

Program Evaluation Policy¹

Definitions

Performance Measures (PM)

PM is a broad term, but can be thought of as snapshots of the program data. They serve as indicators that identify missing services or erroneous data. Program PMs should be checked frequently, according to the capacity of the program, and are meant to be used internally by coordinators/data analysts. The exception reports² are a type of PM check, which generates notification of data that requires attention. However, teams should run further checks on their data to ensure all participants are receiving the program's services.

Process Evaluations (PE)

PEs are an actual evaluation (rather than a snapshot) of whether the program operations are adhering to best practices, standards, and the type of program's nationally recognized model, i.e., Essential Elements for Mental Health Courts, 10 Key Components of Drug Courts and Veterans Treatment Courts, and 10 Guiding Principles for DWI Courts. PEs are meant to inform the team where modifications to program operations should be made. Teams should consider doing a PE every three to five years, or more frequently if changing best practices are identified, team personnel has changed, or the team has modified the operations based on previous PE results.

Outcomes Evaluations (OE)

OEs measure the effectiveness of the program, and can be shared externally to advocate for the program. OEs include the outcomes measures that courts are required to report to the State Court Administrative Office (SCAO) to meet funding requirements, thus they should be conducted annually.

Databases

All programs can use the Drug Court Case Management Information System (DCCMIS) and Drug Court Analysis System (DCAS) to evaluate data; the Judicial Data Warehouse (JDW) toward new offenses; and their own court's case management system toward equity and inclusion.

Program Evaluation Policy

The [**name of problem-solving court program**] adheres to the below requirements of program evaluation to comply with standards and best practices.

Performance measures will be run [**specify frequency number**] times per year to check for erroneous data and for participants that have not received services such as:

¹ This model document is provided by the SCAO as a resource and for informational purposes only to facilitate the operation of problem-solving courts by local units of government and courts in compliance with certification requirements. SCAO's sharing this model document is not intended (and cannot be construed) as legal advice.

² Generated quarterly in DCCMIS

- Drug and alcohol testing
- Treatment
- Monitoring
- Review hearings
- Incentives

Process evaluations will be conducted every **[specify frequency number]** years to evaluate program design and check for model drift. Findings may result in program modification. All findings and any program changes will be kept on record. The PE will include evaluating all program components including:

- Screenings, rejections, and admissions
- Target population
- Timeliness of services
- All caseload data
- All program components
- Retention
- Length in Program
- New arrests or convictions
- Discharges, both successful and unsuccessful

Outcomes evaluations will be conducted annually. Measures to be evaluated include:

- Success rate³
- Sobriety days
- Improvement in education
- Improvement in employment
- Improvement in quality of life
- Improvement mental health
- Medication compliance (when appropriate)
- Recidivism events⁴

Outcomes evaluations will be kept on records and will be used to evaluate trend data by comparing annual results.

The listed data elements are not exhaustive and analyses of other measures may be conducted.

Resources

Evaluating Your Program Using Data:

<https://mji.wistia.com/medias/1dudyqcs20>

DCAS Basic Training:

<https://mjieducation.mi.gov/videos/dcas-basic-training>

³ Percentage of total discharged participants that were discharged as successful

⁴ New criminal charges and convictions

DCAS Advanced Training:

<https://mjeducation.mi.gov/videos/dcas-ii-advanced-training>

DCAS Manual 2016 and Evaluating Your Program Using DCAS (Located in the DCAS folder on the DCCMIS Resources page):

<https://dccmis.micourt.org/resources/default.aspx>

Minimum Standard Data Requirements:

[Minimum Standard Data Requirements](#) (Adult Drug Court)

[Minimum Standard Data Requirements](#) (Family Treatment Court)

[Minimum Standard Data Requirements](#) (Juvenile Drug Court)

[Minimum Standard Data Requirements](#) (Adult Mental Health Court)

[Minimum Standard Data Requirements](#) (Juvenile Mental Health Court)

[Minimum Standard Data Requirements](#) (Veterans Treatment Court)