

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.

What is the cost of participating in the training?

No cost is associated with training participation.

Will the trainings be held in person?

Currently, all trainings will be delivered virtually using the Zoom platform. NDCI will host the training via a digital format that supports large group plenary sessions, interactive discussion, breakout rooms for teams, and participants' confidentiality.

Are all team members required to be in the same room for virtual training?

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 training. Teams who meet as a group in one room will forfeit training.

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 www.ndci.org.
<https://www.ndci.org/resource/training/operational-tune-up/>

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 addressed to Connie Payne cpayne@ndci.org. 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 the program policy and procedure manual, along with the participant handbook.

How will applications be selected?

Applicants must have been in operation for two (2) years or more and have not participated in an adult OT in the last two years. Each team will have to agree to complete the following:

- Together, the team must complete a pre-training assessment that has approximately 160 questions
- Judge and coordinator must participate in an orientation call (approximately 1/2 hour) and at approximately four weeks before the training, a pre-training conference call (approximately one hour) to provide an overview of program needs
- The coordinator must participate in a follow-up call approximately three months after the training

- Provide a copy of the 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 email the judges and coordinators to confirm the team's requested training date no later than December 17, 2021.

When are these trainings scheduled?

Training 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. NDCI is offering (10) ten preselected dates across the four time zones.

The Operational Tune-Up Training Program Required Commitment

Which discipline is required to participate in the Operational Tune-Up training program? 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 assessment as a team that has approximately 160 questions
- Judge and coordinator must participate in an orientation call (approximately 1/2 hour) and at approximately four weeks before the training, a pre-training conference call (approximately one hour) to provide an overview of program needs
- The coordinator must participate in a follow-up call approximately three months after the training
- Provide a copy of the policy and procedure manual and participant handbook
- Meet scheduled deadlines to provide requested materials
- Complete the online evaluation tool as a team
- Each team must identify a contact person to serve as the liaison between NDCI and their team
- Sign the virtual training agreement form.

The treatment court coordinators must serve as the team's 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's needs. The entire team must also complete a pre-training 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 post-training requirements?

Approximately three months after the training, the coordinator will have a conversation with the project director to discuss the action items the team created during the Operational Tune-up. The purpose is to determine if NDCI can provide any additional assistance to the team.

When will the Operational Tune-Up agenda be available?

The tentative agenda is available on the Operational Tune-Up webpage on [ndci.org](https://www.ndci.org/resource/training/operational-tune-up/) using this link: <https://www.ndci.org/resource/training/operational-tune-up/>

How many days is the onsite training?

Two one-half 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 they register. However, we ask that each team remain a manageable number for breakouts; therefore, a maximum of 12 per team can attend the team breakouts.

How much does this training cost?

There are no direct costs associated with the training for your jurisdiction..

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

Connie M. Payne, J.D., project director

National Drug Court Institute

A division of the National Association of Drug Court Professionals

625 N. Washington Street, Ste. 212, Alexandria, VA 22314

D: 859-333-9473