

REVISED EXHIBIT “A”

SCOPE OF SERVICES

The Program Manager shall perform the following duties and services as described in the Collin County Veterans’ Court program, approved by the court at the request of the “County” to oversee and direct individuals as related to their participation in the program. “Program Manager” shall perform the services at the Courthouse, other county locations or at the Program Manager’s office in Plano, TX.

In providing services, the Program Manager shall conduct herself with the highest professional ethics in the performance of the service within the statute of the law.

The goal of the Collin County/North Texas Regional Veterans’ Court is to move Justice-involved veterans (JIV) out of the traditional criminal justice process and into appropriate, individualized rehabilitative alternatives that improve mental health and successfully lead to community reintegration and criminal case resolution. Once veterans have been screened, assessed, and approved for participation in this voluntary program, they promptly begin a treatment program that is specific to their needs. In addition to program team meetings, the program may involve drug and/or alcohol treatment, random drug testing, support group meetings, vocational or job counseling, educational classes, and community supervision. Many services are provided by outside agencies, and participants are referred as needed. While actual length varies based on participant progress, the 12-to-24 month program consists of 3 phases requiring frequent meetings with the Judge and Program Team during the initial phase, which become less frequent during the second and final phases of the program. Upon successful completion of the program, the case(s) are normally dismissed or never filed.

The North Texas Regional Veterans’ Court includes counties in First Administrative Judicial Region 1. Rockwall, Collin, Grayson, Fannin, and Kaufman counties have all joined the program. The North Texas Regional Veterans Court is currently operating at max county participation.

The Program Manager will provide the following services and complete the described requirements:

Program Services:

1. Plan of Operation for the program has been fully implemented and will be modified as needed.

2. Will work with the Judge and Program Team to create all policies and procedures and all paperwork necessary to organize the program within the time developed by the grant guidelines and/or the Collin County Veterans' Court program.
3. Will ensure that the privacy of the individual in the program is maintained.
4. Will create and be responsible for maintaining a database for all applicants and veterans and their progress for each County involved in the program.
5. Will complete the quarterly reporting requirements as set out by TVC.
6. Will maintain the budget and review all outstanding invoices to be paid by Collin County through established procedures before being submitted to the Judge for payment processing by the County staff.
7. Will be available by phone and e-mail during regular business hours and otherwise as needed.
8. Will coordinate with county stakeholders and Veterans' Court team members in all participating counties.
9. Will work with each county to schedule court, maintain a schedule of appearances, and complete reports and reporting requirements.
10. Will attend court sessions scheduled for the program as needed.
11. Will travel to the different Counties during the week as needed.
12. Will work closely with each county, serve as the primary point of contact for each veteran.

Participants Services:

1. Will be responsible for intake and interview of each interested or referred veteran and will assist with program eligibility determinations.
2. Will monitor probation and program compliance, including treatment attendance and substance abuse screening.
3. Will provide community linkages and referrals to appropriate outside agencies/organizations for support services and assists with any emergency needs, such as housing and transportation, which may arise for program participants.

Special Considerations:

1. The Program Manager position may be abolished at any time by the Collin County Commissioners' Court.
2. The Program Manager will notify the Court of any potential conflicts of interest arising from her work with individuals.
3. Prior to receiving funds from the County for services, Program Manager must complete the services as stated in this Agreement.
4. Any travel associated with the project/program will not be reimbursed.

County Provided Equipment:

1. The County will provide the Program Manager with equipment for the secure access to the County network and information as needed. All equipment will be returned to the County at the end of the term or before if funding, the position or program is terminated.
 - a. Laptop Computer
 - b. Computer software and licenses
 - c. (2) Computer monitors
 - d. Desktop scanner

County Provided Access:

1. County will provide the access to the following areas as necessary:
 - a. County Court House
 - b. County Software to access County related information