

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) *Adult Discretionary Drug Court Grant Program (Drug Court Program)*. The Drug Court Program is designed to build and/or expand capacity at the state, local, and tribal level to reduce crime and substance abuse among high-risk, high-need offenders. The performance measures indicate to what extent grant activities meet the following objective:

Implement, improve, enhance, and/or expand drug court services to reduce substance use and recidivism of drug court participants.

The *Drug Court Program* performance measures are reported in two formats—quantitatively (numeric) and qualitatively (narrative responses). The quantitative data are entered in the BJA Performance Measurement Tool (PMT) for each quarterly activity period, referred to as a reporting period. The qualitative data consist of seven open-ended questions reported in July and January of each calendar year based on activities that occurred during the previous 6-month period.

NOTE: Data entry and reporting in the PMT began with an initial pilot period of measures in October 1, 2011. Subsequently, measures were revised, and data collection and reporting on the finalized measures begins with the October 1 to December 31, 2012, reporting period. Succeeding data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

In addition, in July and January of each calendar year, the grantee (or direct recipient of funds from BJA) is responsible for creating the *GMS Report* from the PMT to upload into the Grants Management System (GMS). During the nonsubmission periods, you are encouraged to create this report for your records.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.html>.

Your response to the questions that follow must be entered in the PMT located at <https://www.bjaperformancetools.org>. If you have any questions about the PMT or performance measures, please call the BJA Performance Tools Help Desk at 1-888/252-6867, or send an e-mail to BJAPMT@csrincorporated.com.

PLEASE NOTE: THE INFORMATION REPORTED IN THE PMT SHOULD BE BASED ONLY ON BJA-FUNDED ACTIVITIES.

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

GENERAL AWARD INFORMATION

1. Was there **grant activity** in the reporting period? *Grant activity is defined as any proposed activity in the BJA-approved grant application that is implemented or executed with BJA program funds.*

A. Yes _____

B. No (Please explain below)

2. Which one of the following type of areas best describes where your Drug Court program is located? (Please select only one area type.)

A. Urban (a large city with 50,000 or more people) _____

B. Suburban (territory outside of a large city with a population of 2,500 to 50,000 people or more) _____

C. Rural (territory that encompasses all people and housing not included within a suburban, urban, or tribal area) _____

D. Tribal (territory that contains a concentration of people who identify with a federally recognized American Indian tribe) _____

3. What is the **expected number of participants** the Drug Court program plans to serve with BJA program funds over the life of this award? *The value should correspond to what was reported in the grant application.*

A. Enter the expected number of participants _____

4. Is this the last time the grantee is reporting in the PMT before **closing out** this award? *If "yes," the grantee must complete the Court and Criminal Involvement section. This question will appear and go into effect starting with the January to March 2013 reporting period.*

A. Yes _____

B. No _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

PROGRAM CHARACTERISTICS

5. What is the date that the drug court first enrolled a participant with this BJA program funding? *The implementation date for questions 5 and 6 may be the same if the Drug Court program did not exist before this BJA drug court award.*
 - A. Enter date (____/____/____)

6. What is the date that the Drug Court program first enrolled a participant? *For example, if the Drug Court program was in existence before this BJA program funding, enter the date it first enrolled a participant. The intent of this question is to determine the length of time since program implementation.*
 - A. Enter date (____/____/____)

7. Does your Drug Court program have a formal policy for graduated sanctions and incentives that is documented in writing and implemented fairly and with certainty in response to participant behavior?
 - A. Yes ____
 - B. No ____

8. Does your Drug Court program administer random and observed alcohol and substance abuse testing?
 - A. Yes ____
 - B. No ____

9. Does your Drug Court program use evidence-based treatment services? *Evidence-based programs and practices are those demonstrated by the research literature to be effective at reducing substance use among court-involved individuals (a conclusion generally reached through one or more outcome evaluations).*
 - A. Yes ____
 - B. No ____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

PROGRAM-LEVEL MEASURES

Amount of Services Added

10. Were your BJA program funds used to add **inpatient** treatment slots during the reporting period? *A drug court slot is a space or position used to determine the number of individuals who can be provided services based on available staff and program funds to deliver services. Inpatient services are services provided in a residential facility.*
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the number of inpatient treatment slots added during the reporting period as a result of this grant. _____
11. Were your BJA program funds used to add **outpatient** treatment slots during the reporting period? *A drug court slot is a space or position used to determine the number of individuals who can be provided services based on available staff and program funds to deliver services. Outpatient services are not provided in a residential facility.*
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the number of outpatient treatment slots added during the reporting period as a result of this grant. _____
12. Were your BJA program funds used to add staff who provide **new case management or offender supervision services** during the reporting period? *Please only report new staff added during the reporting period in which they started offering services to the program (i.e., the reporting period in which they started work).*
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the number of case management or offender supervision staff added during the reporting period as a result of this BJA program funding. _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

Amount of Services Delivered

13. Were your BJA program funds used to provide **substance abuse treatment services** to drug court participants during the reporting period? *For example, these services might include clinical assessment, residential, outpatient group, outpatient individual, intensive outpatient, outpatient detoxification, addiction receiving facility, substance abuse detoxification (residential), in-home counseling, and aftercare.*
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the number of **NEW drug court participants** who received substance abuse treatment services during the reporting period. _____
14. Were your BJA program funds used to provide **inpatient substance abuse treatment services** during the reporting period?
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the total number of days delivered for inpatient services during the reporting period. _____
15. Were your BJA program funds used to provide **recovery support services** to drug court participants during the reporting period? *For example, these services might include employment, housing, education, mental health, health services such as medical and dental services, pro-social services such as anger and stress management, faith-based services, family counseling, life skills training, mentoring, and other services. One participant may receive more than one category of services during the reporting period. For example, one person could receive a housing referral (housing services) and adult education classes in preparation of receiving a GED during the current reporting period. For this example, please enter '1' in housing services and '1' in education services.*
- A. Yes _____
 - B. No _____
 - C. If yes, please enter the total number of **drug court participants** who received each of the following recovery support service for the first time during the reporting period. *The intent of this question is to see what types of services each unique drug court participant is receiving. Please report only during the first quarter in which the participant receives services and not in subsequent reporting periods if services are received for more than one reporting period.*
 - i. Employment services _____
 - ii. Housing services _____
 - iii. Education services _____
 - iv. Mental health services _____
 - v. Health services (includes medical and/or dental services) _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

- vi. Pro-social services _____
- vii. Other services _____
- viii. Please explain “other” services _____

16. What other services are these BJA program funds supporting?

- A. Offender Supervision/Case Management _____
- B. Equipment _____
- C. Other _____
- D. If other, please explain _____

PARTICIPANT-LEVEL MEASURES

Screening and Program Intake

17. Please enter the number of drug court candidates who were **screened** during the reporting period. *Drug Court candidates are those identified at the time of arrest or referred by criminal justice professionals (i.e., prosecutor, defense attorney, probation officer, judge, etc.) but who may not necessarily be deemed eligible for participation. A screening determines eligibility and appropriateness for participation in a drug court.*

- A. Number of drug court candidates who were **screened** during the reporting period _____

18. Of those screened, please enter the number of individuals who were **determined to be eligible** for drug court participation. *Eligible individuals include anyone who qualifies or meets the predefined requirements of the Drug Court program.*

- A. Number of individuals who were **determined to be eligible** for drug court participation _____

19. Of those screened, please enter the number of individuals who were **determined to be ineligible** for drug court participation. *Ineligible individuals include anyone who does not qualify or meet the predefined requirements of the Drug Court program.*

- A. Number of individuals who were **determined to be ineligible** for drug court participation _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

20. Of those screened and **determined to be ineligible** for drug court participation, please enter the number of such individuals based on the following categories. *If an individual was determined to be ineligible for multiple reasons, report that individual under all categories that apply.*

A. No Drug Problem _____

B. Exclusionary Prior Non-violent Offense _____

C. Violent History _____

D. Mental Health Diagnosis _____

E. Other _____

F. If other, please explain _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

21. Of those screened and **determined to be ineligible** for drug court participation, please enter the number of such individuals based on the following demographic information. Enter the **race, ethnicity** and **gender** of each individual determined to be ineligible for drug court participation during the reporting period. *The number entered should be an unduplicated count, and the sum of each demographic group should equal the number determined to be ineligible. If not, please check for data entry error. Hispanics or Latinos should be counted in the race category that best describes their racial identity, including White, Black or African American, Asian, American Indian or Alaska Native, Pacific Islander or Native Hawaiian, or multiracial.*

A. Enter the ethnicity and gender of those screened and determined to be ineligible for drug court participation.

Ethnicity and Gender			
Measures		Males	Females
A	Hispanic or Latino/a		
B	Non-Hispanic or Latino/a		
C	Unknown		

B. Enter the race and gender of those screened and determined to be ineligible for drug court participation.

Race and Gender			
Measures		Males	Females
A	White		
B	Black or African American		
C	Asian		
D	American Indian or Alaska Native		
E	Pacific Islander or Native Hawaiian		
F	Multiracial		
G	Unknown		
H	Other		

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

22. Of those **eligible but who did not enter** the Drug Court program, please enter the number of such individuals based on the following categories. *If an individual was eligible but did not enter the Drug Court program for multiple reasons, report that individual under all categories that apply.*

- A. Participant Refused Entry _____
 - B. Prosecutor or Defense Objection _____
 - C. Judicial Objection _____
 - D. Out of Jurisdiction _____
 - E. Arrest, Conviction, or Incarceration on Another Charge _____
 - F. Other _____
 - G. If other, please explain _____
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**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

23. Of those **eligible but who did not enter** the Drug Court program, please enter the number of such individuals based on the following demographic information. Enter the **race, ethnicity, and gender** of each individual determined to be eligible but who did not enter the Drug Court program during the reporting period. *The number entered should be an unduplicated count, and the sum of each demographic group should equal the number determined to be eligible but who did not enter the Drug Court program. If not, please check for data entry error. Hispanics or Latinos should be counted in the race category that best describes their racial identity, including White, Black or African American, Asian, American Indian or Alaska Native, Pacific Islander or Native Hawaiian, or multiracial.*

A. Enter the ethnicity and gender of those eligible but who did not enter the Drug Court program.

Ethnicity and Gender			
Measures		Males	Females
A	Hispanic or Latino/a		
B	Non-Hispanic or Latino/a		
C	Unknown		

B. Enter the race and gender of those eligible but who did not enter the Drug Court program.

Race and Gender			
Measures		Males	Females
A	White		
B	Black or African American		
C	Asian		
D	American Indian or Alaska Native		
E	Pacific Islander or Native Hawaiian		
F	Multiracial		
G	Unknown		
H	Other		

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

Risk Assessment

24. Please enter the number of **newly admitted** drug court participants who were administered a **risk and need assessment** during the reporting period. *A risk and need assessment is an instrument to help identify factors that may lead a participant to reoffend. It pinpoints needed services to minimize those risks. Only include those individuals who have been newly admitted to the Drug Court program during the reporting period.*
- A. Number of newly admitted drug court participants who were administered a **risk and need assessment** during the reporting period _____

25. Please name the **risk assessment instrument** that is used to assess risk and need.
- _____

26. Of those **newly admitted** participants who were administered a risk and need assessment during the reporting period, please enter the number of such individuals who were identified as having **high criminogenic** risks and high abuse treatment needs.
- A. Number of participants who were identified as having **high criminogenic** risks and high abuse treatment needs _____

Number of Drug Court Participants Receiving Services

27. Please enter the **total** number of participants enrolled in the Drug Court program at the end of the reporting period. *Enrolled participants include new admissions (i.e., newly admitted) and those previously admitted in a reporting period and who continue to participate.*
- A. **Total number of participants** enrolled in the Drug Court program at the end of the reporting period _____

28. Has the Drug Court program admitted new participants into the Drug Court program during the reporting period?
- A. Yes _____
- B. No (Please explain below)
- _____
- _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

29. Please enter the number of **newly admitted** drug court participants during the reporting period. *New participants are unique individuals who were not previously enrolled in the Drug Court program in previous reporting periods. Only individuals who exit the Drug Court program without completion and are readmitted may be counted twice. For the first reporting period that the program becomes operational, report all participants enrolled as NEW.*

A. Number of **newly admitted** drug court participants during the reporting period

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

30. Please enter the **race, ethnicity, and gender** of each participant **newly admitted** to the Drug Court program during the reporting period. For the first reporting period, include all participants enrolled in the Drug Court program.

The number entered should be an unduplicated count, and the sum of each demographic group should be equal to the sum of the newly admitted participants in the program during the reporting period. If not, please check for data entry error. Hispanics or Latinos should be counted in the race category that best describes their racial identity, including White, Black or African American, Asian, American Indian or Alaska Native, Pacific Islander or Native Hawaiian, or multiracial.

A. Enter the **ethnicity and gender of newly admitted** participants in the Drug Court program.

Ethnicity and Gender			
Measures		Males	Females
A	Hispanic or Latino/a		
B	Non-Hispanic or Latino/a		
C	Unknown		

B. Please enter the **race and gender of newly admitted** participants in the Drug Court program.

Race and Gender			
Measures		Males	Females
A	White		
B	Black or African American		
C	Asian		
D	American Indian or Alaska Native		
E	Pacific Islander or Native Hawaiian		
F	Multiracial		
G	Unknown		
H	Other		

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

Program Completion and Judicial Interaction

31. Please enter the number of drug court participants who **successfully completed** all program requirements, excluding financial obligations, during the reporting period. *The number entered should represent only those participants who successfully completed all the requirements of the Drug Court program during the reporting period.*
- A. Number of drug court participants who **successfully completed** all program requirements during the reporting period _____
32. Of those who **completed all program requirements**, from start to finish, please indicate when these participants graduated from the program within the following time frames. *The sum of all of these categories should be equal to the total number of successful completions in question 31. If not, please check for data entry errors.*
- A. 0 to 6 months _____
- B. 7 to 12 months _____
- C. 13 to 18 months _____
- D. 19 to 24 months _____
- E. 25 months or more _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

33. Please enter the number of individuals who **did not complete** the Drug Court program for the categories below. *Participants should not fit in more than one category, so choose the option that best represents why these individuals did not complete the program.*

Incompletes		
Measure		Number
A	Number of participants no longer in the program due to court or criminal involvement (technical violation, arrest, conviction, revocation, reincarceration)	
B	Number of participants no longer in the program due to a lack of engagement (no-shows and nonresponsive participants)	
C	Number of participants no longer in the program due to absconding	
D	Number of participants no longer in the program due to relocating or case transfer	
E	Number of participants no longer in the program due to death or serious illness	
F	Number of participants who did not complete the program for other reasons (please specify below) _____ _____ _____	

34. Of those drug court participants who exited the Drug Court program **unsuccessfully or did not complete the program**, please indicate when these participants left, from start of the program to termination, within the following time frames. *The sum of all of these categories should be equal to the total number of incompletes in question 33. If not, please check for data entry errors.*

- A. 0 to 3 months _____
- B. 4 to 6 months _____
- C. 7 to 9 months _____
- D. 10 to 12 months _____
- E. 13 to 18 months _____
- F. 19 or more months _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

Alcohol and Substance Involvement

35. Of those enrolled in the Drug Court program at least **90 days**, please enter the number of participants who tested positive for the presence of alcohol, non-prescribed medications, or illegal substances during the reporting period. *The number entered should be an unduplicated count only of participants enrolled in the program at least 90 days who tested positive for alcohol, non-prescribed medications, or illegal substances, and it should be equal to or less than the total number of participants tested. If not, please check for data entry error. Alcohol and substance use information should be based on documented tests rather than self-reported information from program participants. Include all participants who received services during the reporting period, regardless of whether they successfully completed the program, exited the program without completion, or are currently enrolled in the Drug Court program.*

A. Number of participants who tested positive for the presence of alcohol, non-prescribed medications, or illegal substances during the reporting period _____

36. Of those enrolled in the Drug Court program at least **90 days**, please enter the total number of participants tested for alcohol, non-prescribed medications, or illegal substances during the reporting period. *This should represent the total number of drug court participants who were tested for the presence of alcohol or illegal substance use. The number entered should be an unduplicated count only of participants enrolled in the program at least 90 days who were tested for alcohol or illegal substances, and it should be equal to or greater than the number of participants who tested positive. If not, please check for data entry error.*

A. Total number of participants tested for alcohol, non-prescribed medications, or illegal substances during the reporting period _____

COURT AND CRIMINAL INVOLVEMENT

The next set of questions is about court and criminal involvement for Drug Court program participants. Note that individuals can be included in more than one category. For example, a Drug Court participant could be arrested and have a conviction; thus, the individual should be counted in both categories. If an ex-offender has multiple arrests or convictions, only count that individual once. **This section is to be completed at the close of the grant.** *These questions will appear and go into effect starting with the January to March 2013 reporting period.*

37. Since the **start** of this **BJA program funding**, how many participants:

A. Are still participating in in the Drug Court program? _____

B. Have successfully completed the Drug Court program? _____

C. Exited the Drug Court program unsuccessfully? _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

38. Since the start of the BJA award, enter the **total number of participants** who have had a **criminal court** and/or **criminal involvement event**. *A participant can be counted in more than one category (i.e., an individual can have an arrest and a conviction). However, do not count the frequency of events (i.e., number of arrests and convictions). Pending charges that the individual had before entering the program should not be counted. New charges that are dropped and/or not prosecuted should **not** be counted.*

Criminal Involvement Since Start of BJA Award for Drug Court Program Participants and Former Participants				
Measure		Charged for Committing a New Criminal Offense	Conviction for a New Criminal Charge	Revocation of Terms of Supervised Release
A	Participants who are still participating in the program			
B	Participants who successfully completed the program in the past 12 months			
C	Participants who successfully completed the program 12–24 months ago			
D	Participants who unsuccessfully exited the program			

39. Please enter the number of drug court participants who were charged with any **drug** offense(s) during the reporting period. *Criminal history information should be based on official arrest information from a local, state, or national law enforcement reporting system or official court records. In the case of multiple offenses, this should be determined by the top charge.*

A. Number of drug court participants who were charged with any **drug** offense(s) during the reporting period _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

40. Please enter the number of drug court participants who were charged with any **non-drug** offense(s) during the reporting period. *Criminal history information should be based on official arrest information from a local, state, or national law enforcement reporting system or official court records. In the case of multiple offenses, this should be determined by the top charge.*
- A. Number of drug court participants who were charged with any **non-drug** offense(s) during the reporting period _____
41. Please enter the number of participants who were charged with any drug or non-drug offense(s) within **1 year after** successfully completing the Drug Court program. *Criminal history information should be based on official arrest information from a local, state, or national law enforcement reporting system or official court records.*
- A. Number of participants who were charged with any drug or non-drug offense(s) within **1 year after** successfully completing the Drug Court program _____

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

NARRATIVE QUESTIONS

The following questions must be answered in January and July of each calendar year. Please answer based on your experience for the last 6-month period. You can use up to 5,000 characters for each of your responses.

1. What were your accomplishments within this reporting period?

2. What goals were accomplished, as they relate to your grant application?

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?

- A. Yes (Please explain below) ____
- B. No (Go to question 5)

**BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES**

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?

A. Yes (Go to question 6) ____

B. No (Please explain below)

6. What major activities are planned for the next 6 months?

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

THANK YOU FOR PARTICIPATING!