

Frequently Asked Questions: Adult Operational Tune-Up Workshop

What is the operational tune-up workshop?

All Rise's Treatment Court Institute (TCI), through Grant No. 15PBJA-23-GK-02436-DGCT in partnership with the Bureau of Justice Assistance (BJA) within the Office of Justice Programs at the U.S. Department of Justice, developed the adult operational tune-up program for jurisdictions interested in determining whether their treatment court program is meeting best practice standards. Operational tune-up workshops are designed to assist teams in learning what the best practice standards are and whether the team is meeting the standards, which will improve outcomes.

What does the operational tune-up address?

Is your treatment court running as smoothly as it could? Just like a car needs a tune-up to stay in top shape, your court needs a diagnostic check to ensure it's performing at its best. The operational tune-up is a two-day, high-impact workshop that puts your program under the hood to see how well it aligns with the 10 Key Components and Adult Treatment Court Best Practice Standards. Guided by nationally recognized experts, your team will spot what's working, pinpoint areas to adjust, and leave with a customized roadmap to keep your program firing on all cylinders. Don't just run your court—tune it up for maximum performance and lasting success.

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, through Grant No. 15PBJA-23-GK-02436-DGCT. If applicable, jurisdictions are responsible for their own travel costs.

Will the workshop be held in person or virtually?

The workshops will be delivered virtually using Zoom.

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.

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 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.

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 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.
- Agree to have all core team members (judge, prosecuting attorney, defense attorney, coordinator, community supervision, law enforcement, and treatment provider) present during the entirety of the two-day workshop.

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 November 24, 2025.

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 is required to attend, the team may have a total of 12 attendees at the workshop.

My jurisdiction has been accepted. Now what?

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

- Complete a pre-workshop assessment, as a team, that has approximately 160 questions.
- 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.

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 workshop is conducted over a two-day period. It begins at 8:30 a.m. local time and concludes by 4:30 p.m. on the first day; the workshop will conclude by 3:00 p.m. on the second day.

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.

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

Contact TCI project director Connie Payne:

Email: cpayne@allrise.org

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