**Pre-Booking Diversion Pilot Program**

**2021 Project Design Table**

**Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete the following table to describe your program operations. You may use the information from your previously completed Project Design Table, but some of the questions have changed slightly so please be sure to answer all of the questions. Also, highlight any changes you have made to your program since last year. Where applicable, indicate how elements of the program are supported by evidence-based practices.**

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| **Topic** | **Description** | **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. |  |
| Program Structure | Fully describe the structure of the pre-booking diversion program, including, but not limited to the following components:   * Set-up of the program and the how it operates * Referral types accepted (e.g. self, Law Enforcement contact, etc.)? * What screening and assessments are conducted to determine eligibility? * When are screening and assessments completed during the referral and admission process? * Role of the coordinator and case management activities w/ participants * How and when are treatment services involved/recommended? * How does the participant progress through the program? |  |
| Team Members | Provide a list of the titles or roles of the diversion program team (e.g. coordinator, law enforcement, district attorney, etc.). |  |
| Team Meetings | How often are team meetings held to discuss program operations and improvements? |  |
| Target population | Describe the characteristics of the target population and how this program is intended to meet the needs or issues of the target population. |  |
| Referral process | Thoroughly explain the referral process, including, but not limited to:   * At what point are potential participants referred to the program? * Who is allowed to make a referral? * Who receives the referral? |  |
| 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? * How is the decision made to admit or deny a referral to be admitted? |  |
| Length and progression through the program | Describe how participants progress through the program.   * What is the average length of the program for those who successfully complete? * What are the requirements at the different stages in the program? * How do participants progress through the program? |  |
| Treatment & Community Services | Explain what community and/or treatment services are used/offered for program participation. Including:   * What risk/needs assessment tool is used in the program? * How are participants matched to services based on their risk/needs assessment? * What treatment agencies are utilized by the program for treatment services? * Does the treatment provider use evidence-based treatment curricula?   Discuss other community resources used to support participants, such as housing assistance, mental health services, employment or educational services, etc. |  |
| Monitoring and Response to Violations | Describe how program participation is monitored and who is responsible for tracking program compliance of the participants. Include the approach that is taken to respond to violations of program requirements. |  |
| Completion requirements | Describe the requirements for “successful program completion” and the legal benefit for completing the program. |  |
| Termination | Explain the criteria utilized for termination decisions and how the decision is processed and reported. Is there an appeals process available for participants facing termination? |  |
| Evaluation | Describe who is responsible for data collection and evaluation for the program. Attach a copy of the most recent data analysis report for the program. |  |

**Pre-Booking Diversion Program’s Goals & Objectives**

Using the table below, identify the goals and objectives of this program.

Keep in mind that goals and objectives should be SMART (specific, measurable, attainable, realistic, and time-bound).

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| **Goals** | **Objectives** | **Activities** | **Measures of Impact/Outcome** |
| *What are the long-term goals of the program/court?* | *What are the steps or intermediate goals that will support achievement of the long-term goals?* | *What is the program doing or what services are being delivered to meet the program goals & objectives?* | *What measures will be used to determine whether or not the program is meeting the goals and objectives?* |
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