



## SALISH BH-ASO POLICIES AND PROCEDURES

**Policy Name:** CRIMINAL JUSTICE TREATMENT  
ACCOUNT (CJTA) FUNDED  
THERAPEUTIC COURT INCENTIVES

**Policy Number:** CL211

**Effective Date:** 9/1/2021

**Revision Dates:**

**Reviewed Date:** 4/1/2024

**Executive Board Approval Dates:** 3/18/2022

### POLICY

Salish Behavioral Health Administrative Services Organization (SBH-ASO) supports utilization of CJTA funds to provide incentives for eligible participants who meet Therapeutic Court program guidelines. Providing incentives for eligible individuals participating in Therapeutic Court programs is a recognized best practice to encourage motivation, participation, and attendance.

### PROCEDURE

1. SBH-ASO Incentive Guidelines for Therapeutic Courts
  - a. "Incentives" refer to any monetary or service benefit provided to program participants to retain them in the service or prevention program.
  - b. Incentives should be the minimum amount necessary to meet program goals
  - c. Before the Program: Therapeutic Courts may not use discretionary grant funds to make direct payments to individuals to induce them to enter treatment or prevention programs.
  - d. During the Program: Therapeutic Courts may use discretionary grant funds for "wrap-around services" (non-clinical supportive services) that intend to:
    - i. Improve an individual's access to, participation, and retention in treatment that is deemed essential to meeting program goals as they relate to the target population
    - ii. Improve access to, participation, and retention in prevention programs
    - iii. Meet recovery benchmarks

Therapeutic court programs may provide incentives to eligible participants within established guidelines.

2. Incentive Parameters for Therapeutic Court Programs:
  - a. Determine which individual or position within the Therapeutic Court program will manage distribution of the incentives.
  - b. Therapeutic Court programs establish guidelines to support equitable and consistent practices of awarding incentives to eligible participants, including the following:
    - i. Who is eligible to receive an incentive?
    - ii. Criteria for an eligible participant to receive an incentive.
    - iii. Therapeutic Court program decision making process to award incentives.
    - iv. When incentives are awarded.
    - v. Where incentives are awarded.
    - vi. Frequency that incentives can be awarded.
    - vii. The dollar amount of incentives (\$5, \$10, \$15, \$20, etc.).
    - viii. Appropriate incentives relative to the progress or milestone reached by the participant.
    - ix. Which types of incentives (food, gas, coffee, events, etc.) will be awarded.
  - c. Decisions made by Therapeutic Court panels/committees to award incentives adhere to established guidelines.
3. Submitting documentation to SBH-ASO for reimbursement of CJTA funds:
  - a. Therapeutic Court programs may pre-purchase incentives (gift cards) in various denominations to be awarded to eligible participants.
  - b. All pre-purchased incentives must not exceed funding guidelines and must be expended within the contract period.
  - c. Dissemination of pre-purchased incentives will be tracked on the Incentives Log that provides the following information:
    - i. Eligible participant's name
    - ii. Date incentive was awarded
    - iii. Dollar amount of the incentive
    - iv. Type of incentive (food, gas, coffee, event, etc.)
    - v. Reason for awarding the incentive (program attendance, progress on treatment goals, support group attendance, etc...)
    - vi. Signatures of both receiving individual and dispersing staff.
  - d. Incentives awarded that are greater than \$30.00 in value require submission of an itemized receipt and must be included on the CJTA billing form submitted with the invoice.
  - e. Submit invoices and supporting documents (including receipts) to Salish BH-ASO no more than 30 days after the month in which an incentive is awarded.

- f. Maintain Incentives logs for review upon request by SBH-ASO.