

## **Frequently Asked Questions: Adult Operational Tune-Up Workshop**

### ***What is the operational tune-up workshop?***

All Rise's Treatment Court Institute (TCI), in partnership with the Bureau of Justice Assistance within the Office of Justice Programs at the U.S. Department of Justice, developed the adult operational tune-up program for jurisdictions interested in improving their programs. Operational tune-up workshops are designed to expand knowledge, enhance skills, and improve outcomes.

### ***What are the benefits of attending the workshop?***

Jurisdictions will obtain a self-assessment of their treatment court based on the 10 Key Components and the Adult Treatment 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 workshop?***

There is no cost to your jurisdiction for this workshop. This program is supported by the Bureau of Justice Assistance within the Office of Justice Programs at the U.S. Department of Justice. If applicable, jurisdictions are responsible for their own travel costs.

### ***Will the workshop be held in person or virtually?***

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

### ***Are there any additional electronic needs for attendees?***

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



### **FOR VIRTUAL WORKSHOPS**

*Will the teams selected for the workshop 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 workshop?*

For optimum audio and video quality, team members will participate in the workshop on separate computers. To facilitate the breakout sessions and conversations, each participant will require access to a camera and microphone. Attendees must be at their computer terminal for the duration of the workshop. Teams who meet as a group in one room will forfeit participation in the workshop.

### **FOR IN-PERSON WORKSHOPS**

*How many teams must apply together for an in-person workshop to be considered?*

A minimum of three 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 workshop. The site should be central to the three teams attending.

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

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

*Can a team attend a workshop outside of their jurisdiction if they have funds to travel to an out-of-state/off-site location?*

Yes, your team may participate in any of the locations that best fit its schedule. If attending a workshop off-site or out of state, the team is responsible for all related travel expenses.

*How is the workshop location determined?*

Teams must provide a workshop site that is at no cost to TCI and that meets the meeting room specifications (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, you must inform TCI so we can provide them.

**APPLICATION AND APPROVAL PROCESS**

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

[Click here](#) to submit an online application.

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

Teams must submit a letter of support from their state treatment court coordinator addressed to TCI project director 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 its program policy and procedure manual and participant handbook.

*How will applications be selected?*

Applicants must have been in operation for two years or more and have not participated in an adult operational tune-up workshop in the last two years.

Each team must agree to the following:

- Complete a pre-workshop assessment that has approximately 160 questions
- Judge and coordinator complete an orientation call (approximately 30 minutes), and at approximately four weeks before the workshop, a pre-workshop conference call (approximately one hour) to provide an overview of program needs
- Complete a follow-up call with program coordinator approximately three months after the workshop
- Provide a copy of the policy and procedure manual and participant handbook
- Meet scheduled deadlines to provide requested materials
- Complete the online post-workshop evaluation
- Identify a contact person to serve as the liaison between TCI and the team



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

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

TCI will email the judges and coordinators to confirm the team's requested date no later than December 2, 2024.

***When are the workshops scheduled?***

Workshop dates are assigned based on the preselected dates the team identifies during the application process. Dates are now available in the pacific, mountain, central, and eastern time zones.

**REQUIRED COMMITMENT**

***Which disciplines are required to participate in the workshop?***

Each jurisdiction must identify a minimum of seven individuals representing the following disciplines:

- Judge
- Prosecuting attorney
- Defense attorney
- Treatment provider
- Community supervision
- Law enforcement

While a representative from each of the seven disciplines listed above are required to attend, the team may have a total of 12 attendees at the in-person or virtual workshop.

***My jurisdiction has been accepted. Now what?***

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

- For in-person workshops, the coordinators work together to secure a location.
- Complete a pre-workshop assessment, as a team, that has approximately 160 questions.



# Treatment Court Institute

- Judge and coordinator must participate in an orientation call (approximately 30 minutes), and at approximately four weeks before the workshop, a pre-workshop conference call (approximately one hour) to provide an overview of program needs.
- The coordinator must participate in a follow-up call three months after the workshop.
- Provide a copy of the policy and procedure manual and participant handbook.
- Meet scheduled deadlines to provide requested materials.
- Each team member must complete the online evaluation.
- Each team must identify a contact person to serve as the liaison with TCI.

The court coordinator normally serves as the team's point of contact for all coordination activities. The coordinator will ensure that all relevant information is disseminated to team members in a timely fashion, complete pre-workshop conference calls, respond to requests for information, and coordinate with TCI staff and faculty.

## *What type of space is required for the in-person workshop?*

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

- Available for setup the afternoon prior to the workshop (the point of contact will be present for the setup process)
- Available from 7:30 a.m. – 5:30 p.m. local time both days
- Parking for all attendees
- One large room that will accommodate all teams. Each team should be seated at a round table or in a U shape, so each round table or U-shape arrangement must accommodate up to 12 team members.
- One room for each team for breakout sessions that will accommodate one team and faculty seated in around a table or in a U shape
- Strong Wi-Fi signal
- Audio and video equipment to play presentations so the entire team and facilitators can see and hear

## **PREPARATION, WORKSHOP, AND FOLLOW-UP REQUIREMENTS**

### *What are the preparation activities for the workshop?*

Each coordinator and judge will participate in an orientation call and a pre-workshop conference call to provide an overview of each program's needs. The entire team must



also complete a pre-workshop 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 follow-up requirements?***

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

***When will the agenda be available?***

The tentative agenda is available [here](#).

***How many days is the workshop?***

The workshops begin at 8:30 a.m. and conclude by 5:00 p.m. local time each day and are conducted over a two-day period.

***Can additional people attend the workshop?***

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

***How much does this workshop cost?***

There is no cost to your jurisdiction for this workshop. This program is supported by the Bureau of Justice Assistance within the Office of Justice Programs at the U.S. Department of Justice. If applicable, jurisdictions are responsible for their own travel costs.

***Whom do I contact for more information about the operational tune-up program?***

Contact Connie Payne, project director

Email: [cpayne@allrise.org](mailto:cpayne@allrise.org)

Desk: 571-416-6809

Cell: 859-333-9473

