

## I. PURPOSE

This document is a Request for Applications (RFA) issued on behalf of the Utah State Department of Human Services, Division of Substance Abuse and Mental Health (DHS/DSAMH or Requesting Agency). The purpose of this RFA is to identify, contract with and provide funding to qualified Governmental Entities (Applicants) for **Felony, Juvenile, and Family Drug Court Programs** within the State of Utah.

## II. GENERAL INFORMATION

### A. ISSUING OFFICE

The Department of Human Services, Division of Substance Abuse and Mental Health (DHS/DSAMH) is the Issuing Office for this RFA and all related addenda.

### B. CONTACT INFORMATION

All questions regarding this RFA must be submitted to the Requesting Agency, Vicky Westmoreland, Justice Program Manager, DHS/DSAMH, by email at [vwestmor@utah.gov](mailto:vwestmor@utah.gov) or telephone 801.538.4406

### C. ELIGIBILITY

1. Only Local Substance Abuse Authorities (LSAA) are eligible and may apply for these funds. Currently DHS/DSAMH funded drug courts and new drug courts may apply through their LSAA.
2. Applicants are eligible to request funding for **Certified Drug Courts**. For courts **not certified** additional information must be submitted based on section IV.A.3. of this RFA.

### D. CONTRACT PERIOD

Contracts awarded pursuant to the RFA will be written for a period of up to **one** year, with one annual renewal, commencing on or after July 1, 2012 and terminating no later than June 30, 2014

### E. CONTRACT AMOUNT

Contracts awarded under this RFA will be paid a **maximum of up to \$350,000.00 per certified Drug Court**.

### F. SUBMISSION OF APPLICATIONS

1. Applicants shall submit **one electronic copy** of their Response via E-mail to [vwestmor@utah.gov](mailto:vwestmor@utah.gov) in PDF, Word, or Excel format. **Faxed Applications will not be accepted.**
2. All costs incurred in the preparation and submission of Responses or Addenda pursuant to this RFA are the responsibility of the Applicant and will not be reimbursed. In addition, all materials submitted become the property of the State of Utah and will not be returned.

### G. CLOSING DATE AND TIME

This RFA will close on **Friday, April 20<sup>th</sup> by 3pm**. Responses must be received on or before this date and time. **Applications received after this deadline for any reason will be late and ineligible for consideration.**

#### H. EVALUATION OF APPLICATIONS

The Requesting Agency shall review and evaluate Responses after the closing date stated in Paragraph G above. Responses shall be evaluated against the criteria stated in this RFA.

#### I. STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFA will include the standard terms and conditions contained in the DHS Service Contract. A copy of the DHS Service Contract boilerplate may be viewed at [www.hsofo.utah.gov/services\\_contract\\_forms.htm](http://www.hsofo.utah.gov/services_contract_forms.htm). The State of Utah and DHS reserve the right to make changes to the standard terms and conditions at any time prior to the time a contract is executed with an Applicant.

### III. SCOPE OF WORK

#### A. BACKGROUND

DHS/DSAMH will contract with multiple Drug Court Programs in an effort to establish research-based, high quality, cost effective Drug Court treatment, case management and drug testing services throughout the State of Utah.

#### B. OBJECTIVES The Contractor shall ensure that the following objectives are met:

1. Felony Drug Courts shall be based on the Ten Key Components identified by the National Association of Drug Court Professionals (NADCP). (National Association of Drug Court Professionals, 1997, Reprinted October 2004, *Defining Drug Courts: The Key Components*. Washington, D.C.: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, NCJ 205621165478. Available online at: <https://www.ncjrs.gov/app/publications/abstract.aspx?ID=205621>
2. Family Dependency Drug Courts shall be based on: *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Cases Using the Drug Court Model*, 2004, by U.S. Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance. Available online at: <https://www.ncjrs.gov/pdffiles1/bja/206809.pdf> and, *Effective Management of Parental Substance Abuse in Dependency Cases*, 2004. Available online at: <http://www.isc.idaho.gov/childprotection/PDFs/Effective%20Management%20of%20Parental%20Substance%20Abuse%20in%20Depedency%20Cases.pdf>

3. Adolescent Drug Courts shall be based on *Evidence-Based Practice Recommendations for Juvenile Drug Courts*, 2009, by National Center for Mental Health and Juvenile Justice. Available online at: <https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255376> and, *Juvenile Drug Courts: Strategies in Practice*, 2003 by U.S. Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance. Available online at: <https://www.ncjrs.gov/pdffiles1/bja/197866.pdf>

C. TARGET POPULATION

1. The population to be served within the **Felony** Drug Court model consists of participants who demonstrate a high risk of re-offending due to the clinical need for substance abuse treatment.
2. The population to be served within the **Family Dependency** Drug Court model consists of participants who demonstrate a high risk of re-engagement with Child Protective Services (CPS), the judicial system or a high risk of termination of child custody and a high need for treatment for a substance use disorder.
3. The population to be served within the **Juvenile** Drug Court consists of participants who are assessed to be at high risk of re-offending and have a high need for a structured intervention to address their substance abuse.

D. DRUG COURT PROGRAM REQUIREMENTS

The Contractor shall ensure its Drug Court complies with the following requirements:

1. Felony Drug Courts shall serve participants identified as High Risk/High Need by the Risk and Needs Triage Assessment (RANT). The Level of Service Inventory-Revised (LSI-R) can be used in addition to the RANT, but not in lieu of the RANT. A copy of the completed RANT shall be in the participant's clinical record.
2. Family Dependency Drug Courts shall serve participants identified as High Risk/High Need. High Risk/High Need information shall be adequately documented in the participant's clinical record at treatment admission and/or evident in the treatment referral and Drug Court admission information.
3. Juvenile Drug Courts shall serve participants identified using one of the following instruments:
  - a. Pre-Screen Risk Assessment (PSRA);

- b. Drug Use Screening Inventory, Revised (DUSI-R);
  - c. Pre-Screen Assessment (PSA); or
  - d. Other screening instruments may be used if they assess the risk of re-offending.
4. Documentation of High Risk/ High Need shall be placed in each participant's clinical record.
  5. Felony courts shall have an average of 15 participants over a one-year period as documented in Service Reports provided by DHS/DSAMH to the drug court and the Treatment Episode Data Sets (TEDS) data submitted by the treatment provider to DHS/DSAMH. Courts not meeting this threshold may not have their contracts renewed.
  6. Family courts shall have an average of 10 participants over a one-year period as documented in Service Reports provided by DHS/DSAMH to the drug court and the TEDS data submitted by the treatment provider to DHS/DSAMH. Courts not meeting this threshold may not have their contracts renewed.
  7. Juvenile courts shall have an average of 15 participants over a one-year period as documented in Service Reports provided by DHS/DSAMH to the drug court and the TEDS data submitted by the treatment provider to DHS/DSAMH. Courts not meeting this threshold may not have their contracts renewed.
  8. Each of the Contractor's Drug Courts shall serve no more than 125 participants per year.
  9. Be certified by the Administrative Office of the Courts in accordance with Utah Judicial Council Rule 4-409, and retain its certification throughout the contracted period.
  10. Drug Court Service Reports or any alternative data collection system adopted by DHS/DSAMH are to be submitted **quarterly** and as requested to the DHS/DSAMH Justice Program Manager.
  11. All participant fees (treatment, case management, drug testing and Drug Court, etc.) shall be assessed on a sliding fee scale established by the Contractor. No participant shall be refused entry into treatment because of an inability to pay. The Drug Court shall have a **written** fee reduction policy. Copies of the sliding fee scale and fee reduction policy shall be submitted to DHS/DSAMH and the Administrative Office of the Courts (AOC) within 30 days of the effective date of this Contract.
  12. Develop, publish, and follow an incentives and sanctions grid that includes the use of alternatives to incarceration, for each of its Drug Courts and this

must be maintained for certification.

13. Have no prohibitions against Medication Assisted Treatment (MAT) or a requirement to be abstinent from addiction treatment medications at a certain time to progress or complete drug court.
14. Ensure each Drug Court program team member, who interacts or has decision-making authority regarding the participants of the Drug Court process, attend a minimum of eight hours of continuing education per year. The continuing education shall have a focus on substance abuse.
15. If a Drug Court participates in evaluations or research as part of a federal grant, the Drug Court shall submit a copy of the evaluations and research to the DHS/DSAMH Substance Abuse Adult Program Manager within 90 days of completion of the evaluation and research.
16. Ensure that no funds from this Contract are used for out of state travel unless pre-approved in writing by DHS/DSAMH Substance Abuse Adult Program Manager.

E. TREATMENT REQUIREMENTS

The Contractor shall ensure it meets the following treatment requirements:

1. Treatment shall be provided by the Contractor or its sub-contractors in accordance with the Contractor's Local Substance Abuse Authority Treatment Contract and the DHS/DSAMH Directives, as found at <http://www.dsamh.utah.gov/ct.htm>.
2. Each treatment program shall collect TEDS. TEDS data shall be submitted **monthly** to the DHS/DSAMH Research Analyst/Consultant.

F. CASE MANAGEMENT REQUIREMENTS

The Contractor shall:

1. Provide case management services that assist participants in the target group to gain access to needed medical, social, educational, and other services.
2. Ensure case management services are coordinated between all agencies and providers involved.
3. Not consider or bill DHS/DSAMH for home visits conducted by law enforcement as these are not considered case management expenses and shall not be provided with funds from this contract.

## G. DRUG TESTING REQUIREMENTS

The Contractor shall:

1. Conduct random drug analysis tests collected a minimum of:
  - a. Twice per week initially, decreasing with abstinence; and
  - b. Twice per month when actively participating in the court process.
2. Ensure all tests are directly observed and submitted on a random basis, and that all participants sign a chain of custody form for each test submitted.
3. Ensure all agencies collecting samples have specific and detailed, written procedures regarding all aspects of their sample collection, analysis and reporting processes.
4. Comply with all drug testing guidelines found in the DHS/DSAMH Substance Abuse Treatment Practice Guidelines, Section IV. "Treatment Process", as found at:  
[http://www.dsamh.utah.gov/docs/sa\\_treatment\\_practice\\_guidelines.pdf](http://www.dsamh.utah.gov/docs/sa_treatment_practice_guidelines.pdf)

## H. BUDGET REQUIREMENTS

As part of the Contractor's annual budget submission, the Contractor shall allocate and detail all applicable case management, drug testing, and treatment costs for the Drug Court Program on the DHS Budget Form. In addition, the contractor shall detail all applicable revenue for the Drug Court Program. This includes participant fees, donations, grants, and other funding streams, etc. Each section of the Budget Form shall be complete and the form submitted with the Contractor's proposal.

## I. CONTRACT PAYMENTS

1. The Contractor shall submit reimbursement requests on a **monthly invoice** to the DHS/DSAMH Substance Abuse Adult Program Manager by the 20<sup>th</sup> day of the following month. The monthly invoice shall, at a minimum, include:
  - a. Name and Type of Drug Court;
  - b. Contract number;
  - c. Contractor's name;

- d. Contractor's contact information;
  - e. Contractor's address for payment;
  - f. Contractor's phone number;
  - g. Dates service was provided;
  - h. Description of the specific services provided; and
  - i. Contractor's signature.
2. Invoices submitted without the required information may be denied payment and returned to the contractor. For any invoice that is submitted late, DHS/DSAMH may deduct up to 10% per month and/or DHS/DSAMH may deny all payment.

**IV. RESPONSE FORMAT AND CONTENT REQUIREMENTS:**

- A. All Applicant's Responses shall include the following:
1. Completed DHS Budget forms as found at [http://www.hsofo.utah.gov/services\\_contract\\_forms.htm](http://www.hsofo.utah.gov/services_contract_forms.htm)
    - a. The Offeror shall include on the DHS Budget Form, as referenced in Section IV.A.1. above, the costs for:
      - (1) Judge(s);
      - (2) Court Staff;
      - (3) Prosecutor;
      - (4) Public Defender;
      - (5) Jail Staff;
      - (6) Case Management;
      - (7) Drug Testing;
      - (8) Treatment Provider Services; and
      - (9) Equipment / Information System Costs.
  2. Copies of Policies and Procedures for the Drug Court including;

- a. Participant/Client Participation Agreement;
  - b. Phase advancement criteria;
  - c. Participant/Client fee agreements;
  - d. Graduated incentives and sanctions grid, and alternatives to incarceration; and
  - e. Process for obtaining the required staff continuing education for current team members and Drug Court training for new drug court team members.
3. And in addition to items 1 and 2, new **Drug Courts not currently certified** shall submit the following items:
- a. How the court plans to implement; the 10 key components for Felony Drug Courts (Attachment B), the 10 areas on the scorecard (Attachment C) for Family Dependency Drug Court, and the 16 areas on the scorecard (Attachment D) and discussed in references for all above in Part III, Scope of Work, section B. There is a two page maximum for each Key Component/item, as referenced in Section III.B.1., 2., and 3., above, and in New Drug Court Score Sheets below:
    - (1) Responses to IV.A.3.a. shall use Times New Roman 12 point font. Pages should be double-spaced and numbered consecutively at the bottom of the page.

B. APPENDIX

The Offeror shall include a section labeled “APPENDIX”. The Appendix section shall include:

1. W-9 Form. The current version can be found at:  
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>;
2. Conflict of Interest Certification (Utah Government Entities Only) as found in ATTACHMENT G.
3. Application Spreadsheet (attached); and
4. Drug Court Personnel Form (attached).

C. ATTACHMENTS

1. ATTACHMENT A: DRUG COURT APPLICATION SCORE SHEET
2. ATTACHMENT B: NEW FELONY DRUG COURT SCORE SHEET
3. ATTACHMENT C: NEW FAMILY DEPENDENCY DRUG COURT SCORE SHEET
4. ATTACHMENT D: NEW JUVENILE DRUG COURT SCORE SHEET
5. ATTACHMENT E: APPLICATION SPREADSHEET
6. ATTACHMENT F: DRUG COURT PERSONNEL FORM
7. ATTACHMENT G: CONFLICT OF INTEREST CERTIFICATION (Utah Government Entities Only)

**ATTACHMENT A:**  
**DRUG COURT APPLICATION SCORE SHEET**

<b>Applicant:</b>	<b>0-5 pts</b>	<b>Score</b>	<b>Weight</b>	<b>Total PTS</b>
<b>Is the Drug Court certified with the AOC?</b>	<b>Y/N</b>	<b>5Y/0N</b>	<b>5</b>	
<b>Uncertified Courts See New Drug Court Application Score Sheets below</b>				
<b>Policies and Procedures:</b>				
Participant/Client participation agreement	<b>0-5</b>		<b>2</b>	
Fee agreement	<b>0-5</b>		<b>2</b>	
List of graduated incentives and sanctions grid, including alternatives to incarceration	<b>0-5</b>		<b>5</b>	
Program process for obtaining staff training:	<b>0-5</b>		<b>2</b>	
The 8 hours required by the contract	<b>0-5</b>		<b>2</b>	
Training for new Drug Court Team members.	<b>0-5</b>		<b>2</b>	
<b>Forms from Appendix:</b>				
Budget and Revenue Forms	<b>0-5</b>		<b>2</b>	
W-9 Form	<b>0-5</b>		<b>1</b>	
Conflict of Interest Form	<b>0-5</b>		<b>1</b>	
Application Spreadsheet	<b>0-5</b>		<b>2</b>	
Drug Court Personnel Form	<b>0-5</b>		<b>1</b>	
<b>TOTAL</b>				

**Notes/Comments:**

**ATTACHMENT B:  
NEW FELONY DRUG COURT SCORE SHEET**

<b>New Felony Drug Court Score Sheet</b>			
<b>Applicant:</b>	<b>0-5 points</b>	<b>Weight</b>	<b>Total PTS</b>
<p><b>Drug courts integrate alcohol and other drug treatment service with justice system case processing</b></p> <p>A. Initial and ongoing planning is carried out by a broad-based group that meets regularly.</p> <p>B. Court and treatment providers maintain ongoing communication about general problems that arise.</p> <p>C. The drug court's mission goals, eligibility criteria, operating procedures, and performance measures are collaboratively developed and defined.</p> <p>D. Documents detailing the drug court's mission, goals, eligibility criteria, operating procedures, and performance measures.</p> <p>E. Mechanisms exist for shared decision-making and conflict resolution among drug court team members.</p>		<b>.5</b>	
<p><b>Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights</b></p> <p>A. Prosecutors, defense counsel, and judge are assigned to drug court for sufficient time to insure team-building, stability, and consistency.</p> <p>B. Prosecutors and defense counsel participate in program design, eligibility criteria, and case processing policies and procedures.</p> <p>C. Prosecutors and defense counsel have a memorandum of understanding regarding defendants' admissions of AOD use during court reviews.</p> <p>D. Defense counsel explains to defendant the drug court concept and procedures and advises participant of alternative courses of action, including treatment and benefits of sobriety.</p> <p>E. Prosecuting attorney promptly determines eligibility and participates in a coordinated strategy for responding to AOD use.</p>		<b>.5</b>	
<p><b>Eligible participants are identified early and promptly placed in the drug court program</b></p> <p>A. Eligibility screening is based upon written criteria and criminal justice personnel screen cases for referral.</p> <p>B. Eligible participants are promptly advised about program requirements and merits of participating.</p> <p>C. Trained professionals screen eligible drug court individuals for AOD problems and treatment suitability.</p> <p>D. Initial appearance before drug court judge occurs immediately after arrest or apprehension.</p> <p>E. The court requires that eligible participants enroll in AOD services immediately.</p>		<b>.5</b>	
<p><b>Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitative services</b></p> <p>A. Individuals are initially screened and periodically assessed to insure proper offender/treatment matching.</p> <p>B. Treatment services are comprehensive, including detox, education, outpatient, intensive outpatient, inpatient, therapeutic communities, etc.</p> <p>C. Treatment designs and delivery systems are sensitive and relevant to issues of race, culture, religion, gender, age, ethnicity, and sexual orientation.</p> <p>D. Referral to auxiliary services (i.e., housing, vocational and educational training, social services, job placement, etc.), and special services (i.e., mental health, prenatal care, etc.), are available.</p> <p>E. Funding for treatment is adequate, stable, and dedicated to drug court.</p> <p>F. Treatment services have quality controls and are accountable.</p>		<b>.5</b>	
<p><b>Abstinence is monitored by frequent alcohol and other drug testing</b></p> <p>A. AOD testing policies and procedures are based on established guidelines, such as APPA.</p> <p>B. Random testing of not less than two per week initially, decreasing with abstinence.</p> <p>C. Scope of testing is sufficiently broad to detect drugs of abuse, including alcohol.</p> <p>D. Recognized standard collection and testing procedures are followed to insure high reliability of results.</p> <p>E. Court is immediately notified when participant fails tests, gives adulterated sample, or doesn't test.</p>		<b>.5</b>	
<p><b>A coordinated strategy governs drug court responses to participants' compliance</b></p> <p>A. The drug court team maintains frequent, regular communication to provide timely reporting of progress and non-compliance enabling the court to respond immediately.</p> <p>B. Sanctions are developed jointly and are imposed after consultation with team members.</p> <p>C. Imposed sanctions are graduated and commensurate with infraction.</p>		<b>.5</b>	

<b>New Felony Drug Court Score Sheet</b>			
<b>Applicant:</b>	<b>0-5 points</b>	<b>Weight</b>	<b>Total PTS</b>
D. Compliance with program requirements is rewarded. E. Consequences for program compliance/non-compliance are clearly explained to participant before enrollment so participant has clear expectations.			
<b>Ongoing judicial interaction with each drug court participant is essential</b> A. Regular status conferences are used to monitor participant performance. B. Interval between status conferences is varied according to treatment protocols and participant progress. C. Court-participant interaction demonstrates to participant observers the benefits of program compliance and consequences for non-compliance. D. The court applies appropriate sanctions and incentives to match participant treatment progress. E. Program graduation is recognized as a significant achievement.		<b>.5</b>	
<b>Monitoring and evaluation measure the achievement of program goals and gauge effectiveness</b> A. Monitoring and evaluation processes began at planning stage and are ongoing. B. Monitoring and management data is assembled in a useful format for regular review by program leaders, managers		<b>.5</b>	
<b>Continued interdisciplinary education promotes effective drug court planning, implementation, and operations</b> A. Key personnel have participated in training on the written operating procedures of the drug court. B. Multi-disciplinary training is routine for new personnel and ongoing. C. The judge, public defender, prosecutor, probation, and assigned law enforcement staff have undergone training in addiction and substance abuse treatment. D. Team-building is part of the regular training process. E. All personnel, including the Drug Court Coordinating Committee, have undergone training on diversity. F. The drug court has an educational curriculum that is updated to provide for advances and needs.		<b>.5</b>	
<b>Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness</b> A. The drug court has appropriate linkages with the law enforcement community to provide support for and monitoring of participants. B. Representatives from the court, community, treatment, health, and criminal justice agencies meet regularly to provide direction to the drug court program. C. The drug court has a professional staff that reflects the diversity of the population served. D. The drug court has a press briefing book and provides opportunities for community involvement through forums and informational meetings. E. Participation of public and private agencies and community organizations is formalized through a steering committee.		<b>.5</b>	
<b>Total Points</b>			

**Notes/Comments:**

**ATTACHMENT C:  
NEW FAMILY DEPENDENCY DRUG COURT SCORE SHEET**

<b>New Family Dependency Drug Court Score Sheet</b>			
<b>Applicant:</b>	<b>0-5 Points</b>	<b>Weight</b>	<b>Total PTS</b>
<p><b>Integrate focus on the permanency, safety, and welfare of abused and neglected children with the needs of the parents.</b></p> <p>1. Demonstrated support and approval from the individuals or agencies listed below by including letters of support (or a single letter or memorandum of understanding signed by all parties).</p> <ul style="list-style-type: none"> <li>• The drug court judge</li> <li>• the director of the local substance abuse authority</li> <li>• Guardian ad Litem</li> <li>• Regional Administrator of Division of Child and Family Services</li> </ul> <p>2. Integrates the needs of both children and parents given the conflict between State and Federal mandates regarding child welfare and the time frame needed for treatment and recovery.</p>		<b>.5</b>	
<p><b>Intervene early to involve parents in developmentally appropriate, comprehensive services with increased judicial supervision.</b></p> <ol style="list-style-type: none"> <li>1. Eligibility criteria submitted will identify target population.</li> <li>2. Program expedites entry into treatment.</li> <li>3. Participants appear in Court frequently for status hearings.</li> </ol>		<b>.5</b>	
<p><b>Adopt a holistic approach to strengthening family function.</b></p> <ol style="list-style-type: none"> <li>1. Identifies the common challenges that must be addressed in treatment services.</li> <li>2. Appropriate continuum of treatment services available to participants.</li> <li>3. Use individualized case planning based on comprehensive assessment.</li> <li>4. Comprehensive assessment process.</li> <li>5. Treatment placement decisions made based on needs of participant.</li> <li>6. Treatment plans are individualized, best practice and list measurable goals and objectives.</li> </ol>		<b>.5</b>	
<p><b>Ensure legal rights, advocacy, and confidentiality for parents and children.</b></p> <ol style="list-style-type: none"> <li>1. Written participant agreement outlines the legal rights of participants.</li> <li>2. Participant performance/ compliance communicated to the Court in a non-adversarial manner.</li> <li>3. Participant confidentiality protected and compliant with all applicable laws.</li> <li>4. Schedule regular staffings and judicial court reviews.</li> <li>5. Case staffings held with adequate representation and input .</li> <li>6. Treatment team has opportunity to provide input on sanctions and incentives.</li> </ol>		<b>.5</b>	
<p><b>Implement a system of graduated sanctions and incentives.</b></p> <ol style="list-style-type: none"> <li>1. Implement a system of graduated sanctions and incentives.</li> <li>2. Appropriate sanctions imposed are commonly imposed.</li> <li>3. Sanctions are graduated.</li> <li>4. Compliance rewarded.</li> </ol>		<b>.5</b>	
<p><b>Operate within the mandates of the Adoption and Safe Families Act (ASFA) of 1997 and the Indian Child Welfare Act of 1979.</b></p> <p>Strategies identified to help substance abusing parents stabilize their lives and maintain their families within the time frame mandated by Federal and ASFA and state law.</p>		<b>.5</b>	
<p><b>Rely on judicial leadership for both planning and implementing the court.</b></p> <ol style="list-style-type: none"> <li>1. Judicial leadership and collaborative approach.</li> <li>2. Court demonstrates to observers the benefit of program compliance and the consequence for non-compliance.</li> </ol>		<b>.5</b>	
<p><b>Make a commitment to measuring program outcomes.</b></p> <ol style="list-style-type: none"> <li>1. Monitoring and evaluation process used by the drug court team.</li> <li>2. Meaningful data regularly assembled for review by program leaders, managers, and evaluators.</li> <li>3. Independent evaluation completed with positive outcome.</li> </ol>		<b>.5</b>	
<p><b>Strive to work as a collaborative, non-adversarial team supported by cross training.</b></p> <ol style="list-style-type: none"> <li>1. Key personnel have attended drug court training, substance abuse training and</li> </ol>		<b>.5</b>	

<b>New Family Dependency Drug Court Score Sheet</b>			
<b>Applicant:</b>	<b>0-5 Points</b>	<b>Weight</b>	<b>Total PTS</b>
other related training. 2. Relevant internal training held.			
<b>Abstinence is monitored by frequent alcohol and other drug testing</b>  1. Drug Courts "Drug Testing Policy and Procedure consistent with industry standards. 2. Drug tests are randomized. 3. Participants tested frequently 4. Drug screens broad enough to detect likely drug use. 5. Court notified quickly of positive test and appropriate action taken.		<b>.5</b>	
<b>Total Points</b>			

**Notes/Comments:**

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**ATTACHMENT D:  
NEW JUVENILE DRUG COURT SCORE SHEET**

<b>New Juvenile Drug Court Score Sheet</b>			
<b>Applicant:</b>	<b>0-5 PTS</b>	<b>Weight</b>	<b>Total PTS</b>
<b>Collaborative Planning:</b> Engage all stakeholders in creating an interdisciplinary, coordinated, and systemic approach to working with youth and their families.		<b>.625</b>	
<b>Teamwork:</b> Develop and maintain an interdisciplinary, non-adversarial work team.		<b>.625</b>	
<b>Clearly Defined Target Population and Eligibility Criteria:</b> Define a target population and eligibility criteria that are aligned with the program's goals and objectives.		<b>.625</b>	
<b>Judicial Involvement and Supervision:</b> Schedule frequent judicial reviews and be sensitive to the effect that court proceedings can have on youth and their families.		<b>.625</b>	
<b>Monitoring and Evaluation:</b> Establish a system for program monitoring and evaluation to maintain quality of service, assess program impact, and contribute to knowledge in the field.		<b>.625</b>	
<b>Community Partnerships:</b> Build partnerships with community organizations to expand the range of opportunities available to youth and their families.		<b>.625</b>	
<b>Comprehensive Treatment Planning:</b> Tailor interventions to the complex and varied needs of youth and their families.		<b>.625</b>	
<b>Developmentally Appropriate Services:</b> Tailor treatment to the developmental needs of adolescents.		<b>.625</b>	
<b>Gender-Appropriate Services:</b> Design treatment to address the unique needs of each gender.		<b>.625</b>	
<b>Cultural Competence:</b> Create policies and procedures that are responsive to cultural differences and train personnel to be culturally competent.		<b>.625</b>	
<b>Focus on Strengths:</b> Maintain a focus on the strengths of youth and their families during program planning and in every interaction between the court and those it serves.		<b>.625</b>	
<b>Family Engagement:</b> Recognize and engage the family as a valued partner in all components of the program.		<b>.625</b>	
<b>Educational Linkages:</b> Coordinate with the school system to ensure that each participant enrolls in and attends an educational program that is appropriate to his or her needs.		<b>.625</b>	
<b>Drug Testing:</b> Design drug testing to be frequent, random, and observed. Document testing policies and procedures in writing.		<b>.625</b>	
<b>Goal-Oriented Incentives and Sanctions:</b> Respond to compliance and noncompliance with incentives and sanctions that are designed to reinforce or modify the behavior of youth and their families.		<b>.625</b>	
<b>Confidentiality:</b> Establish a confidentiality policy and procedures that guard the privacy of the youth while allowing the drug court team to access key information.		<b>.625</b>	
<b>Total Points</b>			

**Notes/Comments:**