

Frequently Asked Questions Adult Operational Tune-Up Training

What is Operational Tune-Up?

The National Drug Court Institute (NDCI), 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.

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 NDCI.org. <https://www.ndci.org/resource/training/operational-tuneup/>

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 to cpayne@ndci.org. the letter of support is uploaded with the application and submitted online as one process.

How will applications be selected?

Applicants must have been in operation for two (2) years or more and cannot have participated in an adult OT in the last two year. You will need to have three adult drug court teams participate in this training in order for us to provide it at no cost. Each team will have to agree to complete the following in order for us to agree 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 1/2 hour) and at approximately 2 weeks prior to the training, a pre-training conference call (approximately one hour) to provide an overview of program needs
- Provide a copy of policy and procedure manual and participant handbook
- 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 NDCI and their 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?

NDCI will send an email to the judges and coordinators of the the three (3) teams along with available training dates by December 2, 2019. Training locations and dates will be finalized by December 20, 2019.

When are these trainings scheduled?

NDCI will provide the point of contact with a date for the training based upon open dates for the 2020 training calendar.

Where will the training be held?

Teams must provide a training site that it is at no cost to NDCI. The training location must provide a main plenary room and breakout rooms for each team. If possible, the training site should be central to the 3 teams attending the Tune-Up. See [meeting room specifications](#) for more.

Training team MUST have access to the training space the evening before the training, after 4 p.m.

Does the local site need to provide audio visual?

NDCI asks the site to provide a screen and LCD projector. If you are unable to provide these items, inform NDCI so NDCI will know to provide them.

The Operational Tune-Up Training Program Required Commitment

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

To participate in the training, 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

My jurisdiction has been accepted to receive 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 team assessment that has approximately 140 questions
- Judge and coordinator must participate in an orientation call with the project director
- Judge and coordinator must participate in a pre-training conference call to provide an overview of program needs
- Provide a copy of policy and procedure manual and participant handbook
- Meet scheduled deadlines to provide requested materials
- Complete the online evaluation tool
- Complete the policy and procedure checklist
- Each team must identify a contact person to serve as the liaison between NDCI and their team

In addition, one of the treatment court coordinators must serve as the team 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 NDCI staff and faculty.

The Operational Tune-Up Training Program Preparation (Pre-Training), Onsite 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 participate in completing a pre-training assessment that has 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 ndci.org.

How many days is the onsite training?

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

Can additional people attend the training?

Yes, additional stakeholders may attend the training as long as your site has space to accommodate. 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. However, one jurisdiction is required to furnish a meeting space with a main plenary room and breakout rooms for each team. Local jurisdictions are responsible for their own travel costs.

Who do I contact for more information about the Operational Tune-Up Training program?

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