

Typology Interview Guide¹

All information that can be obtained from other sources--such as websites, document reviews, the promising practices table, or our contact database-- should be filled in before beginning each interview.

Time period of sample (to be determined before the interview, if possible) _____

Respondent Information [please check accuracy and spelling]

1. Interview Date: _____
2. Drug Court Site: _____
3. Respondent's Name: _____
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 _____

Background

8. When was this drug court implemented?
9. Were you involved with the implementation of this drug court?
10. Are you involved in drug court? When did you become involved?

Role (Activities)

11. What is your role in the drug court program? (Probe: describe your drug court activities)
- 11b. (For Public Defender and District Attorney) How is your role in drug court different from your role in non-drug court processes? Do you feel that your mission as the (defense/prosecutor) has been upheld in your role in drug court? (Prompt: That is, has public safety and defendant rights remained protected?).
12. How much time do you spend on drug court activities? (Probe: About how much of your FTE is spent on drug court?)
13. Who else does drug court activities in your organization? What do they do? (Some of these people will be interviewed separately. Would you recommend I speak to them directly about their drug court activities, or can you tell me about what they do?)
- 13b. 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)?

Drug Court Goals

14. What are the main goals of your drug court?

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15. How does what you do in the process relate to these goals?
16. How will you know you have reached these goals?
17. What do you think would be good measures for whether you have reached the goals?
18. What is the advantage of having drug court in your county?
19. What do you think drug court will accomplish?

Eligibility

20. Is the program pre-plea or post-plea? *(Note: post-plea includes post-conviction. Also include any further explanation from respondent)*
21. Who does the initial screening? *(DA, PD, Probation Pre-trial Services?)*
22. Who is responsible for final determination about program entry? *(DA, PD, Judge?)*
23. Which charges are targeted for entry? *(Misdemeanors, felonies, or both? Possession, trafficking, property or other non-drug offenses?)*
24. What are the eligibility criteria? *(Only nonviolent offenses? Limit on number of prior convictions?)*
25. Can you describe the step-by-step process for determining eligibility?
26. 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? *(What is the assessment tool called? Who completes this assessment? How, if at all, is participant eligibility affected by the results?)*
27. What were the original eligibility requirements when this drug court was implemented? Have they changed since that time?

Drug Court Participants

28. Can you describe your drug court participants? *(What are the most commonly used drugs by your drug court participants? Are your participants mostly recreational users or hard-core addicts, or a mix?)*
29. Do you have any statistics or reports on your participants?

Drug Court Judge

30. 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?
31. 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?
32. What are the *(judge's)* other roles and responsibilities?

33. Have there been other drug court judges before (“you” or “the current judge”)? If so, who were the previous drug court judges?

34. 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?

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)

35. Is there a drug court coordinator for this drug court? How many drug courts is the coordinator responsible for? By what agency is the coordinator employed? Who supervises the coordinator?

36. 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?)*

37. 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?)*

37b. 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?)*

38. 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)*

39. When are drug court sessions held and how long are they? How many clients typically attend one session?

40. What is the role of the judge? *(Duties?)*

41. What is the role of the coordinator? *(Duties?)*

42. What is the role of law enforcement? *(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 and how long do they take? Are home visits required as part of the program?

43. 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?

44. What is the role of the Public Defender? *(Level of involvement, etc.)*

45. What is the role of the District Attorney? *(Level of involvement, etc.)*

46. Who provides primary management and coordination of treatment and rehabilitation services? *(Probation, treatment services, drug court staff?)*

47. How well do you feel the agencies involved in DC work together? (*Give examples*)

47b. What kind of relationships or connections do you have with community agencies in relation to drug court?

Drug Court Process/Phases

48. What is the length of time between the participant's arrest and entry into the drug court program?

49. Does your program have phases? If so, how many and how long do they last?

50. What are the requirements for each phase? (*Include number of number of court appearances, UA's, group and individual session*).

51. Are there any specific requirements to move from one phase to the next phase?

52. Has this process changed *since the program was implemented*? (If so, how?)

52b. What kinds of services besides drug and alcohol treatment are offered to drug court participants?

Treatment

53. Does your agency provide actual treatment to drug court clients?

54. How many treatment provider agencies are involved with drug court? Do you have the names and contact information for these providers?

If there are multiple provider agencies:

55. Is there a central intake?

56. What specific treatment services does each one offer? (*Individual and group counseling, residential treatment, case management, acupuncture, mental health services*)

57. What other services are offered? (*Parenting classes, GED, anger management, life skills training, job training, physical health services, AIDS education, etc.*)

58. 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?*)

59. How many counselors at each provider are directly involved with drug court participants?

60. Who else at the treatment agencies are involved in drug court?

61. (*If more than one treatment provider*) How is it decided which clients go to which treatment provider?

- a. How many drug court clients does the treatment provider (*do the treatment providers*) serve? Who performs case management for drug court clients? Who is required to report to court staff on treatment progress/compliance?

62. 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?*)

63. Have the treatment providers and/or the services they provide changed *since the program was implemented?*

64. What type of information does the treatment provider share with the court? (*Prompts: progress reports, reports of missed treatment sessions, UAs*)

65. How is this info shared with the court? (*Is this information accurate, useful?*)

66. Are participants encouraged to attend other treatment support groups? (*12-step programs*)

67. Do the treatment providers serve non-drug court drug offender cases? How often, and how is this coordinated with probation?

68. What is the primary philosophy or treatment model used? (*At each agency. Prompt: strict boot camp, strengths based social work?*)

69. Are you involved in drug testing? (*UA's?*)

70. Which agency/agencies are responsible for UA's?

Drug Testing

71. What is the urinalysis and other drug testing process process? (*Frequency per participant, who is responsible, who coordinates them, who administers them, how are they conducted?*)

72. Are drug tests/UA's assigned randomly? If not, how are they assigned?

73. Who performs the analysis?

74. Has the drug testing/UA process changed? (*What was it like at the time of our sample?*)

Fee Structure

75. Is there a fee required of drug court participants? If yes, how much is the fee? Is it on a sliding scale?

76. Is full payment required for graduation? Is payment reduced if the participant successfully completes the program?

77. Who collects the fees? Where does the money go? What is the money used for?

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

Rewards/Sanctions

79. What behaviors are considered non-compliant? (*Failure to appear at court or treatment sessions, positive UA's, subsequent arrests*)
80. What kinds of sanctions are imposed as a result? (*Bench warrants, writing papers, sit sanctions, community service, residential treatment, more frequent UA's or court appearances, incarceration, etc.*)
81. Are sanctions graduated? How frequently are sanctions given? (*Rare or quite common?*)
82. How consistently are sanctions imposed for similar non-compliance behaviors? How swiftly is the sanction imposed after it is given? How are the sanctions administered?
83. What is considered good behavior?
84. What kinds of rewards are given for good behavior? (*Applause, physical rewards such as key chains or movie tickets, less frequent court appearances*)
85. Has the reward/sanction process changed (*since the time of our sample*)?

Failure

86. What would prompt a termination? (*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 UA's? Other?*)
87. If a participant is terminated, where does he or she enter the traditional court system? (*Standard court process, stipulated facts trial, or sentencing because they have already pled guilty?*)
88. Has the termination process changed (*since the time of our sample*)? If yes, when and how?

Graduation

89. Please describe the drug court graduation and the graduation activities.
90. How often is a graduation ceremony held?
91. What are the requirements for graduation? (*Number of days clean, payment of fines and drug court fees, employment, suitable housing, GED, other requirements*)
92. What funds are used to pay for the graduation ceremony?
93. 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?*)
94. In your experience, do you think certain types of clients have different graduation rates? (*For example, first timers versus repeat felons, type of addiction, a particular age group, etc.*)
95. Has the graduation process changed over time? If yes, when and how? (*What was it like at the time of our sample?*)

Aftercare

96. Is there an aftercare program for the drug court? Is it mandated?
97. What are the requirements of the aftercare program and what services are offered?
98. What agency administers aftercare?
99. Who is involved with aftercare activities? What are those activities? How much time do they spend on each of those activities? (*Time per client?*)
100. How long does it last?
101. What happens upon completion? (*Incentives to complete?*)
102. Has the aftercare program changed since the program was implemented?

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.)

103. Annual program capacity?
104. Total number enrolled to date? As of what date?
105. Number of graduates to date? As of what date?
106. Active participants?
107. Number of unsuccessful terminations to date? As of what date?
108. Primary Drug Used Most Frequently By Drug Court Participants? (*Percentages of: Marijuana, Crack or Cocaine, Heroin, Methamphetamines, Poly Drug, Alcohol, Other*)

Other

109. What do you feel are some notable or unique characteristics of your drug court? (*Character of court, reputation*)
110. What do you think are the most promising practices of this drug court?
111. Are there any issues (idiosyncratic problems) that you have found at your particular part of the drug court process?
112. 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 doing it?

Regular (non drug court) court process

(Ask DA, PD, Judge, Probation, Law Enforcement):

113. 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. In particular, explore the flow and who is involved. *(You can use the Multnomah County Flow Chart as a guide for this question. (This flowchart makes it easier to take notes. You can mark any differences in the process on the chart, or you can even hand it to the person you are interviewing and have them change it to fit their process). Probe: Are people sentenced to probation and do they usually serve the whole sentence, or can people be released from probation early? If so, how often does this happen, and what is the procedure? If this does happen with some regularity, typically how much of a person's sentence are they likely to serve?)*

(Ask DA, PD, Judge):

114. Are you *(or your agency)* involved with non-drug court activities?

115. Do you attend court for non-drug court cases? What kinds of cases? How often?

116. What is your role for these kinds of cases? *(What activities are you involved in?)*

117. 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?

118. Do you know what kind of data is kept on offenders involved in these cases? Who should we talk to that can tell us more about your agency's data systems and who would be able to help us gain access to that data?

Further Drug Court questions

LAW ENFORCEMENT *(May include Sheriff's Department as well as Police Departments)*

119. What activities are police/sheriff's department involved with, including arrests? *(List activities)*

120. *(If law enforcement conducts home visits)* How frequently are home visits conducted? What is involved in a home visit?

121. Do you attend court for non-drug court cases? What kinds of cases? How often? How much of your time is taken for each court appearance? What activities are involved with court appearances?

122. In addition to staff resources, what other resources are dedicated to the support of the drug court program?

SHERIFF'S DEPARTMENT

123. Does the sheriff's department incarcerate drug court participants who receive sanctions?

124. What non-drug court activities are you involved with, including bookings and incarcerations?

TREATMENT PROVIDER

125. Which agencies are the service providers for residential treatment?

126. Which agencies are the service providers for individual counseling sessions? (*Who would have this information?*)

127. Which agencies are the service providers for group counseling sessions? (*Who would have this information?*)

128. On average, how many participants attend each group counseling session?

Data Collection Questions (*Bring a copy of the data elements and wish list to meeting*)

129. Who would be the best person to ask about what data your agency collects? Who works with the data at your office?

130. What data are collected and what format is it in? (*Paper files or electronic? If electronic, what type of software program or database? What's the name of the database? Is it a proprietary software? Who designed it?*)

131. Is the data collected on an individual or aggregate level? (*If individual, what are the data elements collected for each person? What unique identifiers are used?*)

132. How is the data collected and entered into the database? Who is responsible for data collection, entry and management? How often is data collected, entered and cleaned?

133. When did you start using this database/system? (*How long have you been using your current MIS? What did you do before your current MIS?*) For what time period do you have data? Does the quality vary during different time periods? Is older data overwritten by new data?

134. How would you assess the completeness and accuracy of the data? (*Is there a lot of missing data? What does it look like at the time of our sample?*)

135. How do we go about getting access to look at the data? Would NPC Research be able to look at an extract or paper file of the data during a site visit?

136. How do we go about getting access so that we can collect or obtain a copy of this data? (*What are the procedures for gaining access to the data? MOU, background checks, fees charged*)

137. What would be involved in collecting this data at your site? Is there another agency that also houses the same data?

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? Is there anyone else that you think we should talk to? (get contact info) In your agency? Elsewhere? Do you have any questions for us?

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.

