**Pre-Trial Diversion Project Narrative Table**

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| **Topic** | **Description** | **Response/Explanation** |
| Structure of the program | Describe the type and structure of the pre-trial diversion program. Also, provide a list of the titles or roles of the diversion program team (e.g. judge, coordinator, district attorney, etc.). |  |
| Referral process | Explain the referral process including at what point potential participants are referred to the program and who is allowed to make a referral. |  |
| Screening and assessment process | Explain the process, including what tools are currently utilized for screening and assessment and who administers those tools. How are both the criminogenic risk and needs of clients assessed? All tools utilized must be validated. |  |
| Eligibility requirements | Provide specifics on the program eligibility requirements and how eligibility is determined. |  |
| Admission process | Describe the program admission process including who makes the final admission decision. Explain whether program participation is mandatory or voluntary. Provide any specifics on factors that can lead to a denial of admission. |  |
| Target population | Describe the characteristics of the target population, as well as whether program participants over the most recent year fit the target population. Incorporate data from the report provided by the BJIA. |  |
| Current capacity | Explain the current program capacity, including both how many participants the program can support at any given time, as well as maximum annual capacity. Also provide specifics on how many participants are in the program at the current time and how program participation has compared to program capacity. In other words, is there more demand for the program than available capacity (resulting in waitlists), is the program operating at or near capacity or is it functioning significantly below capacity? Incorporate data from the report provided by the BJIA. |  |
| Length and progression of the program | Describe how participants progress through the program. What is the average length of the program for those who successfully complete the program? Incorporate the data from the report provided by the BJIA. |  |
| Diversion plan | Explain how the diversion plan is developed to meet individual participant needs and circumstances, as well as the needs of the community. Include how the diversion plan is developed, who oversees the diversion plan, and how participants are matched with services based on their risk/needs. |  |
| Completion requirements | Describe the requirements for “successful program completion.” What percent of participants have successfully completed the program over the past year? Incorporate the data from the report provided by the BJIA. |  |
| Termination | Explain the criteria utilized for termination decisions and how termination decisions are processed. What percent of participants were terminated from the program over the past year? Incorporate the data from the report provided by the BJIA. |  |
| Evaluation | Explain whether the program has ever, or plans to have, an external evaluation completed. If so, explain who will conduct the evaluation and what the evaluation will address. |  |