**TAD Diversion Program Project Design Table**

**County/Tribe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please select the program type that best categorizes your diversion program.**

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| **Program Type:** | □ Pre-Charge Diversion □ Pre-Charge/Post-Charge Diversion □ Post-Charge Diversion/Deferred Prosecution  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*\*One Project Design Table must be completed for each program receiving TAD funding\*\***

Please complete the tables below to provide a thorough description your program operations. Where applicable, indicate how the program elements adhere to evidence-based practices, using the [Wisconsin Diversion Standards](https://cjcc.doj.wi.gov/sites/default/files/initiative/WI%20Diversion%20Standards%20FINAL%20DRAFT.pdf), drafted by the Evidence-Based Decision Making Subcommittee.

**\*\*\* Please pay close attention to the different sections and answer all of the questions in each section \*\*\***

**Program Oversight**

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| **Topic** | **Question** | **Response/Explanation** |
| CJCC | Briefly explain the structure, mission/values, and overall function of the local Criminal Justice Coordinating Council (CJCC) or similar oversight body. Be specific on how the CJCC supports the current program operations, including how often they meet and decisions they make as it relates to the program. |  |
| Team Members | Provide a list of the titles or roles of the diversion team (e.g. judge, coordinator, district attorney, etc.). Please also indicate if there are positions from disciplines that are currently vacant or do not attend the meetings. |  |

**Program Design**

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| **Topic** | **Question** | **Response/Explanation** |
| Program Structure | Indicate the **specific type of diversion program being funded** and **clearly describe how the program is structured**, including:   * Pre- or Post-charge? * Deferred Prosecution Agreement? * People already on DOC supervision are accepted or not? * Services provided and required? * Supervision activities with participants? * Benefit received for successful completion? * Any other relevant program components |  |
| Referral process | Describe how the referral process currently operates, including but not limited to the following questions:   * Who can make a referral? * At what point in the process are referrals made? * What is the average wait from referral to program admission? * Are there any concerns about the functionality of the current referral process? |  |
| Target population | Describe the characteristics of the target population, including risk level, and how this program intends to meet the needs of this population.   * How does the program plan to ensure equal program access to all demographics? |  |
| Eligibility Requirements | Provide specifics on the program eligibility requirements and how eligibility will be determined. Also address how the eligibility requirements adhere to the TAD Statute, outlined in [Wisc. Stat. 165.95](http://docs.legis.wisconsin.gov/statutes/statutes/165/95). |  |
| Equity & Inclusion | Explain how the program will:   * Ensure equal program access to all eligible individuals? * Work to identify underserved populations and take actions to improve representation of these groups in the program. |  |
| Screening and Assessment Process | Explain your program’s screening and assessment process.   * Do you have a separate process for both screening and assessment? * Does the screening/assessment occur before or after the referral? * What tools are used in each process and who administers each tool? * How will both the criminogenic risk and needs of clients be assessed? * What risk and need level(s) will be targeted for program participation? |  |
| Admission Process | Describe the program admission process, including who makes the final decision and factors that may lead to a denial of admission.   * Is the program mandatory or voluntary? * Are there any disciplines that can fully determine or block a person’s participation in the program? * If so, which discipline? * Describe the practices in place to ensure objective admission decisions are made? |  |
| Length of the Program | Describe how participants will progress through the program.   * What is the anticipated average length of time spent in the program for those who are successful? * What are the program requirements/ expectations that participants need to meet before progressing? * Is there a graduated sanction process in place? |  |

**Program Supervision and Monitoring**

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| **Topic** | **Question** | **Response/Explanation** |
| Case Plan & Management Services | Provide an overview of how the diversion plan will be developed to meet the individual needs and how case management services will be administered, including:   * List the program conditions that participants could be required to meet (i.e. reporting requirements, UAs, employment, education, etc.)? * How and who will determine individual program conditions? * Who is responsible for developing the case plan, how often will it be updated and who will oversee it? * How will program participation be monitored? * Who will oversee the participants’ progress through the program? |  |
| Services (including Treatment) | Describe how services are delivered, including which agency or organization provides the services.   * List all treatment curricula used by the treatment providers. * Are the treatment options consistent with evidence-based practices? * How will participants be matched with services based on their risk/needs level? |  |
| Community Supervision | Provide an overview of how community supervision is handled within the program.   * Does your program accept participants who are on community supervision? * If so, how is collaboration with DOC handled and what role do they play with the team/program? |  |
| Process for Randomized Drug Testing | Describe the process utilized for drug and alcohol testing.   * How is randomization ensured? * How often does testing occur throughout the duration of the program? * Who is responsible for collecting specimens? * Are all drug tests directly observed? |  |
| Completion Requirements | Describe the requirements for “successful program completion” and how this will be reported to the prosecutor & defense counsel. |  |
| Termination Process | At what point is termination considered and how is the final termination decision determined? Describe that process and how this information is reported to the prosecutor and defense counsel. |  |

**Program Specifics**

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| **Topic** | **Question** | **Response/Explanation** |
| Frequency of Meetings | Do you have regular meetings to discuss your diversion program operations and/or staff participant progress? How often does this group meet and who attends? Who does not attend? |  |
| Incentives, Sanctions and Response to Violations | Explain how incentives and sanctions are handled in the program to modify participant behavior.   * List specific incentives and sanctions utilized in the program. * Who is authorized to offer an incentive? * Who is authorized to impose a sanction? * What approach will be taken to respond to program violations? * How are incentives and sanctions tracked? |  |
| Program Fees | Are there fees associated with program participation? If fees are charged:   * What is the amount of the fee? * What are the fees being used to support? * When are the fees charged? * Are participants evaluated on their ability to pay program fees and are alternatives offered? * Are program fees a barrier to admission, phase advancement or phase advancement or program completion? |  |
| Program Capacity | Discuss the capacity of the program. Incorporate baseline or local program data if available.   * How many participants are currently being served in the program? * What is the capacity of the program? * What is the anticipated maximum annual capacity? |  |

**Program Evaluation**

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| **Topic** | **Question** | **Response/Explanation** |
| Performance Measurement | All data is collected in the Comprehensive Outcome, Research, and Evaluation (CORE) Reporting System through DOJ.  Describe how program data has been analyzed and what changes have been made to the program based on performance measurement data. |  |
| Evaluation | Explain whether the program plans to have a process, outcome, or impact evaluation completed, in addition to the overall TAD evaluation conducted by DOJ. Indicate who will conduct the evaluation and what it will cover. |  |