

## **Notice of Membership Application**

### **Division of Mental Health and Addiction Services (DMHAS)/Administrative Office of the Courts (AOC) Drug Court Treatment Sub-Committee Application**

The Division of Mental Health and Addiction Services (DMHAS) and Administrative Office of the Courts (AOC) are pleased to announce the availability of membership positions on the DMHAS/AOC Drug Court Treatment Sub-Committee of Drug Court.

**Purpose:** DMHAS and AOC are soliciting applications from DMHAS slot and fee-for-service network contracted Drug Court Treatment Providers that are interested in joining the DMHAS/AOC Drug Court Treatment Sub-Committee.

**Goals:** This committee will serve as a vehicle to address statewide judiciary and treatment issues, such as:

- developing mechanisms to improve court/provider communications
- understanding The National Drug Court Institutes' Key Components (see <http://www.ndci.org/sites/default/files/ndci/KeyComponents.pdf>); and
- molding the key components to meet the specific needs of New Jersey's Drug Courts and standardizing procedures whenever possible.

The sub-committee will make written recommendations for policy change and implementation to DMHAS and the AOC/Vicinage Drug Court Teams.

The Treatment Sub-Committee is chaired by Pat DellOsso, a Drug Court Coordinator.

**Membership positions available:** DMHAS and AOC are seeking to appoint Drug Court Providers from each level of care within each region (as listed below). Applicants can fill the following levels of care: detoxification, short term residential, long term residential, halfway house, outpatient/intensive outpatient, and medication assisted treatment. The regions are defined as follows:

*Region A:* Mercer, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic and Cape May.

*Region B:* Warren, Hunterdon, Somerset, Middlesex, Union, Monmouth, and Ocean.

*Region C:* Bergen, Essex, Hudson, Morris, Passaic, and Sussex.

The appointees will be joined by Drug Court Coordinators, Substance Abuse Evaluators, probation, AOC and DMHAS staff to form the full sub-committee.

**Member responsibilities:**

- Attend and participate in scheduled meetings by offering knowledge of the local and statewide treatment delivery system and services.
- In conjunction with DMHAS staff, disseminate sub-committee information at the Drug Court network provider meetings.
- Make a commitment to serve a 24-month term as a sub-committee member.

**Agencies who may apply:** Any DMHAS-contracted and approved Drug Court provider that has knowledge of New Jersey's statewide treatment delivery system.

**Qualifications needed by an agency to be considered:** Applicants must be employees of an active Drug Court provider agency and hold any of the following positions: Executive Director, Clinical Director or Supervisor, Drug Court Coordinator or the equivalent, and demonstrate a willingness to attend regularly scheduled sub-committee meetings, have a commitment to represent substance abuse treatment providers statewide, actively participate in meeting discussions and bring a commitment to the sub-committee's purpose.

**Location and meeting accommodations:** Meetings are held quarterly, at a minimum, at the AOC's Probation Services Division, 171 Jersey Street, Trenton, NJ 08611 and will be approximately two hours in duration.

**Procedure to apply:** Eligible and interested agencies may complete the attached application (pages 4 and 5 of this notice). To obtain an application, interested individuals may also contact:

Helen Staton  
New Jersey Department of Human Services  
Division of Mental Health and Addiction Services  
P.O. Box 700  
Trenton, NJ 08625  
[helen.staton@dhs.state.nj.us](mailto:helen.staton@dhs.state.nj.us)  
609-633-8781

**Application submission:** Submit one original signed application and six copies of your entire application package to DMHAS at the address below:

For United States Postal Service, please address to:

Helen Staton  
New Jersey Department of Human Services  
Division of Mental Health and Addiction Services  
P.O. Box 700  
Trenton, NJ **08625**

For UPS, FedEx or hand delivery, please address to:

Helen Staton  
New Jersey Department of Human Services  
Division of Mental Health and Addiction Services  
222 South Warren Street, 4th floor  
Trenton, NJ **08611**

If you require a phone number for delivery, you may use 609-633-8781.

Please note that if you send your application package through United States Postal Service two-day priority mail delivery to the DMHAS' P.O. Box, your package may not reach DMHAS in two days. In order to meet the deadline, please send your package earlier than two days before the deadline or use a private carrier's overnight delivery to DMHAS' street address.

**Review process:** All applications will be reviewed and scored by a review committee, which will include DMHAS and AOC staff and a Drug Court Coordinator. The review committee will assess individual applications and make recommendations for membership based on scoring criteria as indicated in the application, region, and level of care. The recommendations will be given to DMHAS' Drug Court Coordinator and AOC's Drug Court Manager or designee who will appoint the members.

**Second Review Process:** If a committee member leaves their place of employment, their replacement may submit an application to the Drug Court Treatment Sub-Committee's executive committee for review. Once reviewed and scored the score will be compared with the next highest scoring applicant from the same level of care and region. The vacancy will be offered to the highest scoring applicant.

**Deadline by which all applications must be submitted:** Application packages must be submitted to and received at DMHAS by 5:00 p.m. on June 3, 2013.

**Date by which applicants will be notified:** Notification letters will be sent to all applicants on or before July 1, 2013.

## **Drug Court Treatment Sub-Committee Application**

**New Jersey Department of Human Services  
Division of Mental Health and Addiction Services (DMHAS) and  
Administrative Office of the Courts (AOC)**

Please complete and submit one original and six copies of your entire application package to Helen Staton by June 3, 2013.

Agency Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Agency Region (Circle):      Region A      Region B      Region C

Please circle which level(s) of care you could represent: Detoxification

Short Term Residential      Long Term Residential      Halfway House  
Outpatient/Intensive Outpatient      Medication Assisted Treatment

In addition to being in the DMHAS approved Drug Court provider network, are you also in the DMHAS co-occurring network? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and title of agency representative who will be attending committee meetings:  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**On separate double spaced typed pages, please submit the following:**

1. Describe your experience and knowledge of New Jersey's statewide treatment delivery system and how it serves the specific needs of Drug Courts and their participants. **(pts. 25)**
2. Describe your vision of an efficiently operating collaborative Drug Court treatment system. In your description include the current strengths, weaknesses, opportunities and gaps in the system. **(pts. 25)**
3. Provide a description of how you demonstrate leadership, expertise, service and/or advocacy pertinent to Drug Courts and substance use integrated treatment services. **(pts. 10)**
4. Describe your agency's experience in working with Drug Court clients. **(pts. 10)**
5. Describe your thoughts about how to best implement the National Drug Court Institutes Key Components as best practices in New Jersey. **(pts. 10)**
6. What do you consider to be your area of expertise? **(pts. 10)**
7. Why do you think you will be a good DMHAS/AOC Drug Court Treatment Sub-Committee Member? How will you disseminate information as a committee member to your peers at the agency or more broadly? **(pts. 10)**

I hereby swear that the information provided above is true to the best of my knowledge.

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Applicant Signature

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Date