

VETERANS TREATMENT COURT PLANNING INITIATIVE POLICIES AND PROCEDURES MANUAL

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STEERING COMMITTEE

The committee should be comprised of executive level personnel from each agency to facilitate the process, to expeditiously resolve issues and to provide buy-in at the upper echelon, so that later committees with non-executive level personnel will be comprised of people who are confident that the Head of each agency has made Veterans Treatment Court (VTC) a priority mission. The committee should have a clear purpose; roles of members defined and meet on a regular basis.

PLANNING TEAM

The working group of people to carry out the daily tasks involved in planning the VTC program. The group should meet regularly as a team and also with the steering committee.

MISSION STATEMENT

A brief statement developed by the VTC team that reflects the purpose of Veteran Treatment Court.

GOALS AND OBJECTIVES

Goals are general statements about what you need to accomplish to meet your purpose, or mission, and address major issues facing the Veteran Treatment Court.

Objectives are specific activities or action steps to implement each goal. Exactly what you will attempt to accomplish for whom and in what time period – set of measurable situations, which when achieved will satisfy need.

STRUCTURE/MODEL

Identifies the type of adjudication process for your VTC, i.e. post-plea, diversion, etc.

TARGET POPULATION

Those offenders with characteristics, which the VTC team has identified, to involve in the VTC program. Include the risk and need level for target population and include the incentive (“carrot) to enter the program.

ELIGIBILITY CRITERIA

The guidelines used to identify and enter offenders into the VTC program.

DISQUALIFICATION CRITERIA

The guidelines which are used that make an offender ineligible for the VTC program.

ENTRY PROCESS

This is the process by which the VTC program moves offenders from arrest to treatment/program entry. Create a flow chart

PHASES

TERMINATION CRITERIA

GRADUATION CRITERIA

Phases are the steps identified by the VTC team which clients must progress through to complete the VTC program.

Termination Criteria are the guidelines used to unsuccessfully release an offender from the VTC program.

Graduation Criteria is the guidelines used to identify how offenders can successfully complete the VTC program.

INCENTIVES AND SANCTIONS

Incentives are responses to compliance, perceived as positive, by the receiver.

Sanctions are the imposition of a consequence, perceived as negative by the receiver, as a direct result of a prohibited activity.

TREATMENT PROTOCOL

The type of substance abuse treatment model that will be used to treat the VTC participants. Include the who, what, when, where and frequency.

SUPERVISION PROTOCOL

The type of supervision/case management model that will be used to supervise/monitor the VTC participants. Include the who, when, where and frequency.

TESTING PROTOCOL

The type of alcohol and drug screening model that will be used to test the VTC participants. Include the type (i.e. swab, patch, urine, breath, etc.) and when, who, where and frequency.

EVALUATION DESIGN

Evaluation must be tailored to the political and organizational context of the program to be evaluated. It typically involves assessment of one or more of five program domains: (a) the need for the program, (b) the design of the program, (c) the program implementation and service delivery, (d) the program impact or outcomes, and (e) program efficiency. Evaluation requires an accurate description of the program performance or characteristics at issue and assessment of them against relevant standards and criteria.

MEMORANDUMS OF UNDERSTANDING

These are written agreements with other agencies or organizations for services and coordination.

ETHICS AND CONFIDENTIALITY

This is your written statement outlining your confidentiality and ethical considerations.