

Frequently Asked Questions

Adult Operational Tune-Up Training

What is Operational Tune-Up?

The Treatment Court Institute (TCI), in partnership with the Bureau of Justice Assistance (BJA), developed the Adult 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 drug 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. If the team decides to travel to an out-of-state training, the team is responsible for all *travel-related* cost to attend the training.

Will the training be held in-person or virtually?

Some training dates will be held in-person, and some will be delivered virtually using the Zoom platform. Please review the application process for which dates will be virtual and which will be in-person dates.

Are there any additional electronic needs for attendees?

TCI has incorporated SLIDO, which is a QR code-based training interaction tool. The tool operates by capturing a QR Code to answer questions and complete feedback/evaluations. The QR code can be accessed by an electronic device (smartphone or computer) that has a camera and internet access.

Virtual Training

Will the teams selected for the training be from the same state?

Virtual Operational Tune-Ups are conducted by time zone; therefore, teams may be from different states within the same time zone. Please note the time zone for which the team is applying. Time zones cannot be changed once the dates are selected. Please select a time zone that is aligned with your geographic location.

How do team members participate in the virtual training?

For optimum audio and video quality, team members will participate in the training on separate computers. To facilitate breakout sessions and conversations, each participant will require access to a camera and microphone. Teams who meet as a group in one room will forfeit training.

In-Person Training

How many teams must apply together for the application for an in-person training to be considered?

A minimum of 3 teams must agree to meet for both full days of the Operational Tune-Up. Prior to applying the coordinators should discuss whether the teams will be able to drive to the location and arrive prior to the start of the training. The training site should be central to the 3 teams attending the Tune-Up.

Is there a minimum and/or maximum number of teams that can participate in the in-person training?

Yes, the training will host a minimum of three teams and a maximum of five teams.

Can a team attend a training outside of their jurisdiction if they have funds to travel to an out of state/offsite location?

Yes, your team may participate in any of the training locations that best fit their schedule. If attending training locally or out of state, the team is responsible for all expenses related to attending the training.

How is the training location determined?

Teams must provide a training site that at no cost to TCI and that meet the meeting room specifications. (Also, see additional information below.)

Does the local site need to provide audio visual?

TCI asks the site to provide a computer, screen and LCD projector. If the host location is unable to provide these items, inform TCI so we will know to provide them.

Application and Approval Process

How does our jurisdiction apply to participate in the program?

- [Click here](#) to submit an online application for virtual.
- [Click here](#) to submit an online application for an in-person training.

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 addressed to Connie Payne. The letter of support is uploaded with the application and submitted online as one process. Additionally, the team will upload the most current version of the program policy and procedure manual, along with the participant handbook.

How will applications be selected?

Applicants must have been in operation for two (2) years or more and have not participated in an adult OT in the last two years. Each team will have to agree to complete the following:

- Pre-training assessment that has approximately 160 questions

- Judge and coordinator orientation call (approximately 1/2 hour) and at approximately four weeks before the training, a pre-training conference call (approximately one hour) to provide an overview of program needs
- Follow-up call with program coordinator approximately three months after the training
- Provide a copy of the policy and procedure manual and participant handbook
- Meet scheduled deadlines to provide requested materials
- Complete the online post-training evaluation
- Identify a contact person to serve as the liaison between TCI and the team
- Agree to have all core team members (judge, prosecuting attorney, defense attorney, coordinator, probation officer, law enforcement officer, and treatment provider) present during the entirety of the two-day training.

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

How will jurisdictions be notified?

TCI will email the judges and coordinators to confirm the team's requested training date no later than December 5, 2023.

When are these trainings scheduled?

Training dates are assigned based on the preselected dates the team identifies during the application process.

Required Commitment

Which disciplines are required to participate in the Operational Tune-Up training program?

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

- Drug court coordinator
- Judge
- Prosecutor
- Defense counsel
- Treatment provider
- Community supervision representative
- Law enforcement

While a representative from each of the seven disciplines listed above are required to attend, the team may have a total of twelve attends in the in person or virtual training.

The treatment court coordinator normally serves as the team's point of contact for all coordination activities. The coordinator will ensure all relevant information is disseminated to team members in a timely fashion, complete pre-training conference

calls, respond to requests for information and coordinate with TCI staff and faculty.

What type of training space is required for the in-person training?

The coordinators work together to secure a location for the training that is/has:

- Available for set up the afternoon prior to the training (the point of contact will be present for the set-up process)
- Available from 7:30 a.m. – 5:30 p.m. both training days
- Parking for all attendees must be available
- One large room that will accommodate all the teams seated at a round table or a U shape arrangement. The table should include a seat for the assigned faculty. This translates to a table to accommodate 11 or 13 seats depending on the number of team members attending.
- One room for each team for breakout sessions that will accommodate one team and faculty seated in around a table or a U shape arrangement
- Strong Wifi signal
- Audio and video equipment to play presentations so the entire team and facilitators can see and hear

Preparation, Onsite Training and Follow-Up 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's needs. The entire team must also complete a pre-training assessment with approximately 160 questions and submit the responses online. The coordinator must submit the most up-to-date version of the policy and procedure manual and participant handbook.

What are the post-training requirements?

Approximately three months after the training, the coordinator will receive a post-evaluation to complete. This is completed and returned prior to the follow-up conversation with the project director that is held to discuss the action items the team created during the Operational Tune-up. The purpose is to determine if TCI can provide any additional assistance to the team.

When will the Operational Tune-Up agenda be available?

The tentative agenda is available on the Operational Tune-Up webpage here (link to be added)

How many days is the onsite training?

Trainings begin at 8:15 a.m. and conclude by 5:00 p.m. and are conducted over a two-day period.

Can additional people attend the training?

Yes, additional stakeholders may attend the training as long as they register. To ensure that each team remains a manageable size for breakouts, a maximum of 12 per team can attend the team breakouts.

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 Operational Tune-Up Training program?

Please reach out to Connie Payne, project director, at cpayne@allrise.org or 571-416-6809