

Agency Name: [Collin County](#)
Grant/App: [2570902](#) **Start Date:** [9/1/2013](#) **End Date:** [8/31/2014](#)

Project Title: [Specialized Drug Courts Coordinator](#)
Status: Application Pending Submission

Profile Information

Applicant Agency Name: [Collin County](#)
Project Title: [Specialized Drug Courts Coordinator](#)
Division or Unit to Administer the Project: [366th District Court and 296th District Court](#)
Address Line 1: [2100 Bloomdale Road](#)
Address Line 2: [Suite 30146](#)
City/State/Zip: [McKinney Texas 75071-8318](#)
Start Date: [9/1/2013](#)
End Date: [8/31/2014](#)

Regional Council of Governments(COG) within the Project's Impact Area: [North Central Texas Council of Governments](#)
Headquarter County: [Collin](#)
Counties within Project's Impact Area: [Collin](#)

Narrative Information

Primary Mission and Purpose

The Drug Court Program supports projects that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code.

Funding Levels

The anticipated funding levels for the Drug Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award – None
- Match Required - None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

Note: *If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

Program Requirements

** The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.*

Preferences

Preference will be given to:

1. mandated drug courts under Texas Health and Safety Code, §469.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Drug Court Program Requirements

Drug Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following ten (10) essential characteristics of drug courts noted below and codified in Texas Health and Safety Code §469.001 to be eligible for funding.

Ten Essential Characteristics

Describe in detail how your program meets each of the 10 essential characteristics of a drug court.

Integration of Services – The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Collin County currently has 4 drug courts – Felony, Veterans, Misdemeanor, and Juvenile – coordinated by either a District Court or County Court of Law and the appropriate County probation (adult or juvenile) department. While each program is specific to its target population, all of the drug courts are composed of de-escalating levels of supervision, frequent drug testing, out-patient treatment, and regular meetings with the drug court judge and multidisciplinary team.

Following program assessment, a participant undergoes a substance abuse evaluation conducted by an independent, certified substance abuse counselor and an individualized treatment plan is developed. Participants must comply with assessment recommendations and probation terms prior to program graduation. Non-compliance may result in progressive sanctions, probation revocation, incarceration and/or termination from the program.

Non-Adversarial Approach – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

For each of Collin County's 4 drug court programs, the participant is introduced to the drug court program pre- or post-adjudication and is advised, with the assistance of an attorney and with the consent of the District Attorney, that the program is available.

The primary mission of the drug court program is to help the participants achieve and maintain sobriety, and all efforts are directed to that end. The drug court team meets weekly (biweekly for the Veterans program) and minimally consists of Drug Court Judge, Court Coordinator, probation officer, Assistant District Attorney, defense attorney, law enforcement officer, and a treatment provider. The ADA's role is to promote public safety, while the defense attorney protects the participant's due process rights. If a participant is facing a motion to revoke because of a new offense or failure to follow program requirements, a different judge hears the motion with the DA and defense counsel fulfilling their duties to the public and the participant.

Prompt Placement – Early identification and prompt placement of eligible participants in the program.

Each of the County's drug courts operate either pre- or post- adjudication and accept participants based on their specific target audience and court requirements. For example, the Veterans Court accepts veterans charged with a criminal offense whose military service-related brain injury, mental illness or mental disorder is identified as a

substantial factor in the commission of the offense. However, the juvenile court accepts teens between the ages of 14 to 17 years and 3 months who exhibit a need for intensive out-patient or in-patient substance abuse treatment and have a caring adult willing to actively participate in the program.

In all 4 programs, the accused is notified of the existence and provided with information for the program no later than his/her first appearance. In the felony program, a letter is mailed to recently arrested felony DWI offenders detailing the program's existence and benefits. Additionally, the judges attend local Bar meetings and explain the benefits for clients entering the program; prosecutors include entering the program as alternative to detention in some cases; and, the probation departments review cases to determine if an individual should be considered for the appropriate drug court program. Once the offender understands the program requirements and agrees to participate in the program, mental health and/or substance abuse evaluations are conducted as quickly as possible, individualized plans are developed, and treatment is started.

Access – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Each of the 4 drug court programs provides a continuum of alcohol, drug and other related treatment services for participants based on their individual needs. For example, the Veterans Treatment Court provides psychiatric services for participants, while the Juvenile Court provides classes for the participant's parents/guardians. In all the programs, the participant will likely be required to complete intensive, out-patient treatment, which may include group, individual, or family counseling. Additionally, participants are provided with referrals to community resources – corrective thinking classes, repeat offender education programs, victim impact panel discussions, domestic violence programs, 12-step programs, social services, etc. - as needed.

If the need indicates, participants may be referred to in-patient or out-patient treatment services with Grace to Change. Indigent participants may be provided these services at no cost through Grace to Change. Non-indigent participants with health insurance are required to pay for their own counseling and treatment.

Abstinence Monitoring – Monitoring of abstinence through weekly alcohol and other drug testing.

Participants in all Collin County drug court programs are drug tested frequently and randomly – at least weekly, with many requiring daily testing especially during the early phase of the program. Directly observed urine samples are collected at both random and scheduled times and are submitted for urinalysis to a contract laboratory with a short turnaround time. Additionally, some participants wear a drug test patch and/or a SCRAM (Secure Continuous Remote Alcohol Monitor) bracelet, and many are required to have a deep lung device installed on their motor vehicle. Drug testing frequency lessens as the participant progresses in the program and is promoted to different levels of supervision.

Compliance Strategy – A coordinated strategy to govern program responses to participants' compliance.

In each drug court program, the respective Program Team reviews and discusses each participant's program progress weekly (biweekly for the Veterans program). Reports cover a range of topics including school/education, employment, rule violations, and urinalysis results.

Any failure to comply with the program requirements is addressed, and progressive sanctions are imposed. Sanctions are based on a written matrix and may include detention, additional community service, changes to probation requirements, and, as a last resort, termination from the program.

If all reports are positive, the juvenile receives encouraging feedback during court meetings and may look forward to program advancement. Special incentives, such as community service waivers or early release from the program, may be offered for complying with all rules.

Judicial Interaction – Ongoing judicial interaction with program participants.

While the program length varies, each of the 4 drug court programs consist of 3 phases and requires frequent, e.g., weekly, meetings with the Judge and the other members of the Program Team during the first phase (60-90 days). As the participant progresses, meetings become less frequent, usually biweekly during the second phase (3-6 months) and then once per month during the final phase (3-6 months) of the program.

At each meeting, the Judge facilitates information exchange between the participant and the team. The Judge inquires about program progress including completion of required treatment, education, and family matters. Any issues and areas for improvement are communicated. If everything is satisfactory, the Judge praises and compliments the participant.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

All Collin County drug court programs utilize criminal justice and probation software to keep track of the participants' personal information, progress, and to evaluate the Program's goals and effectiveness. Data is collected and analyzed for trends for each program and across all programs. Additionally, the Juvenile Drug Court participants complete a program evaluation upon graduation. The Program Team formally assesses the program on an annual basis, as well as informally through continuous feedback during each program meeting.

Education – Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

The core team members of each Program Team have been trained in drug court operations, participate in continuing education, review current research and publications, and attend state and national training events and conferences, as feasible. Most are members of the National Association of Drug Court Professionals and the Texas Association of Drug Court Professionals.

Partnerships – Development of partnerships with public agencies and community organizations.

Each drug court program is a collaborative effort between the respective judicial jurisdiction and the age-appropriate probation department, who provides intensive supervision and drug testing. Each program also works with local law enforcement and detention centers for sanctions and, in some cases, referrals. In addition, the programs coordinate with non-profit organizations and private businesses for mental health and substance abuse counseling and treatment, as well as community services. The Juvenile Drug Court program also coordinates with schools in the area. The programs utilize community resources whenever appropriate and necessary, and continue to develop a network of resources for participants.

Drug Court Program Requirements

General Approaches

- Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

Select all that apply:

☒ Pre-adjudication

☒ Post-adjudication

☐ Reentry

☐ Civil

☐ N/A

Observation

The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one drug court staffing session and hearing, in Texas, prior to program implementation.

Policies and Procedures

The drug court will develop and maintain written policies and procedures for the operation of the program.

Information Sharing

The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

Jurisdiction

Provide the name of the court administering the Drug Court program (e.g., *999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court*). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

[366th Judicial District Court \(Felony DWI/Drug Court\)](#); [296th Judicial District \(Veterans Treatment Court\)](#); [417th Judicial District \(Juvenile Drug Court\)](#); [County Court at Law #5 \(Misdemeanor DWI/Drug Court\)](#)

Drug Court Date

If the Court has commenced operations, provide the date that the Court was established.

Enter the date [mm/dd/yyyy]:

[10/1/2009](#)

Drug Court Type

- Adult - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- Family - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- Juvenile - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).
- Veterans - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.

Select the type of drug court that will be operated:

☒ Adult

☐ Veterans

☐ Family

☐ Juvenile

☐ N/A

Will the drug court accept **DWI offenders**?

☒ Yes

☐ No

☐ N/A

Presiding Judge

The presiding judge of a drug court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

[366th – Ray Wheless, 972-548-4574, \[rwheless@co.collin.tx.us\]\(mailto:rwheless@co.collin.tx.us\) 296th](#); [John Roach, Jr., 972-548-4409, \[jroach@co.collin.tx.us\]\(mailto:jroach@co.collin.tx.us\) 417th](#); [Cyndi Wheless, 972-548-4658, \[cwheless@co.collin.tx.us\]\(mailto:cwheless@co.collin.tx.us\)](#)

Drug Court Coordinator

Enter the name, phone number and email address of the Drug Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a coordinator is appointed.

Note: The Drug Court Coordinator usually monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, prepares and oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court.

[D. Todd Hill, Specialty Drug Courts Coordinator, 214-491-4806, \[dthill@co.collin.tx.us\]\(mailto:dthill@co.collin.tx.us\)](#)

Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

Has the drug court ever applied for **federal funding**?

- ☒ Yes
- ☐ No
- ☐ N/A

Has the drug court ever received **federal funding**?

- ☒ Yes
- ☐ No
- ☐ N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

\$34,670 Juvenile Accountability Incentive Block Grant 09/01/2012 to 08/31/2013. Any funds will be used for program improvements for the Juvenile Drug Court Program.

\$57,780 OOG Criminal Justice Division Edward Byrne Memorial JAG Program 09/01/2012 to 08/31/2013. Any funds from this application will be used to continue the position funded by the previous year's award and implement a drug court participant tracking software. This application is a continuation request of these funds.

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

[Cynthia Jacobson](#)

Enter the Address for the Civil Rights Liaison:

[2300 Bloomdale Road, Suite 4117 McKinney, TX 75071](#)

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

[\(972\) 548-4606](#)

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Drug Court Program Solicitation.

☒ I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target. Enter your problem statement:

Substance abuse and mental illness frequently occur together, and a complex relationship exists between mental illness and substance abuse. Drug abuse can cause a mental illness; mental illness can lead to drug abuse; and/or drug abuse and mental disorders can both be caused by other common risk factors.

Individuals with substance abuse and/or mental health disorders are far more likely to have increased contact with law enforcement. Court dockets across the country are backlogged with non-violent offenses committed by persons with substance abuse and mental health disorders; and traditional punishment methods have not proven successful or kept pace with the number of new offenses. Within in the criminal justice system, the incidence of offenders with substance abuse and/or mental health disorders is disproportionately high. Left untreated, these individuals have an increased risk of escalating social problems, violence, and more serious criminal activity.

Drug and treatment court programs, by providing treatment and counseling, intensive supervision, and graduated sanctions and incentives, work better to reduce recidivism and re-establish productive citizens translating to exponential benefits for the community. As a result of the positive results of drug and treatment courts, Judges in Collin County have implemented four specialized (juvenile, veterans, misdemeanor, and felony) court programs. These programs provide individualized drug, alcohol, and mental health treatment based on professional assessments, and other rehabilitative, social, and educational services as needed.

The specialized courts are coordinated by the respective judicial Court Coordinators, who are also responsible for the daily administration of courts hearing civil, criminal, family, and probate cases. As such, they are limited in the number of drug court participants they can manage. With weekly (biweekly for the Veterans program) meetings, frequent drug testing, and regular treatment, the management of drug court participants is intensive and time consuming. Additionally, drug court participant tracking and record keeping are currently manual processes across several software platforms, which add further restrictions to the program's capacity. In an effort to expand these beneficial programs, the courts jointly request financial assistance to continue funding a full-time Specialized Courts Coordinator and implement an integrated software solution for accurate and efficient participant tracking.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Collin County's population increased 65.2% since 2000; correspondingly, substance abuse and alcohol-related offenses have also increased. The number of narcotics cases investigated by the Sheriff's Office increased by 130%, and narcotics arrests increased by 75% from 2007 to 2011. In 2011, there were 503 DUI-related crashes and 11 fatalities, accounting for 5% of the total crashes and 28.2% of crash-related fatalities. Over the past decade, the juvenile probation drug offense referral caseload has increased 94% from 121 to 235 referrals. Additionally, Teen Court case citations for drug- or alcohol-related offenses have increased 106% with an overall 25% increase in cases indicative of substance abuse or mental health disorders since 2009.

Juveniles (28.3%) and veterans (5.2%) account for a third of the county population and are special cases for substance abuse or mental health disorders. Research has shown that approximately 20% of juveniles meet the criteria for a lifetime substance abuse or mental health disorder associated with severe role impairment and/or distress, and approximately 8 - 10% of US teens meet the criteria for having a serious emotional disturbance. These national statistics parallel data obtained by Collin County Teen Court. Left untreated, juveniles with substance abuse or mental health disorders frequently feed into the adult justice system. For veterans, brain injuries and disorders, such as post-traumatic stress disorder (PTSD), may be a substantial factor in substance abuse and criminal activity. Studies of previous military veterans returning from conflicts abroad have found that 42% had engaged in at least one act of violence and 92% had committed at least one act of verbal aggression in the preceding year. Additionally, a large number of veterans succumb to substance abuse to cope with PTSD; among men with PTSD, 52% abuse alcohol and 35% abuse drugs.

Sources

1. "Collin County QuickFacts." State and County QuickFacts. US Census Bureau, 10 Jan 2013. [Accessed Jan 18, 2013]. <http://quickfacts.census.gov/qfd/states/48/48085.html>

2. "Annual Activity Report." Collin County Sheriff's Office, 1999 – 2011.
3. Precinct Tracking Logs. Collin County Teen Court, 2007 – 2012.
4. Collin County Juvenile Probation Services reports, 2000 – 2012.
5. Collin County Juvenile Detention Center reports, 2000 – 2012.
6. Merikangas KR, He JP, Burstein M, et. al. Lifetime prevalence of mental disorders in US adolescents: Results from the National Comorbidity Study-Adolescent Supplement (NCS-A). J Am Acad Child Adolesc Psychiatry. 2010 Oct; 49(10): 980-989.
7. Najavits, L. PTSD 101 – PTSD and Substance Abuse. National Center for PTSD, US Department of Veterans Affairs, 1 October 2009. [Accessed 3 Feb 2012]. <http://www.ptsd.va.gov/>
8. "Texas Motor Vehicle Crash Statistics." Texas Department of Transportation, 19 Jun 2012. Web. [Accessed Jan 18, 2013]. www.txdot.gov/txdot_library/drivers_vehicles/publications/crash_statistics/default.htm

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Collin County has an established Community Plan. This project addresses the problems of "Traffic/Population Growth" and "Special Criminal Justice Services" in the Law Enforcement/Criminal Justice System section of the Collin County Criminal Justice Plan, 2008.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

The mission of the specialized court programs is to promote community safety by providing access to substance abuse and mental health treatment and intensive supervision services to reduce drug and alcohol usage, family violence, and offender recidivism; foster a positive environment of change in the community; and help repeat offenders become healthier, law-abiding citizens.

The goal of this project is to increase the specialized court programs capacity in Collin County and provide access to more persons with substance abuse and/or mental health disorders.

1. Increase specialized courts capacity by 58%.
2. Increase eligibility assessments by 75%.
3. Increase cumulative enrollment by 60%.
4. 60% of enrolled program participants complete program/graduate.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

The Specialized Courts Coordinator did not begin until a few weeks ago; however, we anticipate to stay on track to increase the drug court participation as specified in last year's application.

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Substance abuse and alcohol-related offenses in Collin County have increased with the 65.2% population increase since 2000. The number of narcotics cases investigated by the Sheriff's Office increased by 130%, and narcotics arrests increased by 75% from 2007 to 2011. In 2011, there were 503 DUI-related crashes and 11 fatalities. Juveniles (28.3%) account for a large portion of the county population, and juvenile probation drug offense referrals have increased 94% during the past 10 years, while Teen Court case citations for drug- or alcohol-related offenses have increased 106% since 2009. Additionally, the veteran population (5.2%) continues to increase with an equivalent increase in veteran criminal offenses resulting from brain injuries, mental illness, or PTSD. And while traditional punishment methods have not proven successful or kept pace with the number of new offenses, specialized drug and treatment court programs work to reduce recidivism and re-establish productive citizens translating to exponential benefits for the community.

As a result of the positive results of drug and treatment courts, Judges in Collin County have implemented four specialized (juvenile, veterans, misdemeanor, and felony) court programs. These programs provide individualized drug, alcohol, and mental health treatment based on professional assessments, and other rehabilitative, social, and educational services as needed.

However, the specialized courts are coordinated by the respective judicial Court Coordinators, who are also responsible for the daily administration of courts hearing civil, criminal, family, and probate cases. As such, they are limited in the number of drug court participants they can manage. With weekly/biweekly meetings, frequent drug testing, and regular treatment, the management of drug court participants is intensive and time consuming. Additionally, drug court participant tracking and record keeping are currently manual processes across several software platforms, which add further restrictions to the program's capacity. In an effort to expand these beneficial programs, the courts jointly request financial assistance to continue funding a full-time Specialized Courts Coordinator and implement an integrated software solution for accurate and efficient participant tracking.

The Specialized Courts Coordinator will efficiently manage all four Collin County drug court programs using participant tracking software integrated with the County's current criminal justice and probation case management systems. The goal of this project is to increase the specialized court programs capacity from 60 to 95 and provide 35 more persons with access to these beneficial programs. These programs require participants to undergo intensive treatment and counseling, submit to frequent supervision and random alcohol and/or drug testing, make frequent appearances in court, and be closely monitored for program compliance. This type of voluntary and vigorous treatment program addresses the underlying causes of criminal offenses, holds offenders accountable for their behavior, and enforces the development of skills for becoming law-abiding citizens.

Project Activities Information

Drug Courts

Does your project have a Steering Committee that helps direct and enhance your court's operations?

☒ Yes

☐ No

☐ N/A

List the members of your project's treatment team and describe their role in supporting the participants.

For the Felony DWI/Drug Court Team: Shannon White works for Grace to Change in McKinney, Texas. Ms. White attends all Team staffing meetings and court sessions. She provides input concerning all participants, their progress, and sanctions and rewards. Hank Wich works for Life Path Systems of Collin County and provides drug and alcohol counseling for the participants and mental health counseling. In addition, the services of the VA Hospital in Bonham, Texas, will be utilized as a resource to help provide mental counseling and treatment for the Veterans Treatment Program participants. Melissa Kale, LCSW, serves as the VA liaison and helps coordinate treatment and performs intake for all VA candidates.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

366th Felony DWI/Drug Court – Coordinator case load = 25, Probation Officer = 35;
296th Veterans Treatment Court – Coordinator case load = 25; Probation Officer = 25;
417th Juvenile Drug Court – Coordinator case load = 25, Probation Officer = 15 x2 on Program Team;
CC@Law 5 Misdemeanor DWI/Drug Court – Coordinator case load = 25, Probation Officer = 25

Provide your project's policy on drug testing participants.

The probation departments coordinate participant drug tests (aka UAs), and participants may be placed on a daily call in schedule. The samples are provided under observation on either on a random or scheduled basis and are analyzed by an independent, contracted laboratory. Diluted or missed UAs are considered positive. Additionally, many participants wear a drug test patch and/or a SCRAM (Secure Continuous Remote Alcohol Monitor) bracelet for body sweat testing and are required to have a deep lung device installed on their motor vehicle or in their home. Participants that test positive for illegal substances receive a sanction.

Describe the process you will use to determine your project's effectiveness.

Currently, Collin County drug court programs utilize Odyssey software to keep track of the participants' personal and criminal case information and two separate probation software packages - Corrections Software Solutions for adults and Case Worker for juveniles - for drug testing, treatment, and other supervision requirements. Data is collected by each program on an Excel spreadsheet and then compiled for trend analysis, individually and comprehensively, across all programs. If awarded, integration of current probation and criminal software platforms will greatly improve drug court participant tracking to provide comprehensive record keeping and reporting to include UA dates and results, treatment issues, graduation rates, and recidivism for more efficient analysis.

Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

\$55,082

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)

Collin County does not contribute any taxpayer funds towards the operation of the drug court programs; the salaries of the Program Team members are included in the normal operating budgets of the respective departments and were not calculated. However, each of the 4 programs has a budget to cover office supplies, dues and subscriptions, counseling services and drug testing, which is funded through court costs and the participants' drug court program fees. In FY12, the total expenditures were \$55,082. FY13 expenditures are expected to be similar, and the Specialty Drug Courts Coordinator position is entirely funded by CJD for \$58,780.

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).

Each drug court program requires the participants who have private health insurance to utilize that insurance to pay for their treatment. For indigent participants, treatment is provided through Grace to Change or Life Path Systems. Indigent treatment is paid using monies in the Drug Court Fund, which consists of court costs and participant program fees. Additionally, participants are encouraged to seek mentors and/or sponsors and attend local Alcoholic Anonymous chapters.

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances). Note: The party responsible for collecting court assessed fees in your county may be the treasurer, county clerk, or district clerk.

\$100,981

Of the fees collected in your county, provide the amount that was directed to your project.

\$55,082

Describe how your project used those fees.

Each drug court program is allocated monies from the Drug Court Fund, which is generated by participant fees. The funds are used to pay for drug and alcohol counseling, drug testing and monitoring, professional dues and subscriptions for State and National drug court associations, and office supplies. The misdemeanor court expended \$15,773; the felony court expended \$22,087; and the juvenile court expended \$17,222.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Drug Court - Adult	100.00	The Collin County drug court programs are a collaborative effort between the District Courts, County Courts at Law, and the Collin County probation departments. The programs require participants to undergo intensive treatment and counseling, submit to frequent supervision and random alcohol and/or drug testing, and make frequent appearances in court in an effort to address the underlying cause of substance abuse offenses, hold offenders accountable for their behavior, and enforce the development of skills for staying sober and becoming law-abiding citizens.

Geographic Area:

Collin County

Target Audience:

Any offender who exhibits substance abuse issues

Gender:

Male and Female

Ages:

Between the ages of 14 to 17 years 3 months for the juvenile program; ages 17+ for the adult programs

Special Characteristics:

Persons in need of and may benefit from intensive supervision and substance abuse treatment; for drug courts, participant must have committed a non-violent offense (Section 469.002 (1)(B)(ii) of the Health and Safety Code); for veterans court, violent/assault crimes are allowable (Section 617.002 (a) of the Health and Safety Code)

Measures Information

Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of new enrollments in the program.	25	40
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	60	95
Number of people assessed for eligibility to participate in the program.	40	70

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).	45	70
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	4	8
Number of participants that successfully complete the program.	50	80

Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

Resolution from Governing Body

Applications from local units of governments and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

☒ Yes

☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

[All County contractors submit monthly reports, including programmatic reports, which are reconciled and audited to ensure contractor is fulfilling statement of work and expenses match receipts. Contractors will be required to submit logs of hours worked on the software interface.](#)

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

☐ Yes

☒ No

☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2013

Enter the End Date [mm/dd/yyyy]:

9/30/2014

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

\$3,911,101

Enter the amount (\$) of State Grant Funds:

\$7,792,521

Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

☒ Yes

☐ No

Note: Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

3/31/2012

Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;

- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:
[Cynthia Jacobson, 2300 Bloomdale Rd, McKinney TX 75071](#)

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity. Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- ☐ Type I Entity
- ☐ Type II Entity
- ☒ Type III Entity

Debarment

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify
- ☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/ %
Personnel	Court Coordinator	Full-time Specialized Drug Courts Coordinator to coordinate activities of Collin County's 4 drug court programs including planning, implementing, administering, and monitoring day to day activities and scheduling drug court sessions, participant orientation, and graduation. \$42,103 annual salary plus \$16,936 for fringe benefits	\$59,039.00	\$0.00	\$0.00	\$0.00	\$59,039.00	100
Contractual and Professional Services	Program Evaluations	Interface/integration of between existing criminal justice and probation software platforms for efficient and comprehensive drug court participant tracking, record keeping, and program analysis	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Personnel	\$59,039.00	\$0.00	\$0.00	\$0.00	\$59,039.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$109,039.00	\$0.00	\$0.00	\$0.00	\$109,039.00