

JMHCP PLANNING and IMPLEMENTATION GUIDE

I. Governance and Objectives

A. Organization and Composition of Task Force (or planning/oversight body)

1. Who is on your task force? What systems or constituencies do they represent? Who chairs the effort?
2. How often does the task force meet? What subcommittees have been formed? How often do they meet?
3. What is the relationship between this effort and pre-existing committees and/or task forces (e.g., a juvenile justice advisory group, a re-entry committee)?
4. If the task force operates at the state level, how does it incorporate the perspective of local government? If the task force operates at the local level, how does it incorporate the perspective of state government?
5. Are there interagency agreements, memoranda of understanding, or similar documents exist that define relationships among task force members and their responsibilities?

B. Mission, Goals, Objectives, and Work Plans

1. What is the **mission statement** of your grant initiative?
2. What are the **long- and short-term goals** for the grant initiative?
3. How were the goals developed?
4. Have the goals been converted into work plans yet? Will any changes in policy or procedures be needed to implement the work plans?
5. Do you have the staff and financial resources needed to implement work plans to achieve your goals? If not, how are you going to move forward?

C. Needs Assessment and Service Inventory

1. Has a needs assessment or inventory of existing services and supports been conducted? If not, are you planning to do so?
2. If a needs assessment/service inventory has already been conducted, what strengths and/or gaps were identified?

3. Is there a directory or clearinghouse at the state or local level that provides up-to-date information about services for people with mental illnesses that are in contact with the criminal justice system?
4. If you have completed or already have a list of mental health, substance abuse, housing and other resources in the community, how will your initiative maintain, track and update this information going forward?

II. Initiative Design

A. Target Population

1. What mental health diagnoses are included and excluded from the grant initiative's eligibility criteria? What level/severity of disability is included and excluded?
2. How are co-occurring substance use disorders addressed?
3. How do the clinical criteria relate to the state's mental health priority population definition?
4. What is the age range for the target population in your initiative?
5. What is the legal status of the target population (e.g. pre- or post- arrest, pre- or post-trial)? What criminal charges/offenses will be included and excluded from the grant initiative's eligibility criteria?
6. What are some of the possible dispositions for the cases of participants accepted into the initiative? How will cases be disposed upon completion of the program?
7. How will issues of competency be addressed?
8. How will the task force inform key referral personnel of the criteria for the target population?
9. How many people will the initiative screen for eligibility? How many people are projected to participate in the initiative?
10. What are the terms of participation in the initiative (including length of participation)? What are the criteria for terminating someone from the initiative involuntarily?

B. Screening, Assessment, and Referral

1. What screening process will be used to determine eligibility?

2. What screening instruments (standardized or developed) or methods will be used?
3. Where will screenings be conducted? Who will do it?
4. What assessment process will follow screening to ensure appropriate identification of participants and identification of service needs? Who will conduct assessments?
5. Who will make the final determination of initiative eligibility? How will eligible individuals be informed of the initiative and their options for participation?
6. How will the results of the assessments inform the development and delivery of a treatment/service plan?

C. Program Model: Services, Supports, Supervision, Staff, and Funding

1. What is the intervention that the task force intends to implement?
2. What services and supports will participants receive, and what is the range, intensity, and duration of these services and supports? Who will provide these services, and where?
3. What, if any, are the terms of supervision for participants by criminal or juvenile justice agencies? Who will provide the supervision and what is the method that will be used?
4. How will the supervising agency and service providers interact?
5. What will be the structure of incentives and sanctions to encourage and compel compliance with conditions of participation in the initiative?
6. What are the benefits to a participant for participating in the initiative?
7. What happens when a participant successfully or unsuccessfully completes the initiative?
8. What existing staff will be dedicated to this initiative, and what new positions will be created specifically for this initiative?
9. Where will staff be located and how will they be supervised?
10. What training activities are required for implementation of the initiative?
11. How will the initiative activities be funded? What **existing resources** will be used? What **new resources** will be required?

III. Data and Initiative Evaluation

A. Data Collection and Analysis

1. What kind of process and outcome data will you collect? Who will collect it? How will it be used?
2. What resources (e.g. staff, funding, technology, academic partnerships) will be needed for data collection strategies? Do you have these? If not, how will you get them?
3. How will the task force evaluate and monitor the impact of the initiative on the target population?
4. How will the data collected be used to inform the development and refinement of the grant initiative?
5. What strategies will be used to assess the costs and benefits of the initiative?

B. Reports

1. What data-driven reports will be generated for the task force? Who will author them?
2. Will the reports be presented/disseminated beyond the task force? To whom?

BJA Reporting Requirements

For BJA grant reporting requirements (GPRA), you will have to be able to answer the questions below.

- *How will the initiative reduce recidivism of persons with mental illnesses in the criminal justice system?*
- *How will the initiative increase the number of criminal justice personnel trained in or using law enforcement based diversion strategies?*
- *How will the initiative increase the number of court based diversion programs and alternative jail diversion strategies?*
- *How will the initiative increase the number of juvenile justice collaborations with other systems, agencies, and programs?*
- *How will the initiative increase the number of corrections based transition programs for offenders with mental illnesses?*
- *How will the initiative increase the mental health and/or substance abuse support services in your community?*
- *How will the program promote public safety?*

If you have questions about GPRA, contact your BJA program officer.

IV. Making the Initiative Permanent

A. Initiative Promotion and Education

1. How will the task force educate the public, elected and appointed officials, and the media about the need for the initiative and/or the initiative results?
2. How will the task force capitalize on existing networks of advocacy groups to publicize the need for the initiative and/or the initiative results?
3. How will the task force promote communication and collaboration around mental health and criminal justice at all levels of government?

B. Sustained Funding

1. Has the task force developed a multi-year budget to sustain the initiative beyond the term of this grant? How will the task force seek funding, and from what sources, to support and sustain the initiative beyond the term of this grant?
2. What kind of policy changes to funding streams will the task force seek to support the initiative?