

COUNTY COURT Program Review Project

Introduction:

This proposed scope of work details the project steps and deliverables. The project aims to 1) help COUNTY COURT get a clear view of current and past performance and 2) promote equal and effective justice in Washington's Courts. Project results will spotlight court success(es) and identify areas that can be improved. AOC's Behavioral Health Program in the Office of Court Innovation will fund the project; AOC will not charge COUNTY COURT.

Initial Consultation:

Researchers will host an initial meeting with the court coordinator and/or judicial officer to review continuous quality improvement and evaluation, and to learn about areas of particular interest to the courts. The meeting will also address specifics of data use, reporting, and post-project technical assistance.

Data Development:

AOC researchers will work with court staff to identify relevant existing data and data gaps. The proposed data collection can be used to review therapeutic court participation, outcomes, effects of staffing changes, and racial disparities, among other topics. Linking COUNTY and AOC data may fill some gaps so that COUNTY can better understand program process and outcomes. Final reports will include recommendations for continued data development.

Analyses:

Analysis will use descriptive measures such as counts, rates, and frequencies, to describe aspects of the COUNTY COURT such as enrollment rates, graduation rates, and each of these rates disaggregated by race and gender. Each analysis will be accompanied by an outline of the methods used and an interpretation of results.

Results Dissemination:

In line with the purpose of this work, results will include a report(s) and presentation(s) designed to highlight program successes and recommendations for improvement. Infographics (which are quicker to review than the full reports) will be designed to share with therapeutic court teams and other stakeholders. Following the delivery of reports, presentations, and infographics, the research team will host a meeting with COUNTY COURT stakeholders to discuss next steps.

Follow-through:

The research team will be available for ongoing technical assistance as it relates to the results, new research questions, follow-up analyses, and the use of data to make incremental changes to better the programs.

Conclusion:

This scope of work may change as AOC and COUNTY COURT develop this collaboration. This project will include frequent communication between AOC staff and COUNTY COURT stakeholders which could result in adjustments to the proposed scope of work.

Proposed Scope of Work:

Task	Task Name	Task Description	Deliverable(s)
1	Consult with stakeholders	Complete meeting with stakeholders. Create lists of wanted/required reports, analyses, summaries, presentations, and other deliverables.	List of deliverables or other products. Contact information for stakeholders. Meeting notes.
2	Assess data availability and quality	Meet with stakeholders to define and describe data elements for analysis. Prepare data documentation. Determine data gaps.	Data dictionary. List of data elements.
3	Prepare research design	Review relevant literature. Observe staffing and court hearings. Identify research questions. Plan appropriate analyses. Review by COUNTY COURT.	Literature summary/review. List of research questions. List of statistical analyses. Meeting to review.
4	COUNTY sends data to AOC	Receive COURT data from COUNTY.	COURT data
5	Review & prepare COUNTY data	Review data from COUNTY COURT. Establish linkages with AOC data. Identify data gaps that can be filled.	Linked/merged data
6	Conduct analyses	Researchers analyze data to show program operation characteristics, program impact, and the effect of program modifications. Review results. Determine findings.	Descriptive, correlative, and causal analyses. Description of analyses completed. List of results. Summary of findings.
7	Draft results/ findings/ report(s)	Draft report and presentation covering results and findings. Draft summary infographics. Draft recommendations for ongoing, routine performance monitoring.	Draft of findings. Draft of presentation(s). Draft of infographic(s). Draft of routine performance monitoring.
8	Share drafts with stakeholders	Send drafts listed above to stakeholders for review and feedback. Consider additional requests for supplemental analyses.	Drafts with feedback. Additional list of outputs/next steps.
9	Incorporate feedback, supplemental outputs, finalize report(s)	Incorporate feedback from stakeholders, complete additional analyses (if available), finalize study deliverables. Finalize recommendations.	Final report(s). Final presentation(s). Final infographic(s). Final recommendations.
10	Disseminate final deliverables	Send final deliverables to stakeholders. Add final deliverables to BH website.	Presentation(s)/brief(s)/ website link(s). List of additional stakeholders/groups for information to be sent to.
11	Long-term support and technical assistance	Research team will remain available for long-term support related to, but not limited to, program quality assurance and improvement, new research questions, and updated analyses. Research team will develop training for court staff to maintain and analyze court data.	Regular communication between research team and court stakeholders. Training for data management and analysis.