

# **Grants Management**

## **For Programs Operating via WebGrants**



*Provided by the  
Michigan Supreme Court  
State Court Administrative Office  
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## Introduction

The State Court Administrative Office (SCAO) welcomes Michigan trial courts to apply for the various state and federally funded problem-solving court grants available through its Trial Court Services division. Grants are available to both current and future court programs related to the use of therapeutic jurisprudence dealing with drug-, alcohol-, and mental health-related charges. This manual provides basic information related to the various types of funding opportunities, the application requirements, and also the mandatory reporting requirements of the grant programs.

Additional links to development and implementation manuals can be found in Appendix A.

## Types of Funding Opportunities

**Federal Office of Highway Safety Planning Grant Program (OHSP):** Administered by SCAO from funds received from the Michigan State Police, Office of Highway Safety Planning (OHSP); the OHSP grant program is funded by the National Highway Traffic Safety Administration (NHTSA) Catalog of Federal Domestic Assistance (CFDA) 20.601, and provides funding for implementation grants for new or expanding driving while intoxicated (DWI) treatment courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084. Grantees may apply for OHSP funding for up to three years; programs that have received three years of funding are eligible to apply for one year of step-down funding. In the step-down funding year, programs may request up to fifty percent of the award amount that the program received in its third year.

**Federal Office of Highway Safety Planning Grant Program- Planning Grant (OHSP-PG):** Administered by SCAO from funds received from the Michigan State Police, Office of Highway Safety Planning (OHSP), the OHSP planning grant program is funded by the National Highway Traffic Safety Administration (NHTSA) SFDA 20.601 and provides funding for jurisdictions that are in the process of establishing a new DWI or Regional DWI treatment court and are in the early stages of planning that effort. Grantee's developing stand-alone programs are eligible for one year of funding and those developing regional programs are eligible for two years of funding through this grant. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources available for operational programs. Applicants must refer to MCL 600.1060 through MCL 600.1084 when completing the application to ensure that the program will be designed in compliance with statutory requirements. Letters of support from key team members must be attached to the grant application for funding consideration.

**Federal Office of Highway Safety Planning Regional DWI Court Grant Program (OHSP-RDWI):** Administered by SCAO from funds received from the Michigan State Police, Office of Highway Safety Planning (OHSP), the OHSP grant program is funded by the National Highway Traffic Safety Administration (NHTSA) CFDA 20.601 and provides funding for planning and implementation grants for new and expanding RDWI courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084 and target drugged and/or drunk driving offenses. Grantees may apply for OHSP-RDWI funding for up to three years; programs that have received three years of funding are eligible to apply for two years of step-down funding. The specific amount of step-down funding is determined by SCAO. RDWI

courts are distinguished from other DWI courts by the number and geographically distinct jurisdictions participating in a single joint program. Examples of RDWI court designs are:

1. Two or more circuit courts participating in a single regional DWI court.
2. Two or more district courts from different counties participating in a single regional DWI court.
3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional DWI court.

**Edward Byrne Memorial Justice Assistance Grant (Byrne JAG).** Utilizing federal funds made available through a grant from the Michigan State Police CFDA 16.738, Byrne JAG funding assists jurisdictions with fully operational drug or DWI courts. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084, and target prison-bound felony offenders as identified by straddle or presumptive cell placements according to the Michigan Sentencing Guidelines. Grant applicants will be given priority based upon the percentage of their open cases that are straddle or presumptive cell participants, and the total number of straddle and presumptive cell participants served by the program as illustrated in the chart below, with darker shades indicating a greater likelihood of receiving an award:

Number of Straddle or Presumptive Cell Participants	Percent of Open Cases that are Straddle or Presumptive Cell Participants				
	>50	49-40	39-30	29-20	<20
>40					
39-30					
29-20					
19-10					
<10					

**Michigan Drug Court Grant Program (MDCGP).** SCAO provides funding for existing drug, hybrid, DWI, family dependency, and juvenile drug courts through funding appropriated annually by the legislature. Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084.

**Michigan Drug Court Grant Program Planning Grant (MDCGP-Planning).** SCAO provides funding assistance for jurisdictions that are interested in establishing a new drug, hybrid, DWI, family dependency, or juvenile drug court and are in the early stages of planning. Funding is appropriated annually by the legislature. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources available for operational programs. Applicants must refer to MCL 600.1060 through MCL 600.1084 when completing the application to ensure that the program will be designed in compliance with statutory requirements. Letters of support from key team members must be attached to the grant application for funding consideration.

**Michigan Regional DWI Court Grant Program (RDWI).** SCAO provides funding assistance for jurisdictions that have completed a planning phase of their RDWI court program and are

seeking funds for the first year of operation or to continue operating their RDWI court program. Funding is appropriated annually by the legislature. RDWI courts are distinguished from other DWI courts by the number of geographically distinct jurisdictions participating in a single joint program. Examples of RDWI court designs are:

1. Two or more circuit courts participating in a single regional DWI court.
2. Two or more district courts from different counties participating in a single regional DWI court.
3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional DWI court.

Programs must ensure compliance with the statutory requirements of MCL 600.1060 through MCL 600.1084 and target drugged and/or drunk driving offenses.

**Michigan Mental Health Court Grant Program (MMHCGP).** SCAO provides funding assistance for the planning and operation of adult and juvenile mental health courts. Funding is appropriated annually by the legislature. Courts must partner and collaborate with Community Mental Health Services Programs (CMHSP) through a single joint application to be eligible for SCAO funds. Programs must ensure compliance with the statutory requirements of MCL 600.1090 through MCL 600.1099a; must target participants that have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services.

**Michigan Mental Health Court Grant Program Planning Grant (MMHCGP-Planning).** SCAO provides funding assistance for jurisdictions that are interested in establishing a new adult or juvenile mental health court and are in the early stages of planning. Funding is appropriated annually by the legislature. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources for operational funding. Applicants must refer to MCL 600.1090 through MCL 600.1099a; must intend to target participants that have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services. Letters of support from key team members must be attached to the grant application for funding consideration.

**Michigan Mental Health Court Regional Grant Program (MMHCGP-Regional).** SCAO provides funding assistance for regional mental health courts that have completed the planning phase or are fully operational. Funding is appropriated annually by the legislature. Regional mental health courts are distinguished from other mental health courts by the number of geographically distinct jurisdictions participating in a single, joint program. Examples of regional mental health court designs are:

1. Two or more circuit courts participating in a single regional mental health court.
2. Two or more district courts from different counties participating in a single regional mental health court.
3. One or more district courts and one or more circuit courts, from different counties, participating in a single regional mental health court.

Programs must maintain compliance with the statutory requirements of MCL 600.1090 through MCL 600.1099a; must target participants who have been diagnosed with a serious mental illness, serious emotional disturbance, or a developmental disability as defined by MCL 333.1100a(25) and 333.1100d(2)(3); and the severe nature of the mental illness or functional impairment must necessitate intensive clinical services.

**Michigan Veterans Treatment Court Grant Program (MVTCGP).** SCAO provides funding assistance for programs that have completed the planning phase of their veterans treatment court and are seeking funds for the first year of operation or to continue operating their veterans treatment court program. Funding is appropriated annually by the legislature. Veterans treatment court utilizes a hybrid integration of drug court and mental health court principles to serve military veterans. They promote sobriety, recovery, and stability through a coordinated response that involves collaboration with the traditional partners found in drug courts and mental health courts, as well as the Department of Veterans Affairs healthcare networks, Veterans Benefits Administration, State Departments of Veterans Affairs, volunteer mentors, and organizations that support veterans and their families. Programs must maintain compliance with statutory requirements of MCL 600.1200 through MCL 600.1212 to receive funding.

**Michigan Veterans Treatment Court Planning Grant Program (MVTCGP-Planning).** SCAO provides funding assistance for jurisdictions that are interested in establishing a new veterans treatment court and are in the early stages of planning. Funding is appropriated annually by the legislature. The outcome of the planning process should enable grantees to develop a sufficient needs assessment and cost analysis to justify a request to local, state, or federal funding sources available for operational programs. Applicants must refer to MCL 600.1200 through MCL 600.1212 when completing the application to ensure that the veterans treatment court program will be designed in compliance with statutory requirements. Letters of support from key team members must be attached to the grant application for funding consideration.

**Swift and Sure Sanctions Probation Program (SSSPP).** SCAO provides grant funding assistance for an intensive probation supervision program. Probationer eligibility is under MCL 771A.6. Funding is through the state treasury under MCL 771A.4. SSSPP is not a problem-solving court, and probationers are not required to attend treatment for substance use or mental health disorders.

## **How to Apply**

### **Navigating WebGrants**

The application process begins in the spring. In 2013, a new web-based grant management system called WebGrants was introduced. To apply, the court must register for an account on WebGrants by going to <http://micourts.dullestech.net> and using the “Register Here” button. Multiple court personnel may register to use the WebGrants system. Access decisions should be made by the project director.

Access to WebGrants must be approved by SCAO before a username and password will be assigned to the individual. Once the individual has received approval from SCAO to use the WebGrants program, they will be able to log in using the given username and given password.

From there, they may access the various grants available by clicking “Funding Opportunities” on the menu screen.

Further WebGrants instructions can be found by utilizing the [User Manual](#) or the [Frequently Asked Questions](#).

### **Applying for Funding**

Once a grant opportunity has been selected, the application will only be available for editing and submission until the listed application deadline. Grant opportunities are typically open for sixty days following their opening in WebGrants. If a court previously completed an application in WebGrants, there is an option to copy the existing application into the new opportunity. This option is available after clicking the title of the opportunity on the “Funding Opportunities” page. If the applicant chooses to copy an existing application, they must rename the application, update the application with any changes, and answer any additional questions attached to the new grant opportunity.

Each grant opportunity provides various resources that may be used as references in creating the grant application. Program descriptions, allowable expense lists, assurances, and sometimes manuals are available while working on an application by clicking the funding opportunity name. Various grant opportunities will also have preapplication questions that must be answered before the application can be submitted to SCAO. Grant applicants are encouraged to complete each section with as much detail as possible and to use data when available. Applicants are encouraged to apply for all opportunities appropriate for their program type.

### **Application Review**

Once the application has been submitted, it will move forward to the review process. The review process will begin when the grant deadline has been reached. For the majority of the programs, the reviews and scoring are completed by multiple analysts utilizing a predetermined scoring rubric. Certification scores are combined with the application scores and are then used to compare applications and to determine award amounts. Scoring sheets are made available to each project director via e-mail once all of the grant award amounts have been determined. These scoring sheets may be used to make revisions to applications for future grant opportunities. An example scoring rubric may be found in Appendix B.

### **Receiving Awards and Budget Adjustments**

Award notifications are sent via e-mail to the chief judge upon completion of the application review process. At this time, budgets will be negotiated back to the court via WebGrants to make adjustments based on the award received. Courts will be notified of this negotiation, and any further correspondence through WebGrants, via generated e-mail messages to the project director. Budgets must be resubmitted to SCAO through WebGrants, regardless of whether changes are made to the original budget, following SCAO recommendations for revising budgets available here.

## **Contracts**

Once the grantee has been notified of an award, grant contracts are created by SCAO and sent to the project directors, via e-mail, for signatures. The program will be required to submit two original signed copies to SCAO. These contracts should be signed by an authorizing official who is not an employee of the state of Michigan (e.g., court administrator, county commissioners). SCAO staff will sign and keep one copy, and send the second signed copy back to the court for its records.

## **Certification**

Any operational problem solving court, regardless of funding, is required to submit an application for certification to the State Court Administrative Office. Operational programs seeking funding are required to submit the certification application before submitting an application for funding. Certification applications are available in WebGrants and closely mimic the application process of grant funding opportunities. Additional information regarding certification is available [here](#).

## **Local Administrative Order and Memorandum of Understanding**

Each newly funded grant program must have an approved local administrative order (LAO) and a memorandum of understanding (MOU) before it accepts program participants.

### **Local Administrative Order**

The chief judge(s) must submit a LAO that governs the internal management of the problem-solving court to the regional administrator. For regional programs, all chief judges of the participating jurisdictions must sign the LAO. LAOs must be submitted to the SCAO regional administrator and subsequently approved by SCAO. Approval will be sent via e-mail. Links to model LAOs can be found in Appendix C.

### **Memorandum of Understanding (MOU)**

A memorandum of understanding (MOU) describes the roles and responsibilities of each team member participating with the problem-solving court program, including but not limited to the judge, prosecuting attorney (if the court wishes to offer delays of sentence or deferred judgments), defense attorney, and treatment provider(s). A memorandum of understanding among these key team members is required by statute and may be included in the submission of the LAO to SCAO through the regional administrator if it is referenced in the LAO. Either a single MOU signed and dated by all team members, or a separate MOU for each member may be used. The duration and terms of the MOU should be included. Programs should draft and submit an updated MOU following major program changes and when an MOU expires. Links to sample MOUs can be found in Appendix D.

## **Data Reporting**

Grant-funded programs are required to enter participant-specific information into the Drug Court Case Management Information System (DCCMIS) to receive funding. The DCCMIS was developed by Advanced Computer Technologies for the SCAO as a tool to facilitate the daily operations of problem-solving courts, as well as to collect data for subsequent analysis and

evaluation. The system stores client-level data and produces summary information needed by judges and court staff to facilitate decision-making. In order to receive access to the DCCMIS database, the court must have an approved LAO submitted through their regional administrator and also signed the DCCMIS Agreement, which is sent to the project director upon approval of the LAO. Court personnel responsible for entering minimum standard data requirements into the system and should complete DCCMIS training that is regularly offered through SCAO. Planning grant grantees are exempt from entering data into DCCMIS until they start taking active participants. For links to program-specific minimum standard data requirements, see Appendix E.

**Financial Claims (January 10, April 10, July 10, October 10)**

All grant programs administered by SCAO through WebGrants are reimbursement grants. Funds will be reimbursed to the program on a quarterly basis after services have been rendered. Reimbursement may only be sought during the grant year in which the services were executed. Claims are completed through WebGrants; the program will need to have all backup documentation uploaded into the WebGrants system before submitting a claim, including a summary sheet. A table listing the necessary backup documentation appears at the end of this section. All requested reimbursements must be listed in the program budget. For information about making changes to the budget and the grant, please see the Contract Amendment section of this manual. Additionally, when the program is paying for the services of a subrecipient, a subcontract must be uploaded into WebGrants before the program will receive reimbursement for those services. For further information regarding subrecipients and contractors, please refer to the Subcontracts section of this manual. Completed claims will move through two phases of approval once submitted to SCAO through WebGrants. If the claim is found to be incomplete at any stage of the approval, the claim will be negotiated back to the project director for corrections and resubmission. Invoices may be submitted during any quarter of the grant year; however, submissions of services performed during previous grant years or submission for future services will not be reimbursed.

Type of Expense	Documentation
<b>Personnel-Individuals who are employees of the court or county</b>	General Ledger, Payroll Report, Financial Report (reports must be from an accounting or payroll software), or copies of paystubs showing the hours worked on the grant and the pay rate. Timesheets for personnel with two or more funding sources detailing all hours worked for all funding sources
<b>Fringe Benefits-Total fringe costs for personnel only</b>	General Ledger, Payroll Report, Financial Report (reports must be from an accounting or payroll software), or copies of paystubs showing the county fringe benefit expense

<b>Contractual-Subrecipient - Services rendered by individuals, programs, or companies that are not employees of the court or county</b>	<b>*Must have subcontract uploaded into WebGrants*</b> Invoice with a detailed cost breakdown, date of service, service provided, rate, and total amount
<b>Contractual-Contractor - Services rendered by individuals, programs, or companies that are not employees of the court or county</b>	Invoice with detailed cost breakdown, date of service, service provided, rate, and total amount
<b>Supplies-Items purchased for the operation of the court, such as drug testing supplies and incentives</b>	Invoice with detailed purchase breakdown, including product description, date of purchase, quantity purchased, price per unit, and total amount
<b>Travel-MATCP conference registration and also participant-related travel</b>	Travel log broken down per trip with a description, date of travel, reason for travel, total miles, rate per mile, and total. MATCP registration confirmation for each individual charged to the grant (must include the individual's name)

## Subcontracts

Any services performed by noncourt or noncounty personnel or businesses are considered contractual and should be in the program budget under contractual services. Contractual services fall under two categories: subrecipients and contractors. Contractual line items must be broken down into hourly rates or fees for services, with a detailed explanation of the services associated with the costs. Flat fees may not be used for any subrecipient or contractor service.

## Subrecipients

Per the Office of Management and Budget, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR 200.330](#), characteristics which support the classification of the nonfederal entity as a subrecipient include when the nonfederal entity: Determines who is eligible to participate in the program, has their performances measured in relation to whether objectives of the program are met, has responsibility for making program decisions, is responsible for the adherences to the requirements of the grant award, or works to fulfill the purpose of the grant program, as opposed to providing a good or service for the benefit of the court. In order to receive reimbursement for a specific subrecipient service listed in your approved budget under the Contractual Services line item, a subcontract for that service provider must be uploaded into WebGrants. A fillable subcontract template is available on WebGrants for use or to serve as a reference.

## **Contractor**

Per the Office of Management and Budget, [Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.330](#), characteristics indicative of a procurement relationship between the non-federal entity and the contractor are when the contractor: provides goods or services within normal business operations, provides similar goods or services to many different entities, operates in a competitive business environment, and provides ancillary services. Contractors are not responsible for compliance requirements of the grants. If an individual or company falls within the parameters of a contractor, a subcontract is not necessary to utilize their services. Contractors must be listed in the Contractual section of the grant application, with detailed breakdowns of costs for services.

## **Budget and Project Amendments**

Often times throughout the grant year programs experience changes in general operations or budgets. Because the program design and budget is incorporated into the grant contract, these changes must be approved by SCAO and then reflected in the grant contract through WebGrants. To do this, one must complete a contract amendment in Webgrants. There are two types of contract amendments: a project revision and a budget revision. Changes that do not require the movement of funds (e.g., personnel change without a wage increase or decrease) will utilize a project revision and provide a detailed explanation of the change within the available textbox. Changes that require the movement of funds from one line item to another will complete a budget revision. The adjustment must be reflected in the “revised amounts” column in the Summary section of the contract amendment, and provide an explanation of the adjustment. Submitted contract amendments have a two-step approval process. Accepted amendments will be shown as adjustments in the program budget; amendments needing further clarification or changes will be negotiated back to the project director for adjustments and resubmission. If an amendment is denied, a notification will be sent back to the project director explaining the denial. For further instructions about completing a contract adjustment refer to the web tutorial available on the Contract Amendment page in WebGrants.

## **Additional Reporting Requirements**

Each grant comes with mandatory reporting requirements. These forms are available either through WebGrants, on DCCMIS, or via e-mail on request by the program coordinator. Examples of completed forms are available in Appendix F.

## **DCCMIS User Audit (January 31)**

Each year, an audit is performed to ensure that the individuals who have access to DCCMIS are currently active court or contractual employees or agencies. A form will be e-mailed to the DCCMIS administrator that must be completed by accessing the User Administrator section of DCCMIS and verifying the active users for the program. Planning grant grantees may be exempt from completing a user audit if they do not have active participants.

### **DCCMIS Data Exception (February 15, May 15, August 15, November 15)**

DCCMIS will automatically run a scan for potential data input errors or inaccuracies. Quarterly, programs are required to examine the DCCMIS Exception Report and, if possible, correct the inaccuracies that the system has flagged. Users will access the exception report through the *Menu* icon on the DCCMIS main page. Once the exceptions have been corrected, users will change the status from “outstanding” to “corrected” by using the *Take Action* icon on the right side of the page. If an exception is something that was falsely generated for this particular participant, then the user will mark the exception as *unable to correct* under the *Take Action* icon. Users must give a detailed explanation as to why this item was not corrected so that SCAO can make the necessary changes in the system. Planning grant grantees may be exempt from completing a user audit if they do not have active participants.

### **Progress Report (October 30)**

Programs are required to complete a progress report and submit it to SCAO through WebGrants annually. The report can be found under Status Reports in My Grants approximately three weeks before the due date. Programs will be required to report on things such as major accomplishments, program changes, and progress toward achieving the goals listed in the grant application. Programs are encouraged to use statistical data when possible. Programs that have had successful graduates during the reporting period must complete an additional section which asks the court to analyze statistics provided by SCAO and provide details as to its reflection on program operations. Planning grant grantees are exempt from this reporting requirement. An example of a completed progress report is available in Appendix F.

### **Federal Reporting**

Programs that are funded through federal grants, such as OHSP and Byrne JAG, are required to fulfill additional reporting requirements to maintain federal compliance. These reports are accessible through WebGrants by using the heading *Status Reports*. The federal reports are grouped in WebGrants by submission schedule: Quarterly, Bi-Annual, and Annual. Each report grouped in the submission schedule must be completed and submitted as a whole. Examples of completed reports can be found in Appendix G.

### **Program Report (January 10, April 10, July 10, and October 10)**

Program staff is required to provide an update on the progress of achieving the various goals and objectives of the program, using the goals and objectives from the grant application. This section should include as much backup statistical documentation as is possible, which can be obtained through the Drug Court Analysis System (DCAS) within DCCMIS. Programs will be asked to discuss the primary target population and report on the population that is currently active in the program, as compared to the target population addressed in the grant application. If the program has experienced any type of program modification during the quarter, these changes must be documented in the program reports, along with any major activities that are planned for the following months. Section II of the program report asks for the number of active participants on the last day of the reported quarter.

### **Program Income (January 10, April 10, July 10, and October 10)**

The Program Income Report is attached to the same status report as the Program Report. Federal programs that receive gross income as a direct result of the project are required to complete the

additional detailed income and expenditures portions of this report. Programs must give a beginning and ending balance for the reporting period, as well as complete a year-to-date and period-to-date balance sheet for both income and expenditures, broken down by type. Examples of program income are: asset forfeitures, participation or program fees, and interest earned on any balance of unexpended program income. Each program will need to complete this report regardless of whether program income is earned.

### **Program Income Waiver (January 10)**

Each program will be required to complete the Program Income Verification annually. Program income is defined as the gross income earned as a direct result of operating a program. The program must complete this form regardless of whether program income is earned.

### **Time Certification (April 10, October 10)**

An Employee Time Certification form must be completed twice each year. This is a federal requirement that includes mandatory form completion by individuals who are charged to the grant as personnel and signed by the individual's supervisor. Further detailed instructions are available in the Bi-Annual Report section of WebGrants, under the main title *Status Reports*.

### **Office of Civil Rights Training Certification (January 10)**

As a condition of accepting Byrne JAG funding, all grant-funded employees and subcontractors are required to receive yearly training regarding the responsibility to comply with applicable federal civil rights laws. The training consists of six online video modules, also available as a transcript, through the U.S. Department of Justice. Links to the modules and the form to complete this certification are available through WebGrants. This certification must be completed within 60 days of signing the grant contract and must be completed by any subrecipients or personnel added through the grant year within 90 days of hire.

### **Equal Employment Opportunity Plan (January 10)**

As a condition of accepting Byrne JAG funding, organizations with more than 50 employees must upload the organization's Equal Employment Opportunity Plan (EEO) Certification Form into the WebGrants system. The EEO is a workforce report with the purpose of ensuring that recipients of federal funds are providing equal employment opportunities to men and women regardless of sex, race, or national origin.

### **Further Information**

For additional information and individual contacts please contact the SCAO Trial Court Services Division at (517) 373-7351 or email [TrialCourtServices@courts.mi.gov](mailto:TrialCourtServices@courts.mi.gov) .

## **Appendix A: Development and Implementation Manuals**

[Developing and Implementing a Drug Treatment Court in Michigan](#)

[Developing and Implementing a Mental Health Court in Michigan](#)

[Developing and Implementing a Regional DWI Court in Michigan](#)

[Developing and Implementing a Swift and Sure Sanctions Probation Program in Michigan](#)

## Appendix B: Review Panel Worksheet

Application: 10377 - Adult Drug Treatment Court  
Stage: Final Application  
Reviewer: Grant Reviewer  
Reviewer Role: Primary  
Review Status: Submitted on 08/22/2017  
Round: 1  
Score: 905.00  
Review Form

### 0. Certification (1.0) 312.00

#### 1. Certification Comments (0.0)

#### 2. Budget (1.0) 165.00

#### 3. Budget Comments (0.0)

Capacity: 35

Caseload: 35

Budget computation sections are not filled out correctly. Writer will need to add costs to this section prior to the awarded budget being accepted.

Program is requesting an increase in funds from the FY17 awarded amount. Writer did not specify the need for the increase in the appropriate section.

#### 4. Financial Analysis of Prior Spending (1.0) 165.00

#### 5. Financial Analysis Comments (0.0)

Fy 2015	\$130,000.00	\$127,277.77	98%	
FY 2016	\$137,000.00	\$137,000.00	100%	94%
FY 2017	\$137,000.00	\$85,016.16	83%	

Projected utilization of FY17 funds is 83%. Average utilization from FY15-projected FY17 is 94%.

\*MAT spending was not used in this projection\*

#### 6. Analysis of program performance, including accomplishment of goals (1.0) 198.00

#### 7. Program Performance Comments (0.0)

Pts Possible	Median Results	Points
25	Success Rate 75.0%	25
10	Days from Screening to Admission-All Discharges	35 10
10	Days in Jail DC Sanction - All Discharges	7 10
15	SA Tx Contact Hrs -Graduates	83 15

15	Total Drug Tests - Graduates 304	15
5	Number of Days in Program - Graduates : 458	4
5	Court Reviews - Graduates 26	5
10	Incentives/Sanctions & Ratio – Graduates: 32:3	10
5	Unemployed At Discharge - Graduates 8%	5
100		99

**8. Audit of compliance with reporting requirements (1.0) 65.00**

**9. Reporting Requirements Comments (0.0)**

First quarter claim: 16 days late (-15)

Status Report: 23 Days late (-20)

**10. Medication Assisted Treatment (0.0)**

MAT: Currently has 6 participants using MAT. 5 for opioid 1 for alcohol. Allows all FDA approved medication for MAT. Intercare Community Health Network- Naltrexone and Buprenorphine West Michigan Comprehensive Treatment Center- Methadone. Buprenorphine.

No provider at team meetings, but links participants to SA treatment. Provider exceeds MAT MI guidelines. Understands most MAT will be funded through block grant, PA2 funds, and Medicaid. Funds will be used to cover additional costs, mentions training (not an allowable expense).

80% participants report Alcohol or Opiate Drug of Choice.

46/50

**11. Overall Comments (0.0)**

## **Appendix C: Model Local Administrative Order**

[Model Local Administrative Order for Adult Drug Court](#)

[Model Local Administrative Order for DWI/Sobriety Court](#)

[Model Local Administrative Order for Family Dependency Court](#)

[Model Local Administrative Order for Hybrid DWI/Drug Treatment Court](#)

[Model Local Administrative Order for Regional DWI Court](#)

[Model Local Administrative Order for Juvenile Drug Court](#)

[Model Local Administrative Order for Veterans Treatment Court](#)

[Model Local Administrative Order for Mental Health Court](#)

[Model Local Administrative Order for Regional Mental Health Court](#)

[Model Local Administrative Order for Swift and Sure Sanctions Probation Program](#)

## **Appendix D: Model Memorandum of Understanding**

[Model Drug Court MOU](#)

[Model Mental Health Court MOU](#)

[Model Veterans Treatment Court MOU](#)

## **Appendix E: DCCMIS Minimum Standard Data Requirements**

[DCCMIS Minimum Standard Data - Adult Drug/DWI/Family Dependency Court](#)

[DCCMIS Minimum Standard Data - Mental Health Court](#)

[DCCMIS Minimum Standard Data - Juvenile Drug Court](#)

[DCCMIS Minimum Standard Data- Veterans Treatment Court](#)

## Appendix F: Additional Reporting Requirements

### FY 2018 DCCMIS USER AUDIT

Due to SCAO by **January 31, 2018**

#### DCCMIS System Administrator

Court Name (i.e., 3rd Circuit) 100th Circuit Court  
Program Type (i.e., Mental Health) Adult Drug Court  
System Administrator Name John Smith  
  
Address 123 Anywhere Street  
City, State, Zip Anytown, MI, 11111  
Phone Number (888)888-8888  
Email Address [john.smith@courts.mi.gov](mailto:john.smith@courts.mi.gov)

#### DCCMIS Users

<u>Username</u>	<u>Full Name of User</u>	<u>Email address of User</u>
sampleuser	Sample User	
smithj	John Smith	<a href="mailto:John.smith@courts.mi.gov">John.smith@courts.mi.gov</a>
Doej	Janet Doe	<a href="mailto:Janet.doe@courts.mi.gov">Janet.doe@courts.mi.gov</a>

## State-Funded Grant Program Progress Report

### Program Update

#### **What major activities are planned for your program in the next six months?**

We have currently secured a medical professional who administers MAT on our RDWI Court team. Within the next six months, our RDWI Court program plans to focus on Medicated Assisted Treatment, and the ability to work with other MAT providers in our 5 county region making MAT more available to participants who want to participate.

We are also looking into finding and hiring another person to perform home checks on RDWI Court participants in Ontonagon and Gogebic Counties. We have found that law enforcement home checks make a big impact on participants and compliance with the program.

What are some ongoing challenges that your program has been facing? Is there anything that SCAO staff could do to assist your program at this time?

An ongoing challenge for our program involves not having Detox centers locally. The closest Detox facility is Marquette (2 hours away) and they are normally filled up. Along with no local detox centers, we also lack residential treatment for women. We do not have a local residential treatment facility for women, the nearest is Marquette. We are able to get females admitted into residential treatment, but the distance is sometimes challenging, especially transportation there and back. We do have residential treatment facilities for men, however, sometimes availability is a challenge when they are full.

Our region does not have a half-way house (or similar) for participants if they do not have a safe/stable place to stay after getting out of either residential treatment, or un-safe living situations. We are working on finding safe/stable living for participants as one of our new goals, we do have resources and options for participants, but a half-way house or something similar would be a good resource for our area.

#### **Describe any modifications that have been made to your program in the last six months.**

Our program has not made any modifications in the last six months.

### **Additional Program Questions**

#### Goals

#### **Goal 1: Reduce drug use during program participation**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward the goal of reducing substance use during program participation by ensuring that each participant was alcohol tested every day for the first 90 days, and drug tested 2 times per week (or based on their specific needs), along with random tests. Our local law enforcement has been a major factor in our progress toward accomplishing this goal by performing home checks and doing random drug and alcohol testing. During this reporting period, our program administered an overall amount of 11,154 substance abuse tests (alcohol & drug) with 11,024 negative results, 122 positive results, and 8 excused tests. Our program's percent of positive tests for this reporting period was 1.09%. Our program's percent of negative tests for this reporting period was 98.83%.

During this reporting period, there was a total of 97 open cases in our program, out of those 97 open cases, 31 were new admissions and 31 were discharged. The average amount of tests per new admission was 185-200 tests. The average amount of tests for all open cases in this reporting period was 297-300 tests.

Our program utilizes a color code for random testing. The use of the color code ensures that each participant is being tested frequently and randomly during the week, also including weekends and holidays. On average, each participant received 10-20 tests per month (not including participants in Phase 1 who were alcohol tested every day for 90 days). Participants who are past Phase 1 sometimes are put back on the SoberLink for 30 days as a sanction (increased testing) for alcohol use. Participants on SoberLinks average 60-100 tests per month (alcohol and drug combined).

In this reporting period, all new admissions (31 participants) were admitted into substance abuse treatment. 17 participants successfully completed substance abuse treatment. 8 participants were admitted into residential treatment, and 6 participants successfully completed residential treatment.

In this reporting period, the average amount of 12 Step Meetings or Smart Recovery attended per participant was 58-60.

In this reporting period, the average number of Review Hearings attended per participant was 19-20.

Our program continues to work toward this goal by drug and alcohol testing each participant as often and random as possible.

## **Goal 2: Retain participants in the program**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward the goal of retaining participants in the program by getting each participant admitted into a treatment program as soon as possible, starting 12 Step Meetings or Smart Recovery immediately, and providing incentives when earned. The option of the Ignition Interlock for eligible participants has also provided us an opportunity to retain participants in our program.

On average, in this reporting period, participants who were admitted into our program entered substance abuse treatment within 4 days from being accepted into the program. 31 participants were admitted into substance abuse treatment, and 31 participants were successfully discharged from substance abuse treatment. An average amount of 15-16 substance abuse outpatient treatment contact hours were documented per participant, and a total average of 47-48 treatment contact hours per participant were documented including residential treatment.

12 Step Meetings or Smart Recovery is monitored by case managers. Participants are required to keep 12 Step Meeting attendance sheets and turn them into the case managers on a bi-weekly basis.

In this reporting period, an average of 58-60 12 Step Meetings or Smart Recovery were attended per participant.

In this reporting period, our RDWI Court program awarded 105 incentives to participants in our program. The incentives were in the form of gift certificates, reduced alcohol and/or drug testing, permission to travel, phase advancement, and small individualized rewards. Each

participant receives an incentive each time they complete a phase of our program. On average, each participant earned 1-2 incentives in this reporting period.

In this reporting period, 11 participants were operating their vehicles under the Sobriety Court Restricted License with an Ignition Interlock. All participants are aware that they must participate in our program to get a Sobriety Court Restricted License, and they must comply with program guidelines to keep the Ignition Interlock in their vehicle.

In this reporting period, 17 participants successfully completed the program, 4 participants absconded, 1 participant moved to a jurisdiction without a DWI Court program, 1 participant was discharged for a new offense, 1 participant was discharged as a result of death, and 7 participants were discharged for non-compliance.

Our program continues to work toward this goal by working to retain the short amount of time from acceptance to substance abuse treatment, start participants in 12 Step Meetings or Smart Recovery immediately, provide incentives when earned, and assist participants in the Ignition Interlock process.

**Goal 3: Reduce drug and alcohol related crime in the jurisdiction. (May not be applicable to family dependency courts).**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward the goal of reducing drug and alcohol related crime in the jurisdiction by admitting participants into our program as soon as possible, providing frequent drug and alcohol testing, immediate and continued substance abuse treatment, required 12 Step Meetings or Smart Recovery attendance, and sanctioning when appropriate.

In this reporting period, the average number of days from arrest to program entry was 40-50 days. The average number of days from screening to program entry was from 3 to 20 days.

New participants averaged 185-200 substance abuse tests in this reporting period, and all open cases averaged 297-300 tests (this includes SoberLinks which test 3x/day for each participant). The overall percentage of negative tests was 98.83%, and the overall percentage of positive tests was 1.09%.

The average number of days between program acceptance and admittance into substance abuse treatment was 4 days. An average amount of 15-16 substance abuse outpatient treatment contact hours were documented per participant. A total average of 47-48 treatment contact hours per participant were documented including residential treatment.

In this reporting period, an average amount of 58-60 12 Step Meetings or Smart Recovery were attended per participant.

Our program had a total of 46 sanctions in this reporting period amongst 28 participants. The sanctions included increased alcohol and/or drug testing, phase extension, writing assignments, verbal warning, community service, probation reporting increased, and jail. The sanctions resulted from failed drug and/or alcohol tests, missed review hearings, missed substance abuse counseling sessions and self-help meetings.

All participants who are accepted into our RDWI Court program are repeat substance abuse offenders. In this reporting period, 31 participants were accepted into our program. 1 participant was discharged for a new alcohol felony driving offense.

Our program continues to work toward this goal by aiming to reduce the number of days between arrest and program acceptance, provide more drug and alcohol testing, reduce days from program acceptance and admittance into substance abuse treatment, require immediate 12 Step or Smart Recovery attendance, and giving sanctions when appropriate.

**Goal 4: Alleviate congestion of court dockets.**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward the goal of alleviating congestion of court dockets by keeping an on-going partnership with local law enforcement, Judges, prosecutors, and court staff by ensuring that when an arrest is made, or when an arraignment is done, the team is notified of a possible participant. The possible participant is educated on the program and screened by a case manager for eligibility. After the arraignment and screening, the participant is sentenced to the RDWI Court program and is immediately scheduled for RDWI Court review hearings. This process has reduced continued court hearings that a normal process has produced in the past.

In this reporting period, the average amount of time between arrest and program entry was 40-50 days. The average amount of time between screening and program entry was 3-20 days.

In this reporting period, a total of 35 individuals were screened for our RDWI Court program. Out of the 35 screened, 31 were accepted into our program. Out of the 31 individuals accepted into our program, 2 were discharged for absconding, and 2 were discharged for non-compliance in this reporting period. The average number of days from arrest to screening was 30-37 days, and the average number of days from screening to program entry was 3-20 days. The average number of days between admission and the first review hearing was 2-14 days (they always attend the next scheduled review hearing, this average varies on when the participant was admitted into the program within those 14 days between hearings).

In this reporting period, 28 participants were sanctioned with a total of 46 sanctions given. The sanctions given to the participants reduced the amount of probation violation hearings that would have normally been scheduled on normal court dockets. Lengthy scheduling concerns, continued hearings, and scheduling conflicts were eliminated from District Court dockets for the sanctions administered at our RDWI Court review hearings.

An average of 19-20 RDWI Court review hearings were attended by each participant.

Our program continues to work toward this goal by frequent contact with law enforcement and court staff, conducting screenings as soon as possible, aiming to reduce the number of days between arrest and program entry, and giving sanctions when appropriate.

**Goal 5: Alleviate jail or detention overcrowding, if applicable.**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress towards the goal of alleviating jail or detention overcrowding by admitting 31 new participants into our program (normally no jail time up front unless required by statute), imposing community service in lieu of jail, only sentencing participants to jail if all other suitable sanctions have been exhausted, and jail time for new offenses.

In this reporting period, 46 sanctions were given amongst 28 participants. Out of the 28 participants sanctioned, 9 participants were sanctioned to jail for RDWI Court sanctions. A total of 37 days jail was served for RDWI Court sanctions. A total of 12 bench warrants were issued

for RDWI Court participants resulting in 2 participants discharged from the program for absconding.

In this reporting period, 7 sanctions of community service were given in lieu of jail with a total of 130 community service hours.

On average, each participant spent an average of 3 days jail on RDWI Court sanctions. Normal probation violation sentences average 30 days in jail, or probation revocation leaving the individual to serve the maximum jail term left on the convicted charge.

Our program continues to work toward this goal by working with local law enforcement and the court system to identify our target population, screen participants, accept them into our program if eligible, offer no upfront jail time, and only sanction to jail if all other sanctions have been exhausted.

#### **Goal 6: Retain participants in substance abuse treatment**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward retaining participants in substance abuse treatment by requiring participants to attend 12 Step Meetings or Smart Recovery, and substance abuse treatment. Being a large geographic region, our program has been networking with more substance abuse treatment providers within the different jurisdictions in our region. The participants have had the option to choose a provider who is geographically closer to them, making it easier for the participants to get to their sessions. Smart Recovery is offered in two counties in our region, and is also offered on the internet. Two of our treatment providers offer group counseling, and also provide a separate women's group. We also have a local domestic violence shelter who provides counseling and a women's support group. Our local community corrections program also offers an Inside/Out Program and Thinking Matters Program for RDWI Court participants. Our program has received positive feedback from participants on the group sessions and women's group sessions.

In this reporting period, 8 participants were admitted into residential treatment and 6 participants successfully completed residential treatment. As of 9/30/17, all 66 participants in our program were placed with a treatment provider attending either individual and/or group counseling sessions. An average of 15-16 treatment contact hours were documented per participant, and 47-48 treatment contact hours were documented including residential treatment.

An average of 19-20 RDWI Court review sessions were attended by each participant.

In this reporting period, 3 graduate questionnaires were returned to our RDWI Court (6 month-2; 12 month-1). Out of the 3 graduate questionnaires returned, all 3 graduates reported that they are still attending 12 Step Meetings or Smart Recovery.

Our program continues to work toward this goal by ensuring continued participant compliance with 12 Step Meetings or Smart Recovery requirements, and providing participants with the option of a treatment provider within a close geographical distance.

#### **Goal 7: Reduce child abuse and neglect, if applicable.**

N/A

## **Optional Goal 8**

### **Increase Employment Rate Amongst Non-Employed Participants**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward increasing employment rates amongst non-employed participants by providing frequent drug/alcohol testing, and providing local job match services. Because we have a large geographic region, but reduced population, job openings by word of mouth travel fast within our region. Many participants who are employed by larger employers share employment opportunities with other participants in our program. Police officers who do home checks on participants for our program have been thanked by participants for checking up on them and keeping them on the right track.

In this reporting period, a total of 11,154 substance abuse tests were done with an average of 1.09% positive and 98.83% negative results. Upon admission, 10 participants were unemployed, 2 were employed part time, 14 were employed full time, 1 was a full time student, and 4 were disabled. Among the 31 discharges in this reporting period, at the time of admission there were 7 unemployed, 9 part time, 10 full time, 2 not in labor force, and 3 disabled. Upon discharge, 8 participants were unemployed, 5 were employed part time, 14 were employed full time, 3 were disabled, and 1 was not reported.

Our program continues to work toward this goal by providing frequent drug/alcohol testing, and helping to provide local job match services.

## **Optional Goal 9**

### **Decrease Medical/Dental Health Concerns Amongst Program Participants**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward decreasing medical/dental health concerns amongst program participants by providing assistance in locating medical/dental providers, networking with medical/dental providers, requiring a signed letter from the medical/dental provider (including a list of health concerns, issues, and prescribed medications), and providing assistance in locating medical funding (Medicaid, Healthy Michigan, employment that offers medical insurance).

Our substance abuse treatment providers who work with our RDWI Court have been a major part in helping participants find medical funding. The providers help participants sign up for Medicaid, and help them with the process of finding other sources.

In this reporting period, upon admission 22.58% of participants had private insurance, 6.45% had Medicare, 35.48% had Medicaid, 12.9% had no insurance, and 19.35% was not reported.

Our program continues to work toward this goal by assisting participants in finding medical providers and funding.

## **Optional Goal 10**

### **Safe and Stable Living For Participants**

In this reporting period (4/1/17 - 9/30/17), our RDWI Court program has made progress toward providing safe and stable living for participants by providing assistance in filling out applications and/or forms from Michigan Department of Human Services, referring participants to local Domestic Violence Shelters, and providing effective substance abuse treatment.

In this reporting period, 1 new admission was homeless, 3 new admissions were dependent upon another person, 7 new admissions did not report their living situation, and 20 were independent.

One participant spent a significant amount of time in residential treatment, then moved to transitional, and was helped while in transitional by treatment providers to find safe and stable living once released from transitional. 4 participants who were dependent upon other people for their living situations were assisted by case managers, community organizations, and Michigan Department of Human Services to obtain safe and stable living. 1 participant was extensively helped by case managers, peer recovery coaches, and Michigan Department of Human Services to obtain a place to live that was safe and stable.

Our local Domestic Violence Shelter provides a women's support group and has been very beneficial for several of the female participants who live in abusive relationships. The shelter provides individual and group sessions and is open to any women in abusive relationships or lifestyles.

In this reporting period, the average number of substance abuse treatment contact hours was 15-16, and the average number including residential treatment was 47-48 contact hours.

Our program continues to work toward this goal by providing assistance, making referrals, and providing and monitoring substance abuse treatment.

#### Data Analysis

**Analyze your court's drug testing and sobriety days data. Do the provided averages seem accurate? Why or why not? Describe any recent changes to your drug testing protocols.**

The data provided for our RDWI Court's drug testing (444) is accurate as participants must take daily alcohol tests for the first 90 days of the program, plus at minimum 1-2 drug tests per week (average 114 tests in the first 90 days, or average 294 tests if on SoberLink as they submit 3 alcohol tests per day). After that, random tests (per color code) are required for phases 2, 3, & 4. Phase 5 is testing upon request and each time the probation officer, case manager, or law enforcement has contact. After Phase 1, the successful discharges averaged 12-15 tests per month (3-4 tests per week) until discharge.

The data provided for our RDWI Court's sobriety days (382) is accurate because our program is a 15 month long program (450) days. Out of the 17 participants who successfully completed, 1 participant lost sobriety days in Phase 1 for failing an alcohol test, 2 participants lost sobriety days in Phase 2 for failing alcohol tests (1 of those participants lost sobriety days 3 different times in Phase 2), and one participant lost sobriety days in Phase 3, 4, and 5 for failing alcohol tests. The other 13 participants successfully completed without losing any sobriety days.

Our RDWI Court Program has not had any recent or proposed changes to our drug testing protocol. All participants are required to submit 90 days of daily alcohol tests for the first 90 days of the program, and drug testing 1-2 times per week. The participants are put on a color code system and are randomly tested for Phases 2, 3, & 4 which includes week days, weekends, and holidays. Phase 5 testing us upon request. Participants are also alcohol tested each time they see the probation officer or case manager. Home checks are also done by local law enforcement, each time a home check is done, an alcohol test is given to each participant.

**Analyze the data provided to you on scheduled reviews and days in the program. Do the provided averages seem accurate? Why or why not? Are you planning any changes to the frequency of status reviews or program length?**

The data for our RDWI Court's scheduled reviews (34) is accurate because participants must attend a review hearing every 2 weeks for the first 2 phases (180 days), and 1 time per month for phases 3, 4, & 5 (270 days). On average, a participant should attend 12 review hearings in the first 6 months, and 9 review hearings for the last nine months. This would make a total of 21 review hearings for the whole program if the participant did not have any setbacks. Out of the successful completions, 5 participants were set back in the program, thus they would have attended more review sessions than a participant who did not have any setbacks. Some participant who are only required to attend 1 review session per month chose to attend both of the review sessions resulting in a higher number of scheduled review sessions.

The data provided for our RDWI Court's "days in program" (490) is accurate because our program is a minimum of 450 days, but can be a maximum of 720 days (24 months). Out of the 17 participants who successfully completed, 4 participants lost sobriety time throughout the program for failing alcohol tests, this set them back in their phase and extended their days in program. Also, 1 participant was moved back a whole phase for falsifying a 12 step attendance sheet. All participants must have 90 days of continuous sobriety to move onto the next phase of the program. All participants must also have 180 days of continuous sobriety to graduate from the program.

Our RDWI Court program does not plan to change the frequency of status review hearings or program length at this time.

**Analyze your court's treatment hours. Does the data seem accurate? Why or why not? How is your court determining individual treatment needs and levels? Describe any recent or proposed changes to the treatment component of your program.**

The data provided for our RDWI Court's treatment contact hours (39) seems somewhat accurate because most participants are meeting with their substance abuse treatment providers 1 time per week for the first and sometimes second phases. In the later phases of the program, treatment providers might meet with the participants 1 time per month, but is based on the individual participant's needs. Based on the data, the participants would have met with their treatment provider an average of 2-3 times per month. However, the data also seems somewhat inaccurate as some of our participants are meeting with their treatment providers 2 times per week for the first 1-2 phases of our program. Group sessions are frequently held immediately after review hearings, or on a scheduled night every week. Many participants attend both individual and group treatment sessions. For some participants (based on their individual SA treatment plan), the number provided may be accurate. The number provided for our court may also not be totally accurate as sometimes SA treatment providers, who do not directly work with our program, do not always get us treatment attendance reports on time, meaning some treatment contact hours may not get recorded into DCCMIS.

Our RDWI Court substance abuse counselors determine individual treatment needs and levels, and then discuss the treatment plans at our team meetings (every 2 weeks). The substance abuse treatment providers come up with the individual treatment plan and levels of treatment. It is up to the substance treatment provider to determine a change in the treatment plan. Treatment plans are reviewed monthly by the substance abuse treatment provider and the participant. Every

treatment plan differs based on the individual participant, one participant may benefit from a certain service, while another participant may not. Our team considers each available service in the region and bases treatment on availability, individual needs, and if any ancillary services would benefit the participant.

Our RDWI Court does not have any recent or proposed changes to the treatment component of our program.

**Analyze and describe your court's use of incentives and sanctions. Does your data seem accurate? Why or why not? Have you recently implemented any changes to your use of incentives or sanctions?**

Our RDWI Court awards each participant an incentive for each phase they successfully complete. Participants are also rewarded with applause and judicial praise for program compliance, such as attending required amount of 12 Step Meetings or Smart Recovery, or not missing any required alcohol/drug testing. Participants are also awarded with permission to travel if they are complying with program requirements. The incentives for phase advancement include gift certificates and small individualized rewards.

The data provided for our RDWI Court's Incentives (5) is accurate as each successful completion received a gift certificate for completing each phase of the program (1-4), and then graduated after the 5th phase and either received another gift certificate or individualized reward. However, as earlier mentioned, participants are also rewarded applause at each review hearing if doing well in the program and no sanctions at that hearing. Applause and judicial praise are awarded the most, but not always documented in DCCMIS.

Participants are sanctioned for non-compliance such as failing alcohol/drug tests, not attending required treatment sessions or 12 Step Meetings or Smart Recovery, missing review hearings, breaking curfew, and not being available for home checks. Sanctions include; verbal warnings, essays, increased testing, loss of sober days, phase time extension, community service, and jail. Jail is normally the last option when all other sanctions have been exhausted. Sanctions of jail are normally 3-5 days each time, if continued non-compliance, a gradual increase of 6-10 days may be ordered, but it is very unlikely to go over 3-5 days. The sanctions are determined on a case by case basis depending on the violation and the facts surrounding the violation.

The data provided for our RDWI Court's sanctions (1) is somewhat accurate for successful completions. Out of the 17 participants who successfully completed, 5 participants were sanctioned during program participation. Out of the 5 participants who were sanctioned, 2 participants had more than 1 sanction. Overall, the data on sanctions is somewhat accurate, but out of the successful completions, only 29% of them received sanctions while the other 71% did not receive any sanctions.

Our RDWI court program has not recently implemented any changes to our use of incentives and sanctions.

**Are you satisfied with your program's percentage of successful completions? Does it fall in line with your goals?**

Our RDWI Court is satisfied with our percentage of successful completions (56.7%). Based on the statewide data, our program falls within the range of successful completions for Hybrid programs. This percentage does fall in line with our goals, we have reduced substance use while in the program, retained participants in our program, reduced alcohol and drug related crimes,

alleviated congestion of court dockets, alleviated jail overcrowding, and retained participants in substance abuse treatment.

We continue to work toward our program goals, and we hope that our program has helped the participants who we could not retain in our program by giving them some tools to work with on their road to recovery.

- Used with permission from D97 and D98 Regional DWI Court Program

## Appendix G: Federal Reporting Examples

### Quarterly Program Report

**Report Quarter:\*** Quarter 2

**Drug Court Type:\*** Adult Circuit Court

### Section I - Grant Activities

#### Goals and Objectives\*

**Provide information regarding your program goals and objectives and explain your progress in accomplishing them this quarter.**

Goal 1: Reduce drug use during program participation: In Q1, 2,508 tests were conducted on 101 participants. The incidence of substance abuse was .3% (n= 8). The prevalence of substance use was 6.8% (n= 7).

Goal 2: Retain participants in the program: The retention rate average for open cases in Q1 was 342.32 days (n=101). The retention rate average for successful discharges in Q1 was 772.25 days (n=6), which is just slightly higher than typical. There was only one unsuccessful discharge this quarter and that participant was enrolled 284 days.

Goal 3: Reduce drug and alcohol related crime: In Q1, only one participant was arrested for a new offense (misd. DWLS) while enrolled in the program. Post program recidivism will be analyzed for the biannual progress reports.

Goal 4: Alleviate congestion of the court docket: Of the 101 open cases in Q1, 58.41% (n=59) were diverted into the program under a delayed sentencing plea agreement.

Goal 5: Alleviate jail overcrowding: The average number of jail days in Q1 was 17.07. The average sentencing guideline score among open cases is 11.5 months, clearly indicating that jail resources were alleviated. The percentage of participants with straddle cell and presumptive prison sentencing guideline scores was 23.76% (n=24). This is the first quarter since program inception that this percentage fell below our benchmark of 30%.

Goal 6: Retain participants in substance abuse treatment: The average number of treatment hours for open cases in Q1 was 27.44 (n=101). The average number of treatment hours for successful discharges in Q1 is 56.75, which is the highest average to date (n=6). There was only one unsuccessful discharge this quarter and that participant had a total of 41 treatment hours while enrolled.

#### Primary Target Population\*

**What is your primary target population? Provide number and percentage of total participants currently in your program who match your primary target population.**

This program currently targets felony offenders that are high risk and have Substance Use Disorder. 100% of our current participant population is within the target population.

**Modifications to Program\***

**Did any modifications to your program occur this quarter? (Target population, capacity, funding, personnel, etc.)**

A new Circuit Court Judge was appointed. The Judge has extensive treatment court training and was the founding member of the Sobriety Court. He plans to assist with our program.

**Major Activities Planned\***

**What major activities are planned for your program in the next six months?**

We are planning to divide the court sessions by gender because our court sessions have grown too long in length to be meaningful. The new Circuit Court Judge will assist with this task.

**Section II - Drug Court Case Management Information System (DCCMIS) Data Validation Information**

**Enter information below as of the date at the end of the current quarter.**

Number of Participants:\* 94



**Grant Tracking**

**Status Report: 02564 - 02**

**Grant:** 02564-FY 15 TEST  
**Status:** Editing  
**Program Area:** Office of Highway Safety Planning (OHSP) CFDA 20.601  
**Grantee Organization:** 100th Circuit Court  
**Program Manager:** Thomas Myers

**Instructions**

*Please complete this Program Income Verification to let us know if your program will collect program income this fiscal year.*

*Instructions for completing the Program Income Report and Verification can be found by clicking [here](#).*

*For a tutorial regarding completing the Program Income Verification, click [here](#).*

**Program Income Verification**

Mark as Complete | Go to Status Report Forms

A. "Program Income" means gross income earned by the grantee during the funding period as a direct result of the project. Federal funds received through a grant are NOT considered to be program income.

B. "Direct Result" means a specific act or set of activities which are directly attributable to grant funds and directly related to the goals and objectives of the project.

**If your grant project will NOT earn income, place a checkmark in the**

We (the Project Director and Financial Officer), by placing a checkmark within this box, hereby certify that the above-referenced grant does not earn income that can be defined as program income. We have placed our signatures below as certifications as such.

**Earn Program Income?\*** Yes  
**Project Director Name:\*** Jane Jones  
**Date:\*** 01/07/2015  
**Financial Officer Name:\*** Harvey Thompson  
**Date:\*** 03/10/2015

Last Edited By: Lauren Fetner, 03/10/2015



**Grant Tracking**

**Status Report: 02564 - 01**

**Grant:** 02564-FY 15 TEST  
**Status:** Editing  
**Program Area:** Office of Highway Safety Planning (OHSP) CFDA 20.601  
**Grantee Organization:** 100th Circuit Court  
**Program Manager:** Thomas Myers

**Instructions**

Instructions for completing the Program Income Report can be found by clicking [here](#).

For a tutorial regarding completing the Quarterly Program Report and Program Income Report, click [here](#).

**Program Income Report**

Mark as Complete | Go to Status Report Forms

NOTE: This report should reflect Program Income only related to this grant program.

**1. DEFINITIONS:**

A. "Program Income" means gross income earned by the grantee during the funding period as a direct result of the project. Federal funds received through a grant are NOT considered to be program income.

B. "Direct Result" means a specific act or set of activities which are directly attributable to grant funds and directly related to the goals and objectives of the project.

Does this program have program income, as defined within the Program Income Report Instructions? If No, please disregard the remainder; otherwise, please complete the following information:

**Program Income:\*** Yes

The amounts within this section should agree with the amounts reported for the ending balance on any prior report.

**Balance at Beginning of Quarter:** \$2,000.00

**Balance at End of Period** \$3,600.00

We (the Project Director and Financial Officer), by placing a checkmark within this box, hereby certify that Program Income has been expended on this program participants only.

**Verification:** Yes

**Program Income for Period & Year to Date**

The amounts reported within this section should correspond to the accounting records of the reporting agency. Furthermore, this section does not correspond to any federal funds received by the agency.

Row	Income for Quarter	Income YTD
Forfeitures	\$0.00	\$0.00
Fees	\$2,000.00	\$4,000.00
Interest	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Totals</b>	<b>\$2,000.00</b>	<b>\$4,000.00</b>

**Program Expenditures for Period & Year to Date**

The amounts reported within this section should correspond to the accounting records of the reporting agency. Do not include federal portions of grant expenditures.

Row	Expenditures for Quarter	Expenditures YTD
Grant Match	\$0.00	\$0.00
Equipment	\$400.00	\$400.00
Personnel	\$0.00	\$100.00
Other	\$0.00	\$0.00
<b>Totals</b>	<b>\$400.00</b>	<b>\$500.00</b>

Last Edited By: Lauren Fetner, 03/10/2015

**SCAO Office of Highway Safety Planning (OHSP) Grant  
Employee Time Certification**

For compliance with ADM-214 (4/2011) Michigan State Police Grants Management Section

<b>Grantee (Court Name)</b> 100 <sup>th</sup> Circuit Court	<b>SCAO Contract Number</b> 00999	<b>SCAO Project Numbers</b> AL-18-05
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This program does not have personnel charged to this grant. If box is checked, please disregard the remainder; otherwise, complete the following information.

**Reporting Period**

1st Period (10/1 - 3/31)       2nd Period (4/1 - 9/30)

The following percentage of time spent on the respective grant program for the reporting period specified is indicated below. This percentage is supported by time sheets and reflects actual work time.

GRANT PROGRAM	% OF TIME	DATES	
		FROM:	TO:
John Smith	50	10-01-2017	03-31-2018

**CERTIFICATIONS**

Employee has placed his/her signature below as certification of the above. Project Director or Supervisor places his/her signature below as concurrence of the above.

Employee Name	Employee Signature	Date
John Smith	<i>John Smith</i>	04-01-2018
Project Director or Supervisor Name	Project Director or Supervisor Signature	Date
Jane Jones	<i>Jane Jones</i>	04-01-2018

**AUTHORITY:** 1935 PA 59, as amended.  
**COMPLIANCE:** Mandatory  
**PENALTY:** Grant funds will be withheld if not returned to SCAO within 30 days of the end of the reporting period.

**BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT  
EMPLOYEE CIVIL RIGHTS TRAINING FORM**

An Employee Civil Rights Training Form must be completed and signed for each grant-funded employee or subcontractor within 90 days of grant contract acceptance or date of hire for new employees/subcontractors.

<b>Court Name</b> 100 <sup>th</sup> Circuit Court	<b>Grant Contract Number</b> 000999
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As a condition of accepting Byrne JAG funding, all grant-funded employees and subcontractors are required to receive periodic training at least once every contract year regarding the responsibility to comply with applicable federal civil rights laws in their capacity as recipients of federal funds. The State Court Administrative Office is required to provide each awarded agency with the link to the Office of Civil Rights (OCR) training modules, found on OCR's website at: <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.

By signing this form, I certify that I have viewed the OCR training modules.

Employee or Subcontractor Name John Smith	Employee or Subcontractor Signature <i>John Smith</i>	10-01-2013
Project Director or Supervisor Name Jane Jones	Project Director or Supervisor Signature <i>Jane Jones</i>	Date 10-01-2013