



SALISH BH-ASO POLICIES AND PROCEDURES

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

Policy Number: CL211

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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 and retention in treatment that is deemed essential to meeting program goals as they relate to the target population
 - ii. Improve access to 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 will 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 will 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 45 days after the month in which an incentive is awarded.

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