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| Tribal Youth Resource Center FY 2020 PA8 Action Planning Template  [Insert Tribe Name]  Tribal Juvenile Healing to Wellness Court |

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| Project Name: |
| Grant Award Number: |
| General Project Description: |
| **Vision Statement:** |
| **Mission Statement:** |

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| **Project Goal 1:**Enter your new SMART goal here | |
| **Objectives to support reaching project goal.** | |
| **Objective  1a** |  |
| **Objective**  **1b** |  |
| **Objective 1c** |  |

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| **Project Goal 2:** | |
| **Objectives to support reaching project goal.** | |
| **Objective 2a** |  |
| **Objective 2b** | Click or tap here to enter text. |
| **Objective 2c** | Click or tap here to enter text. |

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| **Project Goal 3:** | |
| **Objectives to support reaching project goal.** | |
| **Objective 3a** | Click or tap here to enter text. |
| **Objective 3b** | Click or tap here to enter text. |
| **Objective 3c** | Click or tap here to enter text. |

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| There are a number of activities that may contribute to your overall program development. The activities listed below are suggested activities. These activities are drawn from recommended practices for Tribal Healing to Wellness Courts, the Juvenile Drug Treatment Court Guidelines and treatment of juveniles in a court-based setting.  This template is provided to support the implementation of the JHWC project. There are a number of other activities or benchmarks that may be selected or developed by the project site. This template is provided as a resource and the recommended tasks should not be construed as compulsory. Teams should review the suggested tasks and outline a clear project plan that encompasses the overall vision and mission of the locally developed Juvenile Healing to Wellness Court.   * Tribal Juvenile Healing to Wellness Court Handbook- Practical Planning and Suggested Tools, OJJDP Tribal Training and Technical Assistance, (2017) <https://www.tribalyouthprogram.org/media/filer_public/ae/87/ae87b60b-c1c3-408d-9d00-38f5cff0b23e/jh2w_court_handbook.pdf> * Tribal Healing to Wellness Courts, the Key Components, 2nd ed., (2014), Tribal Law and Policy Institute <http://wellnesscourts.org/files/Tribal%20Healing%20to%20Wellness%20Courts%20The%20Key%20Components.pdf> * Office of Juvenile Justice and Delinquency Prevention, Juvenile Drug Treatment Court Guidelines <https://ojjdp.ojp.gov/programs/juvenile-drug-treatment-court-guidelines> * Practical Tips to Help Juvenile Drug Court Teams Implement the 16 Strategies in Practice, National Council of Juvenile and Family Court Judges, (2014) <https://www.ncjfcj.org/publications/practical-tips-to-help-juvenile-drug-court-teams-implement-the-16-strategies-in-practice/> * Individualizing Responses to Motivate Behavior Change in Youth: A Four-Pronged Approach, National Council of Juvenile and Family Court Judges, (2019) <https://www.ncjfcj.org/publications/individualizing-responses-to-motivate-behavior-change-in-youth-a-four-pronged-approach/> | | | |
| **Year One Suggested Activities** | | | |
| **Suggested Activities/Benchmark** | **Tasks to Meet Benchmark** | **Lead/Team Responsible** | **Status** |
| **Establish a Community Advisory Committee whose responsibility is to support the coordination, planning and development of the JHWC.** |  |  |  |
| **Review of existing local data and development of a year one data collection plan. Consider OJJDP planning performance measures.** |  |  |  |
| **Gain leadership and community support for the project.** |  |  |  |
| **Hire staff and identify the core service team.** |  |  |  |
| **Consider services that will be offered and review existing partnerships and potentially necessary and/or beneficial partnerships.**   * Develop Memorandum of Understanding, Memorandum of Agreement, Letters of Support |  |  |  |
| **Develop Program Policies/Procedures.** |  |  |  |
| **Determine Target Population.** |  |  |  |
| **Develop Determine Eligibility Criteria.** |  |  |  |
| **Develop a Screening/Assessment Protocol.** |  |  |  |
| **Develop Drug/Alcohol Testing Protocol.** |  |  |  |
| **Develop Entry Process.** |  |  |  |
| **Assign and Define Team Member Roles.** |  |  |  |
| **Develop Phased Case Plan Structure and Methodology.** (Include education, pro-social, job skills/placement, cultural/spiritual guidance, mentorship etc.) |  |  |  |
| **Design Incentives and Sanctions Structure.** |  |  |  |
| **Develop Supervision Protocol.** |  |  |  |
| **Develop Treatment Protocol.** |  |  |  |
| **Drug Test/Screen Protocol.** |  |  |  |
| **Determine Process and Procedure for Case Reporting and Staffing.** |  |  |  |
| **Determine Process for Hearing Cases/Participant Progress.** |  |  |  |
| **Develop Consents/Waivers to Support Participant Confidentiality.** |  |  |  |
| **Develop Code/Laws/Ordinance as Necessary to Support Court/Program Functions.** |  |  |  |
| **Identify and Develop Data/Information Management Process.** |  |  |  |
| **Hire Any Additional Staff.** |  |  |  |
| **Participate in supportive training and technical assistance activities.** |  |  |  |
| **Submit all required OJJDP Performance Measure and Narrative Reports.** |  |  |  |

*To add additional tasks, right click and select ‘add rows.’*

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| **Year 2** |  |  |  |
| **Suggested Activities/Benchmarks** | **Tasks to Meet Benchmark** | **Lead/Team Responsible** | **Status** |
| **Continue the Development of Data Management and Information Collection System.** |  |  |  |
| **Review OJJDP Performance Measures.** Note required indicators and select optional program performance indicators. Ensure data management protocol provides information to support reporting on both required and selected performance indicators. Submit all required narrative and performance measure reports. |  |  |  |
| **Finalize Overall Court Operating Policies and Procedures.** |  |  |  |
| **Begin Screening Youth for Acceptance Into Program.** |  |  |  |
| **Adjust/Amend Program Policies/Procedures as Program Operations are Implemented.** |  |  |  |
| **Continue Development of Program Partnerships, Services, and Participant Resources.** |  |  |  |
| **Review Sustainability Planning Resources and Continue to Review and Develop Sustainability Plan.** |  |  |  |

*To add additional tasks, right click and select ‘add rows.’*

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| **Year 3** | | | |
| **Suggested Activities/Benchmarks** | **Tasks to Meet Benchmark** | **Team/Lead Responsible** | **Status** |
| **Continue collecting all relevant data regarding participants and program operations using the specific case management and data collection system.** |  |  |  |
| **Review the strategic plan in light of early program implementation and make any needed adjustments; Amend as needed and review changes with TYRC TTA Specialist.** |  |  |  |
| **Participate in training and technical assistance activities as directed by OJJDP.** |  |  |  |
| **Conduct quality improvement/process evaluation in coordination with TYRC TTA Specialist.** |  |  |  |
| **Submit all required OJJDP performance and narrative reports.** |  |  |  |

*To add additional tasks, right click and select ‘add rows.’*

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| **Year 4** | | | |
| **Suggested Activities/Benchmarks** | **Tasks to Meet Benchmark** | **Team/Lead Responsible** | **Status** |
| **Continue collecting all relevant data regarding participants and program operations using the specific case management and data collection system.** |  |  |  |
| **Review the strategic plan in light of early program implementation and make any needed adjustments; Amend as needed and review changes with TYRC TTA Specialist.** |  |  |  |
| **Participate in training and technical assistance activities as directed by OJJDP.** |  |  |  |
| **Conduct quality improvement/process evaluation in coordination with TYRC TTA Specialist** |  |  |  |
| **Review and Implement Program Sustainability Plan.** |  |  |  |
| **Submit all required OJJDP performance and narrative reports.** |  |  |  |

*To add additional tasks, right click and select ‘add rows.’*

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| **Year 5** | | | |
| **Activities/Benchmarks** | **Tasks to Meet Benchmark** | **Team/Lead Responsible** | **Status** |
| **Continue collecting all relevant data regarding participants and program operations using the specific case management and data collection system.** |  |  |  |
| **Review the strategic plan in light of early program implementation and make any needed adjustments; Amend as needed and review changes with TYRC TTA Specialist.** |  |  |  |
| **Participate in training and technical assistance activities as directed by OJJDP.** |  |  |  |
| **Conduct quality improvement/process evaluation in coordination with TYRC TTA Specialist.** |  |  |  |
| **Review and Implement Program Sustainability Plan.** |  |  |  |
| **Submit all required OJJDP performance and narrative reports.** |  |  |  |
| **Prepare for project final reporting or submit necessary or applicable requests for project extension.** |  |  |  |

*To add additional tasks, right click and select ‘add rows.’*