

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.

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 yprice@ndci.org.

How will applications be selected?

Applicants must have been in operation for 2 years or more. You will need to have a minimum of three or a maximum of five adult drug court teams to 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 participate in 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 evaluation tool
- 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 can not 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 cancelled.

How will jurisdictions be notified?

NDCI will send you an email notification of acceptance including the selected dates for your training by November 15, 2016. By January 31, 2018, you must submit the names of the teams to participate.

When are, these trainings scheduled?

NDCI will provide with a date for the training based upon open dates for the 2018 training calendar.

Where are, these trainings scheduled?

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. See [meeting room specifications](#) for more.

Does the local site need to provide audio visual?

NDCI asks if the site can provide a screen and projector; if you are unable to provide these items, NDCI will 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 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
- 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 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.

Where will the Operational Tune-Up onsite training take place?

NDCI will deliver the onsite training in the applicants' home jurisdiction.

When will the Operational Tune-Up agenda be available?

[Click here](#) to view the agenda.

How many days is the onsite training?

Two days.

Can additional people attend the training?

Yes, additional stakeholders may attend the meeting 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 15 per team.

How much does this training cost?

There are no direct costs associated with the training for your jurisdiction. However, each 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. We also recommend that an on-site lunch be provided each day.

What meeting space and audio-visual equipment are requested?

NDCI requests that the training site have a projector and screen. If unable to provide a projector and screen, this will not preclude your team from receiving the training.

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

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