

## Frequently Asked Questions State Drug Court Conference

### ***What is State Drug Court Conference?***

The [National Drug Court Institute \(NDCI\)](#), in partnership with the [Bureau of Justice Assistance \(BJA\)](#), works with state administrative office of court (AOC), state supreme court staff and state drug court associations to support statewide efforts to host trainings. These trainings are part of the ongoing collaborative partnerships to ensure states have access to the most current research and standards in the field. State conference collaborations are designed to expand knowledge, enhance skills and improve outcomes based on state needs.

### ***How does a state association apply for conference support?***

The state point of contact may submit an [online application](#) on the NDCI website.

### ***When should a state association submit an application for conference support?***

Any applications for conference support should be submitted as soon as the dates and locations for the state conference are confirmed. Prior to finalization of your conference date and location, if you know the month of the conference, please send a save the date notification to:

[vprice@ndci.org](mailto:vprice@ndci.org).

### ***Who can request NDCI support for a state drug court conference?***

As a state begins the process of planning a state conference, a decision maker (state association president or designee within the administrative office of court, supreme court, etc.) should submit an application for NDCI support. To ensure NDCI is meeting the needs of the state it is important to identify one point of contact that will serve as the liaison. This person should be the primary contact for anything related to the conference.

### ***What happens once the application is submitted?***

Once the application is submitted through the [online link](#) the division director will forward an email to the point of contact on the application to set up a conference call.

- Step 1** Submit online application for state conference support.
- Step 2** Receive confirmation from division director within 3 to 7 business days. Email will request date and time to schedule a conference call.
- Step 3** Schedule conference call to discuss training needs and identify sessions to best meet the states training goals.
- Step 4** Identify and contract BJA approved consultants to determine availability to support state conferences. ***This is done by NDCI only.***
- Step 5** Confirm consultants give deadline to submit materials for state conference (PowerPoints, handouts, etc.). Material are requested 30 days prior to the first day of the conference. ***This is done by NDCI only.***
- Step 6** Notify state point of contact of the confirmed speakers, provided a copy of the session descriptions, and a PDF of the presentation. ***This is done by NDCI.***
- Step 7** Submit final agenda to NDCI 45 days prior to the first day of the conference. This is done by the state point of contact.
- Step 8** Evaluation links are forwarded to the point of contact for the NDCI supported sessions. ***Note: NDCI supported sessions must have a minimum of 80% response to evaluations to continue supporting the state conferences in the future. If you use your own evaluation, you must compile the results and submit them to NADCP within 30 days of the last day of the conference.***

***What should the state point of contact expect to cover during the conference call?***

The state point of contact should be prepared to discuss statewide issues and interested topics to assist NDCI in determining sessions and consultants to best meet the local needs. Additionally, NDCI will confirm with the state point of contact any logistics related to the state conference.

***Can the state point of contact reach out to consultants to determine availability?***

No. The state point of contact may request specific speakers when during the conference call. NDCI **cannot** guarantee all requested speakers will be provided. NDCI only uses consultants who have been approved by NADCP and BJA. NDCI funds cannot be used to support consultants outside of these parameters.

***Can a state association request a specific proprietary program and its developer be contracted for the state conference?***

No. Federal funds do not allow for NDCI to support/promote one specific treatment modality or program over another.

***What are the expectations of the state point of contact to facilitate NDCI support?***

The state point of contact should provide NDCI with a copy of the initial draft agenda within thirty days of the initial conference call. Forty-five days prior to the first day of the state conference, NDCI should be provided with a final copy of the agenda.

***Can the state point of contact change or add sessions for the consultant, if they have already been confirmed?***

No. Consultants are confirmed based on the initial conversations between NDCI and the state point of contact. The consultants are contracted based on the initial request. Therefore, any changes or additional sessions should be discussed with NDCI and not the consultant. This also applies to staff at NDCI that will be supporting state conferences.

***What happens if a consultant has been confirmed and must cancel?***

Some cancellations are the result of a change in job status or emergency situations; if a consultant cancels, NDCI will work with the state point of contact to identify a BJA-approved replacement to fill the session, if available.

***Can we film or record NDCI supported sessions?***

No. NADCP does not permit the filming or recording of our sessions.

**Can we request publications or materials for conference?**

Yes, please submit in writing the name and number of publications. Note: we charge for shipping.

***Who do I contact for more information about the state conference support?***

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