

## JUDICIAL COUNCIL MEETING

### AGENDA

Thursday, March 15, 2012

Sabra Ballroom G

Lexington Hotel

St George, Utah

*Chief Justice Christine M. Durham, Presiding*

1. 9:45 a.m. Welcome & Approval of Minutes . . . Chief Justice Christine M. Durham  
(Tab 1 - Action)
2. 9:50 a.m. Chair's Report. . . . . Chief Justice Christine M. Durham
3. 10:00 a.m. Administrator's Report. . . . . Daniel J. Becker
4. 10:15 a.m. Reports: Management Committee. . . Chief Justice Christine M. Durham  
Liaison Committee. . . . . Justice Jill Parrish  
Policy and Planning . . . . . Judge Greg Orme  
Bar Commission. . . . . Lori Nelson, esq.  
(Tab 2 - Information)
5. 10:25 a.m. Remarks from Utah State Bar President/President-Elect. . . . . Rod Snow  
(Information) . . . . . Lori Nelson
6. 10:40 a.m. Performance Evaluation. . . . . Chief Justice Christine M. Durham  
(Discussion)
- 11:10 a.m. Break
7. 11:25 a.m. Board of District Court Judges Update. . . . . Judge Kate Toomey  
(Tab 3 - Information) . . . . . Debra Moore
8. 11:45 a.m. Pro Bono Resolution. . . . . Tim Shea  
(Tab 4 - Action)
9. 11:55 a.m. Trial Court Executives Update. . . . . Russ Pearson  
(Information) . . . . . Peyton Smith
- 12:15 p.m. Lunch
10. 12:45 p.m. Legislative Report. . . . . Daniel J. Becker/  
-Appropriations . . . . . Ray Wahl  
-Facilities  
-Legislation

11. 1:45 p.m. Senior Judge Certification. . . . .Tim Shea  
(Tab 5 - Action)
12. 1:50 p.m. Executive Session. . . . .
13. 2:05 p.m. Adjourn

#### **Consent Calendar**

*The consent items in this section are approved without discussion if no objection has been raised with the Admin. Office (578-3806) or with a Council member by the scheduled Council meeting or with the Chair of the Council during the scheduled Council meeting.*

1. Committee Renewal  
(Tab 6) Nancy Volmer
2. Grant Approvals  
(Tab 7) Raechel Lizon
3. Rules for Comment  
(Tab 8) Tim Shea

# TAB 1

# JUDICIAL COUNCIL MEETING

## Minutes

Monday, February 27th, 2012

Judicial Council Room

Matheson Courthouse

Salt Lake City, UT

Chief Justice Christine M. Durham, Presiding

### ATTENDEES:

Chief Justice Christine M. Durham  
Hon. Kimberly K. Hornak, vice chair  
Justice Jill N. Parrish  
Hon. Judith Atherton  
Hon. George Harmond  
Hon. Paul Maughan  
Hon. Brendan McCullagh  
Hon. David Mortensen  
Hon. Gregory Orme  
Hon. John Sandberg  
Hon. Larry Steele  
Hon. Thomas Willmore  
Lori Nelson, esq.

### GUESTS:

Justice Matthew Durrant  
Judge Kate Toomey  
Judge Royal Hansen  
Peyton Smith, 3<sup>rd</sup> Dist TCE  
Joanne Slotnik, JPEC  
Tony Schofield, JPEC  
Brent Tippitts  
Stephen Carter  
Randy Dryer  
Olivia Shaughnessy, intern  
Angela Slade, intern  
Representative David Litvack

### STAFF PRESENT:

Daniel J. Becker  
Diane Abegglen  
Jody Gonzales  
Lisa-Michele Church  
Debra Moore  
Rick Schwermer  
Tim Shea  
Nancy Volmer  
Brent Johnson  
Ron Bowmaster  
Rob Parkes  
Alyn Luncesford  
Jessica Van Buren  
Nini Rich  
Derek Byrne  
Katie Gregory

### EXCUSED:

Hon. Keith Stoney

#### 1. **WELCOME AND APPROVAL OF MINUTES: (Chief Justice Christine M. Durham)**

Chief Justice Durham welcomed everyone to the meeting. She extended a special welcome to Justice Durrant and Olivia Shaughnessy, a Hinckley Institute intern.

**Motion:** Justice Parrish moved to approve the minutes. Judge Hornak seconded the motion, and it passed unanimously.

**2. CHAIR'S REPORT: (Chief Justice Christine M. Durham)**

Chief Justice Durham reported on the following:

Chief Justice Durham, Justice Durrant, Mr. Becker, and Mr. Schwermer met with the Speaker of the House to discuss issues relating to the courts for the 2012 legislative session.

She was invited to participate at the Bar's Legislative Day CLE workshop including leadership from the House, Senate and Governor's office attending. She spoke briefly about the *System of Governance for Utah's Courts*.

Chief Justice Durham and Justice Durrant attended the Conference of Chief Justices Mid-Year meeting held January 27 - February 1 in Wilmington, Delaware with the theme of the meeting "*Business and Business Courts*". The Honorable Joseph R. Biden, Jr, Vice President of the United States, offered a keynote address at the conference with the focus on the significance of the state courts in the United States as engines of not just economic health and welfare in the United States but the impact of American competitiveness in the international arena.

She noted that the agenda item relative to the recertification of municipal justice courts which had originally been placed on the Council consent calendar was now on the regular Council agenda as an action item.

**3. ADMINISTRATOR'S REPORT: (Daniel J. Becker)**

Mr. Becker reported on the following items:

Recertification of Municipal Justice Courts. Mr. Becker mentioned that this item is on the February agenda for action as the justice courts that were found to be in compliance had not been formally approved following discussion at the January meeting.

Legislative Session. The 2012 Legislative Session ends on Thursday, March 8. Mr. Becker provided an update on where the courts stand in the appropriations process. All requests submitted by the courts are being recommended. Mr. Becker highlighted the following areas of interest: 1) status of the Self-Help Center bill, 2) the Subcommittee addition of two law clerks and data processing funds, and 3) the one-time expenditures.

Ogden Juvenile Court Facility. Approval of funding for buildings is not anticipated this session.

Criminal E-Filings. A pilot program has begun in Weber County to test e-filing of criminal cases. The second phase of the pilot program will be conducted in Davis County.

Juab County Court Facility. The planning process for building a new court facility in Juab County is underway. A meeting was held last week with all of the Juab County Commissioners.

March Council Meeting. The March Council meeting will be held on Thursday, March 15 in St George beginning at 9:45 a.m..

April Council Meeting. The April 30 Council meeting will begin at Noon with Justice Durrant taking on his role of chair of the Council. A reception to honor Chief Justice Durham for her year's of service as chief justice will take place following the meeting. All Council members are invited to attend.

Mandatory E-Filing. Mr. Becker provided an update on the proposal for mandatory e-filing. The issue has been referred to Policy and Planning to prepare a proposed rule which

would be brought to the Council for consideration in April and would set a date for mandatory e-filing, provide guidelines for dealing with self-represented litigants, and provide for possible waivers for attorneys who declare a hardship.

A change to mandatory e-filing will impact the workforce required to staff the front counter operations of courts. The courts will require less court staff in this area due to the volume of transactions which would be handled as e-filings and e-payments. The number of court staff affected by this change and the options to managing the change will be discussed. It was noted that court staff affected will not lose their jobs, it will be managed through attrition.

Chief Justice Durham commended the court staff for all they have done relative to the court's budget during the economic downturn.

#### **4. COMMITTEE REPORTS:**

##### ***Management Committee Report:***

Chief Justice Durham reported that the Management Committee meeting minutes accurately reflect the issues discussed. The items needing to be addressed by the Council have been placed on today's agenda.

##### ***Liaison Committee Report:***

Justice Parrish reported on the following:

The Committee has been meeting weekly since the beginning of January. She deferred a more substantive report to be provided by Mr. Schwermer with his legislative update. She noted that the proposed Judicial Performance Evaluation Commission (JPEC) legislation which would have excluded juror responses relative to the minimum performance standards has been withdrawn.

##### ***Policy and Planning Meeting:***

Judge Orme reported on the following:

The majority of the items discussed at the last meeting will be discussed later in the meeting as several rules are being considered for final action or listed on the consent calendar as rules published for comment.

Discussion on the court referee issue will continue at the next meeting with Judge Kay scheduled to attend to offer his comments.

The Pro Bono resolution was deferred to the March meeting for further discussion and action. The Committee hopes to provide an update on the resolution at the March Council meeting.

##### ***Bar Commission Report:***

Ms. Nelson reported on the following:

She provided highlights from the last Bar Commission meeting to include: 1) approval of the Uniform Bar Exam rules to take effect with the July 2012 exam; 2) approval of a \$2,000 grant for the Law Day insert; 3) selection of Judge Sandra Peuler as the Dorothy Merrill Brothers award recipient, and David Dominguez as the Raymond Uno award recipient; 4) summary reports were provided on the pro bono program, the lawyer referral program, and the civics education program.

**5. JUDICIAL PERFORMANCE EVALUATION COMMISSION: (Tony Schofield and Joanne Slotnik)**

Mr. Schofield, JPEC Commission Chair, and Ms. Slotnik, Director of JPEC, were welcomed to the meeting.

Chief Justice Durham expressed her gratitude to the Commission and their staff on behalf of the Council for hearing the concerns expressed by the courts relative to the JPEC legislation which would have eliminated juror surveys from the minimum performance standards by withdrawing the legislation.

The Council would like the Commission to consider meeting with Council representation at a future meeting, to discuss the manner by which the Commission considers changes in the judicial performance evaluation process. Mr. Schofield commented on the Judicial Performance Evaluation Amendments in response to the concerns expressed by the judiciary.

Mr. Schofield provided background information regarding the Commission's charge. The first set of retention reports for the judges up for retention in 2012 have been distributed. Feedback has been received by the Commission from some judges regarding their reports. At the end of the application period, applicable data for the judges up for retention, will be placed on the Commission's website.

An invitation to attend the Commission's April 10 meeting was extend to the Council. Discussion relative to jury survey results as part of the minimum performance standards at the April meeting will be welcomed. Chief Justice Durham expressed concerns with removing the jury survey information from the minimum performance standards.

Discussion took place. Council members posed questions to Mr. Schofield and Ms. Slotnik on the following areas relative to judicial performance evaluations: 1) narrative summarizations included on the retention reports, 2) courtroom observation comments, and 3) the status of the 2014 mid-term reports.

Mr. Schofield and Ms. Slotnik reviewed the process undertaken by Commission members in creating the narrative summarizations included on the retention reports. Clarification was provided on the courtroom observations. They anticipate sending out the 2014 mid-term reports by the end of the week.

Mr. Schofield and Ms. Slotnik were thanked for their time.

**6. RULES FOR FINAL ACTION: (Tim Shea)**

Chief Justice Durham welcomed Mr. Shea to the meeting. She asked the Council if there were any questions relative to the recommendations of the rules for final action submitted by Policy and Planning.

**Motion:** Judge McCullagh moved to approve the rules for final action as recommended by Policy and Planning. Judge Harmond seconded the motion, and it passed unanimously.

**7. ETHICS ADVISORY COMMITTEE UPDATE: (Brent Johnson)**

Chief Justice Durham welcomed Mr. Johnson to the meeting.

Mr. Johnson provided an update on the activities of the Ethics Advisory Committee. He highlighted the following in his update: 1) listed the current committee membership, 2) the committee is in the process of filling vacancies for a justice court representative and an attorney representative, 3) the committee has only received one opinion request since the last update, and 4) reviewed the process by which opinion requests are managed.

Mr. Johnson was thanked for his update.

**8. LEGISLATIVE UPDATE: (Rick Schwermer and Daniel J. Becker)**

Chief Justice Durham welcomed Mr. Schwermer to the meeting.

Mr. Schwermer provided an update on the following bills being considered during the 2012 legislative session, including where they fall in the legislative process:

SB 100 - Law Library Self-Help Center

SB 154 - Judiciary Amendments

SB 200 - Justice Court Housekeeping

HB 231 - Guardianship Amendments

HB 393 - Juvenile Competency Amendments

HB 328 - Judicial Performance Evaluations Amendments (withdrawn)

SB 214 - Justice Court Process Amendments

HB161 - Rights of Parents and Children

HB 235 Offer of Judgment in Civil Cases

HB 237 - Child Welfare Amendments

SJR 15 - Joint Resolution Amending Rules of Civil Procedure on Peer Review

HB 435 - Reclassification of Traffic Offenses

HJR 16 - Joint Resolution - Judicial Service Commendation

HB 49 - Firearms Resolution

HB 38 - Competency to Stand Trial Amendments

Discussion took place. Mr. Schwermer provided clarification to questions asked.

Chief Justice Durham thanked Mr. Schwermer for his update.

**9. EMPLOYEE SURVEY RESULTS: (Rob Parkes)**

Mr. Parkes was welcomed to the meeting.

He provided an update on the 2011 employee survey which was administered during November and December where all staff were invited to participate. Mr. Parkes mentioned that no survey was administered in 2010. The 2011 survey was redesigned with the goal of measuring the factors which contribute to establishing a positive work environment. The survey focused on the following four factors: 1) an employee's immediate supervisor, 2) the management team, 3) the work environment, and 4) engagement.

The survey netted the highest response with 785 responses received statewide which represents 72% of the total court workforce. As a whole, the survey was very positive. He reviewed responses to include the following: 1) work environment, 2) advancement opportunities, 3) employee recognition, and 4) communication.

The results of the survey are reported on both a statewide and district basis for ease of addressing key areas. The court executives received the results for their districts as well, and they will have the opportunity to address areas of concern.

Mr. Becker noted that the employee survey along with the access and fairness survey should be reviewed by the court executives and presiding judges jointly, as well as discussed at both bench and staff meetings.

Mr. Parkes was thanked for his report.



**10. UTAH JUDICIAL FACILITY DESIGN STANDARDS - EXECUTIVE**

**SUMMARY: (Alyn Lunceford and Brent Tippitts)**

Chief Justice Durham welcomed Mr. Lunceford and Mr. Tippitts to the meeting.

Mr. Lunceford mentioned that the executive summary distributed to the Council provides background information on the creation and use of the *Judicial System Master Plan* for Capital Facilities and the newly proposed *Utah Judicial Facilities Design Standards*, which merges the goals and objectives from the original document and adds a number of sections to address current and future building procedures, systems and technologies.

Mr. Tippitts acknowledged key players who were instrumental in creating the proposed design standards. Areas of focus in the design standards update included: 1) building security, 2) technology, 3) audio/visual improvements, 4) enhanced accessibility, 5) sustainable design, and 6) create a living document which can easily be updated.

He identified the additions and modifications within each section. He highlighted the sections of the design standards to include: 1) Section 1: Operational and Facility Planning Principles, 2) Section 2: Judicial Building Requirements, 3) Section 3: Judicial Facility Security, 4) Section 4: Facility Types and Roles, and 5) Section 5: Judicial Facility Space Standards.

Upon approval, the standards will be included on the court's website, and they will be forwarded to the National Center for State Courts.

Mr. Lunceford and Mr. Tippitts were thanked for their presentation.

Mr. Lunceford mentioned that copies of the new design standards were available for anyone interested in obtaining a copy.

**Motion:** Judge Maughan moved to approve the Utah Judicial Facility Design Standards. The motion was seconded, and it passed unanimously.

**11. THIRD DISTRICT COURT COMMISSIONER APPROVAL: (Judge Royal Hansen)**

Chief Justice Durham welcomed Judge Hansen to the meeting.

Judge Hansen reviewed the final three candidates to fill the Third District Commissioner vacancy left with the retirement of Commissioner Michael Evans. The Third District bench recommended Ms. Joanna Sagers fill the Commissioner vacancy.

Judge Atherton provided feedback on behalf of the Third District Bench relative to the recommendation.

**Motion:** Ms. Nelson moved to approve the selection of Ms. Joanna Sagers, to fill the commissioner vacancy in the Third District. Judge Atherton seconded the motion, and it passed unanimously.

**12. FEASIBILITY STUDY FOR COURTROOMS AT SALT LAKE COUNTY JAIL: (Stephen Carter)**

Mr. Carter of Carter Goble Lee, was welcomed to the meeting.

He provided an update on the feasibility study conducted for Salt Lake County to examine the feasibility of developing special purpose court space at or near the Salt Lake County Adult Detention Center for use with the Early Case Resolution (ECR) program.

Mr. Carter provided copies of the draft feasibility study to the Council.

Spacial requirements to support a court program at or near the Salt Lake County Adult Detention Center were reviewed. Mr. Carter highlighted the options summarized in the study to include: 1) Option 1 - construction of a new site at a location between the Matheson Courthouse and the detention center with an estimated cost of \$14,292,036; 2) Option 2 - construct a two-story courthouse adjacent to the jail on the north side with an estimated cost of \$12,810,487; 3) Option 3 - reuse the visitation entrance at the jail for a video courtroom with an estimated cost of \$2,644,445; 4) Option 4 - add a complete video arraignment court at the jail by reusing and adding onto the visitation entrance with an estimated cost of \$6,291,894; and 5) Option 5 - add a space for court staff and support spaces in the Matheson parking lot with an estimated cost \$2,596,561.

Mr. Carter reported that the study was presented to CJAC where they looked more closely at Option 3 with the suggestion to find a space near the visitation entrance where a video courtroom and support offices could be accommodated.

Chief Justice Durham reminded Council members that the Council would consider the issue if a request for a local rule change was advanced to the Council by the Third District Bench and Board of District Court Judges.

Discussion took place. Questions were asked, and Mr. Carter provided clarification. Mr. Carter was thanked for his presentation.

### **13. REPORT ON JUDICIAL USE OF SOCIAL MEDIA: (Randy Dryer and Nancy Volmer)**

Mr. Dryer was welcomed to the meeting.

He reported that the *Recommendations for the Court's Use of Social Media* would be the final report from the Social Media Subcommittee. The recommendations have been approved by the Judicial Outreach Committee and recommended for consideration and approval by the Management Committee.

The following observations were noted relative to the use of social media: 1) social media usage by judiciaries across the country is rapidly increasing, 2) Utah is on the forefront of social media usage, and 3) the judicial branch is behind the other two branches of government in their use of social media.

Mr. Dryer referred to the National Center for State Courts (NCSC) New Media State List which compares the usage of new media by State Supreme Courts and AOCs as of April 2011.

The recommendations, general and specific, relative to the use of social media by the courts include: 1) integrate social media and other emerging communication platforms into existing and future court functions and programs as appropriate for the purpose of fostering transparency and promoting public trust and understanding the judicial system, 2) emphasize the development of tools and applications to make court information easily accessible by the public and the media through mobile devices, 3) educate judges and court staff about the appropriate use of social media, 4) post educational videos on video sharing sites to educate and inform the public about the courts and how they operate, 5) add social media monitoring to existing media monitoring activities for stories and commentary about the courts and judges, 6) create apps or mobile-friendly web pages to enhance access to court dockets, court calendaring, hearings, court website and other information, 7) provide video or live Internet streaming of Judicial Council meetings on the judiciary's website, 8) expand access to wireless networks in court facilities to allow the media and the public to use mobile devices, and 9) explore a pilot program for judges interested in having an electronic bench book to facilitate dissemination to various audiences.

Questions relative to the recommendations were asked. Mr. Dryer provided clarification. Mr. Dryer and Ms. Volmer were thanked for the report.

**Motion:** Judge Harmond moved to receive the report as prepared. Judge Harmond seconded the motion, and it passed unanimously.

**14. RECOMMENDATION FOR ADOPTING GOOGLE MAIL SERVICE: (Ron Bowmaster)**

Chief Justice Durham welcomed Mr. Bowmaster to the meeting.

Mr. Bowmaster mentioned that Judge McHugh, chair of the Standing Committee on Technology was unable to attend the meeting.

Background information was provided relative to the recommendation of the Standing Committee on Technology to migrate the court email system from GroupWise to the Google Apps cloud-hosted email.

He noted that the executive branch will be moving from GroupWise to the Google Apps cloud-hosted email system before the courts. If the Council approves the conversion, the courts will follow the executive branch move and learn from their implementation experience, with an estimated changeover effective July 1.

Mr. Bowmaster highlighted the following available applications and services included with the Google Apps contract: 1) mail, 2) calendaring, 3) GoogleTalk, 4) office production tools, 5) templates and webpages, 6) video storage capabilities, 7) instant messaging, 8) smart device synchronization; 9) application interfaces that were not provided with GroupWise; and 10) data storage, server and software maintenance, real-time failover, and backup and recovery support will be provided by Google.

Discussion took place. Mr. Bowmaster provided clarification to questions asked relative to smart phone compatibility. Judge McCullagh provided feedback relative to the switch over to Google Apps by West Valley City.

Mr. Bowmaster highlighted the following in his report: 1) a one-time cost of approximately \$17,750 to convert from the GroupWise email system to Google, 2) an additional annual cost of \$20,000, 3) protection of security and confidentiality as a service option, and 4) the ability to implement the court's email retention policy.

**Motion:** Judge Orme moved to authorize the IT Division to migrate the court email system from GroupWise to the Google Apps cloud-hosted email. Judge Sandberg seconded the motion, and it passed unanimously.

**15. REAUTHORIZATION OF STANDING COMMITTEE ON TECHNOLOGY: (Ron Bowmaster)**

The Standing Committee on Technology is requesting to be reauthorized for another four years. If they are not reauthorized, they will sunset effective June 30, 2012.

**Motion:** Judge Maughan moved to reauthorize the Standing Committee on Technology for an additional four years. Judge Steele seconded the motion, and it passed unanimously.

**16. MUNICIPAL JUSTICE COURT RECERTIFICATION: (Rick Schwermer)**

Mr. Schwermer reported to the Council that at their January meeting a motion to approve the municipal justice courts in compliance for recertification was overlooked, and a formal approval of the municipal courts not specifically considered at that time needed to take place.

**Motion:** Judge Mccullagh moved to approve the recertification of the municipal justice courts found to be in compliance. The motion was seconded and passed unanimously.

**17. EXECUTIVE SESSION:**

An executive session was not needed.

**18. ADJOURN**

The meeting was adjourned.

# TAB 2

# **Management Committee Minutes**

**JUDICIAL COUNCIL MANAGEMENT COMMITTEE  
MINUTES**

**Monday, February 27th, 2012  
Matheson Courthouse  
450 South State Street  
Salt Lake City, Utah**

**MEMBERS PRESENT:**

Chief Justice Christine M. Durham, Chair  
Hon. Kimberly K. Hornak, vice chair  
Hon. Judith Atherton  
Hon. George Harmond  
Hon. John Sandberg

**EXCUSED:**

**GUESTS:**

Justice Matthew Durrant

**STAFF PRESENT:**

Daniel J. Becker  
Diane Abegglen  
Lisa-Michele Church  
Jody Gonzales  
Debra Moore  
Tim Shea  
Nancy Volmer  
Raechel Lizon  
Heather Mackenzie-Campbell

**1. WELCOME AND APPROVAL OF MINUTES: (Chief Justice Durham)**

Chief Justice Durham welcomed everyone to the meeting. After reviewing the minutes, the following motion was made:

**Motion:** Judge Harmond moved to approve the minutes. Judge Sandberg seconded the motion, and it passed unanimously.

**2. COMMITTEE RENEWAL: (Nancy Volmer)**

The Standing Committee on Judicial Outreach recommends the reappointment of Richard Dibblee, Utah State Bar Assistant Executive Director, to serve a third term on the committee as the Utah State Bar representative.

**Motion:** Judge Atherton moved to approve the reappointment of Richard Dibblee to the Standing Committee on Judicial Outreach and place it on the March Judicial Council consent calendar. Judge Sandberg seconded the motion, and it passed unanimously.

**3. GRANT APPROVAL: (Raechel Lizon)**

Chief Justice Durham welcomed Ms. Lizon to the meeting.

Ms. Lizon reported on the three JABG proposed grant applications which are continuation grants being funded by the Department of Justice.

**JABG Juvenile Court Report Card.** This grant will be used to create and distribute the annual Juvenile Court Report Card to the Community. The funding for this grant is in the amount of \$22,222 which includes a 10% cash match that has already been set aside.

JABG PO/DPO Safety and Management Training. This grant will provide ongoing safety training for probation offices and provide partial funding for the annual Leadership and RESTA Conference. The funding for this grant is in the amount of \$127,111 which includes a 10% cash match that has already been set aside.

JABG Program Evaluation and EBP Grant. This grant will be used to continue evaluating state supervision programs using the evidence-based Correctional Program Checklist. The funding for this grant is in the amount of \$91,560 which includes a 10% cash match that has already been set aside.

**Motion:** Judge Hornak moved to approve the three grant applications as presented and place them on the March Judicial Council consent calendar. Judge Sandberg seconded the motion, and it passed unanimously.

**4. EIGHTH DISTRICT DUCHESNE COUNTY, DISTRICT AND JUVENILE COURTS - LIMITED AUDIT - FINAL REPORT: (Heather Mackenzie-Campbell)**

Chief Justice Durham welcomed Ms. Mackenzie-Campbell to the meeting.

Ms. Mackenzie-Campbell reported on the Limited Audit performed in the Eighth District, Duchesne County District and Juvenile Courts. The audit was prompted by the appointment of a new clerk of court in January 2011. The audit detailed 13 significant areas for improvement and 3 areas recognized for commendable procedures. She highlighted the following two areas deemed significant areas for improvement: 1) separation of duties and safeguarding of assets.

She reviewed the findings of the Final Audit Report of the Eighth Judicial District Expenditures. She highlighted the following as significant areas of improvement: 1) submit required expenditure documentation before payment is processed, 2) ensure documented approval is obtained before processing the payable, and 3) trained an independent employee to reconcile the expenditures each month.

**Motion:** It was moved and seconded to receive and accept the audit reports as presented. It passed unanimously.

**5. APPROVAL OF JUDICIAL COUNCIL AGENDA: (Chief Justice Christine M. Durham)**

Chief Justice Durham reviewed the proposed Council agenda for March 15.

**Motion:** Judge Hornak moved to approve the March Council agenda. Judge Harmond seconded the motion, and it passed unanimously.

**6. ADJOURN**

The meeting was adjourned.



# **Liaison Committee Minutes**

# JUDICIAL COUNCIL LIAISON COMMITTEE

## DRAFT MINUTES

Friday - February 24, 2012

11:00 a.m.

Education Room

*Hon. Jill Parrish, Presiding*

### **MEMBERS PRESENT:**

Hon. Brendan McCullagh

Hon. David Mortensen

Hon. Jill Parrish

Hon. Larry Steele

### **STAFF PRESENT:**

Daniel Becker

Katie Gregory

Brent Johnson

Debra Moore

Richard Schwermer (by phone conference)

Tim Shea

Ray Wahl

Sandy Iwasaki

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### **1. WELCOME AND APPROVAL OF MINUTES: (Justice Jill Parrish)**

Justice Parrish welcomed everyone to the meeting and asked for a motion on the minutes from the February 17, 2012, committee meeting.

***Motion:*** Judge David Mortensen moved to approve as written the minutes from the February 17, 2012, committee meeting. Judge Brendan McCullagh seconded the motion, and the motion carried unanimously.

### **2. H.B. 231 (1<sup>st</sup> Sub) - GUARDIANSHIP AMENDMENTS: (Chief Sponsor: Kraig Powell) (Judge David Mortensen)**

This substitute bill makes changes to the Utah Probate Code by defining “developmental disabilities” and “incapacity” and regarding guardian appointments. It requires a specialized care professional to be certified by the Center for Guardianship Certification and requires guardians to file a management plan within 90 days of appointment. It also makes technical corrections.

Mr. Shea advised the Liaison Committee that this bill is actually the Judicial Council’s bill. He reviewed some of the highlights of the bill. He indicated that an important provision of this bill is the definition for “incapacity.”

***Liaison Committee’s Position: Support.***

**3. H.B. 236 (1<sup>st</sup> Sub) - ALIMONY MODIFICATIONS:  
(Chief Sponsor: Stephen E. Sandstrom) (Judge David Mortensen)**

This substitute bill expands the circumstances under which a court may order alimony, and it increases the length of time alimony may be awarded. It allows a court to consider fault when awarding alimony and defines fault to include acts that substantially and unilaterally compromise a marriage, harm a spouse, or harm the children of the marriage.

Judge Mortensen noted that the issue of considering "fault" will result in additional court time.

***Liaison Committee's Position: No position.***

**4. H.B. 393 (1<sup>st</sup> Sub.) - JUVENILE COMPETENCY AMENDMENTS:  
(Chief Sponsor: Kay L. McIff) (Judge Larry Steele)**

This bill enacts standards and procedures for juvenile competency proceedings, clarifies duties and responsibilities of the Department of Human Services, defines terms, and makes technical corrections. This bill requires the department to:

- conduct juvenile competency evaluations in the least restrictive setting;
- upon a finding of good cause, use a second examiner to evaluate the juvenile; and
- prepare an attainment plan when a minor is found not competent to proceed.

This bill grants the juvenile court jurisdiction over a minor not competent to proceed. It defines the following terms: "mental disorder," "intellectual disability," "not competent to proceed," and "related condition." It establishes competency to proceed standards and procedures.

Judge Steele commented that the provision on lines 597-599 is unclear as to how to deal with a child that is incompetent and unsafe.

***Liaison Committee's Position: Support the concept, but there are some issues that will need to be addressed in the future such as sufficient resources.***

**5. H.B. 400 - TRAUMATIC HEAD & SPINAL CORD INJURY REHABILITATION  
TRUST FUND: (Chief Sponsor: Eric K. Hutchings) (Judge Brendan McCullagh)**

This bill creates the Traumatic Spinal Cord and Brain Injury Rehabilitation Trust Fund and an advisory committee to administer the fund. It authorizes the Traumatic Spinal Cord and Brain Injury Rehabilitation Fund Advisory Committee to disburse funds received through appropriation from the Legislature to assist charitable clinics providing rehabilitation services for the post-acute-care of people with traumatic spinal cord and brain injuries.

Judge McCullagh commented that the provision on lines 44-46 provides for a surcharge to be imposed to be part of the restricted special revenue fund entitled the Traumatic Spinal Cord and Brain Injury Rehabilitation Trust Fund. However, this provision does not define what the surcharge is or where it comes from.

Lines 108-110 provide that “the advisory committee shall review the bail schedule and make a recommendation to the Legislature and the Judicial Council concerning an appropriate surcharge that would provide adequate funding for the advisory committee to accomplish its responsibilities under this section.” It was noted that the Judicial Council does not determine appropriateness of a surcharge.

***Liaison Committee’s Position: No position, but the Judicial Council does not need to be involved in determining the appropriateness of the surcharge.***

**6. S.B. 191 (1<sup>st</sup> Sub.) - ACCOUNTABILITY FOR SCHOOL ATTENDANCE:  
(Chief Sponsor: Jerry W. Stevenson, House Sponsor: Kay L. McIff)  
(Judge Larry Steele)**

This bill modifies provisions relating to habitual truants. This bill:

- allows a law enforcement officer acting as a school resource officer to issue notices of compulsory education violations to a parent, notices of truancy to school-age minors who are at least 12 years old, and habitual truant citations;
- requires a school board, charter board, or school district to issue a habitual truant citation to a habitual truant if reasonable efforts have been taken to resolve the school attendance problem and the efforts have not been successful; and
- makes technical changes.

Judge Steele noted that line 75 has been deleted from this bill so it appears that the juvenile court would not have jurisdiction over an action filed under Section 53A-11-101.5, Compulsory Education. However, he pointed out that Section 78A-6-1001, Jurisdiction Over Adults for Offenses Against Minors, provides that the juvenile court has concurrent jurisdiction with the justice court to try adults for failure to comply with compulsory education requirements in violation of Section 53A-11-101.5.

***Liaison Committee’s Position: No position, but will require a fiscal note.***

**7. S.B. 200 - JUSTICE COURT AMENDMENTS:  
(Chief Sponsor: Lyle W. Hillyard) (Judge Brendan McCullagh)**

This bill modifies the creation, procedures, and standards of justice courts. This bill:

- establishes and amends procedures to establish and expand the territorial jurisdiction of justice courts;
- amends and consolidates the minimum operating standards of justice courts;
- amends the Judicial Council’s authority to establish rules and procedures concerning the creation and expansion of justice courts;
- provides for uniform fees of the justice courts;
- under certain circumstances, entitles a plea of “no contest” in a criminal justice court case to receive a trial de novo in the district court;
- authorizes cities and counties to alter the disposition of fines with interlocal agreements;

- requires every prospective justice court judge to attend an orientation program conducted under the direction of the Judicial Council before the justice court judge can be certified and qualified to hold office;
- authorizes the governing body of a justice court to create specialized judicial calendars and exempts judges who hear these calendars from being assigned cases at random;
- modifies the procedures and penalties for failure to comply with continuing education requirements;
- modifies the procedures and penalties for failure to comply with compensation limits, limits on secondary employment, and limits on holding elected or political offices and requires the Judicial Council to file a formal complaint for violations;
- amends the procedures to appoint a temporary justice court judge and prohibits a retired justice court judge from serving as a temporary justice court judge;
- modifies and establishes new standards for when and where a municipality and county may hold justice court and authorizes the Judicial Council to determine when and where justice courts may hold court; and
- makes technical corrections.

Judge McCullagh indicated that this is the Judicial Council's bill and is basically housekeeping.

***Liaison Committee's Position: Support.***

**8. S.B. 214 (1<sup>st</sup> Sub.) - JUSTICE COURT PROCESS AMENDMENTS:  
(Chief Sponsor: Curtis S. Bramble) (Judge Brendan McCullagh)**

This bill provides that a sentence imposed by a justice court shall be stayed if a defendant files a proper notice of appeal for a trial de novo in district court.

Judge McCullagh expressed some concerns with the proposed amendments.

***Liaison Committee's Position: No position.***

**9. S.B. 235 - CLARIFICATION OF STALKING INJUNCTIONS & PROTECTIVE ORDERS: (Chief Sponsor: Todd Weiler) (Judge David Mortensen)**

This bill allows a court with a petition for a stalking injunction to take into consideration any minor children the parties may have. It allows a court to consider the defendant's parental rights when issuing a stalking injunction and specifically expands who can apply for a stalking injunction to include cohabitants.

Judge Mortensen commented that the provision on lines 206-210 is broad because it requires a copy of the stalking injunction to be filed "in any action" in which custody and parent-time issues are being considered if the court issues a civil stalking injunction, but declines to address custody and parent-time issues. He noted that the action could be in any court in Utah or outside of Utah. However, it was pointed out that it would be the responsibility of the parties to file the copy of the stalking injunction.

*Liaison Committee's Position: No position.*

**10. OTHER BUSINESS:**

**H.B. 237 (2<sup>nd</sup> Sub.) - CHILD WELFARE AMENDMENTS**

The Senate Committee amended this substitute bill by reinstating the requirement for an appellate court de novo review to issues presented in an appeal of a juvenile court's finding of abuse, neglect, or an order to terminate parental rights. Mr. Schwermer indicated that this will require a large fiscal note.

**H.B. 161 (2<sup>nd</sup> Sub.) - RIGHTS OF PARENTS AND CHILDREN**

Judge Steele commented that this substitute bill still contains indecipherable language making it difficult for judges to apply.

*Liaison Committee's Position: No position, but raise drafting issues with the language in the standards that will make it difficult for the judges to apply.*

**NEXT MEETING:**

**Friday - March 2, 2012**

**Noon**

**Administrative Office of the Courts - Council Room**

# **Policy and Planning Committee Minutes**

**Draft: Subject to approval**

Minutes of the Policy and Planning Committee					
Meeting Date      March 2, 2012			Meeting Room      Court of Appeals Conference Room		
Committee Member	Present	Excused	Committee Member	Present	Excused
Judge Paul Maughan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Larry Steele	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Lori Nelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Keith Stoney	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Judge Gregory Orme, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Thomas Willmore	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff:    Dan Becker, Rick Schwermer, Tim Shea					
Guests:    Judge Thomas Kay, Judge Brendan McCullagh					

Approve minutes of February 3, 2012	By    Judge Orme
Motion: Approve as prepared.	By    Acclamation
Vote:      Yes    All                  No                  Abstain	Pass <input checked="" type="checkbox"/> No Pass <input type="checkbox"/>

Rule 3-202. Court referees.	Judge Tom Kay By    Judge Brendan McCullagh
<p>Discussion: Judge Kay described the Davis County referee program. In 2004, the district court hired a paid referee, and Judge Page drafted guidelines within which the referee had discretion. The position was eliminated as part of the budget cuts, and now law clerks fill that role. The law clerks hold hearings for approximately one-half day per week in Layton and one-half day per week in Bountiful. The prosecutor likes the program and may seek legislation if it is removed. The law clerks wear a robe during the hearings but announce that they are not judges. Judge Kay said that restricting the plea in abeyance to six months would be problematic; the prosecutors want the term to be one year. Prohibiting the referee from hearing enhanceable offenses would result in about 40 cases per week that would have to be heard by a judge.</p> <p>Mr. Schwermer said that any model that included a referee exercising discretion would be unconstitutional under Ohms. The policy should clearly define the outcomes a clerk could enter and the conditions under which the clerk could enter those outcomes. Otherwise, cases should be reviewed by a prosecutor who has the discretion to agree—or not—to a plea in abeyance that would be presented to the judge.</p> <p>Judge McCullagh said that the referee rule should prohibit referees, by whatever title. Clerks, including law clerks, should have authority as described in a rule to dispose of routine matters under prescribed conditions.</p> <p>The committee will consider this discussion as part of its next draft of the rule.</p>	

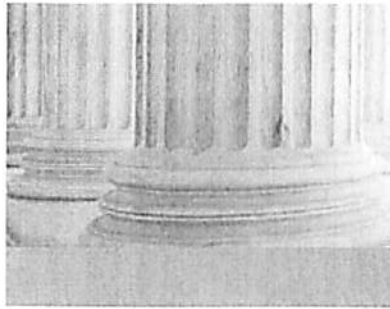
Pro bono resolution	By    Tim Shea
<p>Discussion: Mr. Shea said that the Board of District Court Judges recommends the alternative resolution paragraph circulated by Judge Maughan. Ms. Nelson said that while the Bar might prefer other phraseology, it is primarily interested in the Council's adoption of a supportive resolution.</p>	
Motion: Recommend that the Council adopt the resolution as amended.	By    Acclamation
Vote:      Yes    All                  No                  Abstain	Pass <input checked="" type="checkbox"/> No Pass <input type="checkbox"/>



Rule 4-503. Mandatory electronic filing.	By Tim Shea
<p>Discussion: Mr. Shea summarized the discussions so far in the Judicial Council and the Management Committee. Lawyers would be required to file documents in civil cases electronically. Pro se parties would not, although OCAP is planning to include an electronic filing component. Lawyers could request a hardship exemption. Judge Maughan said that he sensed little or no resistance to mandatory e-filing, but he thinks the date of January 1 might be too soon. Mr. Becker said that the rule would require only the electronic filing of documents; it does not say how courts manage those documents after filing. Judge Kay said that Second District Court has been using electronic files longer than anyone, and has no problems with it. Ms. Nelson said that the Bar supports the effort, and some lawyers are just waiting for the court to set a date.</p> <p>The committee explored the idea of requiring electronic filing by OCAP when it is available, but rejected that idea for the time being. The committee made a few edits to the draft rule and recommends that the Council publish the rule for comment. Judge Orme will include this topic in his report.</p>	
Motion: Recommend publishing the rule for comment.	By Acclamation
Vote:      Yes    All                      No                      Abstain	Pass <input checked="" type="checkbox"/> No Pass <input type="checkbox"/>

Definition of "full-time" and "part-time" justice court judge for purpose of prohibition on the practice of law.	By Tim Shea
<p>Discussion: Judge McCullagh said the objective was to define the circumstances in which a judge should be prohibited from practicing law because at some point a judge is so thoroughly involved in judging that he or she should not also be a lawyer representing clients. Mr. Schwermer said that the definition should include all judges working for a court with a weighted caseload measure of 1.0 judges, even if the judges were not working 40 hours a week, and it should include a judge working in several courts that collectively result in a weighted caseload measure of 1.0 judges.</p> <p>Mr. Schwermer said that the weighted caseload is known to the justice court judges because it is used in salary calculations. Whatever measure is selected will have to accommodate a fluctuating caseload. Mr. Becker said recalculating the measures when the courts are recertified is a possibility or at the end of the judge's term.</p> <p>Mr. Schwermer said the definition should be limited to the Code of Judicial Conduct, but it may have a collateral effect on the Judicial Performance Evaluation Commission, which has different evaluation procedures for full-time and part-time judges.</p>	
Action: Draft a rule or provisions around the discussion.	

# TAB 3



# Utah State Courts

## **BOARD OF DISTRICT COURT JUDGES REPORT TO JUDICIAL COUNCIL MARCH 2012**

### **BOARD MEMBERSHIP**

**Judge Kevin Allen, First District  
Judge David Connors, Second District  
Judge Lynn Davis, Fourth District  
Judge Scott Hadley, Second District  
Judge Mark Kouris, Third District  
Judge Wallace Lee, representing the Fifth, Sixth, Seventh & Eighth Districts  
Judge Clark McClellan, representing the Fifth, Sixth, Seventh & Eighth Districts  
Judge Randall Skanchy, Third District  
Judge James Taylor, Fourth District  
Judge Kate Toomey, Third District  
Commissioner Catherine Conklin, Second District**

### **THE BOARD'S GOALS AND STUDY ITEMS (LISTED IN ORDER OF PRIORITY)**

**1. Monitoring Statewide Implementation of New Civil Discovery Rules. The district court bench plays a significant role in the success of these new rules, and the Board has formed a committee (Judges Hadley and Toomey) to gather information concerning our colleagues' experiences with implementing the rules and using the local supplemental rule adopted in third and fourth districts, and participate**

in the development of technical support that will facilitate their use. We are particularly interested in monitoring how judges are treating the new proportionality considerations, and in determining whether the local supplemental rules are having the intended effect of swiftly addressing discovery disputes.

2. **Fee Waiver Guidelines and Procedures (continued from 2010-2011).** The Board has appointed a committee (Judge Connors and Commissioner Conklin) to develop guidelines for judges in deciding whether to grant requests to waive, or partially waive, filing fees.

3. **Domestic Case Study (continued from 2010-2011).** This is a study item to consider best practices and procedure for managing domestic cases. The public comment period for the informal custody trial rule closed in January, and a bench-wide survey to identify issues and best practices relating to domestic cases has been conducted, but the results have not yet been provided to the Board. The committee includes Judges Hadfield, Skanchy, Hamilton, and Quinn, and Commissioners Dillon and Blomquist.

4. **Mental Health Court.** Judge Kevin Allen and Debra Moore have been appointed to this committee.

5. **Revised Statewide District Court Judges Benchbook.** In conjunction with the new judges training committee, a new benchbook is being compiled providing judges with outlines and checklists, and updated case law and statutory authority for common court procedures. This work is nearing completion.

## **OTHER BOARD ACTIVITIES**

We continue to meet with the Presiding Judges and Trial Court Executives pursuant to CJA 1-304(8), which requires such meetings at least annually. In February, the Board met with Judges Royal Hansen and Deno Himonas and TCE Peyton Smith from Third District. In general, we discuss local issues and initiatives, anticipated funding requests, and areas in which the Board might assist a particular district. We also look at case pending reports and public outreach efforts, as well as any other issue the PJ or TCE wishes to discuss.

**The Board has been asked by Judge Denise Lindberg for assistance with the Model Utah Jury Instructions in criminal cases. That committee has worked hard to revise the instructions to reflect the current state of the law and to make them understandable to jurors who are not law trained, but the effort is moving more slowly than the committee would like. Judge Lindberg has asked for participation from all districts through local sub-committees that would make the first draft of an instruction, then forward the proposed instruction to the committee for finalization. Board members will discuss this with the judges in their own districts and we will follow up at the next Board meeting.**

**The Board is responsible for oversight and supervision of the Capital Litigation Research Attorney, an AOC employee who assists District Court Judges primarily in capital penalty cases. This position was held for more than a decade by Mark Field, who resigned in January to take a position with the Attorney General's office. The Board appointed a sub-committee to work with District Court Administrator Debra Moore in interviewing prospective candidates for this position. Ms. Moore and the committee recommended, and the Board concurred, that the AOC offer the position to Melanie Haney, a law clerk who has served in Second District. The Board thanks Judges Judith Atherton and Glen Dawson for serving on that selection committee.**

**The Board continues to work with the IT department on computer issues and case management design. We understand that the courts continue to move toward mandatory e-filing in civil cases, and we look forward to offering our thoughts about this at an appropriate time.**

**The Board welcomes the opportunity to participate in discussions with the Judicial Council concerning the work of the Judicial Performance Evaluation Commission.**

**THANK YOU**

# TAB 4



## Administrative Office of the Courts

Chief Justice Christine M. Durham  
Utah Supreme Court  
Chair, Utah Judicial Council

### MEMORANDUM

Daniel J. Becker  
State Court Administrator  
Raymond H. Wahl  
Deputy Court Administrator

To: Judicial Council  
From: Tim Shea *TS*  
Date: March 5, 2012  
Re: Pro bono resolution

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The Policy and Planning Committee recommends the attached resolution supporting judges' participation in the Bar's pro bono program. The Board of District Court Judges also has endorsed this draft.

The mission of the Utah judiciary is to provide the people an open, fair,  
efficient, and independent system for the advancement of justice under the law.

450 South State Street / POB 140241 / Salt Lake City, Utah 84114-0241 / 801-578-3808 / Fax: 801-578-3843 / email: [tims@email.utcourts.gov](mailto:tims@email.utcourts.gov)

## **Resolution of the Utah Judicial Council**

WHEREAS, equal justice for all is fundamental to our system of government; and

WHEREAS, the promise of equal justice under the law may not be realized for individuals and families who have no meaningful access to the justice system because they are unable to pay for legal services; and

WHEREAS, this de facto denial of equal justice has an adverse impact on these individuals, families, and society as a whole, and works to erode public trust and confidence in our system of justice; and

WHEREAS, the Utah State Bar seeks to increase pro bono legal services throughout the state of Utah by establishing the Utah Pro Bono Commission, a Utah State Bar program that includes District Pro Bono Committees in Utah's eight Judicial Districts that will assist in providing pro bono services at a local level;

NOW THEREFORE BE IT RESOLVED, pursuant to Rule 2-201 of the Utah Rules of Judicial Administration, that the Utah Judicial Council endorses the Utah State Bar's creation of a Pro Bono Commission and urges law firms, corporate law departments, and governmental law offices to adopt pro bono policies and procedures to engage all lawyers in pro bono service that will increase access to equal justice; and

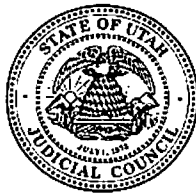
BE IT FURTHER RESOLVED that, subject to the Utah Code of Judicial Conduct, we support the participation of judges in Utah Pro Bono Commission and District Pro Bono Committee activities to promote the wider availability of pro bono services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Honorable Christine M. Durham  
Chief Justice, Utah Supreme Court  
Chair, Utah Judicial Council



# TAB 6



## Administrative Office of the Courts

Chief Justice Christine M. Durham  
Utah Supreme Court  
Chair, Utah Judicial Council

February 22, 2012

Daniel J. Becker  
State Court Administrator  
Raymond Wahl  
Deputy Court Administrator

### MEMORANDUM

**TO:** Utah Judicial Council's Management Committee  
**FROM:** Nancy Volmer, Public Information Office  
**RE:** Committee Renewal

---

The Standing Committee on Judicial Outreach recommends the following committee appointment:

- Utah State Bar Assistant Executive Director Richard Dibblee has completed his second term on the committee and would like to serve a third term. The chair of the committee, Judge Carolyn McHugh, recommends a third term for Mr. Dibblee.
- The committee rule states that one Utah State Bar representative should sit on the committee.

#### **Rule 3-114. Judicial Outreach Standing Committee on Judicial Outreach**

Intent of the committee:

- To foster a greater role for judges in service to the community.
- To provide leadership and resources for outreach.
- To improve public trust and confidence in the judiciary.

The mission of the Utah judiciary is to provide an open, fair,  
efficient, and independent system for the advancement of justice under the law.

# TAB 7

# Grant 1

**Judicial Council Grant Application Proposal  
Code of Judicial Administration 3-411**

**FEDERAL GRANTS**

Contact Person/Phone: Neira Siaperas (801-578-3811) Date 2/16/2012

Judicial District or Location: Administrative Office of the Courts

Grant Title JABG PO/DPO Safety and Management Training Grantor Office of Juvenile Justice & Delinquency Prevention

Grant type (check one): ☐ New ☒ Renewal ☐ Revision

Grant Level (check one): ☒ Low ☐ Med ☐ High  
Under \$1,000,000 \$1,000,000 to \$10,000,000 Over \$10,000,000

Issues to be addressed by the Project: Probation officers need to receive ongoing safety training in order to effectively work with juvenile offenders and their families. In addition, court staff need training in leadership and applying evidence based practices

Explanation of how the grant funds will contribute toward resolving the issues identified: This grant will provide ongoing safety training for probation offices and provide partial funding for the annual Leadership Conference and RESTA Conference

Fill in the chart(s) for estimated state fiscal year expenditures for up to three years.

**Total Funding Sources**

			(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)					
			MATCHING STATE DOLLARS					
CASH MATCH		Other Matching Funds from Non-State Entities	General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	
State Fiscal Year	Grant Amount							Total Funds
FY 2013	\$114,400		\$12,711					\$127,111
FY								\$0
FY								\$0

			(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)						
IN-KIND MATCH	State Fiscal Year	Grant Amount	Other Matching Funds from Non-State Entities	MATCHING STATE DOLLARS					
				General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	
								Total Funds	\$0
									\$0
									\$0

Comments: As in previous years, a 10 percent cash match is required by the federal government for all JABG grant funds. The request is for \$114,400 in grant funds with a \$12,711 cash match

Will additional state funding be required to maintain or continue this program or its infrastructure when this grant expires or is reduced? Yes ☐ No ☒ If yes, explain \_\_\_\_\_

Will the funds to continue this program come from within your existing budget Yes ☐ No ☐ N/A ☒ X

How many additional permanent FTEs are required for the grant? 0 Temp FTEs? 0

This proposal has been reviewed and approved by the following:

- ☐ The court executives and judges in the affected district(s)
- ☒ The Grant Coordinator and the Budget Director at the Administrative Office of the Courts
- ☒ The affected Board(s) of Judges

Approved by the Judicial Council \_\_\_\_\_ by \_\_\_\_\_  
Date \_\_\_\_\_ Court Administrator

Copy forwarded to Legislative Fiscal Analyst \_\_\_\_\_  
date \_\_\_\_\_

## SECTION 1: COVER SHEET

# Juvenile Accountability Block Grant


**State of Utah**  
**Commission on Criminal and**  
**Juvenile Justice**

 Utah State Capitol Complex  
 Senate Building Suite 330  
 PO Box 142330  
 Salt Lake City, Utah 84114-2330  
 Ph: (801) 538-1031  
 Fax: (801) 538-1024
**For CCJJ use ONLY:****1. Implementing Agency Name & Address:**
 Administrative Office of the Courts - Juvenile Court  
 450 South State  
 P.O. Box 140241  
 Salt Lake City, Utah 84114-0241
**2. Type of Application (check one)**
☐ Initial      ☒ Continuation

If continuation, previous grant # 9L08

**4. Director Phone number**

801-578-3811

**Director Fax number:**

801-578-3843

**3. Agency Type (check one)**
☒ State      ☐ City

☐ County      ☐ Not for Profit
**5. Beginning & Ending Dates of Program:**

7/1/12 to 6/30/13

Dir E-mail Address: neiras@email.utcourts.gov

**6. Short title describing funded program:**

PO/DPO Safety and Management Training

**7. Will this award (check one)**
☐ Enhance an Existing Program

☒ Initiate a New Program
**8. Congressional District(s) Served**

First, Second, Third, Fourth

**9. Federal Tax Id. Number (87-?????)**

87-876000545

**10. DUNS #:**

096311365

**11. Budget Summary****Total Project Costs****Federal Grant Funds****Cash Match****A. Personnel**

\$0

\$0

\$0

**B. Consultant/Contract**

\$44,680

\$44,680

\$0

**C. Equipment / Supplies & Operating**

\$25,193

\$24,482

\$711

**D. Travel/Training**

\$57,238

\$45,238

\$12,000

**Column Totals****\$127,111****\$114,400****\$12,711****12. \*Print Name of Official Authorized to Sign**

Dan Becker

**13. \*\*Print Name of Program Director**

Neira Siaperas

**14. Signatures****For CCJJ use ONLY**

Authorizing Official

Program Director

Approval Signature

Date

\* (e.g. Mayor, County Commissioner, State Agency CEO) NOTE: Chiefs and Sheriffs are not authorized to approve contracts for their local government. \*\* This is the individual responsible for the day-to-day management of the grant program

## Section 2: PROGRAM AREA CHECKLIST

The Office of Juvenile Justice and Delinquency Prevention requires all projects to identify the purpose for which these funds will be used on the table below. You must account for 100% of the requested funds in one purpose area.

<b>Program Area</b>		
<b>01</b>	<b>Graduated Sanctions</b>	<b>\$</b>
<b>06</b>	<b>Training for Law Enforcement &amp; Court Personnel</b>	<b>\$114,400</b>
<b>15</b>	<b>Court/Probation Programming</b>	<b>\$</b>

### **Section 3: PROJECT SUMMARY (Sections will expand. Limit to one page.)**

#### **Problem Statement (problem being addressed)**

The lack of training for line staff can create safety issues, lack of understanding of policy, potential liability for the state and problems implementing new initiatives. In addition, changes in technology require additional training for staff and community partners as the Juvenile Court must move from a largely paper-based record to a largely electronic record. The lack of training for management and no exposure to trends can result in the inability to adapt to the changing environment regarding budgets and evidence based practices.

#### **Project Description (include numbers served)**

The safety training will train over 150 new and existing staff on policy matters, safety issues, and de-escalation techniques. The RESTA Conference will train over 60 staff and supervisors on work crew safety. The management training will train over 120 managers on leadership issues. The training on Carey Guides, risk assessments, and evidence based practices will train over 100 staff and supervisors. The training on electronic records will train stakeholders such as staff, judges, attorneys, community partners, and private providers on the technology, methods, and procedures needed to transition to an electronic based record system. In addition, management staff members will attend national conferences such as the American Probation & Parole Association Conference to remain current with the best practices in the field.

#### **Objectives**

- Deliver 13 safety training classes to probation and deputy probation officers.
- Deliver a two day training to staff and supervisors who are involved in work crew activities for over 60 staff.
- Deliver a two day management conference to over 120 managers.
- Provide training on Carey Guides, risk assessments, and evidence based practices to over 100 staff and supervisors
- Train stakeholders such as staff, judges, attorneys, community partners, and private providers on the policies, practice, procedures, and equipment needed to transition to an electronic based record system.
- Expose probation management to state of the art training by attending national conferences or training institutes to obtain information and remain current with best practices in the field.

#### **Programmatic Activities**

- 13 safety classes
- One management training conference
- One Carey Guides training
- One workshop for work crew staff
- Ongoing, on-site, online, and interactive trainings on evidence based practices, assessments, and implementing electronic records
- Attendance at approximately 6 national conferences

#### **Participating Agencies**

Juvenile Court staff, Juvenile Court judges, attorneys, private providers, and community partners.

#### **Plans for Supplemental and Future Funding of the Project**

While the Judicial Education Department will submit building blocks to support the above training, given the budget situation, it is unlikely the Judicial Council or Legislature will be able to fund these activities in the future. However, the Juvenile Court is committed to safety issues, evidence based practices, transition to electronic records, risk assessments, and management trainings for staff and community partners.



## Section 4: Performance Measurement Data Collection Plan

The Office of Juvenile Justice and Delinquency Prevention requires projects identify and report on select performance measures from OJJDP's performance measurement system and develop a data collection plan that specifies the collection method and measurement. Projects are required to report: 1) All mandatory and two optional output measures, and 2) All mandatory and two optional outcome measures.

Use the JABG Performance Measures found at: [https://www.ojjdp-dctat.org/help/program\\_logic\\_model.cfm?grantID=1](https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=1)

Program Name: PO/DPO Safety and Management Training

Program Area: Training for Law Enforcement and Court Personnel

PM # & MEASURE	DEFINITION	FREQUENCY OF COLLECTION	RESPONSIBLE FOR COLLECTION	INSTRUMENT / DATA SOURCE	DATA SOURCE (UNIT AND/OR AGENCY)	HOW PROCESSED OR RETRIEVED
<b>OUTPUT MEASURES</b>						
<b>Mandatory Measures</b>						
1. Amount of JABG/Tribal JADG funds awarded for system improvement	The amount of JABG funds in whole dollars that are awarded for System Improvement during the reporting period.	Annually	Grant program manager (Neira Siaperas) and budget officer (Milton Margaritis)	State of Utah FINET financial reporting system, grant program records	Administrative Office of the Courts, State of Utah	Budget reports
<b>Non-Mandatory Measures</b>						
2. Number and percent of court staff trained in preventing or controlling juvenile crime	Raw number of court personnel to receive court training. Percent of court personnel to receive training where applicable.	Every class	Polly Schnaper	Training Records	Judicial Education	Class Records
4. Number of hours of training offered to court staff	Raw number of hours of training offered	Every class	Polly Schnaper	Training Records	Judicial Education	Class Records
<b>OUTCOME MEASURES</b>						
<b>Mandatory Measures</b>						
1. Number and percent of initiatives employing evidence-based practices	Report on the number and percent of initiatives employing best practices.	Quarterly	Neira Siaperas	Grant Records	Administrative Office of the Courts, State of Utah	Training Records
<b>Non-Mandatory Measures</b>						
2. Number and percent of staff to rate the	Report on the raw number of staff	Every Class	Neira Siaperas Polly Schnaper	Grant Records and Class Evaluation	Judicial Education and Administrative	Course Evaluations

training received as helpful

that rate the training as helpful. Report on the percent of staff that rate the training as helpful.

12. Number of complaints about staff filed by youth

Number of formal complaints filed

Annually

Trial Court  
Executives  
Chief Probation  
Officers

Court files

Records

Office of the  
Courts, State of  
Utah

Administrative  
records

Administrative records

## Section 5: TARGET POPULATION

### A. TARGET POPULATION DESCRIPTION:

Provide a description of the overall target population.

This project is not a direct service project. The target population is Juvenile Court staff and community partners.

Check all that apply to the project's service population:

**Justice Related Criteria:** ☐ At-Risk Population (no priors) ☐ First Time Offenders ☐ Repeat Offenders  
☐ Sex Offenders ☐ Status Offenders ☐ Violent Offenders  
☒ Youth population not served directly

**Age:** ☐ Under 11 ☐ 12-13 ☐ 14-15 ☐ 16-17 ☐ 18 and over  
☒ Youth population not served directly

**Geographic:** ☐ Rural ☐ Suburban ☐ Tribal ☐ Urban ☒ Not Applicable

**Populations Served:** ☐ Mental Health ☐ Substance Abuse ☐ Truant/Dropout  
☒ Youth population not served directly

### B. ESTIMATED NUMBERS TO BE SERVED BY PROJECT (use raw numbers, not percentages):

Gender	Ages
Males _____	_____ To _____
Females _____	_____ To _____

OJJDP requires each state to examine the disproportionate confinement of minorities in the juvenile justice system and to develop a plan to address the problem. The following data assists the state in identifying any programs that serve this population.

### C. ESTIMATED NUMBER OF YOUTH TO BE SERVED (use raw numbers, not percentages):

Race/Ethnicity	Totals	Male	Female	Age Ranges
American Indian & Alaska Native				
Asian				
Black/African American				
Hispanic Origin (of any race)				
Native Hawaiian & other Pacific Islander				
Two or More Races				
White				
<b>GRAND TOTALS</b>				

**D. DESCRIBE SERVICES PROVIDED SPECIFICALLY FOR MINORITIES:**

1. Will the project provide targeted services for any of the racial/ethnic groups noted above? If so, which?
2. Demonstrate extensive knowledge of the barriers that clients face. Show how they are appropriately addressed and removed. How will the cultural competency of the staff be ensured. Demonstrates extensive knowledge of specific cultural characteristics of the target population.

The mission of the Utah Court requires fair and equal justice for all patrons of the system. The Courts are addressing disproportionate minority representation in the system in several ways. First, all staff and judges are required to attend cultural competency training. The Court's Education Department also offers several classes each year that focus on one or more minority populations for a more in-depth understanding of cultural practices and traditions of that population. This training helps staff learn effective means for communicating and working with diverse population. By creating an atmosphere of inclusiveness, the courts are striving to fully engage youth and families in the court process. Youth and families who have greater trust in the process will likely be more invested. A stronger relationship is also built between the youth and the probation officer, increasing the likelihood of a successful outcome and decreasing the potential for a physical confrontation or unsafe situation.

Secondly, the courts have been successful in hiring staff that reflect the racial makeup of clients served. The employment of a diverse workforce provides an added benefit of staff being able to communicate to parents and youth in their native language. Financial incentives are provided for staff who use their language skills on the job. For staff who are not bi-lingual, the courts maintain a list of approved interpreters covering 36 different languages. These interpreters are available for court hearings as well as for probation preliminary inquiries and other court-related meetings. The probation order and other printed materials are also provided in both English and Spanish. By conducting meetings in the youth and family's native language and by providing translated materials, the court is assuring equal access to the justice system.

Thirdly, the Juvenile Courts has taken steps to improve the collection of racial data for the patrons it serves and continuously monitors the collection of data in districts. Changes to the CARE information system have provided more specific information when race is not able to be collected. These distinctions allow staff to identify if the lack of data is due to the youth or family declining to provide the information or if the information was not readily available at the time the record was created. With this additional information, staff are in a better position to know when additional efforts are needed to collect this information. The Utah Juvenile Court continues to work on areas identified as a concern by the RRI.

Fourthly, the Juvenile Court continues their efforts to reduce disproportionate minority contact by working with the Utah Commission on Criminal and Juvenile Justice (CCJJ) to reduce overrepresentation at multiple points in the system. Currently, the Juvenile Court is working with both the Utah Criminal Justice Center (UCJC) and CCJJ to reduce the disparity in diversion rates for minority youth. Juvenile Court probation managers are taking an active role in evaluating current policies and practices and adopting new practices to reduce this disparity.

As part of the safety training, the instructor is required to address cultural differences and how they might influence a particular situation, and focusing on appropriate responses to those situations. Scenarios created in all trainings reflect cultural awareness and class participants are to consider how their understanding of cultures may influence their responses to situations. In addition, evidence based practices training covers the issue of responsivity, where probation officers are trained to assess and respond to individual and family factors that would influence the likelihood of an intervention or approach being effective. Responsivity factors include cultural, social, educational, and economic factors. Probation officers are trained to assess and respond appropriately to these factors to ensure that all youth have a greater likelihood of being successful and maintaining law abiding behavior.

## Section 6: PROBLEM STATEMENT

Describe the problem this project will address. Provide statistics documenting identified risk and protective factors.

Include data from the UBJJ Risk & Protective Factors Tool (<http://www.juvenile.utah.gov>) and the SMART system ( ).

Data from other official sources (e.g. school district, units of local government, state government, federal government or institution of higher learning) may also be included. Limit of three pages.

The requirements of probation staff have changed since the implementation of sentencing guidelines, state supervision programs, evidence based practices and case planning practices. In addition, budget reductions have placed expectations on management to address the changing environment of the courts. Legislative requirements, evolving technology, and the need to be more efficient, are increasingly requiring the Juvenile Court to move to solely electronic records. As the result, several areas of specialty training are needed.

The first specialty area is safety training. Probation staff spend a great deal of time in the community supervising juveniles with identified risk and protective factors. According to a national survey conducted by the American Probation and Parole Association, staff safety was regarded as the most important issue in community corrections. Research has indicated that at least half of all probation officers will be physically assaulted at least once in their career. These findings indicate that officers need regular and frequent training on officer safety and that those skills should emphasize prevention, planning and safety as mechanisms that will reduce the need to employ physical skills. Safety training techniques also need to be consistent with policy and uniform across the organization. Such an approach reduces the likelihood officers will be harmed and lowers agency liability. In the past, safety training was delivered in the districts, which resulted in divergent practices, training in law enforcement rather than probation techniques, and no lesson plans. The Board of Juvenile Court Judges recognized this disparate training and adopted safety policies for probation staff and work crew operations.

The second specialty area focuses on the training of management in leadership principles. The Court has undergone significant changes in the last five years that includes the adoption of evidence based practices, implementing a new computer system, reorganizing the clerical operation to focus on a team approach, and significant budget reductions. Very little training focuses on teaching managers skills to adapt to these changes. Effective leadership training can help organizations and individuals improve and build upon what is currently happening in the organization and increase performance, motivation and overall effectiveness for the future. Without training, the Court runs the risk of having staff in decision-making roles who do not have the tools to do their job.

Another specialty area is training staff on evidence based practices, such as Carey Guides. It is essential that probation officers receive ongoing training in evidence based practices. Research shows that it is not merely the amount of time spent on probation duties that relates to better outcomes, but the quality and focus of the time spent (Bonta et al. 2008). Bonta et al. (2008) found offenders who receive services and interventions based on evidence based practices tend to show lower recidivism rates than offenders who do not receive interventions and services based on evidence based practices (Andrews & Bonta 2006). When probation staff follow principles of effective intervention and target criminogenic needs, it can lead to reductions in recidivism (Bonta et al. 2008).

The fourth area of specialty training relates to the training of staff involved in work crew activities. In Juvenile Court probation officers and deputy probation officers are involved in work crew activities. Work crew provides a means for youth to work off their victim restitution owed. The youth gains practical skills by completing work in the community, the community benefits from the services performed and the victim receives payment. Supervising a work crew requires a staff person who is familiar with youth development, is able to motivate youth to complete their tasks correctly, and is able to keep everyone safe. Due to budget reductions, responsibility for specialized training for staff involved in work crew was delegated to the districts. As has been our experience with the probation officer safety program, district-level training often varies greatly. Because these staff have direct and on-going contact with youth, it has been determined that we must prioritize this training to ensure that staff have the necessary training and tools to effectively perform their work.

The fifth specialty area includes the involvement of staff in national conferences. Attendance at these conferences not only exposes staff to state of the art training in evidence based practices, but allows staff to share and incorporate this knowledge in Utah's Juvenile Court system. In the past, this funding has resulted in staff being

elected to national leadership positions, awards for programs the Juvenile Court operates, and opportunities for staff to develop additional leadership skills. In addition, through the knowledge gained at national conferences and trainings, the Utah Juvenile Court has remained at the forefront of effective practices instead of using outdated ineffective strategies.

The sixth area of specialty is the training of staff and community partners on the transition and implementation of electronic records. Technology is evolving and court users are increasingly desiring to access the court through electronic means. Between 1997 to 2007 the percent of US households who have the internet has increased from 17 percent to 62 percent (US Census Bureau). In 2010, 90.1 percent of Utah residents reported use of the internet (US Census 2010). Between 1998 and 2005, the number of homes with a cell phone increased from 36 percent to 76 percent (US Census Bureau). Currently, the number of wireless devices in the United States outnumbers of the number of people in the United States (Goldman, 2011). Increasingly, individuals interacting with the Juvenile Court are doing so through electronic means. This has created parallel systems where a paper copy and an electronic copy of the same record are being created and managed. However, the Utah State Legislature has mandated that the juvenile court move to an electronic record. This will increase efficiency and accessibility by allowing parties, agencies, and staff to access documents electronically. Documents will then be easier to share, and more accessible while reducing court costs. However, this transition to a more efficient and accessible court process will require the training of probation staff and community partners on the new electronic system to ensure that the court record remains complete, accurate, and useful.

#### Sources:

Andrews, D. A., and Bonta, J. 2006. *The Psychology of Criminal Conduct* (4<sup>th</sup> ed.). Newark, NJ: LexisNexis.

Bonta, J. Rugge, T., Scott, T., Bourgon, G., and Yessine, A. 2008. Exploring the Black Box of Community Supervision. *Journal of Offender Rehabilitation* 47(3): 248-270.

Goldman, David. 2011. US Cell Phone, Tablets Outnumber Number of Americans. CNN Money News.

United States Census Bureau. 2010. Table 1156. Household Internet Usage In and Outside of the Home by State 2010.

United States Census Bureau. United States Census. <http://www.census.gov>

## Section 7: PROJECT DESIGN AND MANAGEMENT

Explain how your program will work. Cite relevant research to show that the program strategy is effective. Explain each step or phase of the project in the following areas: project activities, client flow, staffing, and collaboration. Include a timeline identifying program activities for the entire grant year.

Is the project an evidence based program? ☒ YES ☐ NO

If yes, provide link to the source of the program model:

The Juvenile Court will be using the Risk, Need, Responsivity Model, which is the core of evidence based practices in probation as seen by the research of Andrews & Bonta, Latessa, Lipsey, and other leaders in the field. This research will be used in the Leadership Conference training, RESTA workcrew conference training, Carey Guides, and ongoing evidence based practices training. When the Risk, Need, Responsivity model is applied, it has shown to decrease recidivism by 26 percent (Andrews, Bonta & Hogue, 1990; Andrews & Bonta, 2006). In addition, when probation staff use evidence based practices with juveniles on probation, it has shown to increase effectiveness by up to 46 percent (Bonta, Rugge, Scott, Bourgon, & Yessine 2008).

Name of the evidence based model:

The Utah Juvenile Court will be applying the Risk, Needs, Responsivity Model, which is a well researched, effective approach to probation as seen by the following publications:

Andrews, D. A. (1989). Recidivism is Predictable and Can Be Influenced: Using Risk Assessments to Reduce Recidivism. *Forum on Correctional Research*, 1(2), 11-17.

Andrews, D.A. (1994). *An Overview of Treatment Effectiveness: Research and Clinical Principles*. Ottawa, Canada: Department of Psychology, Carleton University.

Andrews, D., I. Zinger, R. Hoge, J. Bonta, P. Gendreau, and F. Cullen. (1990). Does Correctional Treatment Work? A Clinically Relevant and Psychologically Informed Meta-Analysis.

Joplin, Lore et al, *Using an Integrated Model to Implement Evidence-based Practices in Corrections*, 2004; and *Implementing Evidence-Based Practices in Community Corrections: The Principles of Effective Intervention*, Crime and Justice Institute, 2004.

Latessa, E.J. (1998). A Summary of ICCA's "What Works with Substance Abusers" Research Conference. *The ICCA Journal*. (March), 6-8.

Latessa, E. J. (1999). What Works in Correctional Intervention. *Southern Illinois University Law Review*, 23:415-426.

Latessa, E. J. (1999). *What Works Strategic Solutions: International Community Corrections Association Examines Substance Abusers: Substance Abuse*. Lanham, MD: American Correctional Association.

Latessa, E.J. & J. Gordon. (1994). Examining the Factors Related to Success or Failure with Felony Probationers: A Study of Intensive Supervision. In C. B. Fields (Ed.), *Community-Based Corrections: Innovative Trends and Specialized Strategies*. Garland Press.

Latessa, E.J. and A. Holsinger. (1998). The Importance of Evaluating Correctional Programs: Assessing Outcome and Quality. *Corrections Management Quarterly*, 2(4), 22-29.

Latessa, E. and M. Moon. *A Practitioners Guide to Evaluation Research*. Cincinnati, OH: University of Cincinnati.

Lipsey, M. (1990). *Juvenile Delinquency Treatment: A Meta-analytic Inquiry into the Variability of Effects*. Paper prepared for the Research Synthesis Committee of the Russell Sage Foundation.

Lipsey, M.W. and D.B. Wilson. (1998). Effective Intervention for Serious Juvenile Offenders: A Synthesis of Research. In R. Loeber and D. P. Farrington (Eds.), *Serious and Violent Juvenile Offenders: Risk Factors and Successful Interventions*, Thousand Oaks, CA: Sage. *Criminology*, 28(3), 369-404.

Probation safety training will be delivered in three levels: one taught by probation managers that focuses on policy implementation, one that is taught by a consultant that focuses on strategies to avoid violence in the work site, and one taught by a consultant that focuses on defensive tactics, handcuffing, and the proper use of O.C. spray. All new probation officers are required to attend all three courses during their first year of employment. All existing probation officers are required to attend a refresher course. The trainings will be held at various locations throughout the state to reduce the need for staff to travel.

To enhance officer's ability to practice the defensive tactics learned, the instructors has been videotaped discussing and demonstrating the tactics taught. These segments are distributed to all district offices and also accessible through the court's intranet. Such an effort will continue to keep the tactics fresh in the minds of the probation officer and allow them to continue to practice the skills learned.

The Leadership Conference will not only focus on the experienced manager but also those who have recently been appointed to management positions. Managers that are cross-trained to work in district court and juvenile court will be invited to attend. The conference will include such topics as learning practical leadership skills that can assist managers in leading the transition to electronic records and the implementation of evidence based practices. Speakers will include both local and national speakers, with approval sought from CCJJ for speakers once they are identified.

The third area of specialty relates to ongoing onsite and online training for probation officers and managers on the effective implementation of evidence based practices in case planning and risk assessment. The Juvenile Court will provide training and training materials on tools for effective case planning such as the Carey Guides, responsibility principles, and matching youth with appropriate and effective programs.

The fourth area of specialty is the training of staff and community partners on the transition to an electronic court record. Staff and community partners will receive ongoing training and support on the process and policies to effectively transition from a mostly paper record to an electronic record. Staff will be trained in legal uploading, electronic filing, social record document management and access, and related areas. This trainings will include a combination of different approaches that best serve the needs of the local area.

The Juvenile Court is also proposing that specialized training be provided for those who are involved with workcrew activities, and include van safety training, supervising youth on work crew activities, liability, and policy training in those areas.

Management staff will also attend national training conferences and institutes such as the American Probation and Parole Association National Conference. The information learned at these trainings will be used to help develop the conference agendas for the training identified in this proposal.



## Section 8: WORK PLAN AND TIMETABLE

Provide a detailed WORK PLAN, using the chart below, giving a month by month description of activity for the time period covered by this application. You must include the following (table will expand to fit):

- Activities necessary to achieve objectives
- Timetable for completion of each activity
- Staff position or consultants to be assigned to each activity
- Location where the activity will occur

Calendar Months	Activities	Assigned Position	Location
7/1/12 to 6/30/13	<b>PO/DPO Safety Training</b> <ul style="list-style-type: none"> <li>-Sign contract with trainers</li> <li>-Schedule training and put on web site</li> <li>-Conduct evaluations of training including monitoring</li> </ul>	Polly Schnaper/ Probation Managers/ PO Safety Committee/ Neira Siaperas	Various areas of the state
7/1/12 to 6/30/13	<b>Management Training</b> <ul style="list-style-type: none"> <li>-Organize planning committee</li> <li>-Find venue and sign contract</li> <li>-Sign contracts with instructors</li> <li>-Speaker approval from CCJJ</li> <li>-Provide on-site organization and monitor training</li> <li>-Conduct evaluation of the training</li> </ul>	Leadership Conference Planning Committee	SLC for Planning Committee  Appropriate site for management training
1/1/13 to 6/30/13	<b>Work Crew Conference</b> <ul style="list-style-type: none"> <li>-Utilize RESTA committee to plan work crew conference</li> <li>-Find venue and sign contract</li> <li>-Speaker approval from CCJJ</li> <li>-Obtain instructors</li> <li>-Conduct evaluation of training</li> </ul>	RESTA Committee	RESTA Committee to meet in SLC  Appropriate site for work crew training
7/1/12 to 6/30/13	<b>EBP &amp; Assessment Training</b> <ul style="list-style-type: none"> <li>-Provide training for Carey Guides</li> <li>-Develop online and/or onsite training for case planning and responsivity</li> <li>-Develop and maintain electronic resources such as EBP intranet website for probation officer and community partners</li> <li>-Organize training for users across the state</li> <li>-Develop and provide training materials and resources on EBP</li> </ul>	Evidence Based Practices Committee, Chief Probation Officers, Probation Training Committee	EBP Committee, and Probation Training Committee meet in Salt Lake City.  Chief Probation Officers meet around the state every other month  Training to be conducted throughout the state

7/1/12 to 6/30/13	<b>Attend National Conferences &amp; Institutes</b> -Seek consultants to conduct training in Utah -Select participants for Leadership Institute and ensure attendance, based on availability of appropriate candidates and resources -Attend national conferences and/or institutes	Varies	Varies
7/1/12 to 6/30/13	<b>Training on transition to electronic record</b> -Develop and provide training on the transition to electronic records -Establish policies and protocols that govern access and management of electronic files -Train community partners and stakeholders on use and application of electronic records	Board of Juvenile Court Judges, Trial Court Executives, Chief Probation Officers, CARE User Group, Legal Uploading Committee, Clerks of Court	Board of Juvenile Court Judges, Trial Court Executives, Chief Probation Officers, and Clerks of Court meet around the state monthly or bi-monthly.  CARE User Group and Legal Uploading Committee meet in Salt Lake City

## Section 9: PROJECT GOALS AND OBJECTIVES

Goals and objectives should be directly related to the Problem Statement. **Goals** should describe what you expect your project to achieve when it is completed. Goals need to be both realistic and achievable. **Objectives** identify what your agency will do to reach the project goals. They are the short-term results produced by the project that together will lead to the accomplishment of the goals. **Activities** are the specific actions that will help reach your goals and objectives.

<b>Goal: To ensure that probation staff have the necessary training in order to comply with policy, and perform duties in a manner that maintains the safety and the effectiveness of the officers in working with the youth, the public, and community partners</b>	
<b>Project Objective</b> 1. Train all probation officers and deputy probation officers on safety issues.	<b>Project Objective</b> 1. Train all probation officers and deputy probation officers on safety issues.
<b>Project Objective</b> 2. Train all probation offices and deputy probation officers involved in work crew on safety issues, policies and effective interventions with youth.	<b>Project Objective</b> 2. Train all probation offices and deputy probation officers involved in work crew on safety issues, policies and effective interventions with youth.
<b>Project Objective</b> 3. Train all probation staff on the application of evidence based practices in case planning using such resources as the Carey Guides, responsivity principles, and matching to effective programs.	<b>Project Objective</b> 3. Train all probation staff on evidence based practices

<b>Goal: To ensure that training is conducted which helps management assimilate changes in our business process and practical application of best practices.</b>	
<b>Project Objective</b> 1. Training all juvenile court managers and cross-trained managers on current management issues and timely topics	<b>Project Objective</b> 1. Training all juvenile court managers and cross-trained managers on current management issues and timely topics
<b>Project Objective</b> 2. Participate in and attend National Conferences on evidence-based practices and effective leadership.	<b>Project Objective</b> 2. Participate in and attend National Conferences on evidence-based practices and effective leadership.

<b>Goal: To ensure the Juvenile Court successfully transitions to an electronic record and staff and community partners receive appropriate training to effectively accomplish their duties.</b>	
<b>Project Objective</b> 1. Train staff and community partners on the policies, procedures, and practices needed to adopt an electronic record	<b>Activities</b> 1. Provide training to staff, managers, and community partners on legal uploading, electronic filing, social record document management and access, and related areas

## Section 10: BUDGET MATRIX AND NARRATIVE

<i>Category</i>	<i>Cash Match</i>	<i>Grant Funds</i>	<i>Total</i>
Personnel	\$0	\$0	\$0
Consultant/Contract	\$0	\$44,680	\$44,680
Equipment / Supplies/ Operating	\$711	\$24,482	\$25,193
Travel & Training	\$12,000	\$45,238	\$57,238
Total	\$12,711	\$114,400	\$127,111

### FISCAL OFFICER (IMPLEMENTING AGENCY)

(Name, title, mailing address and zip code, area code and phone, fax, e-mail)

Milton Margaritas, Budget Officer  
450 South State, P.O. Box 140241  
Salt Lake City, UT 84114-0241  
801-578-3863 office  
801-578-3854 fax  
[miltonm@email.utcourts.gov](mailto:miltonm@email.utcourts.gov)

## PERSONNEL SALARIES AND FRINGE BENEFITS

This section is for full or part-time salaried employees. Employees who are not on the payroll are classified as consultants. If known, list name of individual. If a person has not been hired, type "vacant" and give the title of the position. "Number of Hours" refers to total hours spent on the grant implementation. **Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,080 hours per year. Paid vacation and sick leave are allowable expenditures, but *must not exceed the time that is normally allowed by the agency or unit of government* associated with the project. All leave earned must be used or paid during the period of the grant. See Guidelines for additional information regarding overtime restrictions.

Name	Title	# Hours	Hourly Rate	Total Salary
Salary Subtotal				

## EMPLOYER'S SHARE OF FRINGE BENEFITS

Fringe benefits are to be based on the employer's share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer's share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. "FICA", "Pension", "Health Insurance", "Workers Compensation", and "Unemployment Compensation" are matters that should be reviewed by the applicant's fiscal or personnel officer before completing this part of the application.

Fringe Benefits	% or Monthly Rate	Eligible Wage Amount or Number of Months	Total Employer's Share of Fringe Benefits
FICA			
Pension/Medicare			
Health Insurance			
Worker's Comp			
Unemployment Comp			
Other (explain)			
Other (explain)			
Fringe Subtotal			\$

Grant Funds Requested	Match Provided (if applicable)	Personnel Total
\$0	\$0	\$0

**BUDGET NARRATIVE/PERSONNEL**

Provide a brief description of the duties of personnel charged to this project, including educational background and prior work experience. If administrative personnel not engaged in the day-to-day activities of the project are included in this budget, explain why they are essential to the project's operation.

PERSONNEL	NARRATIVE

## CONSULTANTS/CONTRACTS

Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications and contract must accompany the application. However, if the position is vacant and the project receives funding, this information must be forwarded to UBJJ/CCJJ when a contract with the consultant is signed. All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.) Consultant fees for individuals may not exceed \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, without prior approval from UBJJ/CCJJ. Fee justification must be provided in the budget narrative.

Consultant Name	Services to be Provided	# Hours	Hourly Rate	Total Cost
Lloyd Prescott	Safety Training	18 days	\$450 /day	\$8,100
Mark Carey of The Carey Group	Carey Guides EBP	TBD	TBD	\$8,198
Management Consultants	Leadership Training	TBD	TBD	\$8,500
Speakers	Work Crew Conference	TBD	TBD	\$4,000

### Consultant Expenses

(May include travel, training, food, lodging, and other allowable incidental travel costs.)

#### Mr. Prescott & Associates for Safety Training:

Per diem \$36/day x 41 days = \$1476

Lodging \$90 x 3 nights= \$270

Mileage .50 cents per mile x 3000 miles = \$1,500

**Subtotal: \$3,246**

#### Management consultants and speakers to be determined:

Airfare/transportation: \$1,200 x 3 = \$3,600

Lodging: \$90(includes tax) x 3 x 3 = \$810

Per diem: \$36 x 11 x 1 or 2 days = \$756

**Subtotal: \$5,166**

#### Mark Carey & Co-Instructor to be determined:

Airfare/car rental: \$900 x 2 = \$1,800

Per diem \$36/day x 4 days = \$144

Lodging \$90 x 4 nights= \$360

**Subtotal: \$2,304**

#### Workcrew Conference consultants and speakers to be determined:

Airfare/transportation: \$1,200 x 3 = \$3,600

Lodging: \$90(includes tax) x 3 x 3 = \$810

Per diem: \$36 x 11 x 1 or 2 days = \$756

**Subtotal: \$5,166**

**Consultant Fee Justification**

(Include the basis of selection and method of procurement. Any sole source consultant requires prior approval from CCJJ.)

Selection of Lloyd Prescott was made by an RFP Process and he is currently under contract to provide these services.

The court will identify approximately three trainers on management issues that will meet the budget limitations noted here. Information regarding trainers and the training content will be provided to CCJJ for approval before contracts are signed. As speakers are to be determined, some consultants may be local and will not require airfare or lodging, but may require per diem.

The court will identify approximately three trainers on issues relevant for the work crew conference that will meet the budget limitations noted here. Information regarding trainers and the training content will be provided to CCJJ for approval before contracts are signed. As speakers are to be determined, some consultants may be local and will not require airfare or lodging, but may require per diem.

Mark Carey and an associate trainer from the Carey Group will be used to provide training on the Carey Guides. This organization is the only source of approved Carey Guide training and a sole source process will be used.

Grant Funds Requested	Match Provided (if applicable)	Consultants Total
\$44,680	\$0	\$44,680



**EQUIPMENT / SUPPLIES / OPERATING**

Equipment: items to be purchased that are over \$5,000. Supplies: office supplies, cleaning, maintenance, AND OPERATING supplies, training materials, books and subscriptions, research forms, postage stamps, food, and other materials that are expendable with the life of the project. All equipment and supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by CCJJ prior to being awarded.

Item	Cost	Time Period	Total
<b>Rent-Facilities</b>	\$1,467/day	6 days	\$8,802
<b>Telephone</b>			
<b>Non-consultant Contract Help</b>			
<b>a. Bookkeeping/Audit</b>			
<b>b. Maintenance</b>			
<b>c. Other (Specify)</b>			
<b>Auto Lease/Short-Term Rental</b>			
<b>Equipment Lease/Short-Term Rental: (AV equipment, microphones, etc for conference)</b>	\$700/day	6 days	\$4,200
<b>Photocopying</b>	\$1,800		\$1,800
<b>Printing</b>	\$2,000		\$2,000
<b>Grant Management Costs (In-Kind)</b>			
<b>Other (Specify) OC Spray for Safety Training</b>	\$12/each	25 cans at \$12 each- covers one year	\$300
<b>Other (Specify) OC spray holsters</b>	\$5/per holster	Approximately 100 holsters at \$5 each for probation officers	\$500
<b>Other (Specify) laptop for electronic records training</b>	\$1,200	Laptop will be used for the training on electronic records used throughout the year	\$1,200 (partial cash match)
<b>Other (Specify) Training materials for management conference, Carey Guides Training, and Workcrew Conference</b>	\$6,391		\$6,391

**Procurement Method to be Used (cell will expand)**

All grant and Utah state purchasing guidelines will be followed in the purchase of materials. Printing and publication will be done through the Utah State Copy Center. Laptop will be purchased using grant and state purchasing guidelines through the Utah State Courts Purchasing Department.

**Equipment / Supplies / Operating Justification and Narrative:** Justify the purpose and use of each item noted above.

**Rent Facilities** – to pay for conference room rental for management conference, Carey Guides training, and work crew conference at a projected cost of \$1,467 a day. Costs are projected to be higher than in the past because food is no longer purchased at the venue, which often resulted in a reduced rate on conference rooms and AV equipment.

**Equipment Lease-** to pay for AV equipment, equipment hook-ups, etc for conference rooms at the management conference, Carey Guides training, and work crew conference at a projected cost of \$700 a day. Costs are projected to be higher than in the past because food is no longer purchased as part of the venue package, which often resulted in a reduced rate on conference rooms and AV equipment.

**Training materials** include binders, guides, and materials for management conference, Carey Guides training, and Workcrew conference,

**OC Spray** is needed for safety training. All employees attending the training need holsters to practice using the OC spray.

**Copying** includes materials for the evidence based practices training, electronic records training, management conference, and workcrew conference.

**Printing** includes materials for the evidence based practices training, electronic records training, management conference, and workcrew conference.

**A Laptop** is needed to provide training for the transition to electronic records. The current laptop is an older model and it is unable to link to wireless networks. It also has limited and slow connection and processing speeds. To be able to demonstrate electronic uploading and e-filing, a laptop that has current basic capabilities such as wireless access that can be used for demonstrations and training is needed.

Grant Funds Requested	Match Provided (if applicable)	"Other" Total
\$24,482	\$711	\$25,193

## TRAVEL & TRAINING

Grant related travel charges must not exceed the rates allowed by the State of Utah. Organizations whose written travel policies are less restrictive than the State of Utah, or that do not have their own written travel policy, must adhere to the State of Utah travel policy. "Per Diem" includes food and lodging. Meals provided gratis must be deducted from the per diem rate allowed. The "Other" category includes parking, telephone, or other allowable incidental travel costs. (This applies to grant funded employees only, not consultants.) The mileage rate may not exceed \$.50/mile.

Vehicle	# Miles	Mileage Rate	Total
Air, Bus, etc.	Destination	Fare	Total
Per Diem	# Days	Per Diem Rate	Total
Safety Training-New PO Training	2 days x 10 people	\$36 a day (breakfast, lunch, dinner)	\$720
Safety Training-Refresher Training	1 day x 25 people	\$11 a day (lunch only needed)	\$275
Management conference	2 days x 110 people	\$36 a day (breakfast, lunch, dinner)	\$7,920
Workcrew Conference	2 days x 76 people	\$36 a day (breakfast, lunch, dinner)	\$5,472
On-site EBP training	10 days x 2 people	\$36 a day (breakfast, lunch, dinner)	\$720
Carey Guides Training	2 days x 60 people	\$36 a day (breakfast, lunch, dinner)	\$4,320
On-site Electronic Records Training	13 days x 2 people	\$36 a day (breakfast, lunch, dinner)	\$936
Conference Registration	# People	Rate	Total
Other			Total
Travel for national conferences (APPA, Leadership Institute, etc)	6 trips	Approximately \$2,000 per trip and includes airfare, hotel, registration, per diem, taxis,	\$12,000 (cash match)
PO Safety Training participant mileage	Approximately 173 participants total (state cars will be used when available)	2,792 miles x .36 per mile	\$1,005
EBP on-site training mileage	2 trainers (state car will be used when available)	1,056 miles x .36 per mile	\$380
Electronic Records on-site mileage	2 trainers (state car will be used when available)	1,456 miles x .36 per mile	\$524
Management Conference participant mileage	Approximately 110 participants (state cars will be used when available)	6,500 miles x .36 per mile	\$2,340
Workcrew Conference participant mileage	Approximately 76 people	6500 miles x .36 per mile	\$2,340
Carey Guides Training participant mileage	Approximately 80 participants total (state cars will be used when available)	3,600 miles x .36 per mile	\$1,296

Lodging for participants and speakers at Carey Guides Training	40 participants (double occupancy rooms)	20 rooms at \$110/night double occupancy x 2 night	\$4,400
Lodging for the management conference (2 days, 1 night)	110 participants (double occupancy rooms)	55 rooms at \$110/night double occupancy x 1 night	\$6,050
Lodging for on-site EBP training	10 nights (one male trainer/one female trainer)	10 rooms at \$90/night (single occupancy)	\$900
Lodging for Workcrew conference (2 days, 1 night)	60 participants needing lodging (double occupancy)	30 rooms at \$110/night double occupancy x 1 night	\$3,300
Lodging for on-site electronic records training	2 trainers for 13 nights (one male trainer/one female trainer)	26 rooms at \$90 a night (single occupancy)	\$2,340

### Travel and Training Justification and Narrative

Management conference and work crew conference per diem and lodging rates are based on the state per diem. All rooms are double occupancy with the exception of the EBP on-site training and the electronic records training which will be done by one male and one female trainer who travel around the state to provide training in each district. Mileage reimbursement is for participants not using state vehicles to attend the conference. State vehicles will be used if available and participants will be encouraged to carpool if a state vehicle is not available.

National conferences expenditures are based on estimated costs. These expenses will be covered completely by the court's cash match. Attendance at these conferences will help identify potential speakers and workshop topics for the local conferences and allow participants to bring back best practices in the field for application in Utah.

Grant Funds Requested	Match Provided (if applicable)	Travel & Training Total
\$45,238	\$12,000	\$57,238

## SECTION 12: LETTERS OF PARTICIPATION

Applicants must submit a Letter of Participation from each local agency or organization that is involved with the project, contributing resources, or making referrals (e.g., courts, treatment programs, shelters). Applicants should refer to the appropriate category in the Guidelines to ensure that appropriate letters are included. Failure to submit the appropriate Letters of Participation may remove the application from further funding consideration. List below the agencies providing letters of participation and the number of referrals:

Participating Agency Name and Role	Projected # of Referrals (if applicable)
Not applicable; not a direct services program. No referrals will be made.	

Attach copies of each letter to all copies of the application.

## LETTER OF PARTICIPATION FORMAT

All responses must show active cooperation with the applicant and with the project and must use the format below.

Please do not solicit or include letters of support Each participating agency should use its letterhead and this format.

To: Utah Board of Juvenile Justice

From: (Participating Agency)

Re: (Project Name)

Date: (Must be current dated letter)

We hereby commit to providing the following services or referrals to further the objective of \_\_\_\_\_ project:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Authorized Signature

Typed Name

Title

## **Grant 2**

**Judicial Council Grant Application Proposal  
Code of Judicial Administration 3-411**

**FEDERAL GRANTS**

Contact Person/Phone: Raechel Lizon (801-578-3830) Date 2/13/2012

Judicial District or Location Administrative Office of the Courts

Grant Title JABG Program Evaluation & EBP Grant Grantor Office of Juvenile Justice & Delinquency Prevention

Grant type (check one), ☐ New ☒ Renewal ☐ Revision

Grant Level (check one) ☒ Low ☐ Med ☐ High.  
Under \$1,000,000 \$1,000,000 to \$10,000,000 Over \$10,000,000

Issues to be addressed by the Project: The Juvenile Court refers offenders to numerous intervention programs. Program evaluation is essential to ensure these programs are providing effective interventions and have positive outcomes that reduced re-offending

Explanation of how the grant funds will contribute toward resolving the issues identified: This grant will be used to continue evaluating state supervision programs using the evidence based Correctional Program Checklist.

Fill in the chart(s) for estimated state fiscal year expenditures for up to three years:

**Total Funding Sources**

			(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)						
			MATCHING STATE DOLLARS						
CASH MATCH			Other Matching Funds from Non-State Entities	General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	
State Fiscal Year	Grant Amount								Total Funds
FY 2013	\$82,404			\$9,156					\$91,560
FY									\$0
FY									\$0

			(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)						
			MATCHING STATE DOLLARS						
IN-KIND MATCH			Other Matching Funds from Non-State Entities	General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	
State Fiscal Year	Grant Amount								Total Funds
FY									\$0
FY									\$0
FY									\$0

Comments: As in previous years, a 10 percent cash match is required by the federal government for all JABG grant funds. The request is for \$82,404 in grant funds with a \$9,156 cash match

Will additional state funding be required to maintain or continue this program or its infrastructure when this grant expires or is reduced? Yes ☐ No ☒ If yes, explain: \_\_\_\_\_

Will the funds to continue this program come from within your existing budget Yes ☐ No ☐ N/A ☒ X

How many additional permanent FTEs are required for the grant? 0 Temp FTEs? 0

This proposal has been reviewed and approved by the following:  
☒ The court executives and judges in the affected district(s)  
☒ The Grant Coordinator and the Budget Director at the Administrative Office of the Courts  
☒ The affected Board(s) of Judges

Approved by the Judicial Council \_\_\_\_\_ by \_\_\_\_\_  
 Date \_\_\_\_\_ Court Administrator

Copy forwarded to Legislative Fiscal Analyst \_\_\_\_\_  
 date \_\_\_\_\_



## SECTION 1: COVER SHEET

# Juvenile Accountability Block Grant



## State of Utah Commission on Criminal and Juvenile Justice

Utah State Capitol Complex  
Senate Building Suite 330  
PO Box 142330  
Salt Lake City, Utah 84114-2330  
Ph: (801) 538-1031  
Fax: (801) 538-1024

For CCJJ use ONLY:

## 1. Implementing Agency Name &amp; Address:

Administrative Office of the Courts - Juvenile Court  
450 South State  
P.O. Box 140241  
Salt Lake City, Utah 84114-0241

## 2. Type of Application (check one)

☐ Initial ☒ Continuation

If continuation, previous grant #: 9L07

## 4. Director Phone number:

801-578-3830

## Director Fax number:

801-578-3968

Dir. E-mail Address: raechell@email.utcourts.gov

## 7. Will this award (check one)

☒ Enhance an Existing Program

☐ Initiate a New Program

## 3. Agency Type (check one)

☒ State ☐ City

☐ County ☐ Not for Profit

## 5. Beginning &amp; Ending Dates of Program:

7/1/12 to 6/30/13

## 6. Short title describing funded program:

Continuous Program Evaluation Improvement & Implementing  
Evidence Based Practices

## 8. Congressional District(s) Served

First, Second, Third, Fourth

## 9. Federal Tax Id Number (87-?????)

87-876000545

## 10. DUNS #

096311365

## 11. Budget Summary

## Total Project Costs

## Federal Grant Funds

## Cash Match

## A. Personnel

\$0

\$0

\$0

## B. Consultant/Contract

\$45,520

\$45,520

\$0

## C. Equipment / Supplies &amp; Operating

\$15,602

\$15,602

\$0

## D. Travel/Training

\$30,438

\$21,282

\$9,156

## Column Totals

\$91,560

\$82,404

\$9,156

## 12. \*Print Name of Official Authorized to Sign

Dan Becker

## 13. \*\*Print Name of Program Director

Raechel Lizon

## 14. Signatures

Authorizing Official

Program Director

For CCJJ use ONLY

Approval Signature

Date

\* (e.g. Mayor, County Commissioner, State Agency CEO) NOTE: Chiefs and Sheriffs are not authorized to approve contracts for their local government. \*\* This is the individual responsible for the day-to-day management of the grant program

### **Section 3: PROJECT SUMMARY (Sections will expand. Limit to one page.)**

#### **Problem Statement (problem being addressed)**

In order to successfully incorporate evidence based practices into the Juvenile Court, it is essential to implement these practices across multiple areas of the system. Juvenile Court staff need to be trained on the CARE case management system to ensure that youth and their families are served in a timely and efficient manner. Probation officers need to be trained on providing effective interventions with youth and families during probation appointments to increase the usefulness of these interactions. Programs need to be evaluated to ensure that they are providing evidence based interventions that reduce re-offending, and the program assessment team needs to maintain their knowledge of current best practices in order to be able to provide technical assistance to programs. Without progress in each of these areas, it can decrease the likelihood of success with youth and families and limit the influence interventions have in reducing anti-social behavior.

#### **Project Description (include numbers served)**

The Juvenile Court will continue to implement the Correctional Program Checklist (CPC) for all contracted programs that have a sufficient number of court-referred youth. Currently the CPC is limited to only state supervision funded programs and program evaluation with the CPC is a requirement for funding. Expansion of the CPC to other service providers will be voluntarily as there is no contractual requirement to participate in the process. The program evaluation team will also work with internal court programs conducted by probation to evaluate the effectiveness of these programs using the CPC when appropriate. Increasingly with reductions in budgets, probation officers have had to provide services and intervention as part of their job duties, using such techniques and approaches as the Carey Guides. Probation staff will receive coaching and materials to effectively implement the Carey Guides in their local area.

This grant project will also continue to develop the knowledge base of the program assessment team through attendance at national research conferences so that staff may stay current with the best practices in the field and ensure programs are being evaluated using relevant approaches. In turn, the information gained at these conferences will be used to enhance research support provided to programs and to update Juvenile Court management on best practices.

In addition to increasing the knowledge of staff members in these areas, a one-day CARE Summit will be held for approximately 500 Juvenile Court staff throughout the state. CARE is the statewide database management system that is used by Juvenile Court to coordinate, monitor, and manage all aspects of a juvenile's case. The CARE Summit will provide Juvenile Court staff with knowledge on the effective use of CARE. Internal Juvenile Court experts will present practical solutions and applications to address such areas as e-filing, case planning management, sharing electronic records, ensuring quality documents, and adapting to changes in system policy and practice.

#### **Objectives**

- (a) Administer the CPC to state supervision programs serving court-involved youth as appropriate.
- (b) Measure recidivism outcomes for programs evaluated using the Correctional Program Checklist
- (c) Provide coaching and curricula to staff on the Carey Guides.
- (d) Attend national research conferences to expand understanding of evidence based practices.
- (e) Develop and coordinate a CARE Summit.

#### **Programmatic Activities**

The Juvenile Court will contract with the University of Utah Criminal Justice Center to implement the CPC and continually monitor and provide feedback to programs via feedback meetings and an on-line interactive website. CPC evaluations will be completed and the findings will be presented to the program, local court managers and staff.

Probation officers will receive coaching on the Carey Guides and additional Carey Guides curricula will be purchased to ensure all probation officers can provide brief interventions during probation appointments. In addition, a summit will be held to train Juvenile Court staff on the effective use of CARE.

The Research Analyst will attend national research conferences to expand her knowledge of evidence-based practices and program evaluation. The information will then be shared with Juvenile Court management.

#### **Participating Agencies**

The Utah Criminal Justice Center at the University of Utah, a partnership among the Colleges of Law, Social and Behavioral Science and Social Work, will partner on this project.

#### **Plans for Supplemental and Future Funding of the Project**

Given current budget conditions, it is unlikely that the Judicial Council or Legislature would be able to fund these activities without grant funding. However, the Juvenile Court is committed to ensuring quality programs and the use of evidence based practices, and will continue to work to make this an integral part of the Juvenile Court using available resources.

#### Section 4: Performance Measurement Data Collection Plan

The Office of Juvenile Justice and Delinquency Prevention requires projects identify and report on select performance measures from OJJDP's performance measurement system and develop a data collection plan that specifies the collection method and measurement. Projects are required to report: 1) All mandatory and two optional output measures, and 2) All mandatory and two optional outcome measures.

Use the JABG Performance Measures found at: [https://www.ojjdp-dctat.org/help/program\\_logic\\_model.cfm?grantID=1](https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=1)

Program Name: Courts Programs Evaluation and Improvement

Program Area: 15. Juvenile Courts and Probation

PM # & MEASURE	DEFINITION	FREQUENCY OF COLLECTION	RESPONSIBLE FOR COLLECTION	INSTRUMENT / DATA SOURCE	DATA SOURCE (UNIT AND/OR AGENCY)	HOW PROCESSED OR RETRIEVED
<b>OUTPUT MEASURES</b>						
<b>Mandatory Measures</b>						
1. Number and percent of eligible youth served using graduated sanctions approaches.	An unduplicated count of the number of youth served using a graduated sanctions approach by the program during the reporting period.	Annually	Research Analyst	Juvenile court records	CARE	Electronically
<b>Non-Mandatory Measures</b>						
7. Number of training requests received during the reporting period.	Raw number of staff requesting assistance on implementing EBP, CARE, and Carey Guides	Quarterly	Assistant Juvenile Court Administrator	Juvenile court records	Request forms submitted to Assistant Juvenile Court Administrator	Manually
11. Number of people trained during the reporting period.	Raw number of staff trained on effective use of CARE.	Quarterly	Assistant Juvenile Court Administrator	Summit attendee list	Attendee lists	Manually
12. Percent of those served by training and technical assistance (TTA) who reported implementing an evidence based program and/or	Percent of staff receiving coaching and training on the Carey Guides who reported improved use of EBP after	Annually	Research Analyst	Electronic Staff Survey distributed to staff receiving Carey Guides Coaching	Online Survey	Electronically

practice during or after the TTA.	coaching.					
<b>OUTCOME MEASURES</b>						
<b>Mandatory Measures</b>						
1. Number and percent of program youth completing program requirements.	The number and percent of program youth who have successfully fulfilled all program obligations and requirements.	Annually	UCJC	Survey of Program Youth	UCJC	Electronically
17. Number and percent of program youth who reoffend.	The number and percent of program youth who were adjudicated for a new delinquent offense.	Annually	Research Analyst	Juvenile court records	CARE	Electronically
<b>Non-Mandatory Measures</b>						
9. Number and percent of non-compliance events	The number and percent of youth with a contempt referral.	Annually	Research Analyst	Juvenile Court Records	CARE	Electronically
12. Average time in hours from infraction to sanction	The average time in days from the incident date to the adjudication or disposition date.	Annually	Research Analyst	Juvenile Court Records	CARE	Electronically

## Section 5: TARGET POPULATION

### A. TARGET POPULATION DESCRIPTION:

Provide a description of the overall target population.

A primary focus of this grant is to improve direct services for court-involved youth referred to court intervention programs, primarily state supervision funded programs. In 2011, there were 740 juveniles on state supervision. The goal of state supervision probation is to prevent high-risk juvenile probationers from further penetrating the juvenile justice system by providing individualized intensive services and intervention while maintaining the youth at home. Grant funds will also support staff training and coaching. Statistics below represent the youth population served, and are exclusive of the staff population.

Check all that apply to the project's service population:

Justice Related Criteria: ☐ At-Risk Population (no priors) ☐ First Time Offenders ☒ Repeat Offenders  
☒ Sex Offenders ☐ Status Offenders ☒ Violent Offenders  
☐ Youth population not served directly

Age: ☒ Under 11 ☒ 12-13 ☒ 14-15 ☒ 16-17 ☐ 18 and over  
☐ Youth population not served directly

Geographic: ☒ Rural ☒ Suburban ☐ Tribal ☒ Urban ☐ Not Applicable

Populations Served: ☒ Mental Health ☒ Substance Abuse ☒ Truant/Dropout  
☐ Youth population not served directly

### B. ESTIMATED NUMBERS TO BE SERVED BY PROJECT (use raw numbers, not percentages):

Gender		Ages	
Males	<u>123</u>	<u>10</u>	To <u>17</u>
Females	<u>617</u>	<u>10</u>	To <u>17</u>

OJJDP requires each state to examine the disproportionate confinement of minorities in the juvenile justice system and to develop a plan to address the problem. The following data assists the state in identifying any programs that serve this population.

### C. ESTIMATED NUMBER OF YOUTH TO BE SERVED (use raw numbers, not percentages):

Race/Ethnicity	Totals	Male	Female	Age Ranges
American Indian & Alaska Native	12	11	1	13 to 17
Asian	9	6	3	12 to 17
Black/African American	28	23	5	12 to 17
Hispanic Origin (of any race)	248	204	44	11 to 17
Native Hawaiian & other Pacific Islander	15	12	3	14 to 17
Two or More Races	21	19	2	12 to 17
White	393	334	59	10 to 17
<b>GRAND TOTALS</b>	740*	617*	123*	10 to 17

\*Please note, due to missing data, category sums do not equal total sums

**D. DESCRIBE SERVICES PROVIDED SPECIFICALLY FOR MINORITIES:**

1. Will the project provide targeted services for any of the racial/ethnic groups noted above? If so, which?
2. Demonstrate extensive knowledge of the barriers that clients face. Show how they are appropriately addressed and removed. How will the cultural competency of the staff be ensured. Demonstrates extensive knowledge of specific cultural characteristics of the target population.

State supervision probation programs serve youth from a variety of racial and ethnic groups as indicated in the population demographic figures provided. In 2011, 45% of youth sentenced to state supervision probation were identified as ethnic minorities, a disproportionate figure when compared to their representation in the general population. Additionally, 17% of those receiving the sanction were females, with 47% of the females from ethnic minority backgrounds. Overall, 30% of all court referrals are for females, indicating that those sentenced to state supervision are under-represented in this category.

The courts are aware that minority families face many barriers as they navigate the juvenile justice system. The most obvious barrier is language. The courts maintain a list of approved interpreters covering 36 different languages. Approved interpreters complete a one-day course, pass an ethics exams and meet other requirements in order to be listed. The courts also have a list of certified interpreters for Spanish and Vietnamese. Certified interpreters complete a two-day course and must pass a rigorous exam in the simultaneous, consecutive, and sight modes of interpretation. Court rule requires the use of a certified interpreter unless one is not available. Probation officers can access the interpreter pool for preliminary inquiry meetings and other court-related meetings. If the probation officer is fluent in the language, the officer may conduct the meeting in the family's native language. The probation order and other court related documents have also been translated into different languages, with Spanish being the primary language. By conducting meetings in the youth and family's native language and by providing translated materials, the court is increasing equal access to the justice system.

In addition to addressing issues related to language, the courts have also worked to elevate the cultural competency of our staff through required cultural competency training. Within the first year of hire, all court staff must attend cultural competency training. The court's Education Department also offers several classes each year that focus on one or more minority populations for a more in-depth understanding of the cultural practices and traditions of that population. This training helps staff learn effective means for communicating with and working with diverse populations. By creating an atmosphere of inclusiveness, the courts are striving to fully engage youth and families in the court process. Youth and families who have greater trust in the process will likely be more invested. A stronger relationship is also built between the youth and the probation officer, increasing the likelihood of successful outcomes.

The courts also require our program providers to demonstrate an understanding of the unique needs of diverse populations. In our Requests for Proposals we require applicants to identify how they will meet the needs of families who do not speak English or who are identified as ethnic minorities. The assessment criteria for these grant reviews are weighted appropriately for this category to ensure that services are accessible to all youth and families referred.

## Section 6: PROBLEM STATEMENT

Describe the problem this project will address. Provide statistics documenting identified risk and protective factors. Include data from the UBJJ Risk & Protective Factors Tool (<http://www.juvenile.utah.gov>) and the SMART system (<http://smart.gismapping.info/smart/UserLogin.aspx?ReturnUrl=%2fsmart%2fdefault.aspx>). Data from other official sources (e.g. school district, units of local government, state government, federal government or institution of higher learning) may also be included. Limit of three pages.

Juveniles in Utah face a wide range of risk factors. Over 25 percent of eighth graders in Utah have risk factors for family conflict, low commitment to school, rebelliousness, and attitudes favorable to anti-social behavior and over 30 percent of tenth graders have risk factors for low neighborhood attachment, academic failure, and depressive symptoms (Sharp 2011). Statewide, over 16 percent of eighth graders and 17 percent of tenth graders are at risk (UBJJ 2011).

However, levels of risk are not the same in every area of state. For example, over 30 percent of youth residing in Uintah, Emery, Grand and Carbon Counties are considered at risk (UBJJ 2011). In Summit County the figure is 40 percent. Youth in Millard County are at higher risk for family conflict while youth in Grand County are at higher risk for academic failure (UBJJ 2011).

Because of the variances among communities throughout the state, it is essential that every area have access to evidence based interventions. Research shows that evidence based interventions can reduce dynamic risk factors (Latessa & Gordon 1994, Lipsey & Wilson 1998, Joplin et. al 2004). Yet, the availability of interventions varies greatly by region. In some areas, intervention programs are available to delinquent youth. However, the only way to ensure that these programs are providing evidence based approaches and maintaining model fidelity is through a regular evaluation process. Through a process of continuous feedback between the evaluation team and the program it is possible not only to know how well a program is doing but also to assist that program in long term improvement. Research shows that when a program incorporate effective models and maintain high fidelity to those models, reductions in recidivism can be realized (Latessa & Gordon 1994, Lipsey & Wilson 1998, Joplin et. al 2004). In Utah, programs that have received and incorporated feedback from the continuous program evaluation process have shown reductions in recidivism of 8 percent or more (Davis, Tanana, Vanderloo 2012)

However, many programs are unaware of what constitutes an effective approach. By partnering with expert researchers from the University of Utah, programs are able to receive ongoing technical assistance and access to approaches that are proven effective. This approach allows for a collaborative rather than adversarial relationship between the program assessment team and the program. Eighty-nine percent of the Utah Juvenile Court programs evaluated using the CPC showed improvement between their initial CPC score and their subsequent CPC score. This collaborative, continuous feedback-based approach is an important part of ensuring that youth receive effective interventions.

While urban districts may have access to intervention programs, many rural districts in Utah have very few program providers available for state supervision youth. Sometimes this is an issue of distance between the juvenile's home and the program location while other times there may be too few youth to start a program. Consequently, it is essential that probation officers be able to provide interventions for these youth during the probation appointment. One way to accomplish this is through the use of Carey Guides. The Carey Guides are a set of brief activities that probation officers can complete with a youth and their family to teach new skills or pro-social behaviors. To be able to effectively use these guides, probation officers need to have access to copies of the guides and to ongoing coaching. In a survey of Utah Juvenile Court probation officers, nearly 70 percent reported that coaching on the Carey Guides would be helpful or very helpful. While 86 percent of probation officers expressed strong support for the Carey Guides only 55 percent reported being comfortable with using the Carey Guides. Additional training and support is needed to ensure this tool is implemented effectively and probation officers are confident using the tool.

Another area of ensuring the use of evidence based practices by the Juvenile Court is maintaining a strong knowledge of current research in the field. The staff member on the program evaluation team needs to maintain expertise in current research and best practices to be able to provide ongoing technical assistance to programs as part of the CPC evaluation and continuous program improvement process. Program assessment team members cannot train programs on principles that they are not familiar with themselves. Participation and training at

national conferences allows those who complete program assessments to obtain the knowledge necessary to ensure proper implementation of best practices at Juvenile Court programs.

Continual staff professional development and training is another core component of organizations that promote evidence-based practices. Without on-going support and training, the critical structures necessary to maintain EBP fidelity becomes weak, diminishing the effectiveness of interventions. Effective professional development is vital to an organization's success and helps to increase job satisfaction and morale. In recent years numerous changes have been made to the Juvenile Court's CARE data management system, and the training of staff has not kept pace with these changes. The CARE system is used by multiple users to ensure a timely and effective court process. However, these goals cannot be met without ensuring that staff have up-to-date training on the CARE system. The Juvenile Court is in the process of transiting from a paper based system to electronic records. Staff members need to know how to upload, use, and communicate effectively through these new channels. A lack of understanding or training could result in slow or ineffective case management. It is essential that all juvenile court staff members understand and receive training on the use of CARE in order to continue providing the highest quality service to youth and their families.

## References

Davis, Matt, Mike Tanana, Mindy Vanderloo. 2012. Update on the State Supervision Evaluation and Improvement Project. Utah Criminal Justice Center, University of Utah.

Joplin, Lore et al, Using an Integrated Model to Implement Evidence-based Practices in Corrections, 2004; and Implementing Evidence-Based Practices in Community Corrections: The Principles of Effective Intervention, Crime and Justice Institute, 2004.

Latessa, E.J. & J. Gordon. (1994). Examining the Factors Related to Success or Failure with Felony Probationers: A Study of Intensive Supervision. In C. B. Fields (Ed.), Community-Based Corrections: Innovative Trends and Specialized Strategies. Garland Press.

Lipsey, M.W. and D.B. Wilson. (1998). Effective Intervention for Serious Juvenile Offenders: A Synthesis of Research. In R. Loeber and D. P. Farrington (Eds.), Serious and Violent Juvenile Offenders: Risk Factors and Successful Interventions, Thousand Oaks, CA: Sage. Criminology, 28(3), 369-404.

Student Health & Risk Survey. 2011 Prevention Needs Assessment SHARP Survey Results: State of Utah.

UBJJ Risk and Protective Tool, Utah Criminal Justice Center, 2011 data.



## Section 7: PROJECT DESIGN AND MANAGEMENT

Explain how your program will work. Cite relevant research to show that the program strategy is effective. Explain each step or phase of the project in the following areas: project activities, client flow, staffing, and collaboration. Include a timeline identifying program activities for the entire grant year.

Is the project an evidence based program? ☒ YES ☐ NO

If yes, provide link to the source of the program model:

Correctional Program Checklist and the principles of evidence-based practices

Name of the evidence based model:

The Crime and Justice Institute in partnership with the National Institute of Corrections found few organizations are successful when implementing evidence-based practices. The primary reason for failure is that the organizational culture did not change to support the new principles. As a result, change efforts lost focus, stagnated or were not institutionalized (Clawson, Bogue & Joplin 2005). The Institutes learned that successful implementation involves an integrated approach. The organization must rethink its mission and values; gain new knowledge and skills; adjust its infrastructure to support this new way of doing business; and transform its organizational culture (Clawson, Bogue, & Joplin 2005).

This grant project will allow the Utah Juvenile Court to continue integration of evidence-based practices across the Juvenile Court system. We will enhance this effort by providing evidence based interventions that can be used by probation officers during probation appointments. These efforts will be supported through expert coaching to ensure the intervention is being used properly. In addition, Juvenile Court staff will receive additional training on CARE to ensure a timely and effective approach to case management. We will also continue our partnership with the Utah Criminal Justice Center to evaluate the quality and effectiveness of our contracted programs that have a sufficient number of court-referred youth. Through these efforts we hope to fully operationalize our evidence-based practices and more effectively serve families.

The program evaluation portion of this grant project will use the evidence-based Correctional Program Checklist (CPC). The CPC is a tool developed for assessing correctional intervention programs, and is used to ascertain how closely correctional programs meet known principles of effective intervention. Several recent studies conducted by the University of Cincinnati on both adult and juvenile programs were used to develop and validate the indicators on the CPC. These studies found strong correlations with positive outcomes between both domain areas and individual items on the CPC (Holsinger, 1999; Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b).

The CPC is divided into two basic areas: content and capacity. The capacity area is designed to measure whether a correctional program has the capability to deliver evidence-based interventions and services for offenders. There are three domains in the capacity area including: Leadership and Development, Staff, and Quality Assurance. The content area focuses on the substantive domains of Offender Assessment and Treatment, and the extent to which the program meets the principles of risk, need, responsivity and treatment. There are a total of seventy-seven indicators, worth up to 83 total points that are scored during the assessment. Each area and all domains are scored and rated as either "highly effective" (65% to 100%); "effective" (55% to 64%); "needs improvement" (46% to 54%); or "ineffective" (45% or less). The scores in all five domains are totaled and the same scale is used for the overall assessment score. It should be noted that not all of the five domains are given equal weight, and some items may be considered "not applicable," in which case they are not included in the scoring.

Data are collected through structured interviews with selected program staff and program participants, and observation of groups and services. Staff surveys are also used to gather additional information. Other sources of information include policy and procedure manuals, schedules, treatment materials, manuals, and curricula, a review of selected case files and other relevant program materials. Once the information is gathered and reviewed the program is scored, and a report is generated which highlights the strengths, areas that need improvement, and recommendations for each of the five areas. Program scores are also compared to the national norm.

There are several advantages to the CPC. First, it is applicable to a wide variety of program types such as programs for sexual offending, substance abuse, and anger management. Second, all of the indicators included in the CPC have been found to be correlated with reductions in recidivism. Third, the process provides a measure of program integrity and quality; it provides insight into the "black box" of a program, something that an outcome study alone does not provide. Fourth, the results can be obtained relatively quickly; usually the process takes a day or two and a report is generated within a few weeks. Fifth, it identifies both the strengths and weaknesses of a program and provides recommendations designed to improve the integrity of the program and to increase effectiveness.

Program assessments will be conducted with state supervision programs with an appropriate number of youth during the grant period and will involve staff from the University of Utah and the Juvenile Court's Research Analyst who is also certified in administering the CPC. The Juvenile Court has implemented a procedure for how the results from the CPC will be used. Following each assessment, a feedback report will be produced within a few weeks and staff will meet with the program director, court managers, and program staff to review the findings. The assessment team will discuss approaches the program can take to accomplish the suggested recommendations.

Following this meeting, a final report will be released and the evaluation team will provide ongoing research and technical support to assist the program in identify evidence based approaches. This process ensures that the program is given an opportunity to clarify any findings and the district's management team is fully informed of the results. Rather than have the program attempt to address all findings, the Juvenile Court will prioritize for action three to five findings that are the most pressing. Expert technical assistance will then be provided to these programs to help address areas identified to be problematic.

The second part of the evaluation protocol is the implementation of a Risk and Protective Factor survey of all program youth pre and post program involvement. A client satisfaction survey is also administered. Programs are provided with the software to administer these surveys on-line while paper copies are available upon request. The program assessment team will then produce on-line summary reports showing changes in risk and protective factors, changes in re-offending, and changes in CPC scores for use by program managers, court managers, and staff. The on-line application allows programs and Juvenile Court managers to track over time program improvement and outcomes for youth in the program.

Professional development and training of probation staff is another area that is essential to the implementation of evidence based practices. Probation staff will receive coaching on the implementation and use of the Carey Guides to ensure that the guides are used effectively with youth and families. Probation officers will receive coaching via phone based on need and availability. The coaching sessions will allow one-on-one or small group interaction with an expert trainer. This will better allow probation officers to incorporate the principles of evidence based practices into their interactions with youth and families.

In addition to coaching on the Carey Guides, further staff training is also needed on the effective use of CARE. A summit on the effective use of CARE and adapting to changes in the CARE database will be provided to give probation officers and other Juvenile Court staff the resources needed to work more effectively with increasingly limited resources. This one-day training will provide detailed, practical information that allows staff to complete their responsibilities more effectively and efficiently in an increasingly resource limited environment. The Summit will be held in two locations across the state to reduce travel and per diem expenses, and internal CARE training experts will be utilized to reduce consultant costs.

## References:

- Andrews, D.A. and Bonta, J. (2006). *The Psychology of Criminal Conduct*. Cincinnati, OH: Anderson Publishing.
- Clawson, Elyse, Brad Bogue, Lore Joplin, *Implementing Evidence-based Practices in Corrections*, Jan. 2005, pgs. 3-4.
- Holsinger, A. M. (1999). *Opening the 'black box': Assessing the relationship between program integrity and recidivism*. Doctoral Dissertation. University of Cincinnati.

Lowenkamp, C. T. (2003). A Program Level Analysis of the Relationship Between Correctional Program Integrity and Treatment Effectiveness. Doctoral Dissertation. University of Cincinnati.

Lowenkamp, C. T. and E. J. Latessa (2003). Evaluation of Ohio's Halfway Houses and Community Based Correctional Facilities. Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

Lowenkamp, C. T. and E. J. Latessa(2005a). Evaluation of Ohio's CCA Programs. Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

Lowenkamp, C. T. and E. J. Latessa(2005b). Evaluation of Ohio's Reclaim Funded Programs, Community Correctional Facilities, and DYS Facilities. Center for Criminal Justice Research, University of Cincinnati, Cincinnati, OH.

Smith, P., Gendreau, P., &Goggin, C. (2005). Correctional treatment: Accomplishments and Realities. In P. Van Voorhis, M. Braswell & D. Lester (Eds.), *Correctional Counseling and Rehabilitation* (Fifth edition). Cincinnati, OH: Anderson Publishing

## Section 8: WORK PLAN AND TIMETABLE

Provide a detailed WORK PLAN, using the chart below, giving a month by month description of activity for the time period covered by this application. You must include the following (table will expand to fit):

- Activities necessary to achieve objectives
- Timetable for completion of each activity
- Staff position or consultants to be assigned to each activity
- Location where the activity will occur

Calendar Months	Activities	Assigned Position	Location
July 2012 to June 2013	<b>Continuous Program Evaluation</b> <ul style="list-style-type: none"> <li>• Evaluation protocol for programs is implemented using the CPC and Risk and Protective Factor survey.</li> <li>• Data is collected and reported.</li> <li>• Programs are assessed and feedback meetings are held.</li> <li>• Interactive website is updated and maintained showing CPC scores and outcome measures.</li> </ul>	Utah Criminal Justice Center Research Analyst	Statewide
July 2012 to June 2013	<b>Carey Guides Coaching &amp; Curricula</b> <ul style="list-style-type: none"> <li>• Probation staff members receive coaching on the Carey Guides via telephone sessions with experts from The Carey Group.</li> <li>• Coaching will be one-on-one or small group, and will be scheduled to match the availability and need of the probation officer.</li> <li>• Additional Carey Guides will be purchased for areas in need of additional copies.</li> </ul>	Assistant Juvenile Court Administrator Probation Chiefs and Supervisors Research Analyst	Statewide
July 2012 to June 2013	<b>CARE Summit</b> <ul style="list-style-type: none"> <li>• A planning committee will be formed.</li> <li>• Content of a one day summit will be determined.</li> <li>• Agenda and supplemental training materials will be developed</li> <li>• The summit will focus on the effective use of CARE by Juvenile Court staff.</li> <li>• Experts internal to the Juvenile Court will be identified and asked to speak and demonstrate their area of expertise and provide practical application guidelines.</li> <li>• Two one-day summits will be held for Juvenile Court staff across the state.</li> </ul>	CARE Summit Planning Committee Assistant Juvenile Court Administrator Research Analyst	Statewide

July 2012 to June 2013	<b>Research Conference Attendance</b> <ul style="list-style-type: none"> <li>• The Research Analyst will attend two national research conferences to increase her knowledge of EBP, program evaluation, and best practices in the field.</li> <li>• The Research Analyst will share relevant information obtained with Juvenile Court management to facilitate incorporation of best practices in the Utah Juvenile Court.</li> </ul>	Research Analyst	To be determined
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## Section 9: PROJECT GOALS AND OBJECTIVES

Goals and objectives should be directly related to the Problem Statement. **Goals** should describe what you expect your project to achieve when it is completed. Goals need to be both realistic and achievable. **Objectives** identify what your agency will do to reach the project goals. They are the short-term results produced by the project that together will lead to the accomplishment of the goals. **Activities** are the specific actions that will help reach your goals and objectives.

<b>Goal:</b> To ensure programs contracted with the Juvenile Court are using evidence based interventions, have the research support for continuous quality improvement, and have access to program evaluations and outcome measures.	
<b>Project Objective</b> (a) Administer the CPC and Risk and Protective Factor survey to court state supervision programs serving probation youth and report on the outcomes.	<b>Activities</b> <ul style="list-style-type: none"> <li>• UCJC and Research Analyst to administer the CPC and provide the program with feedback.</li> <li>• UCJC to administer the Risk and Protective Factor survey to programs.</li> <li>• UCJC to provide ongoing technical assistance to programs identified as needing improvement.</li> </ul>
(b) Achieve measurable improvements in CPC scores across time and positive outcome measures related to participants maintaining law abiding behavior.	<b>Activities</b> <ul style="list-style-type: none"> <li>• Evaluate programs on an ongoing basis using the CPC.</li> <li>• Complete a cross year analysis of CPC scores to examine trends and whether improvement has occurred.</li> <li>• Analyze changes in re-offending levels pre and post program law abiding behavior.</li> </ul>
(c) Provide programs with ongoing feedback on program progress, youth outcomes, and research based solutions.	<b>Activities</b> <ul style="list-style-type: none"> <li>• Develop, update, and maintain an interactive website with CPC results, research links, and youth outcome data.</li> <li>• UCJC to provide ongoing technical assistance to programs identified as needing improvement.</li> </ul>

<b>Goal:</b> To integrate evidence-based approaches and best practices in the Juvenile Court's operations.	
<b>Project Objective</b> (a) Expand the knowledge base of Juvenile Court staff of effective practices in CARE.	<b>Activities</b> <ul style="list-style-type: none"> <li>• Two one-day summits will be held to increase staff knowledge of effective use of CARE</li> <li>• Internal Juvenile Court experts will present practical solutions and applications to address such areas as e-filing, adapting to changes in the system, policy and practice, and needed information on case management.</li> </ul>
<b>Project Objective</b> (b) Expand the Research Analyst's research skills set.	<b>Activities</b> <ul style="list-style-type: none"> <li>• The Research Analyst will attend two national research conferences to remain current in her field.</li> <li>• The Research Analyst will share relevant information learned from the conference with Juvenile Court management.</li> </ul>

**Project Objective**

(c) Ensure effective use of the Carey Guides.

**Activities**

- Probation officers will receive coaching on use and application of the Carey Guides in one-on-one or small group settings via conference calls with an expert trainer.
- Staff will be selected based on need.
- Purchase additional copies of the Carey Guides so that they are available to staff in different districts.

## Section 10: BUDGET MATRIX AND NARRATIVE

<b>Category</b>	<b>Cash Match</b>	<b>Grant Funds</b>	<b>Total</b>
Personnel	\$0	\$0	\$0
Consultant/Contract	\$0	\$45,520	\$45,520
Equipment / Supplies/ Operating	\$0	\$15,602	\$15,602
Travel & Training	\$9,156	\$21,282	\$30,438
<b>Total</b>	<b>\$9,156</b>	<b>\$82,404</b>	<b>\$91,560</b>

### FISCAL OFFICER (IMPLEMENTING AGENCY)

(Name, title, mailing address and zip code, area code and phone, fax, e-mail)

Milton Margaritas  
Budget Officer  
450 S. State, P.O. Box 140241  
Salt Lake City, UT 84114-0241  
801-578-3863 office phone  
801-578-3854 Fax  
[miltonm@email.utcourts.gov](mailto:miltonm@email.utcourts.gov)



## PERSONNEL SALARIES AND FRINGE BENEFITS

This section is for full or part-time salaried employees. Employees who are not on the payroll are classified as consultants. If known, list name of individual. If a person has not been hired, type "vacant" and give the title of the position. "Number of Hours" refers to total hours spent on the grant implementation. **Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** *Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project.* The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,080 hours per year. Paid vacation and sick leave are allowable expenditures, but *must not exceed the time that is normally allowed by the agency or unit of government associated with the project.* All leave earned must be used or paid during the period of the grant. See Guidelines for additional information regarding overtime restrictions.

Name	Title	# Hours	Hourly Rate	Total Salary
Salary Subtotal				

## EMPLOYER'S SHARE OF FRINGE BENEFITS

Fringe benefits are to be based on the employer's share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer's share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. "FICA", "Pension", "Health Insurance", "Workers Compensation", and "Unemployment Compensation" are matters that should be reviewed by the applicant's fiscal or personnel officer before completing this part of the application.

Fringe Benefits	% or Monthly Rate	Eligible Wage Amount or Number of Months	Total Employer's Share of Fringe Benefits
FICA			
Pension/Medicare			
Health Insurance			
Worker's Comp			
Unemployment Comp			
Other (explain)			
Other (explain)			
Fringe Subtotal			\$

Grant Funds Requested	Match Provided (if applicable)	Personnel Total
\$0	\$0	\$0

**BUDGET NARRATIVE/PERSONNEL**

Provide a brief description of the duties of personnel charged to this project, including educational background and prior work experience. If administrative personnel not engaged in the day-to-day activities of the project are included in this budget, explain why they are essential to the project's operation.

PERSONNEL	NARRATIVE

## CONSULTANTS/CONTRACTS

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant's qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to UBJJ/CCJJ when a contract with the consultant is signed. All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.) **Consultant fees for individuals may not exceed \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, without prior approval from UBJJ/CCJJ. Fee justification must be provided in the budget narrative.**

Consultant Name	Services to be Provided	# Hours	Hourly Rate	Total Cost
Dr. Matt Davis, Utah Criminal Justice Center at the University of Utah	Coordination and completion of program assessments, expert research support for programs	300	\$34.25 per hour	\$10,275
Michael Tanana, Utah Criminal Justice Center at the University of Utah	Program assessment, statistical analysis, programming and management of interactive website tool	300	\$33.65 per hour	\$10,095
Mindy Vanderloo, Utah Criminal Justice Center at the University of Utah	Program assessment, research on evidence based practices for programs	300	\$19.71 per hour	\$5,913
Amanda West, Utah Criminal Justice Center at the University of Utah	Program assessment using the CPC	300	\$15.33 per hour	\$4,599
The Carey Group Coaching Team	Individual and small group coaching sessions for probation staff on effective use of the Carey Guides	TBD	TBD	\$5,520

### Consultant Expenses

**\$9,118**

(May include travel, training, food, lodging, and other allowable incidental travel costs.)

#### UCJC Contract

Site visits (950 miles x .50)	\$475	
On-Line application fee (Trivergia)	\$5,643	
Administrative Costs	\$3,000	Subtotal: \$9,118

**Consultant Fee Justification**

(Include the basis of selection and method of procurement. Any sole source consultant requires prior approval from CCJJ.)

**Utah Criminal Justice Center (UCJC) at the University of Utah**

The University of Utah Criminal Justice Research Center will provide an Assistant Research Professor, Dr. Matt Davis, to oversee the program evaluation activities and will supervise the activities of the Statistician, Research Analyst, and Research Assistant. The Statistician, Mike Tanana, has a graduate-level degree in statistics and numerous years of experience working with juvenile justice data. The Research Analyst, Mindy Vanderloo, is certified on the CPC and has experience as a clinician working with juvenile offenders. All researchers working on the project are certified on the CPC. The Research Assistant will also be responsible for maintaining and entering data into the on-line application.

**The Carey Group**

The Carey Group (TCG) is a national consulting firm that provides training and technical assistance for justice and correctional professional and community groups. The Carey Group President, Mark Carey, is also the developer of the Carey Guides, 33 guides that provide probation officers with 15-minute evidence-based interventions. Mark Carey has served as the Deputy Commissioner of Community and Juvenile Services in the Minnesota Department of Corrections from 1999 to 2003, the Director of Dakota County Community Corrections, the Director of Dodge-Fillmore-Olmsted County Community Corrections and as the warden of MCF-Shakopee Prison. He has over twenty years of experience in the correctional field serving as a counselor, probation/parole officer, planner, administrator, and consultant. In addition, coaching staff working with the Carey Group have expertise in the Carey Guides and community corrections. Coaching will be completed via phone to reduce travel costs.

Any sole source requests will follow state guidelines and procedures and JABG grant guidelines and procedures. Prior approval will be sought from CCJJ before any contracts are entered into with sole source providers.

Grant Funds Requested	Match Provided (if applicable)	Consultants Total
\$45,520	\$0	\$45,520

**EQUIPMENT / SUPPLIES / OPERATING**

Equipment: items to be purchased that are over \$5,000. Supplies: office supplies, cleaning, maintenance, AND OPERATING supplies, training materials, books and subscriptions, research forms, postage stamps, food, and other materials that are expendable with the life of the project. All equipment and supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by CCJJ prior to being awarded.

Item	Cost	Time Period	Total
Rent-Facilities- Conference space for CARE Summit	\$300	4 rooms for 2 days	\$2,400
Telephone			
Non-consultant Contract Help			
a. Bookkeeping/Audit			
b. Maintenance			
c. Other (Specify)			
Auto Lease/Short-Term Rental			
Equipment Lease/Short-Term Rental AV equipment, hook-ups, microphones, etc. for CARE Summit	\$1,500 a day	2 days	\$3,000
Photocopying			
Printing			
Grant Management Costs (In-Kind)			
Other (Specify): Carey Guides Curricula	14 sets at \$500 per set		\$7,000
Other (Specify) Training materials for CARE Summit (500 participants)	\$3,202		\$3,202
Other (Specify)			

**Procurement Method to be Used (cell will expand)**

All grant and Utah state purchasing guidelines will be followed in the purchase of materials. Printing and publication will be done through the Utah State Copy Center.

**Equipment / Supplies / Operating Justification and Narrative:** Justify the purpose and use of each item noted above.

**Rent Facilities:** Conference rooms will be rented for the CARE Summit at a projected cost of \$1,200 a day, which includes the rental of four rooms for one day each. In order to reduce travel costs, the CARE Summit will be held at two different locations across the state. The locations will be selected based on the proximity to the largest number of attendees and ability to reduce the number of participants that will need per diem and overnight lodging.

**Equipment Lease-** AV equipment, equipment hook-ups, etc. will be rented for conference rooms at the CARE Summit at a projected cost of \$1,500 a day. Costs are projected to be higher than in the past because food is no longer purchased as part of the venue package. In addition, AV equipment and hook-ups will be needed for four rooms since it is anticipated there will be about 500 participants total.

**Training Materials:** Management materials include binders, guides, and materials for the CARE Summit for 500 participants. Efforts will be made to provide materials electronically where possible to reduce costs.

**Carey Guides Curricula:** Carey Guides Curricula is needed to ensure there is equal access to this resource across the state. In geographically small districts, it is relatively easy for probation officers to share guides. However, in geographically large districts like Sixth District, it is not realistic to expect probation officers to share guides when their offices are located in different counties. Additional guides are needed to allow all districts the same ability to implement the Carey Guides.

Grant Funds Requested	Match Provided (if applicable)	"Other" Total
\$15,602	\$0	\$15,602

## TRAVEL & TRAINING

Grant related travel charges must not exceed the rates allowed by the State of Utah. Organizations whose written travel policies are less restrictive than the State of Utah, or that do not have their own written travel policy, must adhere to the State of Utah travel policy. "Per Diem" includes food and lodging. Meals provided gratis must be deducted from the per diem rate allowed. The "Other" category includes parking, telephone, or other allowable incidental travel costs. (This applies to grant funded employees only, not consultants.) The mileage rate may not exceed \$.50/mile.

Vehicle	# Miles	Mileage Rate	Total
Air, Bus, etc.	Destination	Fare	Total
Per Diem	# Days	Per Diem Rate	Total
CARE Summit participant per diem (non-overnight travelers)	1 lunch per diem for 300 participants	\$11	\$3,300
CARE Summit participant per diem (overnight travelers)	1 day for 200 participants	\$36	\$7,200
Conference Registration	# People	Rate	Total
Other			Total
Lodging for the CARE Summit	200 participants (double occupancy rooms)	100 rooms at \$110/night double occupancy x 1 night	\$11,000 (partial cash match)
Travel for national Research Conference	2 trips	Approximately \$1,362 per trip and includes airfare, hotel, registration, per diem	\$2,724 (cash match)
CARE Summit participant mileage	500 participants (state cars will be used when available)	17,260 miles x .36 per mile	\$6,214

### Travel and Training Justification and Narrative

The CARE Summit will provide juvenile court staff with knowledge on the effective use of CARE. The CARE Summit will include approximately 500 participants from the Juvenile Court. Internal Juvenile Court experts will be utilized to eliminate consultant costs. The CARE Summit will be held in two locations to minimize the amount of overnight travel required and reduce lodging and per diem expenses. By presenting the summit in two locations, it will reduce the number of hotel rooms that will need to be provided. While 500 participants are attending the conference, it is expected that only 200 will need lodging and full day per diem. State vehicles will be used when available and participants will be encouraged to carpool when possible. For the lodging costs, \$6,432 will be paid for using cash match funds.

Research conferences expenses will be used to ensure the research analyst remains current in the field of delinquency, program evaluation, and best practices. Expenses will be covered completely by the court's cash match. The research analyst will bring back knowledge gained from the conferences to share with Utah Juvenile Court management. Costs are an estimate, and conference without a registration fee will be sought when possible.

Grant Funds Requested	Match Provided (if applicable)	Travel & Training Total
\$21,282	\$9,156	\$30,438



## SECTION 12: LETTERS OF PARTICIPATION

Applicants must submit a Letter of Participation from each local agency or organization that is involved with the project, contributing resources, or making referrals (e.g. courts, treatment programs, shelters). Applicants should refer to the appropriate category in the Guidelines to ensure that appropriate letters are included. Failure to submit the appropriate Letters of Participation may remove the application from further funding consideration. List below the agencies providing letters of participation and the number of referrals:

Participating Agency Name and Role	Projected # of Referrals (if applicable)

**Attach copies of each letter to all copies of the application.**

## LETTER OF PARTICIPATION FORMAT

All responses must show active cooperation with the applicant and with the project and must use the format below.

Please do not solicit or include letters of support. Each participating agency should use its letterhead and this format.

To: Utah Board of Juvenile Justice

From: (Participating Agency)

Re: (Project Name)

Date: (Must be current dated letter)

We hereby commit to providing the following services or referrals to further the objective of \_\_\_\_\_ project:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Authorized Signature

Typed Name

Title

## Grant 3

# Judicial Council Grant Application Proposal Code of Judicial Administration 3-411

## FEDERAL GRANTS

Contact Person/Phone: Raechel Lizon (801-578-3830) Date 2/16/2012

Judicial District or Location Administrative Office of the Courts

Grant Title JABG Juvenile Court Report Card Grantor JABG Funds, Office of Juvenile Justice & Delinquency Prevention

Grant type (check one): ☐ New ☒ Renewal ☐ Revision

Grant Level (check one): ☒ Low ☐ Med ☐ High.  
Under \$1,000,000 \$1,000,000 to \$10,000,000 Over \$10,000,000

Issues to be addressed by the Project: The National Council of Juvenile and Family Court Judges recommends that juvenile courts provide a report card to the community to measure progress on key outcomes and establish benchmarks of performance. The Utah Juvenile Court has used JABG grant funds to publish an annual report card since 2008.

Explanation of how the grant funds will contribute toward resolving the issues identified: This grant will be used to create and distribute the annual Juvenile Court Report Card to the Community

Fill in the chart(s) for estimated state fiscal year expenditures for up to three years

### Total Funding Sources

		(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)					
		MATCHING STATE DOLLARS					
		General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	Total Funds
<b>CASH MATCH</b>	Other Matching Funds from Non-State Entities						
State Fiscal Year	Grant Amount						
FY 2013	\$20,000	\$2,222					\$22,222
FY							\$0
FY							\$0

		(PROVIDE EXPLANATION OF ALL MATCHES IN THE COMMENTS SECTION)					
		MATCHING STATE DOLLARS					
		General Fund	Dedicated Credits	Restricted Funds	Other (Write In)	Maintenance of Effort	Total Funds
<b>IN-KIND MATCH</b>	Other Matching Funds from Non-State Entities						
State Fiscal Year	Grant Amount						
FY							\$0
FY							\$0
FY							\$0

Comments: As in previous years, a 10 percent cash match is required by the federal government for all JABG grant funds. The request is for \$20,000 in grant funds with a \$2,222 cash match

Will additional state funding be required to maintain or continue this program or its infrastructure when this grant expires or is reduced? Yes ☐ No ☒ If yes, explain \_\_\_\_\_

Will the funds to continue this program come from within your existing budget? Yes ☐ No ☐ N/A ☒

How many additional permanent FTEs are required for the grant? 0 Temp FTEs? 0

This proposal has been reviewed and approved by the following


- ☐ The court executives and judges in the affected district(s)
- ☒ The Grant Coordinator and the Budget Director at the Administrative Office of the Courts
- ☒ The affected Board(s) of Judges

Approved by the Judicial Council \_\_\_\_\_ by \_\_\_\_\_  
Date \_\_\_\_\_ Court Administrator

Copy forwarded to Legislative Fiscal Analyst \_\_\_\_\_  
date \_\_\_\_\_

## SECTION 1: COVER SHEET

# Juvenile Accountability Block Grant

 <p><b>State of Utah</b>  <b>Commission on Criminal and Juvenile Justice</b>          Utah State Capitol Complex          Senate Building Suite 330          PO Box 142330          Salt Lake City, Utah 84114-2330          Ph: (801) 538-1031          Fax: (801) 538-1024</p>		<p><b>For CCJJ use ONLY:</b></p> <p><b>1. Implementing Agency Name &amp; Address:</b>          Administrative Office of the Courts – Juvenile Court          450 South State          P.O. Box 140241          Salt Lake City, Utah 84114-0241</p>																									
<p><b>2. Type of Application (check one)</b>  <input type="checkbox"/> Initial     <input checked="" type="checkbox"/> Continuation</p> <p>If continuation, previous grant #: 8L11</p>		<p><b>3. Agency Type (check one)</b>  <input checked="" type="checkbox"/> State     <input type="checkbox"/> City  <input type="checkbox"/> County     <input type="checkbox"/> Not for Profit</p>																									
<p><b>4. Director Phone number</b> 801-578-3830</p>	<p><b>Director Fax number</b> 801-578-3968</p>	<p><b>5. Beginning &amp; Ending Dates of Program:</b> 7/1/12 to 6/30/13</p>																									
<p><b>Dir E-mail Address:</b> raechell@email.utcourts.gov</p>		<p><b>6. Short title describing funded program:</b>  Juvenile Court Report Card Reporting &amp; Application</p>																									
<p><b>7. Will this award (check one)</b>  <input checked="" type="checkbox"/> Enhance an Existing Program  <input type="checkbox"/> Initiate a New Program</p>																											
<p><b>8. Congressional District(s) Served</b> First, Second, Third, Fourth</p>	<p><b>9. Federal Tax Id. Number (87-?????)</b> 87-876000545</p>	<p><b>10. DUNS #:</b> 096311365</p>																									
<p><b>11. Budget Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Total Project Costs</th> <th style="text-align: right;">Federal Grant Funds</th> <th style="text-align: right;">Cash Match</th> </tr> </thead> <tbody> <tr> <td>A Personnel</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>B Consultant/Contract</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>C Equipment / Supplies &amp; Operating</td> <td style="text-align: right;">\$19,414</td> <td style="text-align: right;">\$19,414</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>D Travel/Training</td> <td style="text-align: right;">\$2,808</td> <td style="text-align: right;">\$586</td> <td style="text-align: right;">\$2,222</td> </tr> <tr> <td><b>Column Totals</b></td> <td style="text-align: right;"><b>\$22,222</b></td> <td style="text-align: right;"><b>\$20,000</b></td> <td style="text-align: right;"><b>\$2,222</b></td> </tr> </tbody> </table>		Total Project Costs	Federal Grant Funds	Cash Match	A Personnel	\$0	\$0	\$0	B Consultant/Contract	\$0	\$0	\$0	C Equipment / Supplies & Operating	\$19,414	\$19,414	\$0	D Travel/Training	\$2,808	\$586	\$2,222	<b>Column Totals</b>	<b>\$22,222</b>	<b>\$20,000</b>	<b>\$2,222</b>	<p><b>12. *Print Name of Official Authorized to Sign</b> Dan Becker</p>		
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<p><b>13. **Print Name of Program Director</b> Raechel Lizon</p>		<p><b>14. Signatures</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%; height: 40px;"></td> </tr> <tr> <td style="text-align: center;">Authorizing Official</td> <td style="text-align: center;">Program Director</td> </tr> </table>				Authorizing Official	Program Director																				
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<p><b>For CCJJ use ONLY</b></p>		<p><b>Approval Signature</b> _____ <b>Date</b> _____</p>																									

\* (e.g. Mayor, County Commissioner, State Agency CEO) NOTE: Chiefs and Sheriffs are not authorized to approve contracts for their local government. \*\* This is the individual responsible for the day-to-day management of the grant program

## Section 2: PROGRAM AREA CHECKLIST

The Office of Juvenile Justice and Delinquency Prevention requires all projects to identify the purpose for which these funds will be used on the table below. You must account for 100% of the requested funds in one purpose area.

<b>Program Area</b>		
<b>01</b>	<b>Graduated Sanctions</b>	<b>\$</b>
<b>06</b>	<b>Training for Law Enforcement &amp; Court Personnel</b>	<b>\$</b>
<b>10</b>	<b>Information Sharing</b>	<b>\$ 20,000</b>
<b>15</b>	<b>Court/Probation Programming</b>	<b>\$</b>

### **Section 3: PROJECT SUMMARY (Sections will expand. Limit to one page.)**

#### **Problem Statement (problem being addressed)**

Providing transparency and accountability on outcomes is an essential part of an effective juvenile court. The National Council of Juvenile and Family Court Judges recommends that juvenile courts provide a report card to the community to measure progress on key outcomes and establish benchmarks of performance. Changes on these measures provide a means for the public to determine the Utah Juvenile Court's progress in creating a more effective and efficient court process through the implementation of evidence based practices.

In 2008, the Utah Juvenile Court produced the first Juvenile Court Report Card to the Community through JABG grant funding. This project supplied benchmarks for future cross-year comparisons. It also allowed the Juvenile Court to provide more transparent measures of progress to the community on key outcomes. By examining changes in these measures, the Utah Juvenile Court is now able to identify areas of success and areas of needed improvement. Analysis of these cross year trends suggests additional focus is needed in the area of case planning and best practices in probation. Materials need to be developed to ensure probation officers are using evidence based practices effectively with youth. By analyzing and applying the results of the report card, the Utah Juvenile Court can address problem areas while keeping the public informed on its progress.

#### **Project Description (include numbers served)**

This project will produce a report card to the community that outlines the progress of the Juvenile Court in reaching benchmarks of performance through reporting re-offense rates, community service hours ordered and completed, restitution owed and paid, drug and alcohol use among probationers, or similar measures of progress. These data will be analyzed and compiled into a report that will be disseminated through brochures in English and Spanish at courthouse locations, flyers at community outreach functions, and electronically via the internet. The report card is intended to serve all residents in Utah by informing the public about the progress of the Juvenile Court. In addition, this project will help address concerns identified by the report card in the areas of case planning and best practices in probation. A toolkit will be developed for probation officers that outline best practices in probation and materials will be developed that guide probation officers in effective case planning.

#### **Objectives**

- (a) To develop a report card for publication in English and in Spanish and distribute the report card at courthouses, at community outreach functions, and via the internet to the public
- (b) To create a best practices in probation toolkit for probation officers
- (c) To develop materials for probation officers to assist in effective case planning

#### **Programmatic Activities**

Funds will be used for the dissemination of the Juvenile Court Report Card through flyers, brochures, and the Internet. In addition, a toolkit will be developed and provided to probation on best practices and materials will be created to assist with effective case planning.

#### **Participating Agencies**

The committee overseeing the production of the Juvenile Court Report Card includes representatives from the Juvenile Court, Juvenile Justice Services, Utah Commission on Criminal and Juvenile Justice, and the University of Utah.

#### **Plans for Supplemental and Future Funding of the Project**

The Juvenile Court has reduced costs by discontinuing publication in the newspaper while seeking to maximize use of free distribution via the Internet.

#### Section 4: Performance Measurement Data Collection Plan

The Office of Juvenile Justice and Delinquency Prevention requires projects identify and report on select performance measures from OJJDP's performance measurement system and develop a data collection plan that specifies the collection method and measurement. Projects are required to report: 1) All mandatory and two optional output measures, and 2) All mandatory and two optional outcome measures.

Use the JABG Performance Measures found at: [https://www.ojjdp-dctat.org/help/program\\_logic\\_model.cfm?grantID=1](https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=1)

Program Name: Juvenile Court Report Card Reporting & Application Program Area: Program Area 10: Information Sharing

PM # & MEASURE	DEFINITION	FREQUENCY OF COLLECTION	RESPONSIBLE FOR COLLECTION	INSTRUMENT / DATA SOURCE	DATA SOURCE (UNIT AND/OR AGENCY)	HOW PROCESSED OR RETRIEVED
<b>OUTPUT MEASURES</b>						
<b>Mandatory Measures</b>						
1. Amount of JABG/Tribal JADG funds awarded for system improvement	The amount of JABG/Tribal JADG funds in whole dollars that are awarded for System Improvement during the reporting period.	Annually	Assistant Juvenile Court Administrator	Juvenile Court Budget Records	Juvenile Court Budget Records	Electronically
<b>Non-Mandatory Measures</b>						
9. Number of program materials developed during the reporting period.	The number of program materials that were developed during the reporting period.	Quarterly	Evidence Based Practices Committee Assistant Juvenile Court Administrator	Grant file records	Grant file records	Manually
10. Number of planning or training events held during the reporting period.	Number of planning or training activities held during the reporting period.	Quarterly	Evidence Based Practices Committee Assistant Juvenile Court Administrator	Grant file records	Grant file records	Manually
<b>OUTCOME MEASURES</b>						
<b>Mandatory Measures</b>						
1. Number and percent of programs/initiatives employing evidence-based practices.	Number and percent of programs/initiatives employing best practices.	Annually	Evidence Based Practices Committee	Juvenile Court Records	Juvenile Court Records	Manually
15. Number and	The number and	Annually	Research Analyst	CARE Database	Juvenile Court	Electronically



percent of program youth who reoffend during program	percent of program youth who were re-offend for a new delinquent offense during or by the end of the program year.				Records	
16. Number and percent of program youth who reoffend after program	The number and percent of program youth who re-offend for a new delinquent offense during after one year.	Annually	Research Analyst	CARE Database	Juvenile Court Records	Electronically
<b>Non-Mandatory Measures</b>						
2. Percent of staff time required to access client data from outside agencies	Measure of time required to obtain necessary data from outside agency sources.	Quarterly	Research Analyst	Grant file records	Grant file records	Manually
4. Average time in hours from information request to information receipt	Number of hours from the time interagency information is requested to the time information is received.	Quarterly	Research Analyst	Grant file records	Grant file records	Manually

## Section 5: TARGET POPULATION

### A. TARGET POPULATION DESCRIPTION:

Provide a description of the overall target population.

Not applicable. Not a direct services program.

Check all that apply to the project's service population:

**Justice Related Criteria:** ☐ At-Risk Population (no priors) ☐ First Time Offenders ☐ Repeat Offenders  
☐ Sex Offenders ☐ Status Offenders ☐ Violent Offenders  
☒ Youth population not served directly

**Age:** ☐ Under 11 ☐ 12-13 ☐ 14-15 ☐ 16-17 ☐ 18 and over  
☒ Youth population not served directly

**Geographic:** ☐ Rural ☐ Suburban ☐ Tribal ☐ Urban ☒ Not Applicable

**Populations Served:** ☐ Mental Health ☐ Substance Abuse ☐ Truant/Dropout  
☒ Youth population not served directly

### B. ESTIMATED NUMBERS TO BE SERVED BY PROJECT (use raw numbers, not percentages):

Gender	Ages
Males _____	_____ To _____
Females _____	_____ To _____

OJJDP requires each state to examine the disproportionate confinement of minorities in the juvenile justice system and to develop a plan to address the problem. The following data assists the state in identifying any programs that serve this population.

### C. ESTIMATED NUMBER OF YOUTH TO BE SERVED (use raw numbers, not percentages):

Race/Ethnicity	Totals	Male	Female	Age Ranges
American Indian & Alaska Native				
Asian				
Black/African American				
Hispanic Origin (of any race)				
Native Hawaiian & other Pacific Islander				
Two or More Races				
White				
<b>GRAND TOTALS</b>				

**D. DESCRIBE SERVICES PROVIDED SPECIFICALLY FOR MINORITIES:**

1. Will the project provide targeted services for any of the racial/ethnic groups noted above? If so, which?
2. Demonstrate extensive knowledge of the barriers that clients face. Show how they are appropriately addressed and removed. How will the cultural competency of the staff be ensured. Demonstrates extensive knowledge of specific cultural characteristics of the target population.

The mission of the Utah Court requires fair and equal justice for all patrons of the system. The Courts are addressing disproportionate minority representation in the system in several ways. First, all staff and judges are required to attend cultural competency training. The Court's Education Department also offers several classes each year that focus on one or more minority populations for a more in-depth understanding of cultural practices and traditions of that population. This training helps staff learn effective means for communicating and working with diverse populations. By creating an atmosphere of inclusiveness, the courts are striving to fully engage youth and families in the court process. Youth and families who have greater trust in the process will likely be more invested. A stronger relationship is also built between the youth and the probation officer, increasing the likelihood of successful outcomes.

Secondly, the courts have been successful in hiring staff that reflect the racial makeup of clients served. The employment of a diverse workforce provides an added benefit of staff being able to communicate to parents and youth in their native language. Financial incentives are provided for staff who use their language skills on the job. For staff who are not bi-lingual, the courts maintain a list of approved interpreters covering 36 different languages. These interpreters are available for court hearings as well as for probation preliminary inquiries and other court-related meetings. The probation order and other printed materials are provided in both English and Spanish. By conducting meetings in the youth and family's native language and by providing translated materials, the court is improving equal access to the justice system. The Juvenile Court Report Card to the Community is also printed in both English and Spanish to ensure that it is accessible to a wider range of the public. The US Census Bureau reports that 232,942 Utahans speak Spanish in the home, which represents 9.2 percent of the population over 4 years of age. By translating the report card into Spanish, the report can be more accessible to the Utah public.

Thirdly, the Juvenile Courts has taken steps to improve the collection of racial data on the patrons it serves and continuously monitors the collection of data in districts. Changes to the CARE information system have provided more specific information when race is not able to be collected. These distinctions allow staff to identify if the lack of data is due to the youth or family refusing to provide the information or if the information was not readily available at the time the record was created. With this additional information, staff are in a better position to know when additional efforts are needed to collect this information.

Fourthly, the Juvenile Court continues their efforts to reduce disproportionate minority contact by working with the Utah Commission on Criminal and Juvenile Justice (CCJJ) to decrease overrepresentation at multiple points in the system. Currently, the Juvenile Court is working with both the Utah Criminal Justice Center (UCJC) and CCJJ to reduce the disparity in diversion rates for minority youth. Juvenile Court probation managers are taking an active role in evaluating current policies and practices and adopting new practices to reduce this disparity. Ensuring equal access and fairness in the justice system is continuous process and the Utah Juvenile Court is committed to working toward this goal.

4. Tress. Provide statistics documenting identified risk and protective factors. Active Factors Tool (<http://www.juvenile.utah.gov>) and the SMART system (<http://www.juvenile.utah.gov/SmartLogin.aspx?ReturnUrl=%2fsmart%2fdefault.aspx>). Data from other official sources (local government, state government, federal government or institution of higher learning) may be used.

5. In difficult economic conditions, stakeholders are increasingly calling for transparency and accountability from government agencies. The State of Utah is committed to "a standard of accountability and transparency that builds trust in government and maximizes constituent return on tax dollars...The interface between government and the public, performance management, and budgeting is a key component of responsible governance. The ultimate goal of operational transparency is to help citizens recognize the return on their public investment." The Utah Juvenile Court Report Card to the Community provides the public with clear and transparent benchmarks of progress on key outcome measures. It allows the public to determine whether the Utah Juvenile Court has made progress towards increased efficiency and effectiveness.

The National Council of Juvenile and Family Court Judges also recommends that juvenile courts provide increased transparency and accountability through the creation of an annual report card to the community outlining the court's effectiveness in meeting established benchmarks of progress. Initial feedback provided by the Department of Justice Office of Justice Programs indicated that the implementation of a juvenile court report card increased attention to outcome measures and "resulted in a decrease in the number of juveniles who reoffended while under supervision, an increase in completion of community service and payment of restitution, and increase in participation in victim awareness classes, and a decrease in the average length of supervision."

The initial Utah Juvenile Report Card established benchmarks for comparison while a continuing report card allows for cross-year comparisons and evaluations of effectiveness on key measures, and identification of areas that need additional improvement. Through this process, the Utah Juvenile Court has identified areas that need additional resources. Between the 2008 and 2010 Juvenile Court Report Card to the Community, recidivism increased from 31 percent to 35 percent. A deeper look into this issue suggested that additional tools in the area of case planning and best practices were needed to assist probation officers. Probation officers showed high levels of competency in administering assessments and understanding the case planning model with over 98 percent of probation officers certifying in these areas. However, probation officers reported that additional assistance was needed in understanding how to successfully implement the concepts of the case planning model at the later stages. Specifically, probation officers requested additional materials to understand how to set pro-social goals with youth and effectively work with youth in accomplishing these goals, especially when setbacks occurred or progress was not seen. The Evidence Based Practices Committee evaluated these concerns and determined that additional materials were needed that provided probation officers with resources to effectively address these issues.

In addition to materials for case planning, there is also a need for a toolkit for probation officers on best practices in probation. Between 2009 and 2011, there was close to a 15 percent reduction in juvenile court probation staff in Utah due to budget reductions. Probation staff increasingly had to take on additional duties, some of which they may not have previously done. With more and more probation officers needing to accomplish duties they may have rarely done before, it is necessary to provide a toolkit outlining best practices for probation officers. This toolkit will include such tools as checklists for probation officers of essential items that must be completed in different types of cases, guidance on best practices when working with youth and families, and explanations of policies and procedures. These resources can help address the areas of concern identified by the Juvenile Court Report Card.

Research shows that citizens expect the justice system to further community safety, hold offenders accountable, provide justice for victims, and reduce re-offending. The Office of Juvenile Justice and Delinquency Prevention states that the public expects juveniles to be held accountable for their actions while receiving rehabilitation services. The follow-up Juvenile Court Report Card provides concrete measures of key outcomes that allow the public to determine whether the Utah Juvenile Court is in fact reaching its stated goals. It also allows the Juvenile Court to examine cross year trends and determine where additional efforts and resources are needed such

as in the areas of case planning and best practices in probation.

## **References**

*Operational Transparency*, State of Utah (2010) <http://performance.utah.gov/transparency.shtml>.

Thomas, Douglas, *Drilling Down: Exploring Performance Measures to Improve Juvenile Justice*, U.S. Department of Justice, Office of Justice Programs (2008). Available at: [www.ncjrs.gov/App/Publications/abstract.aspx?ID=253026](http://www.ncjrs.gov/App/Publications/abstract.aspx?ID=253026)

Utah State Courts. (2008). Juvenile Court Report Card to the Community 2008. [www.utcourts.gov](http://www.utcourts.gov)

Utah State Courts. (2010). Juvenile Court Report Card to the Community 2010. [www.utcourts.gov](http://www.utcourts.gov)

## Section 7: PROJECT DESIGN AND MANAGEMENT

Explain how your program will work. Cite relevant research to show that the program strategy is effective. Explain each step or phase of the project in the following areas: project activities, client flow, staffing, and collaboration. Include a timeline identifying program activities for the entire grant year.

Is the project an evidence based program? ☒ YES ☐ NO

If yes, provide link to the source of the program model:

This project follows both the guidance on best practices provided by the National Council of Juvenile and Family Court Judges recommending that every juvenile court provide an annual report card to the community, and it is supported by the research on report card outcomes provided by the Department of Justice-Office of Justice Programs indicating that the implementation of a juvenile court report card can result in improved outcomes. In addition, materials based on areas of needed improvement identified by the report card will be based on the "what works" principles and established evidence based practices in probation as outlined by such researchers as Latessa, Lipsey, Howell, etc.

**Name of the evidence based model:** "What Works" principles and evidence based practices as outlined by researchers such as Latessa, Lipsey, Howell, etc. (see below for more detailed references)

Andrews, D. A. (1989). Recidivism is Predictable and Can Be Influenced: Using Risk Assessments to Reduce Recidivism. *Forum on Correctional Research*, 1(2), 11-17.

Andrews, D.A. (1994). *An Overview of Treatment Effectiveness: Research and Clinical Principles*. Ottawa, Canada: Department of Psychology, Carleton University.

Andrews, D., I. Zinger, R. Hoge, J. Bonta, P. Gendreau, and F. Cullen. (1990). Does Correctional Treatment Work? A Clinically Relevant and Psychologically Informed Meta-Analysis.

Joplin, Lore et al, *Using an Integrated Model to Implement Evidence-based Practices in Corrections*, 2004; and *Implementing Evidence-Based Practices in Community Corrections: The Principles of Effective Intervention*, Crime and Justice Institute, 2004.

Latessa, E.J. (1998). A Summary of ICCA's "What Works with Substance Abusers" Research Conference. *The ICCA Journal*, (March), 6-8.

Latessa, E. J. (1999). What Works in Correctional Intervention. *Southern Illinois University Law Review*, 23:415-426.

Latessa, E. J. (1999). *What Works Strategic Solutions: International Community Corrections Association Examines Substance Abusers: Substance Abuse*. Lanham, MD: American Correctional Association.

Latessa, E.J. & J. Gordon. (1994). Examining the Factors Related to Success or Failure with Felony Probationers: A Study of Intensive Supervision. In C. B. Fields (Ed.), *Community-Based Corrections: Innovative Trends and Specialized Strategies*. Garland Press.

Latessa, E.J. and A. Holsinger. (1998). The Importance of Evaluating Correctional Programs: Assessing Outcome and Quality. *Corrections Management Quarterly*, 2(4), 22-29.

Latessa, E. and M. Moon. *A Practitioners Guide to Evaluation Research*. Cincinnati, OH: University of Cincinnati.

Lipsey, M. (1990). *Juvenile Delinquency Treatment: A Meta-analytic Inquiry into the Variability of Effects*. Paper prepared for the Research Synthesis Committee of the Russell Sage Foundation.

Lipsey, M.W. and D.B. Wilson. (1998). Effective Intervention for Serious Juvenile Offenders: A Synthesis of Research. In R. Loeber and D. P. Farrington (Eds.), *Serious and Violent Juvenile Offenders: Risk Factors and Successful Interventions*, Thousand Oaks, CA: Sage. *Criminology*, 28(3), 369-404.

The continuation Juvenile Court Report Card to the Community is essential to determining the Utah Juvenile Court's progress on key outcome measures. While the initial report card established benchmark measures for comparison, the ongoing report card provides important feedback on whether the Utah Juvenile Court is making progress in implementing evidence based practices and creating a more effective juvenile court. It increases transparency by informing the public on whether court approaches are reducing recidivism, and increasing offender responsibility through the fulfillment of community service hours and the payment of restitution.

The Juvenile Court Report Card to the Community project will be managed by the Juvenile Court Research Analyst. The Research Analyst will work with a research committee consisting of stakeholders in the areas of juvenile delinquency, research methodology, and information systems. This committee will include representatives from organizations such as the Juvenile Court, Juvenile Justice Services, Utah Commission on Criminal and Juvenile Justice, and University of Utah.

The first phase of the Juvenile Court Report Card development project will focus on verifying appropriate data sources, examining their validity, and maintaining appropriate outcome measures. The data will be analyzed and presented to the committee and a draft of the report card will be developed. The committee will review a draft of the report card, and this draft will be presented to key stakeholders for feedback and review.

The second phase of the Juvenile Court Report Card project will focus on developing the report card for publication. The report card will be translated into Spanish. The graphic design will be edited and updated, and the program director will coordinate the printing of the report card brochures with the State of Utah Copy Center. The program director will work with the Court's IT Department to post the report card on the court website in English and in Spanish. The program director will also work with local districts to distribute the report card at local courthouses and at community outreach presentations.

The third phase of the Juvenile Court Report Card project will be to develop resources for probation to address problem areas identified through the report card measures. The Evidence Based Practices Committee will develop a toolkit for probation officers on best practices that outlines such areas as essential items that must be completed in different types of cases, guidance on best practices when working with youth and families, and explanations of policies and procedures. In addition, the committee will develop resources for probation officers to assist in the case planning process by determine the format and type of materials that would be most useful in addressing case planning issues such as printed checklists, video examples, or an interactive intranet webpage. The committee will then develop case planning materials such as best practices checklists, examples of case studies, etc. to assist probation officers in implementing the goal setting portion of the case planning model. After this is completed, local jurisdictions will be provided with copies of the materials and a brief training on how to implement and effectively utilize the materials. Through this process, not only will the Utah Juvenile Court be able to provide the community with transparent measures of progress, but the court will also be able to use this report identify areas of need and inform ongoing practices.

## Section 9: PROJECT GOALS AND OBJECTIVES

Goals and objectives should be directly related to the Problem Statement. **Goals** should describe what you expect your project to achieve when it is completed. Goals need to be both realistic and achievable. **Objectives** identify what your agency will do to reach the project goals. They are the short-term results produced by the project that together will lead to the accomplishment of the goals. **Activities** are the specific actions that will help reach your goals and objectives.

<b>Goal: To develop and publish a Juvenile Court Report Card to the Community</b>	
<b>Project Objective</b>  (a) To develop a Juvenile Court Report Card to the Community	<b>Activities</b> <ul style="list-style-type: none"> <li>• Use key measures on the Juvenile Court Report Card to examine cross year trends</li> <li>• Determine appropriate data sources and research methodology</li> <li>• Develop a court report card for publication</li> <li>• Translate the report card into Spanish</li> </ul>
<b>Project Objective</b>  (b) To distribute the Juvenile Court Report Card to the Community	<b>Activities</b> <ul style="list-style-type: none"> <li>• Publish the Juvenile Court Report Card to the Community on-line in English and Spanish</li> <li>• Distribute brochure versions of the Juvenile Court Report Card to the Community in local courthouse locations across the state</li> </ul>
<b>Project Objective</b>  (c) To use the Juvenile Court Report Card to the Community in outreach to the public	<b>Activities</b> <ul style="list-style-type: none"> <li>• Use the Juvenile Court Report Card flyer during judicial outreach functions with community groups</li> <li>• Use the Juvenile Court Report Card flyer during outreach by Juvenile Court managers with agency partners and groups</li> </ul>

<b>Goal: To develop and distribute a toolkit and materials for probation officers on probation standards and best practices</b>	
<b>Project Objective</b>  (a) Develop a brief guide for probation officers outlining best practices in probation in the form of a toolkit	<b>Activities</b> <ul style="list-style-type: none"> <li>• Convene a workgroup of the Evidence Based Practices Committee to examine existing practices and determine best practices</li> <li>• Obtain feedback from probation staff on the best format for the toolkit and the most important areas to cover</li> <li>• Develop the content of the toolkit that provides information on best practices in probation</li> <li>• Pre-test the toolkit with probation officers from a number of regions, experience levels, or backgrounds</li> </ul>
<b>Project Objective</b>  (b) Print and distribute copies of the toolkit to probation officer, supervisors, managers, and community partners	<b>Activities</b> <ul style="list-style-type: none"> <li>• Print copies of the toolkit</li> <li>• Distribute copies of the toolkit to probation officers, supervisors, managers, and community partners when appropriate</li> </ul>



## PERSONNEL SALARIES AND FRINGE BENEFITS

This section is for full or part-time salaried employees. Employees who are not on the payroll are classified as consultants. If known, list name of individual. If a person has not been hired, type "vacant" and give the title of the position. "Number of Hours" refers to total hours spent on the grant implementation. **Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,080 hours per year. Paid vacation and sick leave are allowable expenditures, but *must not exceed the time that is normally allowed by the agency or unit of government* associated with the project. All leave earned must be used or paid during the period of the grant. See Guidelines for additional information regarding overtime restrictions.

Name	Title	# Hours	Hourly Rate	Total Salary
Salary Subtotal				

## EMPLOYER'S SHARE OF FRINGE BENEFITS

Fringe benefits are to be based on the employer's share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer's share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. "FICA", "Pension", "Health Insurance", "Workers Compensation", and "Unemployment Compensation" are matters that should be reviewed by the applicant's fiscal or personnel officer before completing this part of the application.

Fringe Benefits	% or Monthly Rate	Eligible Wage Amount or Number of Months	Total Employer's Share of Fringe Benefits
FICA			
Pension/Medicare			
Health Insurance			
Worker's Comp			
Unemployment Comp			
Other (explain)			
Other (explain)			
Fringe Subtotal			\$

Grant Funds Requested	Match Provided (if applicable)	Personnel Total
\$0	\$0	\$0

**BUDGET NARRATIVE/PERSONNEL**

Provide a brief description of the duties of personnel charged to this project, including educational background and prior work experience. If administrative personnel not engaged in the day-to-day activities of the project are included in this budget, explain why they are essential to the project's operation.

PERSONNEL	NARRATIVE

## CONSULTANTS/CONTRACTS

Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications and contract must accompany the application. However, if the position is vacant and the project receives funding, this information must be forwarded to UBJJ/CCJJ when a contract with the consultant is signed. All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.) Consultant fees for individuals may not exceed \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, without prior approval from UBJJ/CCJJ. Fee justification must be provided in the budget narrative.

Consultant Name	Services to be Provided	# Hours	Hourly Rate	Total Cost

### Consultant Expenses

(May include travel, training, food, lodging, and other allowable incidental travel costs.)

### Consultant Fee Justification

(Include the basis of selection and method of procurement. Any sole source consultant requires prior approval from CCJJ.)

Grant Funds Requested	Match Provided (if applicable)	Consultants Total
\$0	\$0	\$0

**EQUIPMENT / SUPPLIES / OPERATING**

Equipment: items to be purchased that are over \$5,000. Supplies: office supplies, cleaning, maintenance, AND OPERATING supplies, training materials, books and subscriptions, research forms, postage stamps, food, and other materials that are expendable with the life of the project. All equipment and supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by CCJJ prior to being awarded.

Item	Cost	Time Period	Total
Rent-Facilities			
Telephone			
Non-consultant Contract Help			
a. Bookkeeping/Audit			
b. Maintenance			
c. Other (Specify)			
Auto Lease/Short-Term Rental			
Equipment Lease/Short-Term Rental			
Photocopying			
Printing: Juvenile Court Report Card Brochure	\$7,000		\$7,000
Printing: Best practices in probation toolkit	\$7,984		\$7,984
Grant Management Costs (In-Kind)			
Other (Specify): Translation of Juvenile Report Card to the Community	\$1,000		\$1,000
Other (Specify): Case planning materials	\$3,430		\$3,430
Other (Specify)			

**Procurement Method to be Used (cell will expand)**

All grant and Utah state purchasing guidelines will be followed in the purchase of materials. Printing and publication will be done through the Utah State Copy Center. The Juvenile Court Report Card to the Community will be translated into Spanish by Utah State Court translators at the standard translation rate charged for government projects.

**Equipment / Supplies / Operating Justification and Narrative:** Justify the purpose and use of each item noted above.

**Translation:** In order to ensure that a wider range of the Utah population has access to the report card, it is necessary to translate the report card into Spanish. The Juvenile Court Report Card to the Community will be translated into Spanish by Utah State Court translators at the standard translation rate charged for government projects.

**Printing:** While the report card will be published electronically to the website to reduce costs, it is also necessary to have handout copies for judicial outreach presentations and at other locations where electronic access is limited. In order to reach a wider range of the population, the report card is provided in multiple formats and mediums. Similarly, while probation officers will have access to electronic copies of the toolkit, paper copies of the toolkit are also need for locations where the probation officer may not have access to a computer, such as a home visits or school visits. The Juvenile Court Report Card to the Community and the probation toolkit will be printed by the State of Utah Copy Center to ensure printing at government rates.

**Case Planning Materials:** The case planning materials are needed to address the challenge probation officers are facing in developing goals and monitoring progress on these goals with youth. Probation officers have expressed that this is an area they need additional resources and guidance in. As part of the grant plan, the Evidence Based Practices Committee will be seeking feedback from probation officers and managers to determine what type of materials are most needed such as best practices checklists, videos showing successful application of this portion of the case plan, etc. After this analysis and evaluation is completed, the specific format of the materials will be determined. All state and JABG grant guidelines will be followed in the purchase or production of all case planning materials.

Grant Funds Requested	Match Provided (if applicable)	"Other" Total
\$19,414	\$0	\$19,414

## TRAVEL & TRAINING

Grant related travel charges must not exceed the rates allowed by the State of Utah. Organizations whose written travel policies are less restrictive than the State of Utah, or that do not have their own written travel policy, must adhere to the State of Utah travel policy. "Per Diem" includes food and lodging. Meals provided gratis must be deducted from the per diem rate allowed. The "Other" category includes parking, telephone, or other allowable incidental travel costs. (This applies to grant funded employees only, not consultants.) The mileage rate may not exceed \$.50/mile.

Vehicle	# Miles	Mileage Rate	Total
Case planning training mileage	3,000	0.36 per mile	\$1,080 (partial cash match)
Air, Bus, etc.	Destination	Fare	Total
Per Diem	# Days	Per Diem Rate	Total
Case planning training per diem	2 people x 8 days	\$36 a day	\$288
Conference Registration	# People	Rate	Total
Other			Total
Case Planning training lodging	2 people x 8 days (single occupancy)	\$90 per night	\$1,440 (cash match)

### Travel and Training Justification and Narrative

In order to make sure that the case planning materials are used and understood in each district, two trainers will provide brief trainings at districts across the state. The two trainers will travel rather than participants in order to reduce lodging, per diem, and mileage costs. Lodging for the two trainers is single occupancy because there will be one male and one female trainer. All lodging costs will be covered by cash match funds and \$782 of the mileage costs will be covered by cash match funds.

Grant Funds Requested	Match Provided (if applicable)	Travel & Training Total
\$586	\$2,222	\$2,808

## SECTION 12: LETTERS OF PARTICIPATION

Applicants must submit a Letter of Participation from each local agency or organization that is involved with the project, contributing resources, or making referrals (e.g., courts, treatment programs, shelters). Applicants should refer to the appropriate category in the Guidelines to ensure that appropriate letters are included. Failure to submit the appropriate Letters of Participation may remove the application from further funding consideration. List below the agencies providing letters of participation and the number of referrals:

Participating Agency Name and Role	Projected # of Referrals (if applicable)

**Attach copies of each letter to all copies of the application.**

## LETTER OF PARTICIPATION FORMAT

All responses must show active cooperation with the applicant and with the project and must use the format below.

Please do not solicit or include letters of support Each participating agency should use its letterhead and this format.

To: Utah Board of Juvenile Justice

From: (Participating Agency)

Re: (Project Name)

Date: (Must be current dated letter)

We hereby commit to providing the following services or referrals to further the objective of \_\_\_\_\_ project:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Authorized Signature

Typed Name

Title



# TAB 8



## Administrative Office of the Courts

Chief Justice Christine M. Durham  
Utah Supreme Court  
Chair, Utah Judicial Council

### MEMORANDUM

Daniel J. Becker  
State Court Administrator  
Raymond H. Wahl  
Deputy Court Administrator

To: Judicial Council  
From: Tim Shea *TS*  
Date: March 5, 2012  
Re: Rules for comment

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The Policy and Planning Committee recommends that the following rules be published for comment.

#### Rule Summary

CJA 04-0503. Mandatory electronic filing. New. Requires that documents in district court civil cases be filed electronically effective January 1, 2013. Provides for exceptions.

Encl. Draft rules

The mission of the Utah judiciary is to provide the people an open, fair,  
efficient, and independent system for the advancement of justice under the law.

450 South State Street / POB 140241 / Salt Lake City, Utah 84114-0241 / 801-578-3808 / Fax: 801-578-3843 / email: tms@email.utcourts.gov

1 Rule 4-503. Mandatory electronic filing.

2 Intent:

3 To require that documents in district court civil cases be filed electronically.

4 To provide for exceptions.

5 Applicability:

6 This rule applies in the district court.

7 Statement of the Rule:

8 (1) Except as provided in Paragraph (2), pleadings and other papers filed in civil  
9 cases in the district court on or after January 1, 2013 shall be electronically filed using  
10 the electronic filer's interface.

11 (2)(A) A self-represented party who is not a lawyer may file pleadings and other  
12 papers using any means of delivery permitted by the court.

13 (2)(B) A lawyer whose request for a hardship exemption from this rule has been  
14 approved by the Judicial Council may file pleadings and other papers using any means  
15 of delivery permitted by the court. To request an exemption, the lawyer shall submit the  
16 request to the Judicial Council's General Counsel on a form approved by the Judicial  
17 Council.

**ADDITIONAL COUNCIL MEETING  
HANDOUTS**

Sum of Case Filings		Fiscal			FY11-FY12 Change	FY11-FY12 % Change
Rprt. Category	Descr	2010	2011	2012		
criminal	State Felony	14,793	14,163	14,048	-115	-1%
	Other Misdemeanor	9,669	8,026	7,378	-648	-8%
	Misdemeanor DUI	915	932	792	-140	-15%
	Infraction	277	195	148	-47	-24%
	(Not Applicable)	531	555	652	97	17%
criminal Total		26,185	23,871	23,018	-853	-4%
domestic	Cohabitant Abuse	3,298	3,263	3,262	-1	0%
	Common Law Marriage	19	31	30	-1	-3%
	Custody and Support	651	773	738	-35	-5%
	Divorce/Annulment	8,615	9,121	8,865	-256	-3%
	Grandparent Visitation	26	45	37	-8	-18%
	Paternity	570	678	739	61	9%
	Separate Maintenance	37	35	25	-10	-29%
	Temporary Separation	29	19	18	-1	-5%
	UCC/JEA Child Cust Jur	39	28	36	8	29%
	UIFSA	73	85	125	40	47%
domestic Total		13,357	14,078	13,875	-203	-1%
general civil	Administrative Ag	233	213	206	-7	-3%
	Arbitration Award	42	15	11	-4	-27%
	Attorney Discipline	13	18	15	-3	-17%
	Civil Rights	24	18	11	-7	-39%
	Civil Stalking	529	504	646	142	28%
	Contempt	681	441	465	24	5%
	Contracts	3,257	3,265	2,281	-984	-30%
	Debt Collection	50,456	56,625	49,584	-7,041	-12%
	Forfeiture of Property	297	302	304	2	1%
	Hospital Lien	2,492	3,057	3,434	377	12%
	Interpleader	93	40	37	-3	-8%
	Miscellaneous	1,381	1,169	888	-281	-24%
	Notice of Dep Oos	83	129	137	8	6%
	Post Conv Rel NonCap	68	79	65	-14	-18%
	Post Conv Relief-Cap	1	1	2	1	100%
	SC denovo District	136	86	40	-46	-53%
	SC denovo Justice	116	118	167	49	42%
	Small Claim	13,716	2,862	12	-2,850	-100%
	Small Claims/Park TP	1			0	0%
	Tax Court	2		3	3	0%
	Tax Protest		1	1	0	0%
	Writs	19	26	20	-6	-23%
	Wrongful Termination	9	10	6	-4	-40%
general civil Total		73,649	68,979	58,335	-10,644	-15%
judgments	Abstract of Judgment	5,385	5,260	4,487	-773	-15%
	Child Support Lien	9,931	10,094	9,879	-215	-2%
	Foreign Dom. Decree	57	87	89	2	2%
	Foreign Judgment	288	233	254	21	9%
	Jdmt by Confession	289	321	273	-48	-15%
	Tax Lien	43,739	42,128	44,978	2,850	7%
	Workforce Svc Lien	9,519	12,096	13,487	1,391	11%
	Wrongful Lien	31	23	31	8	35%
judgments Total		69,239	70,242	73,478	3,236	5%
probate	Adoption	850	954	890	-64	-7%
	Conservatorship	137	137	137	0	0%
	Estate Frml Pers Rep	223	224	208	-16	-7%
	Estate Inform Pers R	952	956	988	32	3%
	Gestational Agreement	5	11	17	6	55%
	Guardianship	827	942	946	4	0%
	Invol. Commitment	1,319	1,278	1,099	-179	-14%
	Minor's Settlement	156	157	150	-7	-4%
	Name Change	440	563	663	100	18%
	Other Probate	315	286	273	-13	-5%
	Supervised Adminstr			1	1	0%
	Trust	58	77	69	-8	-10%
probate Total		5,282	5,585	5,441	-144	-3%
property rights	Condemnation	93	53	47	-6	-11%
	Eviction	5,204	5,648	5,868	220	4%
	Lien/Mortgage Fcls	457	349	180	-169	-48%
	Property Rights	196	346	262	-84	-24%
	Water Rights	9	6	10	4	67%
property rights Total		5,959	6,402	6,367	-35	-1%
tort	Asbestos	2		1	1	0%
	Malpractice	88	79	103	24	30%
	Personal Injury	945	1,068	1,046	-22	-2%
	Property Damage	305	304	220	-84	-28%
	Wrongful Death	19	31	26	-5	-16%
tort Total		1,359	1,482	1,396	-86	-6%
traffic	Parking Citation	801	1,011	1,353	342	34%
	Parking Court Case	1			0	0%
	Traffic Citation	16,456	12,941	9,779	-3,162	-24%
	Traffic Court Case	6,052	4,909	3,752	-1,157	-24%
traffic Total		23,310	18,861	14,884	-3,977	-21%
Grand Total		218,340	209,500	196,794	-12,706	-6%

# Juvenile Court Referrals

Juvenile Court EOM February each fiscal year

FY 12 data run 3/5/12

JC Type	FY2011	FY2012	11-12	
			Change	% Change
Felony	1,328	1,458	130	10%
Misdemeanor	12,348	13,427	1,079	9%
Infraction	793	704	-89	-11%
Contempt	4,457	4,205	-252	-6%
Status	2,756	2,732	-24	-1%
Traffic	353		-353	-100%
Adult Violations	853	942	89	10%
Child Welfare Proceedings	2,170	2,297	127	6%
Termination Parental Rights	568	460	-108	-19%
Voluntary Relinquishment	470	406	-64	-14%
Domestic/Probate	468	536	68	15%
	26,564	27,167	603	2%

## NOTES

- o Reported referrals is count of the most serious incident / event of a single intake episode.
- o FY'12 most "Traffic" offense severity amended to misdemeanor
- o "Domestic/Probate" - adoptions account for 90%+ of this category



## General Session 2012--Courts' Budget Information for FY12 and FY13

### FY 2012 Appropriated Budget

Line Item	Appropriated Budget	Carry Forward Funds	Supplemental Appropriations	FY 2012 Totals
Main	100,929,800	2,359,000	750,000	104,038,800
Grand Jury	800	300	-	1,100
C & L	19,828,800	228,800	(750,000)	19,307,600
JWI	2,146,400	(1,143,000)	1,742,900	2,746,300
GAL	5,920,300	360,200	-	6,280,500
Totals	128,826,100	1,805,300	1,742,900	132,374,300

### FY 2013 Appropriated Budget

Line Item	Appropriated Budget	HB 2 - FY 13 Ongoing Increases	HB 9 - Comp Increases	HB 3 - Bill of Bills Increases	FY 2013 Appropriated Totals
Main	101,058,000	882,500	2,732,700	573,200	105,246,400
Grand Jury	800	-	-	-	800
C & L	19,828,800	(726,200)	3,900	-	19,106,500
JWI	2,146,400	300	5,700	-	2,152,400
GAL	5,920,300	4,600	127,400	-	6,052,300
Totals	128,954,300	161,200	2,869,700	573,200	132,558,400

General Session 2012 Bill #/Bill Title	Ongoing GF Fiscal Note Amounts	1-time Fiscal Note Funds	Totals
HB 13 - Offender Registry Review (Rep. Draxler, J.)	22,800	29,000	51,800
HB 18 S1 - Kidnapping Offender Amendments (Rep. Cox, F.)	-	2,100	2,100
HB 107 S1 - Joint Custody Modifications (Rep. Froerer, G.)	20,700	-	20,700
HB 175 S4 - Second Hand Item Transactions (Rep. Seelig, J.)	5,200	-	5,200
HB 346 - Amendments Regarding Competency to Stand Trial (Rep. Christensen, L.)	10,400	-	10,400
SB 98 - Amendments to Prohibition on Using a Handheld Wireless Communication Device While Operating a Vehicle (Sen. Hillyard, L.)	8,000	-	8,000
SB 100 - Law Library Self-help Center (Sen. Urquhart, S.)	275,000	-	275,000
Total Fiscal Note Funds	342,100	31,100	373,200

FY 2013 Funding Increases:	Amounts Appropriated
HB 3 - Domestic Violence/Family Legal Services (Pass-through)	200,000
HB 3 - Fiscal Notes	373,200
HB 2 FY 13 Ongoing Increases	161,200
HB 9 Compensation Increases	2,869,700
Federal Grant Increases	128,200
Increase From FY12 Appropriated to FY13 Appropriated	3,732,300
% Change FY12 to FY 13	2.90%