



# Problem-Solving Courts

ADMINISTRATIVE OFFICE OF THE COURTS

## **RISK NEED SCREENING PILOT PROGRAM - NOTICE OF FUNDING AVAILABILITY**



**BJA**

# BJA GRANT OVERVIEW





**Statewide  
Implementation of a  
Validated, Risk/Need  
Screening Tool**

- RANT implemented July 1, 2022, in all adult drug and veterans treatment courts

**New PSC  
Management  
Information System**

- MIS Vendor Selected - June 2023

**Universal Risk and  
Need Screening - 6  
Pilot Locations**

- R/N Pilot Workgroup identified NOFA application requirements and provided implementation guidance

# BJA GRANT PROJECT UPDATES



# RISK/NEED PILOT WORKGROUP MEMBERS

Member Name	Position
Kimberly Davis	Chair, Associate Judge, Baltimore County District Court
David E. Carey	Associate Judge, Harford County District Court
Joseph Stanalonis	Associate Judge, St. Mary's County Circuit Court
Nicole Taylor	Associate Judge, Baltimore City District Court
Rachel Bowen	Deputy Coordinating Commissioner, DCHQ Commissioners Office
Christina Bowie-Simpson, MSW	Wicomico County Opioid Coordinator and LEAD Project Manager, Wicomico County Health Department
Aisha Braveboy	State's Attorney, Prince George's County
Rose Day	Assistant Chief Clerk of Operations, DCHQ
Paula Fish	ADC Coordinator, Anne Arundel County Circuit Court
Mary Pizzo	Maryland Office of the Public Defender
Angela Shroyer	ADC Coordinator, Harford District Court
Tracy Simpson	ADC Coordinator, Worcester County, Circuit and District Court
Pete Washington	ADC Coordinator, Allegany Circuit Court
Whitney Wisniewski	Administrative Commissioner, Baltimore County
Burgess Wood	Court Administrator, Calvert County Circuit Court
Gray Barton	<i>Staff, Director, Office of Problem-Solving Courts</i>
Kate Maher	<i>Staff, Problem-Solving Court Senior Researcher</i>

# RISK/NEED PILOT PROGRAM OVERVIEW

Non-pilot court locations will have discretion regarding which individuals are offered the assessment and the time in which the assessment is offered.

\$710,000 Total BJA Funding available for 6 sites:  
3 Circuit/3 District

RANT Screening:  
Available as an option to all individuals charged with a non-violent crime.

Planning Considerations:  
Technology and infrastructure needs, space considerations, RANT Screeners, and other logistics.

Grant Deliverable Reporting:  
Track R/N screening, referrals, demographics



Expanded capacity and increased participation of high-risk/high-need non-violent offenders with substance use disorder in ADC and VTC programs

Improve processing time efficiency of referral and entry to ADC and VTC

Increased demographic diversity of referrals to ADC and VTC

## **RISK/NEED PILOT PROGRAM OUTCOME DELIVERABLES**

# RISK/NEED NOFA APPLICATION COMPONENTS – BJA VIOLENT OFFENDER PROHIBITION ADULT DRUG COURTS

- ▶ 1. Violent Offender Eligibility Determination Process: Adult Drug Courts Only
  - ▶ Please describe your jurisdiction's process for determining eligibility under BJA's Violent Offender Prohibition. Eligibility screening should include a review of current and past charges and convictions. (Please see all applicable charges in Appendix A). Please identify the following details in your response:
    - ▶ Parties to conduct the eligibility screening. Please note, the eligibility screening does not require the presence of the court involved party.
    - ▶ Resources used to conduct the screening, i.e., Case Search, MDEC Reporting.
    - ▶ Process for communicating eligible and ineligible parties to RANT screeners.

**BJA VIOLENT  
OFFENDER  
STATUTE**  
**34 U.S.C. § 10613**

- ▶ The term “violent offender” means a person who is:
- ▶ (1) charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct
  - ▶ (A) the person carried, possessed, or used a firearm or dangerous weapon;
  - ▶ (B) there occurred the death of or serious bodily injury to any person; or
  - ▶ (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or
- (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.



**RISK/NEED  
NOFA  
APPLICATION  
COMPONENTS –  
VTC ELIGIBILITY**

- ▶ **Veterans Treatment Court Applicants:**
  - ▶ Please note that the BJA Violent Offender prohibition does not apply to veterans treatment courts. However, military status must be determined prior to administering the RANT screening to confirm eligibility and exemption from the violent offender prohibition.
  - ▶ Please describe your process for determining military status prior to administration of the RANT.

# RISK/NEED NOFA APPLICATION COMPONENTS – IDENTIFY RANT SCREENERS

- ▶ **Identify Risk/Need Screeners:**
  - ▶ Please identify the parties that will conduct the risk/need screening.
  - ▶ Examples of appropriate risk/need screeners are provided below. These are examples only and do not represent all appropriate risk/need screeners that may be considered.
    - ▶ Health Department
    - ▶ Treatment Provider
    - ▶ Problem-Solving Court Team Member
    - ▶ Court Staff
    - ▶ Consultant or Contractor
    - ▶ Peer Support Specialists
    - ▶ Pretrial Service Screeners

**RISK/NEED  
NOFA  
APPLICATION  
COMPONENTS –  
IDENTIFY RANT  
SCREENERS  
(CONT.)**

- ▶ **Identify Risk/Need Screeners:**
  - ▶ Risk/Need Screeners, may not include:
    - ▶ Sworn law enforcement officers
    - ▶ Representatives from the Office of the Public Defender
    - ▶ Representatives from the States Attorney's Office
    - ▶ District Court Commissioners

# RISK/NEED NOFA APPLICATION COMPONENTS – NUMBER OF RANT SCREENERS

- ▶ Please provide the number of risk/need screeners needed for your program.
- ▶ Please provide justification for how this number was calculated.
  - ▶ For example, the number of screeners could correspond with your jurisdiction's average daily criminal docket schedule or average daily criminal case filings.
  - ▶ Please provide details of your justification, such as the number of anticipated daily or weekly screenings.

**RISK/NEED  
NOFA  
APPLICATION  
COMPONENTS –  
SCREENING  
VENUES**

- ▶ Please describe any coordination that might be necessary in order to ensure availability of the identified venue(s):
  - ▶ Must address privacy and confidentiality
  - ▶ Must be a safe setting
  - ▶ Venue(s) may include virtual options such as Zoom.

**RISK/NEED  
NOFA  
APPLICATION  
COMPONENTS –  
DETERMINING  
WHEN  
SCREENING WILL  
OCCUR**

- ▶ Please identify the anticipated point or points within the adjudication process the screening will occur.
  - ▶ For example, screenings might occur following arrest, preliminary hearing, initial appearance, summons, bail review, etc. Other junctures may be considered.

# RISK/NEED NOFA APPLICATION COMPONENTS – SCREENING PROCESS

- ▶ Please describe your screening process for the following court involved individuals, regardless of custody status:
  - ▶ Parties arrested
  - ▶ Parties in custody
  - ▶ Parties released following arrest
  - ▶ Parties involved via a summons
  - ▶ Parties involved as a result of a criminal citation
  - ▶ Parties involved as a result of an incarcerable traffic charge

**RISK/NEED NOFA  
APPLICATION  
COMPONENTS –  
NOTIFYING  
DEFENSE  
COUNSEL OF  
SCREENING  
OPPORTUNITY**

- ▶ Please describe this process, including method(s) of communication and timeline
  - ▶ Who communicates
  - ▶ When communication occurs
  - ▶ How (Email, Phone)

# RISK/NEED NOFA APPLICATION COMPONENTS – REFERRALS

- ▶ Referrals to adult drug or veterans treatment court programs:
  - ▶ Please describe the referral process in detail, including your strategy for improving processing time efficiency of referral and entry to ADC and VTC
- ▶ Referrals to treatment services within the community:
  - ▶ Please describe the referral process in detail, including who will be responsible for making the referrals and names of community treatment providers in which the referrals will be made.

# RISK/NEED NOFA APPLICATION COMPONENTS – CONFIDENTIALITY AGREEMENT

- ▶ Please provide a sample risk/need screening confidentiality agreement that articulates the following:
  - ▶ Ensures risk/need screening results won't be used against defendant in any way.
  - ▶ Ensures risk/need reports will be provided to the defendant and defense attorney only.

**RISK/NEED NOFA  
APPLICATION  
COMPONENTS –  
STORAGE AND  
MANAGEMENT  
OF RISK/NEED  
SCREENING  
REPORTS**

- ▶ Include strategy for data security (for example, folder on Judiciary G drive)
- ▶ Include strategy for physical storage of paper reports

# RISK/NEED NOFA APPLICATION COMPONENTS – GRANT BUDGET REQUEST WORKSHEET

- ▶ Complete the “Risk Need NOFA Budget Worksheet”
- ▶ Two tabs to complete
  - ▶ Budget Detail Year 1 and
  - ▶ Budget Detail Year 2
- ▶ Budget Detail Example Tab provides examples for each budget category – please review before attempting to complete Year 1 and Year 2
- ▶ The Budget Categories tab provides definitions for each budget category.

# RISK/NEED NOFA APPLICATION COMPONENTS – GRANT BUDGET CATEGORIES

- ▶ Personnel
  - ▶ Job Title, annual salary and percent time, description of responsibilities
- ▶ Fringe Benefits
  - ▶ For personnel listed in the personnel category
- ▶ Travel
  - ▶ Example, mileage
- ▶ Equipment
  - ▶ Example, laptop computer
- ▶ Supplies
  - ▶ Example, locked filing cabinet
- ▶ Procurement Contracts, & Consultant Fees
  - ▶ Example, RANT screeners



**B. Fringe Benefits**

Name: <i>List each grant supported position receiving fringe benefits</i>	Computation				
	Base	Fringe Rate	Total Cost	Total Budget Request	
<i>Example: Licensed LMSW</i>	\$50,960.00	25%	\$12,740.00	\$12,740.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			<b>Total</b>	<b>\$12,740.00</b>	

**Narrative**

Our full time fringe benefits rate is 25% and covers the following items: FICA (7.65%), Workers Comp (1.35%), Health Insurance (11%), Retirement (5%).

**NOTE: Personnel listed under this category are designated court employee.**

# BUDGET WORKSHEET-FRINGE BENEFITS

**C. Travel - mileage reimbursement only**

Purpose of Travel	Locations: From, To	Type of Expense	Basis	Computation				
<i>Travel between screening locations</i>	<i>Indicate the travel destination</i>	Mileage	Per Mile	Compute the costs of mileage reimbursement				
				Cost	Quantity	# of Staff	# of Trips (annually)	Total Cost/Budget Request
<i>Example: Travel between local detention center and PSC location</i>	<i>From Chesapeake County Circuit Court to Chesapeake County Detention Center (Round Trip)</i>	<i>Mileage</i>	<i>Mile</i>	<i>0.655</i>	<i>30</i>	<i>1</i>	<i>260</i>	<i>\$ 5,109.00</i>
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							<b>Total</b>	<b>\$ 5,109.00</b>

**Narrative**

Chesapeake County Circuit Adult Drug Court's risk need screener will need to travel between the court house and the local detention center daily to conduct interviews. Some individuals will be screened at the courthouse and some will be screened at the detention center. We estimate at least one round trip per day, 15 miles each way, for a total round trip of 30 miles, 5 days a week, or 260 days a year. The current reimbursement rate, as of January 1, 2023 is 65.5 cents per mile.

# BUDGET WORKSHEET-TRAVEL

<b>D. Equipment</b>					
<b>Equipment Item</b>		<b>Computation</b>			
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Budget Request</b>
<i>Example: Laptop Computer</i>		<i>1</i>	<i>\$2,547.00</i>	<i>\$2,547.00</i>	<i>\$2,547.00</i>
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				<b>Total</b>	<b>\$2,547.00</b>

**Narrative**  
 Chesapeake County Circuit Adult Drug Court's risk need screener will need one laptop computer in which to enter data associated with tracking the grant performance measures and to perform administrative tasks such as email communication such as coordination with drug court coordinator and OPD.

# BUDGET WORKSHEET-EQUIPMENT

**E. Supplies**

Supply Item	Computation			
	# of Items	Cost	Total Cost	Budget Request
<i>Example: Locking File Cabinet</i>	1	\$1,000.00	\$1,000.00	\$1,000.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			<b>Total</b>	<b>\$1,000.00</b>

**Narrative**

Chesapeake County Circuit Adult Drug Court will need a locking file cabinet to keep paper copies of client RANT Reports secure.

# BUDGET WORKSHEET—SUPPLIES

**F. Procurement Contracts**

Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (\$150,000)</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant <i>Is the contract for a consultant?</i>	Computation	
			<i>Enter the total cost of the procurement contract. Please explain rates and hours used to determine total cost in the narrative below.</i>	
			Total Cost	Budget Request
<i>Example: William H. Penn</i>	<i>RANT INTERVIEWER/SCREENER -</i>	<i>No</i>	<i>\$27,773.00</i>	<i>\$27,773.00</i>
<i>Example: Chesapeake Health Department</i>	<i>RANT INTERVIEWER/SCREENER -</i>	<i>No</i>	<i>\$63,700.00</i>	<i>\$63,700.00</i>
				<i>\$0.00</i>
			<b>Total</b>	<b>\$91,473.00</b>

**Narrative**

Part time RANT Interview Screener: The Chesapeake County Maryland Adult Drug Court program will procure services from William H. Penn to provide RANT interview screening services 20 hours a week at 24.50 and hour with a fringe rate of 9%.

Fulltime RANT interviewer/screener: The Chesapeake County Maryland Adult Drug Court program will procure services from Chesapeake Health Dept. to provide RANT interview screening services 40 hours a week at \$24.50 and hour with a fringe rate of 25%.

# BUDGET WORKSHEET-PROCUREMENT CONTRACTS





# Problem-Solving Courts

ADMINISTRATIVE OFFICE OF THE COURTS

**FOR ANY QUESTIONS, PLEASE CONTACT**  
**[OPSC.GRANTS@MDCOURTS.GOV](mailto:OPSC.GRANTS@MDCOURTS.GOV)**