

Category 2 Program Narrative Outline

This template was developed by the National Drug Court Resource Center (NDCRC) to assist jurisdictions with preparing their project narrative files for the FY 2020 Adult Drug Court & Veterans Treatment Court Discretionary Grant Program. Below is a synopsis of the elements that must be included in the project narrative file for **Category 2 applicants**. Applicants applying under category 1 or 3 should use their respective documents.

1) Statement of the Problem (20%)

Within this section, the applicant should explain its inability to fund the program adequately without federal assistance. For each category, the applicant must provide verified sources for the data that support the statement of the problem (i.e., U.S. Census or other federal, state, and local databases).

- Describe the immediate issues that the enhancement grant will address. The applicant is encouraged to incorporate the evidence-based program principles included in the NADCP Adult Drug Court Best Practice Standards, and to specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds on page 11. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancements related to enhancing treatment and relapse prevention support services.
- Describe the current operation of the drug court, addressing:
 - Referral, screening, and assessment process
 - Eligibility requirements
 - Target population
 - Current capacity
 - Length and phases of the program
 - Case management process
 - Community supervision
 - Recovery support services delivery plan, including vocational and/or educational and transitional housing services
 - Judicial supervision
 - Process for randomized drug testing
 - Incentives and sanctions
 - Graduation requirements and expulsion criteria (include what drug court members are present when it is decided and communicated that a participant is terminated from the program)
 - Restitution costs and all fees required for program participation
- Describe the mechanism that prioritizes court resources and services for individuals with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance abuse.
- Identify the treatment service(s) and/or practice(s) available for drug court participants, including access to MAT services, and how those services are currently monitored for quality and effectiveness. Discuss the evidence that shows that the drug and other treatment service(s) and/or practice(s) are evidence-based and effective with the target

population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

2) Program Design and Implementation (40%)

Within this section, the applicant should address the following items and then address the specific category requirements below.

- Demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility. The applicant must also explain that people receive treatment services while incarcerated, if available, and begin drug court treatment services immediately upon release.
- The ADC and VTC Discretionary Grant Program authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a client that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.
- Demonstrate that the drug court for which funds are being sought will not deny any eligible client access to the program because of their use of U.S. Food and Drug Administration-approved medications for the treatment of substance abuse. Please refer to page 9 for additional information.
- Discuss the applicant's commitment to admit and provide evidence-based interventions to participants with opioid and/or other substance abuse, including strategies for early assessment and entry into treatment to prevent overdose.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.
- Describe the proposed enhancement and its specific objectives, including how they tie to the criminal justice purpose of the program.
- Describe which, if any, evidence-based principles and practices included in the NADCP Adult Drug Court Best Practice Standards described on page 9 will be implemented with the requested funds.
- Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool used and provide information on why the specific assessment tool was selected.
- Provide the target number of people for whom services will be provided. Explain how this target number was derived. This number will serve as the target service number, and

BJA will measure the grantee's success using this target number, if the applicant is selected to receive an award. Describe the focus of the drug court (pre-, post-, plea, etc.)

- Identify the enhancement options discussed on page 7 for which funds are being requested and explain how each will be accomplished. In the explanation address the following:
 - Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
 - Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
 - Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.
- Describe the evidence base for the treatment intervention(s) to be used and how it is responsive to the needs of the target population. Describe the range of treatment modalities that will be provided to address participants' substance abuse, mental illness, and cognitive behavioral needs.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.
- Discuss how the court will make efforts to engage and support participants' families.
- If trauma-informed care is proposed, discuss how the model will be implemented.
- If delivering recovery support services, describe the agency and personnel that will administer the services and how those services are coordinated.
- Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.
- For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

3) Capabilities and Competencies (20%)

- Identify each drug court team member who will have a significant role in implementing the enhancement and describe their roles, responsibilities, and qualifications to ensure success of the proposed enhancement program. Key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and drug court coordinator.

- Identify personnel other than the team members who are critical to the enhancement program's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement.
- Describe the drug court program's proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance abuse treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
- Attach an MOU signed by each key drug court team member, with the responsibilities outlined for each.

4) Evaluation, Continued Care and Health Care Integration, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance as described in the evidence-based program principles described in this solicitation on pages 8-9. All applicants must indicate their willingness and ability to report aggregated client-level performance and outcome data through BJA's PMT as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their sub-awardees.

- Provide a plan detailing how the performance of court operations will be evaluated and managed. Describe the program's screening tool and referral process, which ensure that participants screened and referred to drug court mirror the jurisdiction's substance abuse arrestee percentages.
- Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.
- Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.
- Provide a client community reintegration or continued care strategy detailing the step-down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.

- BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Such resources, such as the JAG Program, have purpose areas to support court services and substance abuse treatment.