

## **Frequently Asked Questions Veterans Treatment Court Operational Tune-Up**

### ***What is an Operational Tune-Up?***

Justice For Vets (JFV), in partnership with the Bureau of Justice Assistance (BJA), developed the Veterans Treatment Court Operational Tune-Up training program for jurisdictions interested in improving their programs. Operational Tune-Up trainings are designed to expand knowledge, enhance skills, and improve outcomes.

### ***What are the benefits of attending the Operational Tune-Up training program?***

Jurisdictions will obtain a self-assessment of their treatment court based upon the 10 Key Components and the Adult Drug Court Best Practice Standards. They will also receive training from seasoned treatment court practitioners on the most effective path to implementing proven best practice techniques and evidence-based practices into the treatment court program.

### ***What is the cost of participating in the training?***

No cost is associated with training participation.

### ***Will the trainings be held in person?***

Currently, all trainings will be delivered in an online format. JFV will host the training through an online learning platform that supports large group plenary sessions, interactive discussion, breakout rooms for teams, and participants' confidentiality.

### ***Are all team members required to physically be in the same room for virtual training?***

Team members are not required to be in the same room. Everyone participating should have internet access from their respective locations along with voice interaction capabilities.

### **The Operational Tune-Up Training Program Application and Approval Process**

#### ***How does our jurisdiction apply to participate in the program?***

Teams may submit an online application at [www.justiceforvets.org](http://www.justiceforvets.org)

#### ***Other than the online application, are there other materials my team should submit?***

Teams must submit a letter of support from their state drug court coordinator as part of the application process. Additionally, the team will upload the most current version of the program policy and procedure manual, participant handbook and mentor handbook (if applicable).

#### ***How will applications be selected?***

Applicants must have been in operation for two (2) years or more and have not participated in an Veterans Treatment Court Operational Tune-Up in the last two years. Each team will have to agree to complete the following in order for JFV to provide the training:

- Together, the team must complete a pre-training assessment that has approximately 140 questions
- Judge and coordinator must participate in an orientation call (approximately 30 minutes) and at approximately two weeks before the training, a pre-training conference call (approximately 60 minutes) to provide an overview of program needs

- Provide a copy of the policy and procedure manual, participant handbook and mentor handbook (if applicable)
- Meet scheduled deadlines to provide requested materials
- Complete the online post-training evaluation
- Each team must identify a contact person to serve as the liaison between JFV and their team
- Agree to have **all** core team members (judge, prosecuting attorney, defense attorney, coordinator, probation officer, law enforcement officer, treatment provider, VJO specialist, and mentor coordinator) present during the entirety of the two-day virtual training.

If your team cannot agree to these conditions, we will be unable to provide the training. If your team is unable to meet these deadlines, it could result in the training being canceled.

***How will jurisdictions be notified?***

JFV will send an email to the judge and coordinator as identified on the application confirming the teams requested training date by December 15, 2020.

***When are these trainings scheduled?***

Training dates are assigned based on the pre-selected dates the team identifies during the application process. Dates are available in central and pacific time zones. JFV is offering six (6) pre-selected dates across the four time zones

***Where will the onsite training be held?***

JFV is not currently offering any in-person training opportunities. When training is offered in- person, teams must provide a training site at no cost to JFV. The training team *must* have access to the training space the evening before the training, after 4 p.m.

**The Operational Tune-Up Training Program Required Commitment**

***Who from each team is required to participate in the Operational Tune-Up training program?***

Each team must identify a minimum of seven individuals representing the following disciplines to form a treatment court team:

- Drug court coordinator
- Judge
- Prosecutor
- Defense counsel
- Treatment provider
- Community supervision representative
- Law enforcement
- Veterans Justice Outreach Specialist (VJO)
- Mentor coordinator

***My jurisdiction has been accepted to receive the Operational Tune-Up training. Now what?***

Upon acceptance into the training program, each participating team member must commit to the following:

- Complete a pre-training assessment as a team that has approximately 140 questions
- Judge and coordinator must participate in an orientation call with the project director to provide an overview of program needs
- Meet scheduled deadlines to provide requested materials
- Complete the online evaluation tool as a team

- Each team must identify a contact person to serve as the liaison between JFV and their team

### **The Operational Tune-Up Training Program Preparation (Pre-Training), Virtual Training and Follow-Up (Post-Training) Requirements**

#### ***What are the pre-training activities of the Operational Tune-Up Training program?***

Each coordinator and judge will participate in an orientation call and a pre-training conference call to provide an overview of the program needs. The entire team must also complete a pre-training assessment with approximately 140 questions and complete the policy and procedure manual checklist.

#### ***When will the Operational Tune-Up agenda be available?***

The tentative agenda is available on the Operational Tune-Up webpage on [www.justiceforvets.org](http://www.justiceforvets.org).

#### ***How many days is the onsite training?***

Two days, conducted virtually. Training starts each day at 8:00 a.m.

#### ***Can additional people attend the training?***

Yes, additional stakeholders may attend the training. However, we ask that each team remain a manageable number for breakouts; therefore, there is a maximum of 12 per team.

#### ***How much does this training cost?***

There are no direct costs associated with the training for your jurisdiction.

#### ***Who do I contact for more information about the Veterans Treatment Court Operational Tune-Up Training program?***

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