

Orientation Webinar for BJA Drug Court Grantees

WELCOME

Wednesday, April 3rd 2013

2:00 – 3:30PM Eastern Time

Orientation Webinar for BJA Drug Court Grantees

Tim Jeffries

Policy Advisor for Substance Abuse and Mental Health
Drug Court Discretionary Grant Program
Bureau of Justice Assistance

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Office 202 616 7385



Orientation Webinar for BJA Drug Court Grantees

Agenda

Welcome	Tim Jeffries
BJA Drug Court Grant Program	
Overview	Tim Jeffries
Introducing BJA's Program Managers	Tracy Lee-Williams, Mark Kline, Kerri Vitalo Logan
Grant Expectations:	Tracy Lee-Williams
	Michael Williams
PMT Data Reports	James Steyee
BJA's Training and Technical Assistance Providers	
Overview	Tim Jeffries
American University	Caroline Cooper
Center for Court Innovation	Valerie Raine, Christina Ruffino
Tribal Law and Policy Institute	Jerry Gardner, Lauren Frinkman
National Drug Court Institute	Dana Jenkins
National Drug Court Resource Center	Sonya Harper
Resource Page Information	Tim Jeffries
Questions and Summary	Tim Jeffries/Tenzing Lahdon

Orientation Webinar for BJA Drug Court Grantees

- Mission and Goal of BJA to Reduce Crime and Promote Public Safety
- Who we are within BJA/OJP/DOJ (Programs, Policy and Planning)
- BJA's Strategic Plan

<https://www.bja.gov/About/BJAstrategicPlan.pdf>

Orientation Webinar for BJA Drug Court Grantees

- Goals of the Adult Drug Court Discretionary Grant Program
- Federal Consortium of Partners
- BJA's Annual Drug Court Grantstat Protocol
- Resources and Technical Assistance Collaborative

Orientation Webinar for BJA Drug Court Grantees

BJA's Program Managers



Tracy Lee-Williams



Mark Kline



Kerri Vitalo-Logan

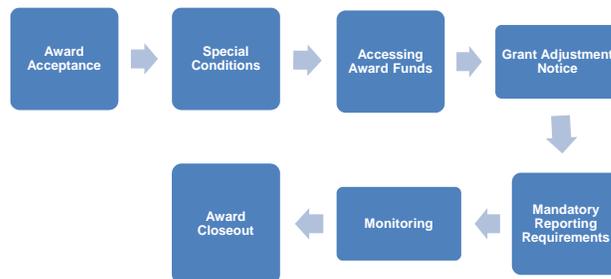
Orientation Webinar for BJA Drug Court Grantees

Grant Expectations

Presented By:
Tracy Lee-Williams



OJP Grants Management 101



Grant Adjustment Notice (GAN)

Grant Adjustment Notice		
Budget Modification	Change Project Period	Partial Hold or Freeze Funds
Change Auth Rep/POC	Change Scope Program Office Approvals	Release Withholding of Funds
Recipient Name Change		

Reporting Requirements



Performance Measurement Tool	Quarterly Reporting Due: Within 30 days of each quarter
GMS Progress Report	Semi-Annual Reporting Due: January 30 th and July 30 th
GMS Financial Status Report	Quarterly Reporting Due: Within 30 days of each quarter

Monitoring

There are three types of Monitoring:

Desk reviews include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grantee performance.

Enhanced Programmatic Desk Reviews (EPDRs) allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

On-Site Monitoring Visit
Grant managers go on-site to meet with the grantee to discuss specific issues related to implementation of the program, observe grant activity, and assess planned versus actual progress

Award Closeout

There are two types of closeouts: Standard and Administrative.

Standard Closeout occurs with the consent and participation of both the recipient and OJP, and follows the standard procedures. Recipients initiate a standard grant closeout for an award that has no open audit exceptions and no open site visits.

- The recipient may initiate a standard closeout at any time prior to 90 days after the end of the grant. Generally, standard closeouts are submitted for the following three reasons:
 - The recipient has met programmatic and financial requirements, and it is 90 calendar days after the end date of the grant;
 - The recipient has completed the project requirements of the grant and has expended all grant funds in advance of the end date of the grant; or
 - The Federal appropriation has expired.

Administrative Closeouts are initiated by OJP to resolve administrative matters or to close non-compliant recipients. OJP may initiate an administrative closeout with or without the consent of the recipient.



BJA's Drug Court Webinar

Grants Financial Management *Presented by: Michael Williams*



Office of the Chief Financial Officer

Financial Management Systems must be able to record and report on the:

- ✓ Receipt;
- ✓ Obligation; and
- ✓ Expenditures of grant funds



To Calculate Match:

Award Amount = **Adjusted**
% of Federal share **Project Cost**

Adjusted x **Recipient's** = **Required**
Project Cost **Share** **Match**

Ex: **Federal Amount = \$75,000**
75/25 Match

\$75,000 = **\$100,000** **Adjusted Project Cost**
75%

\$100,000 X 25% = \$25,000 Required Match



Four Basic Types of Questioned Costs:

- 1) Expenditures Adequately Supported**
 - Proper Documentation
- 2) Costs Specifically Not Allowed**
 - Necessary, Reasonable, Allocable
- 3) Costs Not Authorized**
 - Not Included in Approved Budget
- 4) Costs Deemed Excessive**
 - Prudent Person Test

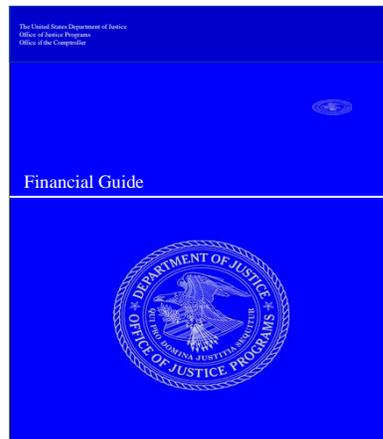


AUDIT REQUIREMENTS

- **A-133 Gov't, Education and Non-Profit**
- **Thresholds \$500K or more expended during the FY - Single Audit required**
- **Audit Report - due nine (9) months after end of FY**
- **Submit online to Federal Audit Clearinghouse (FAC)**
- **\$10,000 or more in questioned costs must be included in the Single Audit report**



Office of the Chief Financial Officer



Electronic Access for the OJP Financial Guide via Internet

<http://www.ojp.usdoj.gov/financialguide>

Performance Measurement Tool (PMT)

Training for Drug Court Grantee Reporting

Presented by:
Jimmy Steyee



BJA PMT Reporting Schedule—Drug Court

Type of Data Required	Reporting Period	PMT Due Date	Upload to GMS?
Program Performance Measures	January 1–March 31	April 30	No
Program Performance Measures & Narrative	April 1–June 30	July 30	YES July 30
Program Performance Measures	July 1–September 30	October 30	No
Program Performance Measures & Narrative	October 1–December 31	January 30	YES January 30

BJA PMT Reporting Schedule

✓ Quarterly:

- Grantees are required to enter data for program performance measures in the PMT every 3 months.
- They have 30 days after the end of the reporting period to enter the data.
- They are encouraged to create a report for their records after each quarter's data entry.

✓ Semiannually:

- Drug Court grantees are required to answer the narrative questions for the previous 6 months of activity. They then must submit a *GMS Report* from the PMT to BJA **as an attachment to the Progress Report through the GMS.**

✓ Closeout:

- Grantees are required to answer the narrative questions for the previous months of activity since their last PMT report submission to the GMS. They then must submit a *PMT Final Report* to BJA **as an attachment to the Final Progress Report through the GMS.**

BJA PMT Step by Step

Step 1: Log In

Step 2: Profile

Step 3: Information and Resources

Step 4: Federal Awards

Step 5: General Award Information

- a. Operational (Answer "Yes" to Question #1: Was there grant activity?)
- b. Not Operational (Answer "No" to Question #1)

Step 6: Data Entry

- a. Performance Measures
- b. Narrative

Step 7: Create a Report

- a. User Feedback Form
- b. GMS Report



Data Entry—Performance Measures

- **General Award Information**
 - Grant Activity? Yes/No
 - Is this your last time reporting in the PMT before closing out your grant?
- **Program Characteristics**
- **Participant-Level Measures**
 - Screening and Program Intake
 - Risk/Needs Assessment
[NOTE: Please report for new participants only.]
 - Number of Drug Court Participants Receiving Services
- **Completion and Judicial Interaction**
 - Successful Completion/Graduation
 - Program Length
 - Unsuccessful Exits
- **Alcohol and Substance Involvement** (i.e., Drug and Alcohol Testing)
- **Court and Criminal Involvement**
 - Subsequent Criminal Involvement
[NOTE: These questions are to be answered at the close of your grant.]
- **7 Narrative Questions**



Create a Report

The screenshot shows the 'View of GMS Report' page in the PMT. The page has a navigation bar with 'Info & Resources', 'Profile', 'Federal Awards', 'Reports', 'Help', and 'Log Out'. Below the navigation bar, there is a section titled 'View of GMS Report' with instructions on how to add comments and export the report as a PDF file. An overlay box on the right side of the page provides additional instructions: 'After you complete data entry in the PMT, create a report: You may 'Add Comments' to the GMS Report OR in your response to the 7 Narrative questions in the PMT Final Report, to further explain the data reported during the reporting period. • 'Export to PDF'. • Save to your computer. • Upload the file as an attachment to progress reports in the GMS in January, July, and at the close of the award.'

BJA Data Analysis and Reporting

Program-Level Key Measures

Location	Screened		Eligible		Admitted		Graduation Rate		Positive Alcohol/Drug Test		In-Program Recidivism	
	N	%	N	%	N	%	N	%	N	%	N	%
Urban (N=93)	15,477	64%	9,912	66%	6,539	51%	3,190	51%	5,316	20%	1,003	7%
Suburban (N=39)	4,760	87%	4,128	86%	1,495	36%	785	55%	2,998	15%	165	5%
Rural (N=46)	2,607	69%	1,793	69%	1,071	60%	580	48%	1,103	19%	242	9%
Tribal (N=8)	321	52%	167	52%	109	65%	23	39%	80	24%	17	12%
Overall	23,165	69%	16,000	68%	9,214	58%	4,578	51%	9,497	18%	1,427	7%

BJA Drug Court Program Performance Reports

- Drug Court Implementation
https://www.bja.gov/Publications/DrugCtImplementation_PPR_06-12.pdf
- Drug Court Enhancement
https://www.bja.gov/Publications/DrugCtEnhancement_PPR_06-12.pdf



BJA Resources

- PMT Web Site:
<https://www.bjaperformancetools.org>
 - Webinar trainings, performance measure grids/questionnaires, user guides, FAQs, and helpful links
- PMT Help Desk:
 - Monday–Friday 8:30 a.m.–5:30 p.m. EST
 - Toll-free number: 1-888-252-6867
 - E-mail: bjapmt@csrincorporated.com
- Jimmy Steyee
 - E-mail: James.D.Steyee@ojp.usdoj.gov
 - Phone: (202) 616-4590



Orientation Webinar for BJA Drug Court Grantees

**BJA's Training and Technical Assistance
Providers**



**BJA Drug Court Technical Assistance Project
American University, School of Public Affairs**



CAROLINE S. COOPER, DIRECTOR

Technical Assistance Specialists:



STEPHEN WELKER



CASEY TREBISACCI



STEVEN COLLINS



TENZING LAHDON

Office-Based And On-Site Services

Office Based Assistance

- Extensive Clearinghouse/Reference Materials on Drug Court Operations
- Sample Program Manuals, Forms, Agreements
- Caselaw, Statutes, and Court Rules
- Promote Networking and Information Sharing
- Fact Sheets/FAQ's on Wide Range of Issues Practitioners Submit for Field Input

Continued...

Office-Based And On-Site Services

Office Based Assistance

Continued...

- Coordination of Conference Calls for Peers to Brainstorm Strategies
- Information Dissemination on Research and Operational Developments of Direct Interest to Drug Courts
- Cumulative Summary Compilations of: (1) Recidivism Findings and Other Evaluation Outcomes; and (2) Reported Cost Benefits/Savings
- Webinars on Common Areas of Technical Assistance Need
- Buffalo MIS: Dissemination and Training

Specific Services To Grantees

Contact with Each Local Program that is A BJA Grantee

(Implementation, Enhancement, BJA/SAMHSA, Statewide Category B)

- ✓ Staff/Peer Practitioner/Mentor Services
- ✓ To Provide Technical Assistance to Promote Successful Grant Implementation and Program Development within Framework of "Key Components" and Use of Evidence Based Practices
- ✓ Multiple Contacts
- ✓ Structured Telephone Conference Calls
- ✓ Site Visits to Implementation Grantees and Other Grantees, as Feasible or as Requested
- ✓ Follow Up Re: Recommendation Implementation

Coordination with BJA and Other BJA TTA Providers

- ✓ Identifying Common Technical Assistance Needs
- ✓ Working with BJA to Coordinate Grantee Information Compiled and Technical Assistance Service Delivery

Other Site Services

- ✓ Program Review and Written Follow-Up Report
- ✓ Meeting Facilitation/Team Building
- ✓ Technical Assistance Training Meetings

Procedure for Requesting Technical Assistance

- ✓ Email: justice@american.edu
- ✓ Telephone: 202/885-2875

For Site Review: Letter from the Drug Court Judge Describing the Nature of TA Requested



BJA Statewide Adult Drug Court Training and Technical Assistance Program



Valerie Raine
Director
Drug Court Programs



Christina Ruffino
Project Manager
Drug Court Programs

Overview

- ▶ Provide training and technical assistance to statewide drug court systems
- ▶ Priority to BJA grantees
- ▶ Focus on institutionalization and sustainability
- ▶ Annual roundtables for statewide drug court coordinators
 - ▶ Presentations & discussion on topics of interest
- ▶ Broad topic areas:
 - ▶ Planning – Washington State
 - ▶ Operations - Colorado
 - ▶ Technology - Nevada
 - ▶ Evaluation - Idaho

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Onsite Technical Assistance

- ▶ Collaborative approach
- ▶ Individualized work plan
- ▶ Implementation planning
- ▶ Site-specific assessment & recommendations
- ▶ Examples:
 - ▶ Facilitation of Strategic Planning sessions
 - ▶ Curriculum development and provision of expert consultants for training events

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Distance Learning

- ▶ Webinars – Live and archived for convenient viewing
- ▶ Comprehensive online learning platform
 - ▶ www.drugcourtonline.org
 - ▶ Taped Videos of Expert Presentations
 - ▶ All Materials Available for View/Download
- ▶ Includes 'Extras' That Live Training Can't Offer
 - ▶ Virtual tours of operating Drug Courts
 - ▶ Practitioner interviews
 - ▶ Quizzes and Surveys
 - ▶ FAQ's
 - ▶ Resource Library/Web Links



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Tribal Law and Policy Institute

Training and Technical Assistance for
Tribal Healing to Wellness Courts



Onsite Technical Assistance

National and Regional Trainings

Offsite Technical Assistance



Tribal Wellness Court Specific Resources/Publications

Onsite Technical Assistance (TA)

TLPI can provide onsite TA for Tribal Healing to Wellness Courts to facilitate Tribal Wellness Court implementation and enhancement including:

- Review Team Roles and individual responsibilities
- Assess team compliance with ten key components
- Assist in drafting Policies and Procedures, Participant Handbook, etc.
- Review the Court's Incentives and Sanctions; Legal Issues, including confidentiality, privacy, and due process; and any other Court policy; etc.

All onsite TA includes written TA Report for the Wellness Court Team

Onsite TA Requests via Tribal Court Clearinghouse at: www.tlpi.org
Go to "Program Resources" → "Tribal Drug Courts"

Call TLPI office at: **(323) 650-5467** and/or send email to Lauren@tlpi.org

Tribal Wellness Court T/TA

- National and Regional trainings throughout the year including
 - Tribal Wellness Court specific forum/workshops at annual NADCP conference (July 14-17, 2013), and
 - National Wellness Court Enhancement training (tentatively scheduled for Sept. 11-13, 2013)
- T/TA in conjunction with statewide drug court training events
- TA in conjunction with NADCP conference and other events
- Offsite TA - Tribal Wellness Court Staff and Consultants ready by phone; email; and/or thru Tribal Wellness Court List Serve

Please see our online resources at:

The Tribal Court Clearinghouse – www.tlpi.org
Located under "Program Resources" → "Tribal Drug Courts"

Tribal Wellness Court Resources

- Tribal Healing to Wellness Court publications including *Overview, Tribal 10 Key Components, Tribal Policies and Procedures, and Tribal Judge's Bench Book*
- Quarterly Tribal Wellness Court specific webinars such as Tribal Healing to Wellness Court funding
- Tribal Wellness Court List Serve
- Tribal Wellness Court specific website www.WellnessCourts.org to be launched soon
- Online resources on Tribal Court Clearinghouse – www.tlpi.org
Located under “Program Resources” → “Tribal Drug Courts”

Tribal Law and Policy Institute



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Tribal Court Clearinghouse: www.tlpi.org
www.WalkingOnCommonGround.org



BJA Grantee Webinar



NDCI Resources



Dana A. Jenkins-Adult Drug Court Training Initiative, Project Director



Sonya Harper- National Drug Court Resource Center, Project Director



NDCI NADCP Annual National Conference



Gaylord National Harbor Resort and Convention Center in D.C.

- 25 Different Drug Court tracks/ 300 Sessions
- Skills building
- Advanced Forums
- Leadership Series
- Rally on The Hill



NDCI
NATIONAL DRUG
COURT INSTITUTE

On-Demand Training



- Know Your Role
- Subject Matter
- State Conferences



NDCI
NATIONAL DRUG
COURT INSTITUTE

Education



- Mentor Courts
 - 10 Adult Courts
 - 4 Veterans Treatment Courts





NDCI
NATIONAL DRUG
COURT INSTITUTE

Online Training Courses



- Essential Elements of Adult Drug Courts
- Treating and Supervising Meth Addicts
- Transitioning New Judges into Drug Court
- Law Enforcement in Drug Court



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www.ndcrc.org



National Drug Court Resource Center
Your virtual source for everything Drug Court

Home Training & Technical Assistance Discussion Board Library FAQs Calendar News Login

Explore NDCRC

Tune in on Tuesdays
NDCRC's Webinar Series: Register for a upcoming webinar! "Mandatory Care" and "Community Supervision" June 28 and July 10

Join a Discussion
What types of Incentives and Sanctions are your courts using?

Trending Library Topics
Clinical screening and assessment protocols
entry, referral, case processing, and legal screening protocols
drug testing protocols
entrance interviews

BJA Training and Technical Assistance Partners
State Drug Court Coordinators - View List
Resources
• Sample Forms
• Field & Drug Court
• Federal Partners
• Case Law
States of Federal Funding and Federal Disbursement
NDCI | Privacy Policy | Sitemap | Contact us
3030 Arapahoe Parkway, Suite 200
Aurora, CO 80014
Tel: 303.733.5400

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Your Resource



Dana A. Jenkins- Training
djenkins@ndci.org

Sonya Harper- Online Resource Center
sharper@ndci.org

BJA BUREAU OF JUSTICE ASSISTANCE

Resources

BUREAU OF JUSTICE ASSISTANCE

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Resources

TRAINING/TECHNICAL ASSISTANCE PROVIDERS

American University
BJA Drug Court Technical Assistance Project
School of Public Affairs
www.american.edu/justice

Center for Court Innovation
www.courtinnovation.org

Tribal Law and Policy Institute
www.tribal-institute.org
Request TA at:
<http://www.tribal-institute.org/lists/ta.htm>

National Drug Court Institute
www.ndci.org

National Drug Court Resource Center
www.ndcrc.org

Caroline Cooper
Telephone: 202/885-2875
Email: Justice@american.edu,
cocooper@american.edu

Christina Ruffino/ Valerie Raine
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vraine@courts.state.nv.us

Jerry Gardner/Lauren Frinkman
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Lauren@tlpi.org

Dana Jenkins/ Sonya Harper
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Email: djenkins@nadcp.org,
SHarper@nadcp.org

BJA Resources

OJP Funding Resources link: <http://www.ojp.usdoj.gov/funding/funding.htm>

2011 Financial Guide (Revised July 2012)

U.S. Department of Justice, Office of Justice Programs, office of the Chief Financial Officer.

http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2012FinancialGuide.pdf

Program Performance Reports (compilation of the PMT report information grantees provide quarterly)

Implementation Grantees of the Adult Drug Court Discretionary Grant Program. April – June 2012

https://www.bja.gov/Publications/DrugCtImplementation_PPR_06-12.pdf

Enhancement Grantees of the Adult Drug Court Discretionary Grant Program: April – June 2012.

https://www.bja.gov/Publications/DrugCtEnhancement_PPR_06-12.pdf

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Questions?