

**2021-2023 REQUEST for GRANT PROPOSALS
(RFGP) APPLICATION INSTRUCTIONS AND
REQUIREMENTS**

OREGON CRIMINAL JUSTICE COMMISSION

**SPECIALTY COURT
GRANT PROGRAM**

**CRIMINAL JUSTICE COMMISSION
885 Summer St NE
Salem, OR 97301**

**RELEASE DATE:
April 1, 2021**

**ONLINE APPLICATION OPEN DATE:
April 15, 2021 at 8:00 a.m.**

**ONLINE APPLICATION DUE DATE:
June 15, 2021 at 1:00 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 24 months beginning July 1, 2021 and ending June 30, 2023. Applicants awarded may begin charging expenditures to the grant award beginning July 1, 2021.

Eligible Applicants

Eligible applicants include existing Oregon specialty courts that demonstrate strong collaborative partnerships with stakeholders and community partners. 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. Any exception to this must be approved by CJC in writing one week prior to the submission deadline.

Deadlines

All applications must be submitted by 1:00 p.m. on June 15, 2021. See “How to Apply” on page 7 for details.

Contact Information

For technical assistance with submitting an application, contact Rachel McArthur, Specialty Court Program Analyst, at (503) 378-2655 or rachel.mcarthur@oregon.gov

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I. Overview

In 2005, the Criminal Justice Commission (CJC) was tasked with administering a competitive drug court program for Oregon drug courts. 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. Over \$15 million dollars in grant awards were released for the 2019-23 biennium.

In 2013, the Oregon Joint Committee on Public Safety¹ enrolled House Bill 3194² which established Justice Reinvestment in Oregon. In H.B. 3194 § 39, the CJC is charged with serving as *a clearinghouse and information center for the collection, preparation, analysis, and dissemination of the best practices applicable to specialty courts*. This includes coordinating research and distributing research results in addition to specialty court specific trainings and the support of program or evidence-based practice implementation.

Oregon's specialty courts strive to adhere to consistent practices as described through Oregon's Specialty Court Standards (Standards). Types of courts include adult drug, mental health, juvenile drug, family dependency, veteran, and DUII (also known as DWI). These courts offer offenders an alternative to incarceration and teach participants to become productive, law-abiding citizens, which reduces recidivism and provides for healthier communities. The Standards are a collaborative effort between CJC and the Oregon Judicial Department to provide statewide guidance by which the specialty courts can be held accountable in a manner to achieve the outcomes promised by each component. They are intended to serve as ideal expectations with a focus on continuous improvement.

II. Program Goals

The goal of the Specialty Court Grant Program is to financially support established Oregon specialty courts serving adults, juveniles, and families. Specialty courts have been shown to be a cost-effective way to increase engagement and completion of chemical dependency treatment, reduce criminal recidivism, reduce alcohol and substance-use, and positively impact many other public systems. Program goals include:

- Reducing recidivism and substance-use disorder among offenders;
- Increasing the offender's 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 cause of the offender's involvement in criminal activities.

¹ Oregon Legislature. 77th Assembly, 2013. Joint Committee on Public Safety. Accessed April 2019. Available at <https://olis.leg.state.or.us/liz/2013R1/Committees/JPS/Overview>.

² Oregon Legislature. 77th Assembly, House Bill 3194 (2013). Accessed April 2019. Available at <https://olis.leg.state.or.us/liz/2013R1/Downloads/MeasureDocument/HB3194/Enrolled>.

III. Eligible Program Requirements

Eligible program requirements include:

- Existing specialty court (active);
- Oregon circuit court specialty court;
- Treatment provider accepts Oregon Health Plan;
- Use Oregon’s Specialty Court Management System (SCMS);
- Working towards imbedding equity throughout the court’s processes;
- Utilize a non-profit entity for on-going support of the program, including incentives and other participant supports such as, but not limited to, transportation and housing; and
- Program judge and coordinator agree to participate in the Peer Review program as reviewers and to be reviewed.

***NOTE:** CJC will allow any grantee an opportunity to request an exception to any of the eligibility clauses above. The request must be made during the application process through CJC’s grant administration website. A complete explanation detailing the reason for the exception is required. A request does not guarantee CJC’s acceptance of the exception.*

Implementation specialty court requests will be provided an opportunity to apply for grant funds in the fall. These “new” specialty court grant awards will be required to comply with the Specialty Court Implementation Checklist prior to receiving grant funds.

IV. Funding Priorities

Funding is targeted to support specialty courts meeting the Standards. Accordingly, priority will be given to courts 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. Program funding will be determined by the previous calendar year’s quarterly participants served. Funding will be reviewed following one year of grant activities and each quarter thereafter. Specialty courts that have a decrease in participants and/or 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 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, case manager, probation, and law enforcement. (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, 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.** (STANDARDS3-4)
- **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)
- **Provide a continuum of services through partnership with a primary treatment provider,** including detoxification, outpatient, intensive outpatient, day treatment, and residential services. (STANDARDS4-1)
 - **DEDICATED FUNDING: Services not covered by OHP or other private insurance. Provide Notice of Coverage from local CCO identifying general substance-use and mental health coverage for specialty court participants.**
- **Provide participants sufficient duration and dosage of treatment** based on their risks and needs as determined by validated standardized assessments. (STANDARDS 4-4)
- **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.
 - **DEDICATED FUNDING: Curriculum that meets criteria in Key Component #4.**
- **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.**

***NOTE:** Programs identifying other funding sources for Dedicated Funding requirements identified in Section IV may use those allocated funds to support allowable program needs tied to the Standards.*

*Standards referenced should be **reviewed in their entirety**. Broad principles identified in Standards 1-1, 1-3, 3-3, 3-11, 4-1, and 5-1 include sub-references for specific specialty court types with best practice guidance that varies from the identified Standard as written.*

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 grant administration website, the applicant will need to have 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 timeframe.

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

Estimated Grant Application Timetable

April 15, 2021	Request for Grant Proposals (RFGP) Opens
June 15, 2021	RFGP Closes: Application Deadline 1:00 pm
July 15, 2021	Commission Awards
Late July	Intent to Award Letters
Mid-August	Grant Award Letters/Agreements

VI. Application Contents

Application Contents:

- General Information
- Specialty Court Operating Profile
- Budget Detail
- Sustainability Plan
- Exception Request (as needed)
- Letter of Support from LPSCC
- Letter of Support from the Specialty Court Judge
- OJD Request for Funding Form (RFF) & Cover Letter (as needed)
- Signature Page

1. General Information:

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

2. Specialty Court Operating Profile (SCOP):

The operations profile continues to replace many of the non-narrative questions in the former grant applications. Much of this information will be pulled from SCMS, but space for narrative detail will be provided within the application on the grant administration website. The sections in this profile tie to specific Oregon Specialty Court Standards.

3. Budget Detail:

CJC requests that applicants prepare a budget based on the full **two-year biennium cycle, July 1, 2021 to June 30, 2023**. 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, sanction costs, training and travel, evaluation, 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.

4. Unallowable Costs

This is not an exhaustive list but contains those unallowable expenses identified by the Grant Management Handbook.

Unallowable expenses include, but are not limited to:

- Land acquisition, including renting, leasing, or construction of buildings or other physical facilities (2 C.F.R. § 200.439(b)(1));
- Physical facility improvements, restoration, or remodeling;
- Compensation of federal employees including salary, consulting fees, travel, or other compensation;
- Bonuses;
- Firearms;
- Tactical equipment;
- Polygraphs;
- Marketing or branding;
- Lobbying;
- Fundraising or donations;
- Taxes;
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- Fines and penalties;
- Home office workspace and related utilities;
- Passport charges;
- Food or drink, except as per diem in accordance with Oregon's Statewide Travel Policy;
- Membership to lobbying organizations;
- Pets and pet care;
- Tip line and rewards; or
- Survey rewards.

5. Gift Cards, Vouchers, and Other Like Items

Programs that use gift cards, vouchers, bus passes and similar items for participants must establish internal controls through written policies and procedures that, at a minimum, do the following:

- Ensure the security of the items(s); and
- Address appropriate distribution to participants.

Programs must use a log and track distribution and use of all items purchased. The log must track the following:

- Card, voucher, or pass number;
- Date issued to participant;
- Name of participant;

- Purpose of pass or description of items to be purchased with the card; and
- For gift cards, the participant must return a receipt to the program that is kept in the participant's file.

NOTE: *It is the grantee's responsibility to identify the purpose of pass or description of items to be purchased with the card. Gift cards, vouchers, and other like items may not be used for any unallowable expense.*

6. 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. Exception Request:

Specialty courts have an opportunity to explicitly describe barriers to meeting the requirements of the solicitation in detail.

8. Letters of Support from the LPSCC:

Each application must contain a signed letter of support from the LPSCC.

9. Letters of Support from the Specialty Court Judge:

Each application must contain a signed letter of support from the applicant program's Specialty Court Judge.

10. OJD Request for Funding Form (RFF) & Cover Letter (as needed)

Each application requesting Circuit Court funds related to the program's court coordinator, SCMS data entry staff, or other costs incurred by OJD must submit an executed Request for Funding Form (RFF) and accompanying cover letter. The RFF must be submitted through OJD's review process no later than May 21, 2021. The approved RFF will be returned to the submitter and must be uploaded as part of the application through the grant administration website.

VII. Application Review and Award Decisions

Review Process

CJC staff will conduct the initial review of all applications received by 1:00 p.m. on June 15, 2021. 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.;
5. Adequate correlation between the number of participants and cost of services/supplies requested; and
6. Past compliance with financial and programmatic reporting requirements, if prior CJC grantee.
7. Appropriate responses to cultural responsiveness questions.

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 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 Grant Review Committee will recommend approved applications to the Criminal Justice Commissioners for final award decisions. CJC may approve an application in whole or in part, as well as issue a provisional one-year award with continued funding contingent upon program performance and progress. CJC will issue Award Notification Letters and Grant Award Agreements.

Circuit Court funds will be awarded to and administered by OJD's Office of the State Court Administrator. Unless an exception is requested by the applicant, CJC will contract directly with OJD for OJD expenses.

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.

Protests must:

- Be delivered to CJC via email to rachel.mcarthur@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.

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 annual 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, 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 semi-annual 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 the 15th 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.

Specialty Court Operations Profile

The operations profile replaces many of the non-narrative questions in the former grant application. The sections in this profile tie to specific Oregon Specialty Court Standards (STANDARDS).

Select the Specialty Court for this Application

Jud. Dist.	Circuit Court	Program Type	Name of Specialty Court
	Baker	Mental Health Court	Baker County Mental Health Court
21	Benton	Adult Drug Court	Benton County Drug Court
5	Clackamas	Adult Drug Court	Clackamas County Drug Court
5	Clackamas	DUI Court	Clackamas County DUI Court
5	Clackamas	Mental Health Court	Clackamas County Mental Health Court
5	Clackamas	Juvenile Drug Court	Clackamas County Teen Drug Court
18	Clatsop	Adult Drug Court	Clatsop County Drug Court
		Mental Health Court	Clatsop County Mental Health Court
		Family Dependency Court	Clatsop County Family Drug Court
19	Columbia	Adult Drug Court	Columbia County Drug Court
19	Columbia	Family Dependency Court	Columbia County Family Drug Court
19	Columbia	Hybrid Veterans Treatment/Mental Health Court	Columbia County Veteran & Behavioral Health Court
15	Coos	Mental Health Court	Coos County Mental Health Court
22	Crook	Adult Drug Court	Crook County Drug Court
22	Jefferson	Adult Drug Court	Jefferson County Drug Court
22	Jefferson	Mental Health Court	Jefferson County Mental Health Court
11	Deschutes	Family Dependency Court	Deschutes County Family Drug Court
		Mental Health Court	Deschutes County Mental Health Court
16	Douglas	Adult Drug Court	Douglas County Adult Drug Court
16	Douglas	Mental Health Court	Douglas County Mental Health Court
24	Harney	Adult Drug Court	Harney County Drug Court
7	Hood River	Adult Drug Court	Hood River County Drug Court
7	Wasco	Family Dependency Court	Wasco County Family Drug Court
7	Wasco	Adult Drug Court	Wasco County Drug Court
1	Jackson	Family Dependency Court	Jackson County Family Drug Court
		Mental Health Court	Jackson County Mental Health Court
		Adult Drug Court	Jackson County Drug Court
14	Josephine	Adult Drug Court	Josephine County Drug Court
14	Josephine	Mental Health Court	Josephine County Mental Health Court
13	Klamath	Adult Drug Court	Klamath County Drug Court Program
		Family Dependency Court	Klamath County Family Drug Court
		Veterans Treatment Court	Klamath County Veterans Treatment Court
		Mental Health Court	Klamath Behavioral Intervention Court
26	Lake	Adult Drug Court	Lake County Drug Court -TESC
2	Lane	Veterans Treatment Court	Lane County Veterans Treatment Court

Jud. Dist.	Circuit Court	Program Type	Name of Specialty Court
		Adult Drug Court	Lane County Drug Court
		Mental Health Court	Lane County Mental Health Court
		Juvenile Drug Court	Lane County Juvenile Drug Court -RAP
17	Lincoln	Adult Drug Court	Lincoln County Drug Court
17	Lincoln	Mental Health Court	Lincoln County Mental Health Court
23	Linn	Adult Drug Court	Linn County Drug Court
		Adult Drug Court	Linn County Drug Court - M57
		Family Dependency Court	Linn County Family Drug Court
9	Malheur	Adult Drug Court	Malheur County Drug Court
3	Marion	Adult Drug Court	Marion County Drug Court
		Family Dependency Court	Marion County Family Drug Court -FATC
		Mental Health Court	Marion County Mental Health Court
		Juvenile Drug Court	Marion County Juvenile Drug Court -STAR
		Veterans Treatment Court	Marion County Veterans Treatment Court
4	Multnomah	Mental Health Court	Multnomah County Mental Health Court
4	Multnomah	DUI Court	Multnomah County DUI Court -DISP
4	Multnomah	Adult Drug Court	Multnomah County Drug Court - START
4	Multnomah	Adult Drug Court	Multnomah County Drug Court - STOP
12	Polk	Adult Drug Court	Polk County Drug Court
		Mental Health Court	Polk County Mental Health Court
	Tillamook	Mental Health Court	Tillamook Behavioral Health Court
6	Umatilla/Morrow	Adult Drug Court	Umatilla/Morrow County Drug Court
10	Union	Hybrid DUI/Drug Court	Union County Drug/DUI Court
		Mental Health/Vet Court	Union County Mental Health/Veterans Court
	Wallowa	Hybrid DUI/Drug Court	Wallowa County Drug/DUI Court
		Juvenile Drug Court	Wallowa County Juvenile Drug Court
20	Washington	Adult Drug Court	Washington County Drug Court
20	Washington	Juvenile Drug Court	Washington County Juvenile Drug Court
20	Washington	Mental Health Court	Washington County Mental Health Court
25	Yamhill	Mental Health Court	Yamhill County Mental Health Court
		Adult Drug Court	Yamhill County Drug Court
		Family Dependency Court	Yamhill County Family Drug Court
		Juvenile Drug Court	Yamhill County Juvenile Drug Court
	Other		

Participation Count

This data will be pulled from SCMS, the field is optional, and only required if you believe there will be a discrepancy with the SCMS participation count. If there is a discrepancy, please identify why.

Report the actual participation count at the **end of each quarter** for the 2020 calendar year.

Average Monthly Participation Count	<i>Calculated</i>
Q1: January 1 – March 31, 2020	
Q2: April 1 – June 30, 2020	
Q3: July 1 – September 30, 2020	
Q4: October 1 – December 31, 2020	

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.

Please indicate whether the Coordinator is OJD staff: Yes/No

NOTE: For the 21-23 Specialty Court Grant, Circuit Court funds to be awarded to and administered by OJD’s Office of the State Court Administrator. Unless an exemption is requested from the applicant, CJC will contract directly with OJD for OJD Court Coordinators.

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)

Team Member	Individual’s Name	How Funded
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 Team Members		
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"/>				
Court Hearings	<input type="checkbox"/>				
Who attends?					
Judge	<input type="checkbox"/>				
Coordinator	<input type="checkbox"/>				
Probation Officer	<input type="checkbox"/>				
Treatment Provider	<input type="checkbox"/>				
Prosecutor	<input type="checkbox"/>				
Defense Attorney	<input type="checkbox"/>				
Case Manager	<input type="checkbox"/>				
Mental Health	<input type="checkbox"/>				

Provider					
Law Enforcement	<input type="checkbox"/>				
DHS Case Worker	<input type="checkbox"/>				
Veterans Affairs Officer	<input type="checkbox"/>				
School Representative	<input type="checkbox"/>				
Other Team Members	<input type="checkbox"/>				
List:					

How do(es) the treatment provider(s) provide the specialty court feedback on participant progress? (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? (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? (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? (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? (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? (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) _____

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"/>
Ballot Measure 110	<input type="checkbox"/>
Impacts from Covid-19	<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?

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/ month (STANDARDS 4-4)</i>	<i>Average # Treatment Hours/month (STANDARDS 4-4)</i>	<i>Number of Court Appearances/ month (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 specialty court pay the treatment provider directly for the services it provides?

Yes, for all	<input type="checkbox"/>
Yes, for some	<input type="checkbox"/>
No	<input type="checkbox"/>

How much did the specialty court pay treatment providers for services rendered to program participants in the previous 2020 calendar year? (CJC Specialty Court Grant)

\$

How much did your specialty court pay treatment providers for services rendered to program participants in the previous 2020 calendar year? (all funding types)

\$

What does the funding provide?

All	<input type="checkbox"/>
Drug Testing	<input type="checkbox"/>
MAT	<input type="checkbox"/>
Only Additional/Non-Billable Services Please list services:	<input type="checkbox"/>
Other Please list:	<input type="checkbox"/>

Does the treatment provider receive or accept funds/payment from the sources below to serve your participants?

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? (STANDARDS 5-1)

Redwood Toxicology/Alere ToxAccess	<input type="checkbox"/>
Reconnect	<input type="checkbox"/>
External system randomly generates numbers or names	<input type="checkbox"/>
Other Method	<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 (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 positivescreen? (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? (STANDARDS 5-2)

Continuous Alcohol Monitoring Devices	<input type="checkbox"/>
Remote Breathalyzer Testing	<input type="checkbox"/>
Electronic Ankle Monitoring	<input type="checkbox"/>
Other Please list:	<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 substance use disorders and effective strategies for working with them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Barriers to Participation (Narrative)

1. Please explain in detail how the COVID pandemic may have or will affect participation in your respective Specialty Court along with any other difficulties due to COVID such as access to services provided by the court.
2. Please explain in detail how BM 110 may have or will affect participation in your respective Specialty Court and describe what measures are being taken in response to these changes.
3. Any other barriers to participation or other concerns?

Cultural Responsiveness (Narrative)

Culturally responsive services are comprehensive processes that have been adjusted to consider and support the principles, practices, culture and needs of underserved populations within a community. Underserved populations are comprised of individuals who identify with specific cultural connections based on their ethnic or racial origin, place of birth, familial structure, gender identity, and language spoken in the home.

1. What culturally responsive practices does the respective specialty court use with justice-involved individuals? What are your plans to implement culturally responsive practices in the future?
2. What underserved populations does your court have purview over? (i.e., juvenile vs. adult drug court) What are the barriers to serving those populations?
3. How have included the input of historically underserved communities, including, but not limited to, racial and ethnic minorities, women, lesbian, gay, bisexual, transgender, queer, and other minority gender identity communities?
4. How have you included, or plan to include, the input of community partners in the implementation of the proposed services? Please identify community partners.
5. How do you intend to ensure that services funded by these grant dollars are used to promote social equity for historically underserved communities? Detail what controls you will put in place or metrics you will use to track success.

6. Has the specialty court participated in the RED Tool assessment? If not, would the court be willing to participate if given the opportunity in the future?

General Specialty Court Information

Name of individual completing Application	Name:		
	Email:		Phone:
On June 29-30, 2021 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>
Sanction Costs	<i>Calculated</i>
Out-of-State Training and Travel	<i>Calculated</i>
In-State Training and Travel	<i>Calculated</i>
Total Direct Services Request	<i>Total of Above Categories Calculated</i>
Evaluation	<i>Calculated</i>
Indirect Costs	<i>Calculated</i>
Total Requested CJC Specialty Court Grant Funds	<i>Total of Direct Services; Evaluation; and Indirect Costs Calculated</i>
Total Other Funds	<i>Calculated</i>
Total Specialty Court Program Funds	<i>Total of All Funds</i>

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)		Evaluation			
Donations		Incentives			
Other not-identified above		Other			
		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
Case Manager				
Probation				
District Attorney				
Defense				
Judge				
OJD Partner (data entry)				
Law Enforcement				

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 Per Session Per Participant				Calculation
Substance Use Treatment					
Mental Health Treatment					
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					
7-panel	Oral fluid				
	Hair				
9-panel					
10-panel	Instant				
12-panel					
15-panel					
18-panel					
20-panel					
25-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 Box Bulk				Calculation
Cups					
Swabs					
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	Per Dose				Calculation
Physician Approved Medication	Per Rx				
	Per hour				
Dental	Per Session				
Optometry	Per Participant				
Alternative Medicine					

Medical Needs Narrative

[Limit to 1,000 characters]

Other Participant Supports

Cost is less than \$5,000. 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						
Participant Notebook/Journal/Planner						
Housing						
Relocation						
Crisis Intervention						
Local Transportation						
Transportation to Residential Treatment						
Bus Passes						
Vocational Services						
Employment Services						
Education (e.g. GED)						
Certification						
Personal Care Items						
Cold Weather Accessories						
Umbrellas						
Work Gloves						
Bike Locks						
School Supplies						
Drawstring Bag (under \$5 each)						
Other						

Other Participant Supports Narrative

[Limit to 1,000 characters]

Sanction Costs

Include sanction 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 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>
Jail Bed per Day				Calculated
Holding Cell				
Other				

Sanction Costs 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 2022 NADCP annual conference. Instead of NADCP, juvenile and family treatment courts may send up to four attendees for the 2022 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, 2023. 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
NCJFCJ Juvenile and Family Specific	Case Manager Treatment				
(max 4)	Probation				
NDCI Role Specific	District Attorney				
(max 2)	Defense				
	Judge				
	Law Enforcement				
	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.”

<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>
Statewide Specialty Court Training	Coordinator			Calculated	Yes/No
	Case Manager				
Speaker Honorarium					
Travel to Local Training Opportunity	Treatment				
	Probation				
	District Attorney				
	Defense				
	Judge				
	Law Enforcement				
	Veterans Affairs				
	Peer Mentor				
	DHS				
	Other				

In-State Training and Travel Narrative

[Limit to 1,000 characters]

Total Direct Services Request

Calculated

Budget Priority

Use the Budget Priority section to indicate which of the items requested in the budget detail take priority in this program’s funding decisions. If the Review Committee needs to make cuts, it may consider the specialty court program’s preferences as indicated on this form. Within the “Priority Reasoning”, indicate the priority within each category. In the “Budget Priority”, select the budget priority level for each section. Do not select the same level twice.

	<i>Budget Priority</i>	<i>Priority Reasoning</i>
Personnel	First	[limited to 200 characters]
Fringe Benefits	Second	
Contract Personnel Services	Third	
Drug Testing	Fourth	
Medical Needs	Fifth	
Other Participant Supports	Sixth	
Sanction Costs	Seventh	
Out-of-State Training and Travel	Eighth	
In-State Training and Travel	Ninth	

Evaluation

Specialty courts requesting Evaluation funds are required to upload a Scope of Work with the application. Evaluations must be in contract and started by January 30, 2022. Evaluations must be complete by December 30, 2022. If the Evaluator is unable to meet this timeline, the funds must be reallocated to a different category by June 30, 2022 or amended out of the specialty court grant agreement for reallocation.

<i>Evaluator</i>	<i>Purpose</i>	<i>Total Requested Cost</i>
	[Limit to 30 characters]	

Evaluation Narrative

[Limit to 1,000 characters]

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.” Administrative Indirect Costs awarded will be determined by the Grant Review Committee and be provided to the grantee of the county governing body.

<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]

Exception Request

If the specialty court is unable to meet requirements of this solicitation, explicitly describe the barriers. Identify the reasons why the specialty court should be considered for funding.

[Limit to 2,000 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
Alcohol and Substance Use Disorder		
Assessment		
Individual counseling sessions		
Group sessions		
Case management		
Medication Assisted Treatment (MAT) admission and/or services		
Drug testing (collection and handling only)		
Behavioral Health/Mental Health		
Assessment		
Diagnosis		
Medication management		
Psychological testing		
Individual counseling sessions		
Group sessions		
Case management		
Other Medical needs		
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.