

Print This Page

Agency Name: Hidalgo County

Grant/App: 2413909 **Start Date:** 9/1/2018 **End Date:** 8/31/2019

Project Title: Hidalgo County DWI Court

Status: Active Grant

General Assessment Information

Your General Assessment is due on or before: 10/14/2018

1. Does the agency's accounting system:

a. identify expenditures separately for each budget cost category shown on your approved OOG budget?

Yes
 No

b. identify the receipts and expenditures of program funds separately for each award you receive?

Yes
 No

2. In the past five years, has the agency been responsible for managing:

a. Federal Funds

Yes
 No

b. State Funds

Yes
 No

c. OOG Funds

Yes
 No

3. Does the agency have formal written policies and procedures in the following areas:

a. Management of Financial and Other Records

Yes
 No

b. Reports for Program Management

Yes
 No

c. Personnel Management

Yes
 No

d. Investigating fraud, waste, abuse and/or illegal activity

Yes
 No

4. Does the agency:

a. use a management system that tracks grant spending?

Always

b. use current accounting practices for financial record-keeping and accounting?

Always

c. use systems to generate reports and/or data for planning and reporting?

Always

d. retrieve programmatic or financial information quickly and efficiently?

Always

5. How many years has this project been in operation? Note: Include years prior to OOG grant funding, i.e., all years program activities have been performed by the grantee.

 Years Months

The next three (3) questions ask about your grant project's key personnel. Key Personnel is defined as any grant official and/or any other position(s) deemed essential by the grantee to the successful completion of grant activities (both programmatic and financial).

6. As of today, how many key personnel work to support this grant project?

3

7. How many key personnel that support this grant project have left employment in the past 12 months?
The answer for question 5 must equal or exceed 12 months before question 7 is available to answer.

0 _ Program has not been in operation for 1 year.

8. How many key personnel that support this grant project have worked within the program for at least two years?
The answer for question 5 must equal or exceed 24 months before question 8 is available to answer.

0 _ Program has not been in operation for 2 years.

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Counselor and/or Therapist (licensed)	[RETAIN] (I.H.) - Substance Abuse Counselor will provide intensive outpatient services provided for participants as supported by ASI (Addiction Severity Index) assessment. Services will consist of 48 hours of group therapy sessions and six individual therapy sessions. Our current plan includes one counselor dedicated to providing these services to the participant. When residential care is indicated, the department will look for the most suitable day residential treatment program. The treatment	\$52,014.42	\$0.00	\$0.00	\$0.00	\$52,014.42	100

		<p>providers will work with the program participant to develop a treatment plan that is tailored to the participant's personal assets and needs. The participant will meet privately with the Substance Abuse Counselor on a weekly basis, and the treatment plan will constantly be revisited based on the participant's progress. The Substance Abuse Counselor and the probation officer will provide on-going progress reports to the DWI Court program team, which will monitor the effectiveness of the treatment plan for each participant. Budget Amount allocated would cover: Salary \$37,080.00, Health benefit \$7,436.16, Life Benefit \$26.64, FICA \$2,836.62, Retirement Benefit \$4,412.52, and Unemployment Benefit \$222.48 totaling \$52,014.42.</p>						
Personnel	Probation Officer	[RETAIN] (A.M.) - Probation Officer #1: The ultimate	\$67,272.27	\$0.00	\$0.00	\$0.00	\$67,272.27	100

responsibility for case management rests with the probation officer. In terms of the program, case management is defined as a collaboration between the probation officer and the treatment provider. The probation officer and the treatment provider work closely with the DWI court team, meeting monthly, to fully and holistically manage each case. Through the collaboration with the treatment provider, intensive substance abuse treatment services are provided. The probation officer oversees referral to and provision of all other services, which may include education, employment, and job training services; health services; housing assistance; family counseling; mental health assessment; and any other available collateral services that may be required. Initially, the participant has weekly contact with the

probation officer and appears weekly before the Judge in the DWI court. The frequency of meetings and intensity of monitoring decreases as the participant advances through the program. The participant will meet with the probation officer no less than once per month in the office, with visits as deemed necessary during each phase of the program. Based upon the participant's progress, adjustment to treatment and supervision, and ability to comply with the court's requirements, reporting and court appearances may be reduced as the participant progresses from one phase to the next. The probation officer will monitor participants between DWI Court sessions. Working closely with the treatment provider and program participant, the probation officer will identify and address problems as they arise. Non-compliance with court-

ordered conditions will require the probation officer to notify the Judge immediately and will require an additional court appearance and/or revocation of bond or probation. Upon issuance of an order for arrest, local law enforcement personnel will be contacted by the caseworker or the court to have the participant arrested. The probation officer also provides cognitive intervention services. Individuals participate and enroll in the Thinking For A Change curriculum or Decision Points curriculum instructed by the probation officer. The probation officer will utilize this integrated cognitive approach to changing negative behavior. The curriculum identifies lecture topics and major points to be discussed and will include when appropriate, participants homework

		<p>assignments and role play. The program focuses on cognitive restructuring and emphasizing critical social skills, which support the cognitive restructuring process. All cognitive sessions require a significant level of participation from those in attendance. Budget Amount allocated would cover: Salary \$49,779.00, Health benefit \$7,436.16, Life Benefit \$26.64, FICA \$3,808.09, Retirement Benefit \$5,923.70, and Unemployment Benefit \$298.67 totaling \$67,272.27.</p>						
Personnel	Probation Officer	<p>[RETAIN] (A.Q.) - Probation Officer #2: The ultimate responsibility for case management rests with the probation officer. In terms of the program, case management is defined as a collaboration between the probation officer and the treatment provider. The probation officer and the treatment provider work closely with the</p>	\$34,850.30	\$0.00	\$0.00	\$21,624.00	\$56,474.30	51

DWI court team, meeting monthly, to fully and holistically manage each case. Through the collaboration with the treatment provider, intensive substance abuse treatment services are provided. The probation officer oversees referral to and provision of all other services, which may include education, employment, and job training services; health services; housing assistance; family counseling; mental health assessment; and any other available collateral services that may be required. Initially, the participant has weekly contact with the probation officer and appears weekly before the Judge in the DWI court. The frequency of meetings and intensity of monitoring decreases as the participant advances through the program. The participant will meet with the probation officer no less than once

per month in the office, with visits as deemed necessary during each phase of the program. Based upon the participant's progress, adjustment to treatment and supervision, and ability to comply with the court's requirements, reporting and court appearances may be reduced as the participant progresses from one phase to the next. The probation officer will monitor participants between DWI Court sessions. Working closely with the treatment provider and program participant, the probation officer will identify and address problems as they arise. Non-compliance with court-ordered conditions will require the probation officer to notify the Judge immediately and will require an additional court appearance and/or revocation of bond or probation. Upon issuance of an order for arrest, local law enforcement

personnel will be contacted by the caseworker or the court to have the participant arrested. The probation officer also provides cognitive intervention services. Individuals participate and enroll in the Thinking For A Change curriculum or Decision Points curriculum instructed by the probation officer. The probation officer will utilize this integrated cognitive approach to changing negative behavior. The curriculum identifies lecture topics and major points to be discussed and will include when appropriate, participants homework assignments and role play. The program focuses on cognitive restructuring and emphasizing critical social skills, which support the cognitive restructuring process. All cognitive sessions require a significant level of participation from those in

		attendance. Budget Amount allocated would cover: Salary \$48,319.00, Health benefit \$10,299.12, Life Benefit \$26.64, FICA \$3696.40, Retirement Benefit \$5,749.96, and Unemployment Benefit \$289.91 totaling \$68,381.00 (\$34,850.30 in OOG Funds and \$33,530.70 in GPI Funds).						
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