



# 2019 DWI Academy Court Solicitation and Application

*NCDC is a division of the National Association  
of Drug Court Professionals*



# NCDC DWI Academy Court Solicitation

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## DWI Academy Courts

The National Center for DWI Courts (NCDC)<sup>1</sup> is proud to announce the continuation of the “National Center for DWI Courts DWI Academy Court Network.” Developed in conjunction with the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation, DWI Academy Courts function as the leading edge of DWI court training and research. We invite operational DWI court programs to apply to become NCDC Academy Courts.

## What is a DWI Court?

A DWI court<sup>2</sup> is a distinct court docket dedicated to changing the behavior of the alcohol/drug dependent offenders arrested for Driving While Impaired (DWI)<sup>3</sup> who have been diagnosed with alcohol and substance use disorders. The goal of DWI court is to increase public safety by using the treatment court model to address the root cause of alcohol and substance use disorders that result in impaired driving. Severely impaired drivers (.15 or higher) and repeat impaired drivers with moderate-severe substance use disorders are the primary target population of the DWI court. These courts follow the principals set forth in *The Ten Guiding Principles of DWI Courts*.<sup>4</sup> DWI courts operate as a post-conviction model and are not used to avoid a record of conviction or license sanctions.

## What is a NCDC DWI Academy Court?

Since its inception, the National Association of Drug Court Professionals (NADCP) is committed to working with treatment court programs which exhibit exemplary treatment court practices, to serve as educational and training sites for the treatment court field. Continuing in this tradition, NCDC DWI Academy Courts serve as model court program training sites for the provision of educational and training services and serve as “research platforms” for the development, identification, and testing of improved DWI

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<sup>1</sup> NCDC is a division of the National Association of Drug Court Professionals (NADCP).

<sup>2</sup> The term “DWI court” includes what the NCDC also calls Hybrid DWI courts.

<sup>3</sup> When used, DWI also includes DUI, OWI, and any other phrase used to mean impaired driving in a particular state.

<sup>4</sup> The DWI Court Guiding Principles can be found at: [https://www.dwicourts.org/wp-content/uploads/Guiding\\_Principles\\_of\\_DWI\\_Court\\_0.pdf](https://www.dwicourts.org/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf)

court practices. NCDC DWI Academy Courts are located throughout the country and serve as primary NCDC training locations, hosting training and technical assistance sessions, and demonstrating best practices for visiting DWI court professionals.

## **Benefits of Being a DWI Academy Court**

NCDC DWI Academy Courts are nationally recognized by NHTSA and NCDC as programs demonstrating exemplary DWI court practices. Once selected, they are provided with training and materials to assist program officials in hosting visits to their program. The programs are eligible to receive training and technical assistance in order to reach an operational level that would allow them to be readily available for research leading to the development of evidence-based practices. Each DWI Academy Court receives two scholarships to cover travel costs of team members to attend the annual NADCP conference. The DWI Academy Courts also receives a \$1,000 stipend to be used for ongoing training of staff, implementing improved program practices, and to cover costs associated with hosting visitors to their court.

## **Responsibilities of DWI Academy Courts**

DWI Academy Courts commit to serve as an Academy Court for a period of three years. In order to serve in their capacity as a DWI training site, programs are required to maintain their programs operations at an exemplary level. NCDC assists in this process through the provision of technical assistance, training, and periodic site visits to the program. Additionally, Academy Court programs may be asked to take part in research projects seeking to identify and develop improved program practices that can then be disseminated to the field.

## **How will DWI Academy Courts be selected?**

The NCDC Academy Court selection process is a two-tiered process. Interested DWI court programs submit a response to the questions listed in the “Initial DWI Academy Court Application” section. DWI court program applications are reviewed and rated based upon objective criteria by a group of DWI court peer reviewers. The highest ranked programs are eligible for the second step of the selection process which involves a detailed review of the program operations through a site visit.

Applicants are evaluated in a variety of areas, including but not limited to:

- Length of court operation (*programs must have been in operation for three years and had at least two commencements*)
- Current program operations
- Current client selection and eligibility practices

- Utilization of effective treatment practices
- Overall adherence to the *10 Guiding Principles and Adult Drug Courts Best Practice Standards*
- Overall program effectiveness
- Suitability as a NCDC training site (e.g., ability to host trainings/local training resources; technological capabilities...)

## Application Process

### Applicant Information Page

The first page of the program application must include the following information in the order listed. This page does not count toward the 10-page limit for the program application.

#### A. Applicant Contact Information

1. DWI court name
2. DWI court location (city, county, state)
3. Name and job title of person submitting application
4. Agency
5. Address
6. Phone
7. E-mail

### Program Application

The program application submission must be double-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins in Microsoft Word, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc. Submissions that do not adhere to the format will be ineligible.

### Submission Deadline

Applications for the NCDC DWI Academy Court are **due by 5:00 p.m. EST on Friday, August 2, 2019**. This deadline is firm and will not be extended. Please e-mail the completed application to Jim Eberspacher, NCDC Division Director at [jeberspacher@dwicourts.org](mailto:jeberspacher@dwicourts.org).

Faxed or mailed applications will not be accepted. Policy and procedure manuals and participant handbooks may be mailed; however, electronic versions are preferred. If you have any questions, please contact Jim Eberspacher at 651-246-0459.

# Initial DWI Academy Court Application

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The program application submission must include responses to the following inquiries while highlighting how the program adheres to the *10 Guiding Principles* and *Adult Drug Court Best Practice Standards*:

## Court Operation

- 1) How long has the program been in operation?
- 2) Does your program have a policies and procedures manual reflective of current practices? When was the manual last updated?
- 3) Does your program have a client handbook reflective of current practices? When was the handbook last updated?
- 4) What agencies are represented on your DWI court team? What are their roles and responsibilities? How long has each team member been with the program?

## Program Operations

- 1) How many participants are currently in the program?
- 2) Does the program accept exclusively DWI offenders?
- 3) What is the program capacity?
- 4) What is the average length of program participation for graduates?
- 5) Please describe the phase structure of the program, including client requirements for each phase (*e.g., length of phase, frequency of testing, frequency of court appearances, community supervision activities, and other client requirements*).
- 6) When does the program hold staffing (*day, time*)? How much time is scheduled for staffing?
- 7) Which members of the DWI court team participate in staffing?
- 8) When does the program hold DWI court hearings? Who attends the hearings?

## Client Selection and Eligibility Practices

- 1) Please describe the target population and eligibility criteria for the program (*e.g., misdemeanor, felon, multiple convictions*).
- 2) Describe the entry process, including legal and clinical screening requirements, risk and need assessments used, team member responsibilities, and a timeline.
- 3) Does the program allow/prohibit any of the following characteristics of offenders and offenses (provide explanation)?
  - Drugged-driving-offenders/offenses
  - Mental health issues
  - Participants taking validly prescribed medication
  - Other unique characteristics
- 4) Describe how the program ensures equal opportunity for everyone to participate and succeed and the affirmative steps to detect and correct disproportionate and inequitable services; *e.g., entry into the program, treatment, etc.*
- 5) Where are the points-of-entry (*e.g., post-conviction*) and does the program utilize deferrals or dismissals as enticements for entry/successful completion?
- 6) What is the completion rate of the program?
  - Commencement
  - Termination
  - Unsuccessfully completed

## Treatment and Supervision Practices

- 1) Please describe in detail the program's treatment protocol and services.
- 2) Please describe the program's policy and procedure for Medication Assisted Treatment (MAT) and how many clients are currently on MAT.
- 3) Please describe the treatment assessment tool used and include which evidence-based programs are used by the agency(ies).

- 4) Please describe the program's process for individualized treatment planning and case management.
- 5) Are the treatment services provided by credentialed and trained personnel? Please describe.
- 6) Please describe in detail the program's supervision protocol including whether case management is provided.

## Program Effectiveness

- 1) Please describe the process of collecting and analyzing data including examples of data elements that the program collects on a regular basis.
- 2) Has the program been evaluated? By whom and how often? What were the results of the latest evaluation? (***Please submit a copy of your latest evaluation as a separate attachment; not part of the 10-page application.***)
- 3) Please describe any unique community linkages and sustainability strategies currently in place.

## Training Suitability

- 1) Is the program close to a major airport? What is the estimated travel time from the airport to your program?
- 2) List hotels/motels that are within walking distance to the program. Do they have facilities to handle a general session room, 4 breakout rooms, and hotel rooms for 60 people?
- 3) How many visitors can the program accommodate at staffing?
- 4) How many visitors can the program accommodate at DWI court hearings?
- 5) Please describe the program's ability to provide audio/visual services to remote locations. Is the program equipped with the necessary AV equipment (e.g., PolyCom) to link to a remote location to observe staffing and court? Are there any legal issues or requirements that must be met to provide this service?

***Please submit a copy of the Program Policies and Procedures Manual and Participant Handbook along with this application (refer to page 4 of application).***