



Adult Drug Court
Typology Interview Guide¹

Time period of sample _____

Respondent Information (please check accuracy and spelling)

1. Interview Date: _____
2. Drug Court Site: _____
3. Respondent's Name: _____ NPC ID # _____
4. Respondent's Title: _____
5. Respondent's Organization: _____
(Get the precise designation- including categories such as: division, bureau, unit, etc.)
6. Respondent's email: _____
7. Respondent's direct telephone number _____

CONTACT LOG

DATE	RESULT

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Background

8. When was this drug court implemented? **(T1)**
9. When did you become involved in the drug court program? **(T22-T30, Contacts Database)**
10. Were you involved with the implementation of this drug court? If so, would you please describe the implementation process? *Who was involved?* **(T1)**

Role (Activities and Time Spent)

One of the main purposes of this study is to determine more accurate costs for Drug Court-related activities. To determine these costs we need to learn about any activities you pursue for the Drug Court program and your estimate of how much time you spend performing those activities.

1. What is your role (or what do you do) in this Drug Court program (or at your agency)? *(Probe: briefly describe your activities, e.g., attending sessions, team meetings, writing progress reports, case management, counseling, phone calls, prep time, coordinating services, supervising employees, etc.).* **(T22-T30, Cost Table, Contacts Database)**
2. *(For Public Defender and State's/District Attorney)* How is your role in drug court different from your role in non-drug court processes? Do you feel that the traditional mission as the (defense/prosecutor) has been upheld in your role in the drug court? (Traditional role for DA: getting restitution and justice fulfilled for victims) (Traditional role for PD: protecting the rights of defendants and seeing that they get due process in the system)**(T27, T28)**
3. What services does your agency provide to Drug Court clients and/or to the general public? **(T11, T20-T30)**
4. How many hours in an average week do you spend on Drug Court activities? How many hours per week is spent on other NON-Drug Court activities? *(Probe: About how much of your FTE is spent on drug court?) (The hours should total up to 40 hours for the average week, unless the person works part-time* **(T22-T30, Cost Table)**
5. If you had to divide up the time you spend on Drug Court activities into the following categories, how many hours in an average week do you think you would put into each category? *(Your best estimates are fine.)*

-DRUG COURT *(attending court sessions, attending team meetings & planning meetings, preparing for court, and doing progress reports on participants)*

-CASE MANAGEMENT *(meeting with clients and making referrals, phone calls, answering questions, determining appropriate treatment, home visits, monitoring progress, contacting treatment providers, screenings and evaluations, assessments)*

-TREATMENT SESSIONS *(preparing for and conducting individual or group treatment sessions)*

-DRUG TESTS *(administering UAs and other drug tests)*

-COORDINATION AND/OR SUPERVISION (*writing grants, data management, doing reports for the state, supervising employees, program development, doing the budget, billings and invoices, coordinating the courts, trainings*)

6. Who else does drug court activities in your organization? What do they do? Can you estimate how much time they spend on it? (*Some of these people will be interviewed separately to determine their time spent. Would you recommend I speak to them directly about their drug court activities, or can you tell me about what they do?*) **(T22-T30, Cost Table)**
7. What kind of training have you received related to drug courts? Have you attended classes, workshops, or conferences? If yes, how often have/do you attend(ed)? **(T31)**

Drug Court Goals

8. What are the main goals of your drug court? **(T15)**
9. What do you think would be good measures for whether you have reached the goals? **(T15)**

Eligibility

(If you have created a flow chart refer to Pre-Drug Court Flow Chart) Will you please take me through the details from when someone is arrested up to the time they enter the drug court? (Below questions might be answered) *Probe: Can you describe the step-by-step process for determining eligibility?*

10. Is the program pre-plea or post-plea (*Note: post-plea includes post-conviction. Also include any further explanation from respondent*) When in the adjudication process does this decision/referral occur? **(T3)**
11. Describe the case referral process. (*How are eligible participants identified?*) Who does the initial screening? (*DA, PD, Probation Pre-trial services?*) **(T6)**
12. What assessments are performed in determining eligibility? Is there a clinical substance abuse assessment conducted before entry? What screening instrument is used? Is there a mental health assessment conducted in the process of determining eligibility? Is mental health treatment a component of drug court or are mental health cases excluded (*What is the assessment tool called? Is it a risk/needs assessment? What are the criteria? What is the cut-off score? Who completes this assessment? How, if at all, is participant eligibility affected by the results?*) **(Ask for copies) (T6)**
13. Can you describe the eligibility criteria? (*Only nonviolent offense? Limit on number or prior convictions?*). **(T6)**
14. Which charges are targeted for entry? (*Misdemeanors, felonies, or both? Possession, trafficking, under the influence, property offenses, etc.? Are non-drug offenses allowed in drug court? Violent charges?*) **(T6)**
15. What are the criteria that would exclude someone from drug court? (*e.g., types of offenses, mental health issues*) **(T6)**
16. Who is responsible for final determination about program entry? (*DA, PD, Judge?*) **(T6)**

17. Do you think that everyone who is eligible (based on their criminal history or other criteria) is always referred to drug court? What are the circumstances under which you would not refer someone who is technically eligible? **(T6)**
18. Are there ever exceptions to the eligibility restrictions? (*Are some people allowed in that don't exactly fit the requirements or that have one or more disqualifying factors?*) How are those clinical/professional judgments made/handled? **(T6)**
19. How is drug court offered to each potential participant? (*Is there an official letter from the District Attorney, are the offenders just asked in open court, etc.*) Are participants asked if they are willing to enter drug court? How often do people refuse and what reasons do people give for refusing? What is the alternative to drug court? What are the incentives to decide in favor of drug court? **(T6,T7)**
20. Has the eligibility determination process changed (*since implementation*)? If yes, what was it at the time of our sample? **(T6)**
21. What is the length of time between arrest (or incident that triggers referral) and referral to drug court? **(T4)**
22. What is the length of time between referral to drug court and entry into the drug court program? **(T4)**

Drug Court Participants

23. Can you describe your drug court participants? (*What are the most commonly used drugs by your drug court participants? Are your participants experimental or beyond experimental, or a mix?*) **(T5)**

Drug Court Program Capacity and Enrollment

(If the Coordinator does not know these numbers off hand ask for copies of recent reports or statistics that could be mailed to you that would give us this information.)

24. What is the annual program capacity? (*How many are in the program at one time? How long do people stay in the program, on average? How many new participants each year?*) **(T2)**
25. What is the total number enrolled (ever) to date? As of what date? **(T2)**
26. What is the number of graduates to date? As of what date? **(T2)**
27. What is the number of active participants? How do you define active? (*If the definition includes youth not participating, probe number not actively participating.*) **(T2)**
28. What is the number of unsuccessful terminations to date? As of what date? **(T2)**
29. What is the primary drug of choice for drug court participants? (*Percentages of: Marijuana, Crack or Cocaine, Heroin, Methamphetamines, Poly Drug, Alcohol, Other*) **(T5)**
30. Do you have any statistics or reports on your participants? If so, can we have copies? **(T2)**

Drug Court Judge

31. How is the judge (*how were you*) assigned to drug court? (*Voluntary? Rotating assignment?*) Is the length of time presiding over the drug court limited? What is the limit? If rotating assignment, how does the rotation work? **(T23)**
32. Is there only one drug court judge? If only one judge, does he/she (*do you*) hear other cases in addition to drug court? If there is more than one judge, how many are there and what are their roles and responsibilities? **(T23)**
33. What are the judge's other roles and responsibilities? **(T23)**
34. Have there been other drug court judges before ("*you*" or "*the current judge*")? If so, who was the drug court judge (*at the time of our sample*)? **(T23)**
35. Does the judge spend time on drug court activities beyond the time officially allocated for it? If yes, how much time and for what activities? **(T22)**
36. How does the judge interact with participants in court? **(T22)**

Drug Court Coordinator/Judge

37. How is your Drug Court funded now and in the past? Have you ever written a grant proposal for drug court funding? **(T24)**
38. Have you had to fill out paperwork or surveys on statistics or costs for your drug court? **(T43)**
39. What kind of information have you needed for grant proposals/paperwork/surveys? **(T40)**
40. Do you have an evaluation and monitoring aspect to the drug court program (*Have you had process or outcome evaluations performed on your drug court?*) If so, what type of information was collected, summarized, and/or analyzed? **(Ask for a copy) (T40)**
41. What kind of cost information would be useful for you to have? **(T43, Cost Table)**

Drug Court Team

(Note: Most of these questions will be asked either in the initial phone calls or directly to the person who belongs to each role)

42. Is there a drug court coordinator for this drug court? If not, who is responsible for operations? How many drug courts is the coordinator responsible for? By what agency is the coordinator employed? Who supervises the coordinator? **(T24)**
43. Is there a drug court team? Who is part of it? (*Prompt: Are there others who you feel are key to the drug court process who are not on the team?*) **(T18)**
44. Does the team meet outside of drug court hearings? (*Prompt: How often and for what purpose? Who attends regularly and who attends as needed? Do they talk mainly about policy issues or participant progress?*) **(T19, Cost Table)**

45. How much do you interact with staff from the other agencies involved in drug court? (*Prompt: What activities do you do together? Team meetings? Do you communicate outside of team meetings?*) **(T19-T20)**
46. Who attends drug court sessions? (*Prompt: Please include everybody in the courtroom, and whether they attend regularly or as needed. Specify their agency and position*) **(T21, Cost Table)**
47. When are drug court sessions held and how long are they? How many clients typically attend one session? About how much time do you think is spent per participant in a typical drug court session? **(T21, Cost Table)**
48. Are the bailiff/court security positions paid for by the court or by the Sheriff's Department? **[21, Cost Table]**
49. How are Drug Court policy decisions generally made (*e.g. by the team, judge*)? **(T19)**
50. How are decisions about responses to participants' behaviors made (*e.g. by the team, judge*)? **(T20, T34/T35 if applicable)**
51. What is the role of the judge? (*Duties both outside & during drug court sessions?*) **(T22)**
52. What is the role of the coordinator? (*Duties both outside & during drug court sessions?*) **(T24)**
53. What is the role of law enforcement? (*Duties, level of involvement?*) Which agencies are involved? (*sheriff, state policy, city police, school-based*) What meetings do they attend? Do they attend staffings? What do they do differently with drug court vs. non-drug court cases? Do they do home visits? If so, how often and how long do they take? Are home visits required as part of the program? **(T29)**
54. Are home visits done for all drug court participants? Who does them? What percentage of participants get home visits? How many home visits does the average drug court participant receive during his or her time in drug court? **(T11, T22-T30, Cost Table)**
55. What is the role of the Probation Department? (*Duties, level of involvement?*) What do they do differently with drug court vs. non-drug court cases? Do they do home visits? If so, how often, how long do they take, and who is involved? **(T26)**
56. Do you have active warrants (*in which law enforcement goes out to pick someone up*) or do you have open bench warrants (*in which a participant is picked up when stopped for something else*)? How/where are they recorded? How often does that occur? How much time is spent per warrant? **(T29, Cost Table)**
57. What is the role of the Public Defender or other defense counsel? (*Level of involvement, etc. Do they attend staffings? Court sessions?*) What proportion of cases are served by public defenders? **(T27)**
58. What is the role of the State's/District Attorney? (*Level of involvement, etc. Do they attend staffings? Court sessions?*) **(T28)**
59. (*For Public Defender and State's/District Attorney*) How do the Public Defender and State's (District's) Attorney interact inside and outside of court sessions? (*Are their roles in drug court different than what*

they would be in a regular court case?) If there is a cooperative relationship between the Public Defender and the District's Attorney do you feel like you are still able to up hold the traditional role of PD and DA? **(T20)**

60. Who provides primary case management and coordination of treatment and rehabilitation services? *(Probation, treatment services, drug court staff?)* **(T25)**
61. Does the drug court team receive any training or continuing education regarding drug court? (Which team members?) (How often?)**(T31)**
62. How well do you feel the agencies involved in DC work together? *(Give examples. Do the agencies integrate any services? Have partnerships developed between key agencies and with local community organizations? Is there cooperation and communication among team members?)* **(T12,T20)**
63. What kind of relationships or connections do you have with community agencies in relation to drug court? **(T12)**

Drug Court Process/Phases

64. Does your program have phases? If so, how many and how long do they last? **(T16)**
65. What are the requirements for each phase? *(Include number of number of court appearances, UA's, group and individual sessions, and the number of hours in each group and individual session)* **(T16)**
66. Are there any specific requirements or criteria to move from one phase to the next phase? **(T17)**
67. Are requirements written? (Do you have a copy you can give to us?) If so, are the written requirements shared with participants?
68. Have the phases or the process changed *(since implementation)*? **(T16, T17)**
69. What kinds of services, besides drug and alcohol treatment, are offered to drug court participants? **(T11)**

Treatment

70. Does your agency provide treatment directly to drug court clients? *(as compared to referrals, administrative oversight, etc.)* Are the treatment providers directly contracted with the court? **(T8, T9, T11, Cost Table)**
71. How many treatment providers are involved with drug court? Do you have the names and contact information for these providers? **(T8, Cost Table, Contacts Database)**
72. Is there a central intake to treatment? **(T8)**
73. *(If more than one treatment provider)* How is it decided which clients go to which treatment provider? **(T8)**

74. What assessments are performed on drug court clients? (*Please describe these tools. What are they called? Can we get a copy of the tool? Who completes this assessment? Who reviews it? How, if at all, is the treatment plan affected by the results?*) **(T8)**
75. What specific treatment services does each one offer? (*Individual and group counseling, residential treatment, case management, acupuncture, mental health services*) How long does each session typically last and how many participants attend each session? **(T11, Cost Table)**
76. What other services are offered? (*Parenting classes, GED, anger management, life skills training, job training, physical health services, AIDS education, ,cognitive restructuring etc.*) **(T11, T12, Cost Table)**How many counselors at each provider are directly involved with drug court participants? **(T8)**
77. Who else at the treatment agencies are directly involved in drug court? **(T8)**
78. How many drug court clients does the treatment provider (*do the treatment providers*) serve? Who is required to report to court staff on treatment progress/compliance? Who performs case management for Drug Court clients? **(T14, Cost Table)**
79. What type of information does the treatment provider share with the court and how is it shared? (*Prompts: progress reports, reports of missed treatment sessions, groups attended, UAs*) Is this information useful? Is it shared in advance of drug court session? **(T14)**
80. Are participants encouraged or required to attend other treatment support groups? (*12-step or other self-help programs*) **(T13)**
81. Do the treatment providers serve non-drug court drug offender cases? How often, and how is this coordinated with probation?
82. What is the primary philosophy or treatment model used? (*At each agency. Prompt: strict boot camp, strengths based social work?*) Does it vary? (e.g., by counselor, by client characteristics) **(T10)**
83. Are you (is the treatment agency) involved in drug testing (UAs)? If yes, please describe the testing and process. (Who pays? How is it funded?) **(T33)**
84. Which agency/agencies are responsible for UA's? Who pays? How is it funded? **(T33, Cost Table)**
85. What funds are used to pay treatment providers for services for Drug Court clients? (*Specific agency, Drug Court funds, private insurance, Medicaid, or other state/county/federal funds*) How much is covered by each funding source? Which agency is the keeper of these funds? (*In which agency's budget are such funds allocated?*) **[Cost Table]**
86. Are the providers paid per client or service, or are they paid with a blanket, fixed-cost contract? **[Cost Table]**
87. Have the treatment providers and/or the services they provide changed since implementation? (*We need to find out which providers were operating at the time of our sample and find out information for them. Who was providing treatment during the time of our sample?*) **(T11)**

Probation

88. Does your agency provide treatment directly to drug court clients? (*as compared to referrals, administrative oversight, etc.*) **(T26)**

Drug Testing

89. What is the urinalysis and other drug testing process? (*Frequency per participant, what types of tests are given, who is responsible, who coordinates them, who administers them, and how are they conducted—observed or not?*) **(T33)**

90. Are drug tests assigned randomly? If not, how are they assigned? **(T33)**

91. Who performs the analysis? (*For UA's and any other tests they use.*) If contracted with a tech. company, what is the billable cost per UA? **(T33, Cost Table)**

92. (*If not contracted out*) How much do you pay for each type of drug test? (*What are the materials involved, how much of each are used per drug test, and what is the cost per unit?*) **(T33, Cost Table)**

93. Do clients pay for the full cost of their drug tests? Do they pay for some of the cost of their drug tests? What percentage would you estimate? **(T39, Cost Table)**

94. Has the drug testing process changed since the drug court was implemented? **(T33)**

Fee Structure

95. Is there a fee required of drug court participants? If yes, how much is the fee? Is it on a sliding scale? If so, what is the scale, and how is the client's eligibility determined? What percentage of participants would you estimate pay the entire fee? **(T39, Cost Table)**

96. Is full payment required for graduation? Is payment reduced if the participant successfully completes the program? **(T36, T39, Cost Table)**

97. Who collects the fees? Where does the money go? What is the money used for? **(T39, Cost Table)**

98. Has the fee structure changed over time? If yes, when and how? (*Was it the same at the time of our sample?*) **(T39, Cost Table)**

Rewards/Sanctions

99. What is considered good behavior? **(T34)**

100. What kinds of rewards are given for good behavior? (*Applause, physical rewards such as key chains or movie tickets, less frequent court appearances*) How often do you use rewards? Are rewards given as consistently as sanctions? Do you feel that you use rewards more or less often than sanctions? **(T34)**

101. Does the drug court team work together to determine sanctions and rewards? Does your drug court have any new or creative/different sanctions or rewards? **(T34, T35)**

102. Has the reward/sanction process changed (*since implementation*)? **(T34, T35)**

103. What behaviors are considered non-compliant? (*Failure to appear at court or treatment sessions, positive UAs, subsequent criminal referrals*) (T35)
104. What kinds of sanctions are imposed as a result? (*Bench warrants, writing papers, sit sanctions, community service, residential treatment, more frequent UAs or court appearances, detention, etc.*) (T35)
105. Are sanctions graduated? How frequently are sanctions given? (Rare or quite common?) What is the process for determining sanctions? (T35)
106. How consistently are sanctions imposed for similar non-compliance behaviors? Are all offenders treated alike? If not, what characteristics affect decisions regarding sanctions (*e.g., risk level, number of offenses*)? How are the sanctions administered? (T35)
107. How swiftly/quickly are sanctions imposed after non-compliant behavior? (Immediately? At the next court session?) (T35)
108. Who imposes the sanctions? (The Judge only? Probation officer? Treatment provider? Anyone else?) (T35)

Failure

109. What would prompt removing an offender from participation in the drug court program? (*Note: some drug courts call graduation “successful termination” and failure “unsuccessful termination” Prompts: New arrest for drug possession or trafficking? Arrest for violent offense? Arrest for other non-violent offenses? Nonparticipation or noncompliance with treatment or court orders? Failure to appear? Dirty UAs? Other?*) (T38)
110. If a participant is terminated/does not complete drug court, what happens next? (*Standard court process, stipulated facts trial, or another part because they have already pled guilty?*) (T38)
111. Has the termination process changed (*since implementation*)? If yes, when and how? (T38)

Graduation

112. What are the incentives to complete the drug court program? (*Charges dismissed, guilty pleas stricken, probation in lieu of incarceration, probation shortened, felony reduced to misdemeanor, other incentives?*) (T7)
113. What are the requirements for graduation? (*Number of days clean, payment of fines and drug court fees, employment, suitable housing, GED, other requirements*) (T36)
114. Please describe the drug court graduation and the graduation activities. (T36)
115. How often is a graduation ceremony held? (T36)
116. What funds are used to pay for the graduation ceremony? (T36)
117. Does graduation from drug court mean an end of probation? (T36)

118. In your experience, do you think certain types of program participation have different graduation rates? (For example, first timers versus repeat felons, type of addiction, a particular age group, etc.) (T36)

119. Has the graduation process changed over time? If yes, when and how? (What was it like at the time of our sample?) If yes, do you know what factors have affected the graduation rate? (T36)

Aftercare

120. Is there an aftercare program for the drug court? Is it mandated? Does aftercare occur before or after graduation? (T37)

121. What are the requirements of the aftercare program and what services are offered? (T37)

122. What agency administers aftercare? Is it an in-house or contractual activity? If it is a contractual program, how is the contractor compensated? (e.g., per client per period of time, lump sum per period of time, per service consumed, etc.) (T37, Cost Table)

123. Who is involved with aftercare activities? What are those activities? How much time do they spend on each of those activities? (Time per client?) (T37, Cost Table)

124. How long does it last? (T16, T37)

125. What happens upon completion? (Incentives to complete?) (T7)

126. Has the aftercare program changed since the program was implemented? (What was it like at the time of our sample?) (T37)

Regular (non drug court) court process

(Ask State's/District Attorney, PD, Judge, Probation):

127. Are you (or your agency) involved with non-drug court activities? (Regular Process Table)

128. Do you attend court for non-drug court cases? What kinds of cases? How often? (Regular Process Table)

What is your role for these kinds of cases? (What activities are you involved in?) (Regular Process Table)

129. (If you've created a flow chart refer to Business As Usual Flow Chart) In order to understand what happens to the comparison group, please describe the general court process and options for a person who is arrested on a drug court eligible charge, but not involved in drug court. Please go through the whole process starting with the arrest and ending with the different types of sentencing. In particular, explore the flow and who is involved. (Probe: Are offenders placed on probation? Do they usually complete probation requirements, or can they be released from probation early?) (Regular Process Table)

130. Who appears at a typical regular court (non-drug court) hearing? (Name the position of everyone in the courtroom who would appear for an average, typical case, as well as their corresponding agency. Probe: Public Defender, State's/District Attorney, treatment providers, Court Clerks, Court Reporter, Judge, Bailiff, etc.) (Regular Process Table, Cost Table)

131. Is treatment ever a condition of the offender's sentence? (*e.g., as a condition of probation*) How often? What is the probation process in these instances? What is the treatment process in these instances? (**Regular Process Table**)
132. Do you know who or what agency performs the UA testing for non-drug court offenders? What agency handles treatment for cases not involved in drug court? (**Regular Process Table**)

Other IMPORTANT Questions (Ask these of every interviewee!)

133. What do you feel are some notable or unique characteristics of your drug court? (*Character of court, reputation*) (**T42, any other relevant section**)
134. What do you think are the most promising practices of this drug court?) (**T42, any other relevant section**)
135. Are there any changes you would like to see happen that you think would improve the program or make it more effective? (**T42, any other relevant section**)
136. Are there any issues (idiosyncratic problems) that you have found at your particular part of the drug court process?) *Do you face any challenges while performing your job?* (**T42, any other relevant section**)
137. We need to find a group of individuals who would be eligible for drug court, but have not participated. If you were attempting to find this kind of group, how would you go about it?) (**T43**)

Ending the Interview

Is there anything else that you'd like to add about all the questions I've asked you? Is there anything that you think I've missed?

Thank the respondent for their time and ask if they have any questions for you. Ask if they would be willing to be contacted should you have any follow-up or clarifying questions for them. If they agree, ask if they prefer to be called or emailed.