Orientation Webinar for BJA Drug Court Grantees

WELCOME

Tuesday, February 9th, 2016
2:00 – 3:30PM Eastern Time
Orientation Webinar for BJA Drug Court Grantees

Tim Jeffries
Policy Advisor for Substance Abuse and Mental Health Drug Court Discretionary Grant Program
Bureau of Justice Assistance

Timothy.jeffries@usdoj.gov
Office 202 616 7385
Orientation Webinar for BJA Drug Court Grantees

Agenda

Welcome
Tim Jeffries

BJA Drug Court Grant Program
Overview
Tim Jeffries

Introducing BJA’s Program Managers
Tracy Lee-Williams, Mark Kline, Kerri Vitalo-Logan, Gemee Joyce, Virginia Hernandez

Grant Expectations:
Tracy Lee-Williams
Michael Williams

PMT Data Reports
Elizabeth Wain

BJA’s Training and Technical Assistance Providers
Overview
Tim Jeffries

American University
Caroline Cooper,

Center for Court Innovation
Aaron Arnold, Dennis Reilly

Tribal Law and Policy Institute
Jerry Gardner, Lauren Van Schilfgaarde

National Drug Court Institute
Carolyn Hardin

Resource Page Information
Tim Jeffries

Questions and Summary
Tim Jeffries/Caroline Cooper
Orientation Webinar for BJA Drug Court Grantees

- Mission and Goal of BJA to Reduce Crime and Promote Public Safety
- Who we are within DOJ/OJP/BJA (Programs, Policy and Planning)
- BJA’s Strategic Plan
  
  https://www.bja.gov/About/BJAStrategicPlan.pdf
Orientation Webinar for BJA Drug Court Grantees

- Goals of the Adult Drug Court Discretionary Grant Program
- Federal Consortium of Partners
- BJA’s Annual Drug Court Grantstat Protocol
- Resources and Technical Assistance Collaborative
Orientation Webinar for New Drug Court Grantees
BJA’s Drug Court Team

Tracy Lee-Williams

Kerri Vitalo-Logan

Gemee Joyce

Mark Kline

Virginia Hernandez
Award Acceptance

- An official award document is a legally binding contract with the federal government that must be accepted, dated and signed by the current authorized representative or designee.
- Special conditions may be attached to an award for financial and/or programmatic issues requiring resolution.
- Program-specific special conditions may be applied based on the individual needs, goals and objectives of each grantee.
Grant Payment Request System (GPRS)

GPRS is the method for requesting payment of award funds. It is an online system that allows you to view your active award balances and history of draw downs to date.

You can access GPRS at https://grants.ojp.usdoj.gov/gprs.

Some benefits of the GPRS:

- Ability to view and print a transaction history for an award
- Summary of award information
- Hold amount
- Ability to cancel pending payment request
- Secure individual login
# Grant Adjustment Notice (GAN)

## Grant Adjustment Notice

<table>
<thead>
<tr>
<th>Budget Modification</th>
<th>Change Project Period</th>
<th>Partial Hold or Freeze Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Auth Rep/POC</td>
<td>Change Scope Program Office Approvals</td>
<td>Release Withholding of Funds</td>
</tr>
<tr>
<td>Recipient Name Change</td>
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### Reporting Requirements

<table>
<thead>
<tr>
<th>Performance Measurement Tool</th>
<th>Quarterly Reporting Due: Within 30 days of each quarter</th>
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</thead>
<tbody>
<tr>
<td>GMS Progress Report</td>
<td>Semi-Annual Reporting Due: January 30\textsuperscript{th} and July 30\textsuperscript{th}</td>
</tr>
<tr>
<td>GMS Financial Status Report</td>
<td>Quarterly Reporting Due: Within 30 days of each quarter</td>
</tr>
</tbody>
</table>
Monitoring

Desk reviews include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, as well as grantee performance.

Enhanced Programmatic Desk Reviews (EPDRs) allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

On-Site Monitoring Visit
Grant managers go on-site to meet with the grantee to discuss specific issues related to implementation of the program, observe grant activity, and assess planned versus actual progress.
Award Closeout

There are two types of closeouts: Standard and Administrative.

**Standard Closeout** occurs with the consent and participation of both the recipient and OJP, and follows the standard procedures. Recipients initiate a standard grant closeout for an award that has no open audit exceptions and no open site visits.

- The recipient may initiate a standard closeout at any time prior to 90 days after the end of the grant. Generally, standard closeouts are submitted for the following three reasons:
  - The recipient has met programmatic and financial requirements, and it is 90 calendar days after the end date of the grant;
  - The recipient has completed the project requirements of the grant and has expended all grant funds in advance of the end date of the grant; or
  - The Federal appropriation has expired.

**Administrative Closeouts** are initiated by OJP to resolve administrative matters or to close non-compliant recipients. OJP may initiate an administrative closeout with or without the consent of the recipient.
Welcome to OJP's Funding Resource Center. Whether you're looking for a funding opportunity or need an overview of OJP's grant process, the Center provides you with access to the information you need.

Updates

OJP QMB Uniform Guidance Resources
(Effective 12/25/2014)

Grants.gov Maintenance and Outage Schedule

Explore

Current Funding Opportunities
Past Funding Opportunities
Solicitation Requirements
OJP Program Plan
OJP Award Data

Apply

Grants 101
OJP Grants Overview
Frequently Asked Questions
2015 DOJ Grants Financial Guide
2014 OJP Financial Guide
Other Application Requirements

Implement

OJP Grants Overview
Post-Award Instructions
GMS Training and Technical Assistance

Can't find the information you need? Contact us.

Financial Questions?
For financial questions regarding your award, contact the Customer Service Center at 1-800-458-0786 (TTY 202-616-3867), by email, or access the Financial Guide.

Grant System Questions?
Contact the Grants Management System (GMS) Help Desk at 202-514-2024 or by email.
BJA Drug Court Team
Contact Information

Tracy Lee-Williams
State Policy Advisor
202/514-1499 (office)
202/598-7442 (cell)
Email: Tracy.Lee-Williams@usdoj.gov

Kerri Vitalo-Logan
State Policy Advisor
202/353-9074 (office)
202/598-7407 (cell)
Email: Kerri.Vitalo-Logan@usdoj.gov

Mark C. Kline
State Policy Advisor
202/514-9537 (office)
202/598-1718 (cell)
Email: Mark.Kline3@usdoj.gov

Gemee Joyce
State Policy Advisor
202/514-6134 (office)
202/598-9442 (cell)
Email: Gemee.Joyce@usdoj.gov

Virginia Hernandez
State Policy Advisor
202/616-5910 (office)
202/598-7508 (cell)
Email: Virginia.Hernandez@usdoj.gov
BJA’s Drug Court Webinar

Grants Financial Management

Presented by: Michael Williams
Financial Management Systems must be able to record and report on the:

- Receipt;
- Obligation; and
- Expenditures of grant funds
To Calculate Match:

\[
\text{Award Amount} = \text{Adjusted} \times \text{Recipient's Share} = \text{Required Match}
\]

Ex: Federal Amount = $75,000
75/25 Match
$75,000 = $100,000 Adjusted Project Cost
75%

$100,000 \times 25\% = $25,000 Required Match
Four Basic Types of Questioned Costs:

1) **Expenditures Adequately Supported**
   - Proper Documentation

2) **Costs Specifically Not Allowed**
   - Necessary, Reasonable, Allocable

3) **Costs Not Authorized**
   - Not Included in Approved Budget

4) **Costs Deemed Excessive**
   - Prudent Person Test
AUDIT REQUIREMENTS

- 2 CFR Subpart F applies to all non-Federal entities

- Thresholds $750K or more expended during the FY - Single Audit required

- Audit Report - due nine (9) months after end of FY

- Submit online to Federal Audit Clearinghouse (FAC)

- $15,000 or more in questioned costs must be included in the Single Audit report
Electronic Access for the OJP Financial Guide via Internet

http://www.ojp.usdoj.gov/financialguide
Performance Measurement Tool (PMT)

Training for Drug Court Grantee Reporting

Presented by:
Elizabeth “Liz” Wain
## PMT Reporting Schedule—Drug Court

<table>
<thead>
<tr>
<th>Type of Data Required</th>
<th>Reporting Period</th>
<th>PMT Due Date</th>
<th>Upload to GMS?</th>
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<tbody>
<tr>
<td>Program Performance Measures</td>
<td>January 1–March 31</td>
<td>April 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>April 1–June 30</td>
<td>July 30</td>
<td>YES July 30</td>
</tr>
<tr>
<td>&amp; Narrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>July 1–September 30</td>
<td>October 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>October 1–December 31</td>
<td>January 30</td>
<td>YES January 30</td>
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</table>
PMT Reporting Schedule

✓ Quarterly:
  ▪ Grantees are required to enter data for program performance measures in the PMT every 3 months.
  ▪ They have 30 days after the end of the reporting period to enter the data.
  ▪ They are encouraged to create a report for their records after each quarter’s data entry.

✓ Semiannually:
  ▪ Drug Court grantees are required to answer the narrative questions for the previous 6 months of activity. They then must submit a GMS Report from the PMT to BJA as an attachment to the Progress Report through the GMS.

✓ Closeout:
  ▪ Grantees are required to answer the narrative questions for the previous months of activity since their last PMT report submission to the GMS.
  ▪ Grantee are required to answer the Court and Criminal Involvement questions for the entire grant period. They then must submit a PMT Final Report to BJA as an attachment to the Final Progress Report through the GMS.
Step 1: Log In

Step 2: Profile

Step 3: Information and Resources

Step 4: Federal Awards

Step 5: General Award Information
   a. Operational (Answer "Yes" to Question #1: Was there grant activity?)
   b. Not Operational (Answer "No" to Question #1)

Step 6: Data Entry
   a. Performance Measures
   b. Narrative

Step 7: Create a Report
   a. User Feedback Form
   b. GMS Report
Data Entry—Performance Measures

- **General Award Information**
  - Grant Activity? Yes/No
  - Is this your last time reporting in the PMT before closing out your grant?

- **Program Characteristics**

- **Participant-Level Measures**
  - Screening and Program Intake by Race and Ethnicity
  - Risk/Needs Assessment
    - [NOTE: Please report for new participants only.]
  - Number of Drug Court Participants Receiving Services by Race and Ethnicity

- **Completion and Judicial Interaction**
  - Successful Completion/Graduation
  - Program Length
  - Unsuccessful Exits

- **Alcohol and Substance Involvement** (i.e., Drug and Alcohol Testing)

- **Court and Criminal Involvement**
  - Post-Program Criminal Involvement
    - [NOTE: These questions are to be answered at the close of your grant.]

- **7 Narrative Questions**
Create a Report

After you complete data entry in the PMT, and create a report:

You may ‘Add Comments’ to the GMS Report OR in your response to the 7 Narrative questions in the PMT Final Report, to further explain the data reported during the reporting period.

- ‘Export to PDF’.
- Save to your computer.
- Upload the file as an attachment to progress reports in the GMS in January, July, and at the close of the award.
**Program-Level Key Measures**

<table>
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<tr>
<th>Location</th>
<th>Screened</th>
<th>Eligible</th>
<th>Admitted</th>
<th>Graduation Rate</th>
<th>Positive Alcohol/Drug Test</th>
<th>In-Program Recidivism</th>
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</thead>
<tbody>
<tr>
<td>Urban (N=93)</td>
<td>15,477</td>
<td>9,912</td>
<td>6,539</td>
<td>3,190</td>
<td>5,316</td>
<td>1,003</td>
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<tr>
<td>Suburban (N=39)</td>
<td>4,760</td>
<td>4,128</td>
<td>1,495</td>
<td>785</td>
<td>2,998</td>
<td>165</td>
</tr>
<tr>
<td>Rural (N=46)</td>
<td>2,607</td>
<td>1,793</td>
<td>1,071</td>
<td>580</td>
<td>1,103</td>
<td>242</td>
</tr>
<tr>
<td>Tribal (N=8)</td>
<td>321</td>
<td>167</td>
<td>109</td>
<td>23</td>
<td>80</td>
<td>17</td>
</tr>
<tr>
<td>Overall</td>
<td>23,165</td>
<td>16,000</td>
<td>9,214</td>
<td>4,578</td>
<td>9,497</td>
<td>1,427</td>
</tr>
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</table>

**BJA Drug Court Program Performance Reports**

- Drug Court Implementation
  [https://www.bja.gov/Publications/DrugCtImplementation_PPR_09-12.pdf](https://www.bja.gov/Publications/DrugCtImplementation_PPR_09-12.pdf)

- Drug Court Enhancement
Resources

- PMT Web Site: https://www.bjaperformancetools.org
  - Webinar trainings, performance measure grids/questionnaires, user guides, FAQs, and helpful links

- PMT Help Desk:
  - Monday–Friday 8:30 a.m.–5:30 p.m. EST
  - Toll-free number: 1-888-252-6867
  - E-mail: bjapmt@csrincorporated.com
Orientation Webinar for BJA Drug Court Grantees

BJA’s Training and Technical Assistance Providers
BJA Drug Court Technical Assistance Project
American University, School of Public Affairs

CAROLINE S. COOPER, DIRECTOR

Research Specialists:
Genevieve Citrin
Steven Collins
Monica Fuhrmann
Kerwin Henderson
Kevin Stewart
Geoffrey Wickes

Office Coordinator
Kierra Zoellick
Office-Based and On-Site Services

Overall Goal: To promote both short and long term effectiveness of drug court programs through adherence to the *Ten Key Components* and use of evidence based practices relating to:

- Screening and assessment of eligible participants
- Planning and delivery of evidence-based treatment and related services
- Ensuring adequate aftercare/recovery support services
- Protection of constitutional and other legal rights
Office-Based Services

- Website with extensive reference materials on drug court operations, including:
  - Sample program manuals, forms, MOU’s, participant handbooks,
  - Caselaw, statutes and Court Rules (please see: www.american.edu/justice)

- Promotion of networking and information sharing among drug court programs through:
  - Multiple listservs for use by practitioners on topics of interest to drug court practitioners
  - “Frequently Asked Questions” series compiling experience and perspectives of drug court programs on emerging issues/situations being encountered
  - Planning/conduct of interactive web meetings of peers to discuss issues of mutual interest
  - Facilitation of conference calls among programs addressing common issues

- Telephone and email assistance by staff on a wide range of issues programs are encountering

- Preparation of Summary Compilations of relevant research and other findings regarding drug courts (including recidivism, cost/benefit and other outcomes)

- On-going dissemination of materials of direct relevance to drug court program operations (e.g., findings regarding treatment services, caselaw, etc.)

- Conduct of interactive webinars on areas of common technical assistance need
On-Site Services

- Structured assessments of drug court (including Mental Health Court, Veteran Court, DUI/DWI Court) program services policies, and operations by multi-disciplinary teams of drug court practitioner-experts within framework of Key Components, including follow up written reports summarizing observations and supporting recommendations

- Assistance with strategic planning, program design/improvement through focused site meetings tailored to the desired outcomes of the individual program-recipient of services

- Follow up services to promote technical assistance recommendation implementation

- Focused training on areas of identified need (e.g., team functioning; quality assurance; MIS development, including adaptation of the Buffalo MIS software, etc.)

- Planning/conduct of hosted visits to jurisdictions for possible replication/adaptation of promising strategies
Specific Services To Grantees

Contact with each local program that is a BJA Grantee (Implementation, Enhancement, BJA/SAMHSA, Statewide Category B)

- Structured telephone conference call with each drug court judge & coordinator regarding grant goals, implementation status and current issues being addressed
- Follow up site visits to all Implementation Grantees and to other grantees requesting/needing follow up site services

On-going communication with BJA grantees to promote achievement of grant goals and program effectiveness over the long term
Special Initiative to Support Veterans Courts

- Completed 2015 survey of the field to identify drug courts serving veterans
  - As formal veterans courts
  - As tracks within existing drug courts
  - As a component of general drug court services

- Developing specialized assistance to address:
  - Common issues being encountered
  - Operational gaps noted (e.g., identifying veterans, etc.)

- Specialized listserv to promote information sharing and Veterans Treatment Court progress

- Greatly expanding available information on the operations of Veterans Courts and the special issues they are addressing
Coordination with BJA and Other BJA and SAMHSA Training & Technical Assistance Providers

- Observations and recommendations relating to technical assistance and training needs of drug court programs
- Dissemination of relevant information compiled
- Review of BJA and SAMHSA PMT information provided by grantees to disseminate information on common issues being encountered and promising strategies being developed
Procedure for Requesting Technical Assistance

✓ Email: justice@american.edu

✓ Telephone: 202/885-2875

For Office Based Assistance: brief note regarding
(1) Information desired or issue(s) to discuss with; and
(2) Contact information for follow up

For Site Services: Letter from the Drug Court Judge describing
the nature of T.A. requested and contact information for follow
up by staff to further discuss the request for site services.
Center for Court Innovation
BJA Statewide Drug Court Training and Technical Assistance Program

Aaron Arnold  Dennis Reilly  Annie Schachar  Precious Benally  Karen Otis  Janelle Cotto
Statewide Drug Court TTA

- Strategic planning
- Institutionalizing evidence-based practices
- Fidelity reviews
- Innovation
- National Drug Court Online Learning System
- Publications
Support the development of statewide strategic plans that address:

- Fidelity to the drug court model
- Statewide training strategy
- Effective state-level partnerships
- Allocation of resources
- Statewide data collection and evaluation
Evidence-Based Practices

Statewide implementation of evidence-based practices, including:

- Medication-Assisted Treatment
- Moral Reconation Therapy
- Validated risk-need assessments
Fidelity Reviews

► Assist with the development of a statewide fidelity review strategy
  ▪ State-level certification
  ▪ Peer review
  ▪ Self-assessment and blended learning
Innovation

► Combining evidence-based practices with cutting-edge innovation
  - Teleservices
  - Restorative justice
National Drug Court Online Learning System

► Online training platform for adult drug courts, family treatment courts, veterans treatment courts, and more
► Video lessons by subject matter experts
► Practitioner interviews
► Virtual site visits
► Resource library
► www.drugcourtonline.org
Drug Detection Methods (6:55)

Presented by: Paul Cary, M.S.
Director, Toxcoology and Drug Monitoring Laboratory, University of Missouri Health Care System

Click here to download the PowerPoint slides for this course in PDF format.

Lesson progress
Progress: 50%
Completion rules completed: 0 out of 1

Unit operations
1. Print unit
2. Open unit in popup window
Publications

Practitioner-friendly publications on timely topics.

Young Participants in Adult Drug Courts
Practitioner Perspectives
by Dennis Reilly and Corey Calabrese

The Future is Now
Enhancing Drug Court Operations Through Technology
by Annie Schachar, Aaron Arnold and Precious Benally
Contact

Aaron Arnold
Director of Treatment Court Programs
Center for Court Innovation
(646) 386-3242
arnolda@courtinnovation.org
Tribal Law and Policy Institute
Training and Technical Assistance for Tribal Healing to Wellness Courts

On and Off-Site Technical Assistance
National and Regional Trainings
Wellness Court Resources/Publications

Home.tlpi.org
Onsite Technical Assistance (TA)

TLPI can provide onsite TA, at no cost to the team, to facilitate Wellness Court implementation and enhancement including:

- Review Team Roles and individual responsibilities
- Assess team compliance with ten key components
- Assist in drafting Policies and Procedures, Participant Handbook, etc.
- Review the Court’s Incentives and Sanctions; Legal Issues; etc.

Onsite TA Requests at: www.WellnessCourts.org
Call TLPI office at: (323) 650-5467 and/or send email to wellness@tlpi.org
Wellness Court Training

• National and Regional trainings throughout the year:
  – Healing to Wellness Court Track at
    • Annual NADCP Conference (June 1-4, 2016, Anaheim, CA)
    • Michigan Treatment Court Conference (March 15-16, 2016, Grand Rapids, MI)
    • Wisconsin Treatment Court Conference (March 21-23, 2016, Madison, WI)
  – Annual Tribal Healing to Wellness Court Enhancement Training (September 2015, Albuquerque, NM) (enhtraining.tlpi.org)

www.WellnessCourts.org
Wellness Court Publications

TRIBAL HEALING TO WELLNESS COURTS: THE KEY COMPONENTS

2nd Edition
May 2014

TRIBAL HEALING TO WELLNESS COURTS: THE POLICIES AND PROCEDURES GUIDE

November 2015
WellnessCourts.org

Features of the website include:

- The Tribal 10 Key Components;
- Publication Series;
- Webinar Series;
- Tribal-Specific Research;
- Federal Funding Announcements;
- Listing of all Healing to Wellness Courts;
- Subject-Matter specific Wellness Court Resources.
Tribal Law and Policy Institute

Training and Technical Assistance for Tribal Healing to Wellness Courts

Jerry Gardner, Executive Director
Lauren van Schilfgaarde, Tribal Law Specialist
8235 Santa Monica Blvd. Ste. 211
West Hollywood, CA 910046
(323) 650-5467
wellness@tlpi.org
www.WellnessCourts.org
BJA Grantee Webinar

Training Resources Overview

Carolyn Hardin
Chief of Training and Research
2016 Annual Training Conference and Vet Court Con – Anaheim, CA on June 1-4

- 25 Different Drug Court tracks/ 300 Sessions
- Skill building
- Onsite Technical Assistance
- Veteran Mentor Corps Boot Camp
On-Demand Training

• Subject Matter
• State Conferences
• Regional
• Local
Education

• Mentor Courts
  – 10 Adult Courts
  – 4 Veterans Treatment Courts
  – 4 Academy Courts
Online Training Courses

- Essential Elements of Adult Drug Courts
- Treating and Supervising Meth Addicts
- Transitioning New Judges into Drug Court
- Law Enforcement in Drug Court
- Medication Assisted Treatment
- Overdose Reversal Medication
Your Resource

Carolyn Hardin, Statewide and On-Demand Training
chardin@nadcp.org
# Resources

## OFFICE OF JUSTICE PROGRAMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Bureau or Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Jeffries</td>
<td>Policy Advisor</td>
<td>Bureau of Justice Assistance</td>
<td>202/616-7385</td>
<td><a href="mailto:Timothy.Jeffries@usdoj.gov">Timothy.Jeffries@usdoj.gov</a></td>
</tr>
<tr>
<td>Kerri Vitalo-Logan</td>
<td>State Policy Advisor</td>
<td></td>
<td>202/353-9074</td>
<td><a href="mailto:Kerri.Vitalo-Logan@usdoj.gov">Kerri.Vitalo-Logan@usdoj.gov</a></td>
</tr>
<tr>
<td>Vanessa Cunningham-West</td>
<td>Criminal Justice Research Associate</td>
<td>CSR, Incorporated (contractor for BJA)</td>
<td>202/307-1441</td>
<td><a href="mailto:VWest@csrincorporated.com">VWest@csrincorporated.com</a></td>
</tr>
<tr>
<td>Mark C. Kline</td>
<td>State Policy Advisor</td>
<td></td>
<td>202/514-9537</td>
<td><a href="mailto:Mark.Kline3@usdoj.gov">Mark.Kline3@usdoj.gov</a></td>
</tr>
<tr>
<td>Gemee Joyce</td>
<td>State Policy Advisor</td>
<td></td>
<td>202/514-6134</td>
<td><a href="mailto:Gemee.joyce@usdoj.gov">Gemee.joyce@usdoj.gov</a></td>
</tr>
<tr>
<td>Elizabeth Wain</td>
<td>Training and Technical Assistance Task Lead</td>
<td>PMT Help Desk</td>
<td>1-888-252-6867</td>
<td><a href="mailto:bja@csrincorporated.com">bja@csrincorporated.com</a></td>
</tr>
<tr>
<td>Tracy Lee-Williams</td>
<td>State Policy Advisor</td>
<td></td>
<td>202/514-1499</td>
<td><a href="mailto:tracy.lee-williams@usdoj.gov">tracy.lee-williams@usdoj.gov</a></td>
</tr>
<tr>
<td>Virginia Hernandez</td>
<td>State Policy Advisor</td>
<td></td>
<td>202/616/5910</td>
<td><a href="mailto:Virginia.Hernandez@usdoj.gov">Virginia.Hernandez@usdoj.gov</a></td>
</tr>
<tr>
<td>Michael Williams</td>
<td>Staff Accountant</td>
<td>Office of the Chief Financial Officer</td>
<td>202/305-2584</td>
<td><a href="mailto:Michael.Williams4@usdoj.gov">Michael.Williams4@usdoj.gov</a></td>
</tr>
</tbody>
</table>
## Resources

### TRAINING/TECHNICAL ASSISTANCE PROVIDERS

<table>
<thead>
<tr>
<th>Provider</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>American University</td>
<td>Caroline Cooper/Steve Collins</td>
</tr>
<tr>
<td>BJA Drug Court Technical Assistance Project</td>
<td>Telephone: 202/885-2875</td>
</tr>
<tr>
<td>School of Public Affairs</td>
<td>Email: <a href="mailto:Justice@american.edu">Justice@american.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ccooper@american.edu">ccooper@american.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:scollins@american.edu">scollins@american.edu</a></td>
</tr>
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<td></td>
<td><a href="http://www.american.edu/spa/jpo">www.american.edu/spa/jpo</a></td>
</tr>
<tr>
<td>Center for Court Innovation</td>
<td>Aaron Arnold/Dennis Reilly</td>
</tr>
<tr>
<td></td>
<td>Telephone: 646/386-5914</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:arnolda@courtinnovation.org">arnolda@courtinnovation.org</a></td>
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<td><a href="mailto:reillyd@courtinnovation.org">reillyd@courtinnovation.org</a></td>
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<td>Tribal Law and Policy Institute</td>
<td>Jerry Gardner/Lauren Van Schilfgaarde</td>
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<td>Telephone: 323/650-5467</td>
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<td>Email: <a href="mailto:jerry@tlpi.org">jerry@tlpi.org</a></td>
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<td><a href="mailto:Lauren@tlpi.org">Lauren@tlpi.org</a></td>
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<td>National Drug Court Institute</td>
<td>Terrence Walton/Sonya Harper/Carolyn Hardin</td>
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<td>Telephone: 571/384-1868</td>
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<td>National Drug Court Resource Center</td>
<td>Email: <a href="mailto:TWalton@nadcp.org">TWalton@nadcp.org</a></td>
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OJP Funding Resources Link: http://www.ojp.usdoj.gov/funding/
2014 Financial Guide (Revised June 2014)
U.S. Department of Justice, Office of Justice Programs, office of the Chief Financial Officer.

Program Performance Reports
(Compilation of the PMT report information grantees provide quarterly)

Implementation Grantees of the Adult Drug Court Discretionary Grant Program, October 2012-March 2013

Joint/Enhancement Grantees of the Adult Drug Court Discretionary Grant Program, October 2012-March 2013

National Institute of Justice Resource Links:
http://www.nij.gov/topics/courts/drug-courts/Pages/measures-evaluation.aspx
http://www.nij.gov/topics/courts/drug-courts/Pages/research2practice.aspx
Orientation Webinar for BJA Drug Court Grantees

Questions?