**Problem-Solving Courts Project Narrative Table**

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| **Topic** | **Description** | **Response/Explanation** |
| Structure of the court | Describe the type of court (e.g. Drug court, OWI court, Veterans Court, etc.) and the court structure, including items such as whether it is pre- or post-plea, whether alternative to revocation admissions are accepted, etc. Also provide a list of the titles or roles of the problem-solving court 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 court 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 a waitlist), 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 phases of the program | Describe the process of phase advancement in the program, including the number of phases, approximate length of each phase, and how participants progress from one phase to another. What is the average length of the program for those who successfully complete or graduate? Incorporate the data from the report provided by the BJIA. |  |
| Case management process | Provide an overview of how case management is handled within the program, including how the case plan is developed, who oversees the case plan, and how participants are matched with services based on their risk/needs. |  |
| Community supervision | Provide an overview of how community supervision is handled within the program and how this is integrated with the program process and requirements. |  |
| Treatment | Describe how treatment is handled within the program, including which agency or organization provides treatment services. Describe how treatment services are consistent with evidence-based practices in substance abuse and mental health treatment, as determined by the Department of Health Services. |  |
| Process for randomized drug testing | Describe the process utilized to ensure drug testing is random. How often does testing occur throughout the duration of the program? |  |
| Incentives and sanctions | Explain the structure of incentives and sanctions utilized in the program to address program compliance. Provide specifics on the options for both incentives and sanctions utilized in the program. |  |
| Graduation requirements | Describe the requirements for “successful program completion” or graduation. What percent of participants have successfully completed the program over the past year? Incorporate the data from the report provided by the BJIA. |  |
| Termination process | 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. |  |