency(s) are being utilized** ADAM

Step Forward

*Does your drug/DWI court personnel perform alcohol and drug testing?*

**Perform Alcohol and Drug Testing?** Yes

**If yes, list who performs the testing:** Probation Officers perform PBT's

*Who is notified of the test results? How soon is notification made concerning positive test results?*

**Test Result Notification:** Probation officers are notified the same day.

*What is the response to a positive alcohol or drug test result?*

**Positive Result Response?** The participant will see the judge the same day as the positive results are received.

**Statute and Best Practices**

*Explain how your drug testing protocol meets statute and best practices.*

It meets best practices because it is very thorough.

**Describe how the above information differs from previous years' procedures:** It does not

**Incentives**

<b>List Incentives your program uses</b>	<b>List the reason an Incentive is used</b>	<b>Who can award an Incentive and when does this happen</b>
Verbal praise from Judge and team members	Given for any deserving accomplishments such as obtaining employment, making wise decisions, being honest, complying with phase requirements, etc.	Judge and team members. Praise can be given during review sessions and during regular interaction with the participant.

Advancement to next phase	Awarded when participants comply with all phase requirements, including a minimum of 90 days of sobriety.	The judge gives this incentive during review sessions
Certificates of achievement	Awarded for phase and program completion	This incentive is given by the Judge in review sessions after each phase completion. The participant is also given a certificate at the time of commencement.
Fish bowl drawing	Participants without sanctions enter their name into a fishbowl at every review session. Awards include movie passes or gift cards for groceries.	A name is drawn by the Judge at the end of every review session. There is one winner per session

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## Sanctions

List Sanctions your program uses	List the reason a Sanction is used	Who can administer a Sanction and when does this happen
Verbal warnings	Used for minor violations, such as arriving late for testing and missing 12 step meetings. Verbal warnings are given for first or second time offenses. Subsequent offenses warrant a higher level of sanction, such as community service.	The Judge administers this sanction during review sessions
Writing assignments	Used for different reasons: tardiness, apologies, disrespectful behavior. Writing assignments are used for first or second time offenses.	The Judge administers this sanction during review sessions.
Incarceration	Used when participants relapse more than once or are chronically in violation of program rules. Jail sanctions are graduated over time.	The Judge administers this sanction during review sessions. However, there may be other factors that would create a danger to the participant, or the public, that would require immediate incarceration.

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## Jail/Detention

What detention facility(ies) or jail does your program use (if any) and is it secured or non-secured?

County facility which is secure

Describe the services participants receive while in detention or jail.

They have options of 12-step meetings

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## Graduation Requirements

Graduation Requirements:

*Discuss the programs requirements for graduation.*

- 1)Participants commence once all program requirements have been met, including financial obligations.
- 2)Participants must have a minimum of 90 days of sobriety before commencing.
- 3)Participants must be gainfully employed if able
- 4) Participants must have earned a GED or high school diploma if lacking
- 5) Participants prepare and present a commencement speech at their ceremony.

Once graduation occurs:

the participant is no longer under the courts jurisdiction

Describe how the above information differs from previous years' procedures:

It does not

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## Expulsion Criteria

Termination Criteria:

*Explain the criteria for terminating a participant from the program.*

If they are not participating they are terminated.

Describe how the above information differs from previous years' procedures:

It does not

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## Sustainability Plan

Sustainability Plan:

*Explain the plan for addressing program needs (i.e., treatment resources, team members, clinical and legal criteria, target population, program design, and funding) that are required to sustain the program when/if grant funds are no longer available.*

We are not able to sustain.

Describe how the above information differs from previous years' procedures:

Did not change

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## Program Evaluation

Process Evaluation

*What methods and tools does your team use to evaluate the structure of your program?*

We use our grant application and run frequencies in DCAS to confirm that what we intended to do is actually what we are doing.

**Evaluation Frequency**

*How often does your team evaluate program structure?*

Every 6 months.

**Outcome Evaluation**

*What methods and tools does your team use to evaluate your program's outcomes?*

We use DCAS

**Evaluation Frequency**

*How often does your team evaluate its outcomes? Please list the performance measures that are evaluated.*

We measure them every 6 months.

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## Drug Court Team

**Who are the members of the drug/DWI court team?**

Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

**If Other, please describe:**

*Check the mechanisms for communication that are used by the drug/DWI court team members. (Check all that apply).*

**Court Team Communication:**

Journal entry using DCCMIS, Phone, Fax, Staffing meeting, E-mail, Texts, In-person

**If Other, please describe:**

**Describe how the above information differs from previous years' procedures:**

It does not

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## Program Income

**Will your court program earn program income as defined above?** Yes

**Program Income Sources:**

*If yes, what are the program income sources and how much is charged for each program income source (e.g., drug tests \$5; participation fees \$250, etc.)?*

\$500 per person

**Collection**

*What percent of program income (not court costs or fees) does your program collect?*

100%

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## Financial Request Justification

Are you requesting more grant funds than last year? No

If yes, explain why based on the operations of your program. For example, drug test cost increases, program expansion.

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## Certification Form

### Authorizing Official

By checking the box, I certify that the below referenced person is the Authorizing Official for the court program. Yes

Authorizing Official Name: I am testing

Date: 09/10/2015

### Project Director

By checking the box, I certify that the below referenced person is the Project Director for the court program: Yes

Project Director Name: I am project

Date: 09/10/2015

### Financial Officer

By checking the box, I certify that the below referenced person is the Financial Officer for the court program: Yes

Financial Officer Name: I am Financial

Date: 09/10/2015

By checking this box, I certify that the Chief Judge of this court supports our court applying for this grant opportunity. Yes

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## Personnel

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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## Personnel Justification

### Personnel Justification

Justify personnel (i.e., wages) associated with the proposed project.

asdf

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## Fringe Benefits

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vision Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

---

## Fringe Benefits Justification

### Fringe Benefits Justification

Justify fringe benefit costs associated with the proposed project.

asdf

---

## Contractual

Contractor	Computation	Services to be Provided	Request	Other Grant or Funding Source	Local Cash Contribution	Local In-Kind Contribution	Total	Subrecipient/Vendor
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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## Contractual Justification

### Contractual Justification

Justify contractual costs associated with the proposed project.

fads

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## Supplies

Item	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

---

## Supplies Justification

### Supplies Justification

*Justify supply costs associated with the proposed project.*

adsfas

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## Travel

Type of Travel Expenses	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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## Travel Justification

### Travel Justification

*Justify travel costs associated with the proposed project.*

asdf

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## Other Sources of Funding

### Other Sources of Funding

asdf

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## Personnel Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Personnel Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

---

## Fringe Benefits Summary

<b>Budget Category</b>	<b>Request</b>	<b>Other Grant Or Funding Source</b>	<b>Local Cash Contributions</b>	<b>In-Kind Contributions</b>	<b>Total Cost</b>
Fringe Benefits Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

---

### **Contractual Summary**

<b>Budget Category</b>	<b>Request</b>	<b>Other Grant Or Funding Source</b>	<b>Local Cash Contributions</b>	<b>In-Kind Contributions</b>	<b>Total Cost</b>
Contractual Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

---

### **Supplies Summary**

<b>Budget Category</b>	<b>Request</b>	<b>Other Grant Or Funding Source</b>	<b>Local Cash Contributions</b>	<b>In-Kind Contributions</b>	<b>Total Cost</b>
Supplies Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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### **Travel Summary**

<b>Budget Category</b>	<b>Request</b>	<b>Other Grant Or Funding Source</b>	<b>Local Cash Contributions</b>	<b>In-Kind Contributions</b>	<b>Total Cost</b>
Travel Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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### **Total Budget**

<b>Budget Category</b>	<b>Request</b>	<b>Other Grant Or Funding Source</b>	<b>Local Cash Contributions</b>	<b>In-Kind Contributions</b>	<b>Total Cost</b>
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00