



Tillamook County Local Public Safety Coordinating Council

201 Laurel Ave., Tillamook, Oregon

November 20, 2023

RE: Tillamook Family Treatment Court

On behalf of the Tillamook County Local Public Safety Coordinating Council (LPSCC), we support the work of the Tillamook County Circuit Court in their efforts in starting a Tillamook Family Treatment Court. Tillamook County LPSCC understands the importance of a treatment court for dependency cases and is thrilled about this option. Further, the Tillamook County LPSCC would ask for and support any funding opportunities that are available.

We look forward to our partnership.

Please contact me in the usual ways if you have any questions.

Warmest Regards,

A handwritten signature in blue ink, appearing to read "Nick Troxel".

Nick Troxel / LPSCC Chairperson
Acting Chief of Police

Application: 0000000082

Melanie Bartlett - melanie.a.bartlett@ojd.state.or.us
Specialty Court Grant Program 23 - 25

Summary

ID: 0000000082

Cover Sheet

Completed - Nov 9 2023

Cover Sheet

County

Tillamook County

Primary Applicant Contact

Provide the contact information for the primary contact person submitting the application and for the grant, if awarded.

| | |
|----------------|--|
| Name | Melanie Bartlett |
| Organization | Tillamook Circuit Court |
| Title | Family Treatment Coordinator |
| Street Address | 201 Laurel Ave |
| City | Tillamook |
| Zip Code | 97141 |
| Email | melanie.a.bartlett@ojd.state.or.us |
| Phone Number | 5038422596 |

Type of Specialty Court Program

Family Treatment Court

Application: 0000000082

Melanie Bartlett - melanie.a.bartlett@ojd.state.or.us
Specialty Court Grant Program 23 - 25

Summary

ID: 0000000082

Application Questions

Completed - Nov 13 2023

Narrative Application Questions

CJC's Comments Regarding Application Questions:

1. The broad principles of the [Oregon Specialty Court Standards](#) are defined through appropriate practices which provide guidance on how to operationalize these Standards. These narrative application questions focus on concepts within [Best Practices in Treatment Court Evaluation](#), including how each court operationalizes the Standards to ensure best practices. Thus, responses should demonstrate how program operations meet best practices and/or make efforts to increase fidelity.
2. It is strongly recommended that applicants **first** read through all application questions and closely review the list of required documentation listed in the Grant Solicitation.
3. Regardless of the type of court, applicants must answer all questions and should read questions as they apply to their specific specialty court program.
4. Most, if not all, of these questions are best answered by the entirety of the Specialty Court team.

Question 1

Please describe the Specialty Court team currently in place and how each individual is involved and committed to supporting the work of the specialty court during the next biennium.

- a. If applicable, explain the plan and timeline to address any missing team members and the process for identifying and onboarding those team members.

Roles:

Family Treatment Court Judge:

Judge Trevino presides over TFTC hearings and case staffings, offers program leadership, direction in program policy development, chairs all policy development and engages in community networking on behalf of the program.

Family Treatment Court Program Coordinator:

Oversees daily operations of the TFTC program, including scheduling and facilitating, staffings, and court hearings; maintains records through SCMS to track case information, schedules regular meetings with key stakeholders, coordinates and provides training opportunities for team and key stakeholders.

Tillamook Family Counseling Center:

TFCC works with participants to determine the appropriate level of treatment after evaluation and assessment, communicates treatment needs to the TFTC team and provides services to address participant's needs. The treatment provider shares information regarding the progress of a participant with all team members.

Oregon Department of Human Services:

DHS assigns caseworkers, monitors recovery lifestyle changes as well as assists in identifying potential participants and makes referrals to the TFTC program. DHS workers are familiar with evidence-based practices and types of therapeutic treatment offered to parents and children; keeps the team aware of any significant change or needs of the children or parents or family; attends and participates in staffing and court hearings by providing written and verbal reports to SCMS.

ODJ/AAG:

Represents and advocates on behalf of ODHS in the dependency action, advocates for compliance with the dependency statutes and Oregon Administrative Rules, collaborates with TFTC team members to bring attention to state and federal statutory timelines and to address any concerns regarding the safety and best interest of the children.

Defense Counsel:

Defense counsel are familiar with TFTC operations and participate in pre-court staffings, court sessions, policy meetings, trainings and activities. They advise participants of the potential benefits and consequences of volunteering to participate in Tillamook Family Treatment Court and assists in executing all opt in court orders, advocates for the client and advances the client's goals and interests.

CASA:

Ensures CASA volunteers have a working knowledge of the policies and procedures of the TFTC program and keep the team aware of any significant change or needs of the children or parents or family.

CARE, Inc.

Keeps the team aware of any significant change or needs of the children or parents or family. Attend and participate in client staffings and court hearings and provide appropriate recommendations and updates for TFTC staffings with focus on housing options.

Question 2

What foundational documents does the program currently have? Please check all that apply.

Responses Selected:

Policy Manual

Participant Manual

Eligibility criteria for participants

Memorandum(s) of Understanding (MOU) with participating partners

Question 3

Explain the timeline for when any missing foundational documents will be finalized.

Tillamook Family Treatment Court has all the documents complete as referenced as above.

The MOU has been finalized by OJD General Counsel as of 11/8/2023 and is being circulated for team signatures.

Question 4

Describe the partnerships the court has in place with treatment providers and community organizations, to provide treatment support and services to the participants in the program.

- a. For programs not currently serving participants, please explain in detail the timeline for partnering with a treatment provider or community organization, and when treatment services will be made available to participants.
- b. For programs currently serving participants, please describe the continuum of treatment services provided through partnerships with a treatment provider or community organizations.

Due to its small size, Tillamook County only has one substance abuse/behavioral health treatment provider named Tillamook Family Counseling Center (TFCC). In developing our treatment court over the last year, we worked closely with this provider to secure a commitment to providing a clinician to participate in our court. Like most small rural providers, TFCC has struggled with finding and keeping staff. We currently are working with a parenting skills trainer instead of a clinician and while she has valuable insight on child-related issues, we really need a clinician as part of our team. Our grant requests funding for four hours a week for a clinician to participate instead. This clinician would be the person working directly with our participants during treatment sessions and then working as part of the team to assist them in family treatment court.

Because our participants have universally struggled with fentanyl addiction, they have needed to go to detox and then residential treatment before returning to the community for out-patient treatment. TFCC can help with assessments and referrals to get our parents into detox and residential treatment. The clinician will be able to provide insight and guidance during this initial phase even though they will not be working directly with the parents and then work one-on-one with them on an out-patient basis once they return. The clinician will be familiar with the parents and their particularized needs prior to their return to the community to make the difficult transition as smooth as possible.

Our other community partner is CARE, our local nonprofit community development agency. We worked with them closely as well in setting up our court. Their housing coordinator serves on our team and has been a huge help for our participants who all struggle with housing. She has system-wide knowledge and contacts in the public housing arena to help our parents. CARE will also be administering the OJJDP grant to help our participants with needs such as transportation, utilities etc.

Question 5

Please explain in detail what steps will be taken by the court coordinator over the grant cycle to ensure the program adheres to Oregon's Specialty Court Standards.

The Coordinator is setting up a matrix to track and review for adherence to Oregon's standards. The information will be provided to the Tillamook Family Treatment Court Steering Committee for quarterly review. Any immediate issues that arise will be reviewed as needed.

As standards change, the Coordinator will keep the Steering Committee apprised of any changes and meet as necessary to address them and the impact to the Family Treatment Court program.

Question 6

Please explain in detail the program's plan to utilize the Specialty Court Management System (SCMS) to collect relevant and required data to establish a reliable baseline of outcomes for evaluative purposes. Provide a timeline of how the program will focus resources on the use of SCMS to capture the outcomes of the program throughout the grant cycle.

SCMS. The team's plan and current use:

Case worker updates notes for each participant with communication, status of courtesy case workers, etc.

Attorneys have access to review notes, client information, etc.

Coordinator provides current staffing notes and court hearing notes for each participant.

Pertinent documents are uploaded into each participant's file (ROI, Petition and Order, Homework, Certificates, Surveys, Plans).

Participant profile is updated per the intake to track demographics, etc.

Question 7

Describe the partnerships the court has with community partners and local agencies and how they will provide support and services to program participants. How does the specialty court program plan to utilize local, state, and federal funding to promote program sustainability throughout the biennium?

Please see answer to question 4 regarding our partnerships with community partners, TFCC and CARE. In addition, we partner with DHS, the Tillamook County Health Department, Adventist Health and CASA directly in the following ways.

Beyond the basic DHS services inherent to the role with dependency families, DHS also helps with funding for housing such as back rent owing, transportation via gas vouchers and bus passes, payments for items such as birth certificates or other necessary documents, back bills at treatment providers and other expenses.

As part of our court's development, we also worked with Adventist Health and the Tillamook Health Department who have representatives on our Steering Committee. Adventist Health administers the BHRN funding for our community and will be able to assist with UAs and other types of testing without cost to our participants. Adventist Health has also used funds for incentives for our participants such as small gifts for their children or gift certificates. The Tillamook Health Department is the main provider for MAT services and will be able to staff and participate in cases for parents who are their clients. They also do UAs and other types of testing.

Our local CASA program has been in charge of obtaining small items such as gift certificates as incentives for our participants. Our CASA volunteers are active in their support for parents and kids in our program.

Question 8

What are the marginalized, underserved, and/or vulnerable populations within your community? How does the specialty court program plan to ensure these populations have equitable access and support to be successful?

The primary marginalized, underserved and vulnerable population in our community are unhoused persons. Due to the effects of addiction, the housing crises and other reasons, some of our parents have no housing at all. They may alternate between living in their vehicles, couch surfing with friends or family or living in rudimentary trailers in the forest lands. Securing stable housing is fundamental to healthy living and recovery, finding and sustaining a job, ensuring children regularly get to school and meeting other basic needs. Having CARE as one of our partners is vital to helping these parents secure temporary and then permanent housing as they exit inpatient programs and return to the community.

Question 9

Will the program agree to collaborate with the OJD Specialty Court Team to receive technical assistance, program reviews and/or peer reviews, as available?

Yes

BUDGET PROJECTION SHEET

| | |
|---------------------------|---|
| CJC Grant Program: | |
| Applicant Name: | Tillamook Circuit Court Family Treatment Court; |

Personnel: Salaries, wages, and fringe benefits costs for personnel employed by the grant recipient

Directions:
 Please specify if requested funds are to be allocated to the County or allocated to OID.
 In the "Program Supported" field, identify the specific program/project the position supports.
 In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case manager = 50
 In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month at full time, regardless of the value included in the "% Time per Month" field.
 In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period.

| Position Title | Program Supported | Employing Agency | New or Existing Position | % Time per Month | Monthly Rate (wages+fringe) | # Months Employed | Total Amount Requested | Personnel Narrative: | |
|-------------------------|-------------------|--|--------------------------|------------------|-----------------------------|-------------------|------------------------|----------------------|---|
| County 1 | Administrative | Admin of Grant, court team and participants, | Tillamook County | Existing | 3 | 13395.7 | 24 | 9,644.92 | Tillamook County Commissioners have agreed to be the administrator of the implementation grant. |
| 2 | | | | | 10 | | | 0.00 | 2.) |
| 3 | | | | Select Option | 10 | | | 0.00 | 3.) |
| 4 | | | | Select Option | 10 | | | 0.00 | 4.) |
| 5 | | | | Select Option | 10 | | | 0.00 | 5.) |
| 6 | | | | Select Option | 10 | | | 0.00 | 6.) |
| 7 | | | | Select Option | 10 | | | 0.00 | 7.) |
| 8 | | | | Select Option | 10 | | | 0.00 | 8.) |
| 9 | | | | Select Option | 10 | | | 0.00 | 9.) |
| 10 | | | | Select Option | 10 | | | 0.00 | 10.) |
| Personnel Total: | | | | | | | \$ 9,644.92 | | |

Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided directly by the grant recipient

Directions:
 In the "Contract Title & Purpose" field, identify the contractor and what services the contract covers (generally).
 In the "Program Supported" field, identify the specific program/project the contracted services support.

| Contract Title & Purpose | Program Supported | Contract Category | Unit Type | Price per Unit | # Units Required | Total Amount Requested | Contractual Services Narrative: | |
|------------------------------------|------------------------------|-----------------------------|-----------|----------------|------------------|------------------------|---------------------------------|---|
| TFCC/County | Treatment Provider/Clinician | Court team and participants | Other | Monthly | 824.9 | 24.0 | 19,796.40 | Tillamook Family Counseling provides treatment services for the participants and is also involved in weekly staffing and court. Four hours a week for court, collaboration, and participants needs, or 16 hours a month total for the FTE. This time also includes data collection and entry into SCMS for participants, on and entry into SCMS for participants. This also includes sharing and integrating treatment plans with the specialty court team prior to and at staffing. We are limited to 2 families due to treatment provider constraints with the hopes that we can increase capacity over the biennium. |
| 2 | | | | Select Option | | | 0.00 | 2.) |
| 3 | | | | Select Option | | | 0.00 | 3.) |
| 4 | | | | Select Option | | | 0.00 | 4.) |
| 5 | | | | Select Option | | | 0.00 | 5.) |
| 6 | | | | Select Option | | | 0.00 | 6.) |
| 7 | | | | Select Option | | | 0.00 | 7.) |
| 8 | | | | Select Option | | | 0.00 | 8.) |
| 9 | | | | Select Option | | | 0.00 | 9.) |
| 10 | | | | Select Option | | | 0.00 | 10.) |
| Contractual Services Total: | | | | | | \$ 19,796.40 | | |

Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

Directions:
 Please specify if requested funds are to be allocated to the County or allocated to OID.
 In the "Item Description" field, identify the name/type of supplies to be purchased.
 In the "Program Supported" field, identify the specific program/project the supplies supports.
 In the "Organization(s) Served" field, identify the entity that will use the supplies.
 In the "# of Units Required" field, indicate the number of individual items to be purchased.

| Item Description | Program Supported | Organization(s) Served | Price per Unit | # Units Required | Total Amount Requested | Supplies Narrative: | |
|------------------------|-----------------------|---|---|------------------|------------------------|---------------------|---|
| OJD 1 | Housing | Family Tx Court | Participant; Family Tx Court | 500.00 | 10.0 | 5,000.00 | Tillamook has very limited housing opportunities, CARE is very involved in assisting as well as our local DHS, however there are times when participants may need additional assistance for shelter/care |
| OJD 2 | Tablet | Family Tx Court, Treatment, Family | Family Tx Court, Participant, Treatment, DHS, | 180.00 | 10.0 | 1,800.00 | A tablet for participants is necessary to allow them to be able to communicate with their children through video chats assisting in attachment while away, building/continuing familial relationships, work on homework for Family Tx Court, video conference with treatment providers when needed; attend family tx court hearings when in residential tx; |
| OJD 3 | Clothing/Shoes | Family Tx Court; Participant; Success; | Family Tx Court, Participant | 100.00 | 10.0 | 1,000.00 | As noted, our county demographic is predominantly impoverished, it is a known factor in building self-confidence that clothing can make all the difference in the world. Having the ability to assist participants with some clothing for job interviews, would be helpful. |
| OJD 4 | Phone Card/Data Card | Family Tx Court, Provider, Case Manager | Family Tx Court, Participant, Treatment, | 50.00 | 10.0 | 500.00 | We have recently ran into an issue when a participant in residential tx could not virtually attend family tx court other than via phone due to internet connectivity, it would be beneficial for them to see the TEAM while going through the court hearings; additionally it would be helpful to DHS and family virtual visits. |
| OJD 5 | Child Care | Family Tx Court, Provider, Case Manager | Family Tx Court, Participant, Treatment | 200.00 | 10.0 | 2,000.00 | There are occasions when a participant may need additional child care or a paid "safety" |
| OJD 6 | Basic Office Supplies | Court team and participants | FamilyTx Court | 150.00 | 10.0 | 1,500.00 | Certificates, homework, binders. This is for the materials needed for progress and graduation certificates |
| OJD 7 | Personal Care | Family Tx Court | | 50.00 | 10.0 | 500.00 | personal hygiene items as needed for participants and children. |
| 8 | | | | | | 0.00 | 8.) |
| 9 | | | | | | 0.00 | 9.) |
| 10 | | | | | | 0.00 | 10.) |
| Supplies Total: | | | | | \$ 12,300.00 | | |

Training & Associated Travel: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes

Directions:
 Please specify if requested funds are to be allocated to the County or allocated to OID.
 Each line item should be dedicated to a single training cost or travel cost.
 All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating).
 In the "Program Supported" field, identify the specific program/project the training supports.
 In the "Organization(s) Served" field, list the entity(ies) that will have personnel attending training.
 In the "Is this a Training or Travel Cost?" field, select to which this line item relates from the dropdown menu.
 In the "Training or Travel Costs (Per Individual)" field, input the estimated individual travel cost or registration cost for one attendee.

| Training Title | Program Supported | Organization(s) Served | Location of Training | Is this a Training or Travel Cost? | Training or Travel Costs (Per Individual) | # of Individuals Attending | Total Amount Requested | Training & Associated Travel Narrative: For each requested item to the left, provide a brief justification as to how it meets or fulfills the purpose/intent of the program. For travel line items, please indicate with which training it is associated. |
|---|--|--|---|------------------------------------|---|----------------------------|------------------------|---|
| 1 All Rise Conference 2024 | Providers, Court Staff, Judges, Attorneys, Case Workers, | DHS, Specialty Courts, Attorneys, Treatment Providers, | Anaheim, CA | Travel | 2,245.00 | 8.00 | 17,960.00 | hotel, air fare, transportation transfers, - this national conference proved to be very informative and beneficial to all parties that work within specialty courts. There are multiple seminars, vendors and keynote speakers that offer wonderful education materials, advice, latest/greatest practices, support for those that work within the specialty court world. We have a concern, potential issue, with the Peer support in treatment courts here in Tillamook County, Coordinator and Judge felt the conference was invaluable in defining the very important role of Peer support. In a modified version of Family Tx Court that was held earlier in the year, Peer support was instrumental in the success of our participant and reuniting her to her children. It is the court's opinion this conference offers unique and pertinent information for all team members in our treatment court and is critical for them to attend to aid in the overall betterment, treatment, and life changes for our participants. |
| 2 All Rise Conference 2025 | Providers, Court Staff, Judges, Attorneys, Case Workers, | DHS, Specialty Courts, Attorneys, Treatment Providers, | TBD (usually further east accounting for extra distance/higher fares) | Travel | 2,585.00 | 8.00 | 20,680.00 | hotel, air fare, transportation transfers, - this national conference proved to be very informative and beneficial to all parties that work within specialty courts. There are multiple seminars, vendors and keynote speakers that offer wonderful education materials, advice, latest/greatest practices, support for those that work within the specialty court world. We have a concern, potential issue, with the Peer support in treatment courts here in Tillamook County, Coordinator and Judge felt the conference was invaluable in defining the very important role of Peer support. In a modified version of Family Tx Court that was held earlier in the year, Peer support was instrumental in the success of our participant and reuniting her to her children. It is the court's opinion this conference offers unique and pertinent information for all team members in our treatment court and is critical for them to attend to aid in the overall betterment, treatment, and life changes for our participants. |
| 3 All Rise Conference 2024 | | | | Training | 895.00 | 8.00 | 7,160.00 | registration for conference, see notes above |
| 4 All Rise Conference 2025 | | | | Training | 950.00 | 8.00 | 7,600.00 | registration for conference, see notes above |
| 5 | | | | Select Option | | | 0.00 | 5.) |
| 6 | | | | Select Option | | | 0.00 | 6.) |
| 7 | | | | Select Option | | | 0.00 | 7.) |
| 8 | | | | Select Option | | | 0.00 | 8.) |
| 9 | | | | Select Option | | | 0.00 | 9.) |
| 10 | | | | Select Option | | | 0.00 | 10.) |
| | | | | | Training/Travel Total: | \$ | 53,400.00 | |
| Budget Request Totals: This section will be automatically calculated based on the information provided above | | | | | | | | |
| Budget Categories | Category Totals | | | | | | | |
| Personnel | \$ | 9,644.92 | | | | | | |
| Contractual Services | \$ | 19,796.40 | | | | | | |
| Supplies | \$ | 12,300.00 | | | | | | |
| Training & Associated Travel | \$ | 53,400.00 | | | | | | |
| | Total Requested | \$ | 95,141.32 | | | | | |



CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF TILLAMOOK
Tillamook County Courthouse
201 Laurel Avenue
Tillamook, OR 97141

November 13, 2023
(SENT BY EMAIL)

Dear Specialty Court Implementation Grant Review Committee,

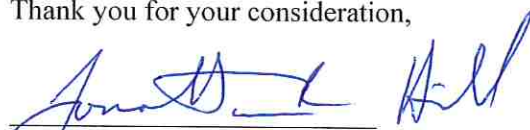
This letter is in support of the Tillamook Family Treatment Court's application for the Criminal Justice Commission's 2023-2025 Specialty Court Implementation Grant. The program began operating in September 2023 and is ready to serve all Tillamook County families in the dependency system that require structure and support system to achieve healthy and safe outcomes.

Tillamook County is a rural Oregon county with a population of 27,574. Dairy farming, timber sales, tourism, and fishing round out Tillamook's top industries. Tillamook's median household income is \$55,730 and 14.6% of the population lives in poverty, as defined by the US Census. Over the past four years, Tillamook Circuit Court has averaged 17 dependency case filings per year. Criminal Justice Commission's 2023-2025 Specialty Court Implementation Grant will provide the program with the necessary financial support for treatment, life skills, and structured activities for struggling Tillamook County families.

In alignment with Oregon's Specialty Court Standards, the 27th Judicial District, Tillamook County Circuit Court, diligently assembled a family treatment court steering team that planned and developed the policies for our Tillamook Family Treatment Court. Tillamook Family Treatment Court uses Oregon's Specialty Court Management System (SCMS) to maintain case records and statistics. The Tillamook Circuit Court agrees to collaborate with the Oregon Judicial Department's Specialty Court Team to receive technical assistance, program reviews, and/or peer reviews, as they are offered.

2023-2025 Specialty Court Implementation Grant funds will allow the Tillamook Family Treatment Court to ensure adequate clinician staffing, wrap around community services, and the support of a dedicated family treatment court staffing team. The changes that families make while in family treatment court through enhanced life skills and parenting techniques are investments that will enhance the community for decades to come.

Thank you for your consideration,


Jonathan R. Hill
Presiding Judge