

Drug Intervention Court Budget Narrative

SALARIES & FRINGE

Include personnel who work directly for the drug intervention court program, excluding treatment staff. Information in this section must include each employee's annual salary and fringe, percentage of time on the project of Full-Time Equivalent (FTE) (1 FTE = 100%), and the duration of the budget request period.

Example:

Name/Position	Computation	Expense
Jane Doe/Coordinator	\$20,000 salary x 100% time x 1 year	\$20,000
Jane Doe/Coordinator	\$20,000 salary x 100% time x 1 year x 27.85% fringe*	\$5,570
John Doe/Case Manager	\$50,000 salary x 10% time x 1 year	\$5,000
John Doe/Case Manager	\$50,000 salary x 10% time x 1 year x 27.85% fringe*	\$1,392.50

*Fringe benefit percentage can include FICA, Medicare, Unemployment, Worker's Comp, Retirement match, and/or Health Insurance – percentage will fluctuate between employees. Please make sure to confirm with your county and last year's salary & fringe expenses to support your request.

TREATMENT

Include the entire cost of a drug intervention court's clinical treatment program, including the costs of:

- Clinical assessment and/or risk assessment costs, such as SASSI screening, GAIN-Q3, LS/CMI (or equivalent) assessments; assessment certification/license fees; and/or assessment testing costs
- Detoxification services
- Inpatient/residential, partial hospitalization, or intensive outpatient treatment services
- Outpatient visits, etc.

If treatment is provided by a certified drug intervention court team member, the salary, fringe benefits, and expense information of these clinicians should be included under this category and NOT the Salary & Fringe category above. Also, include the costs of:

- Part-time or
- Contract treatment/counseling personnel

Example:

Item Description	Computation	Expense
Inpatient Treatment Services	60 clients x \$250 (42 day program) x 1 year	\$15,000
Treatment Counselor Contract	\$1700/month for services w/facility	\$20,400
Jane Doe/Treatment Counselor	\$30,000 salary x 100% time x 1 year	\$30,000
Jane Doe/Treatment Counselor	\$30,000 salary x 100% time x 1 year x 27.85% fringe*	\$8,355
SASSI Certification & Tests	\$100/annual certification + (50) tests @ \$10 each	\$600

*Fringe benefit percentage can include FICA, Medicare, Unemployment, Worker's Comp, Retirement match, and/or Health Insurance – percentage will fluctuate between employees. Please make sure to confirm with your county and last year's salary & fringe expenses to support your request.

Shipping fees on invoices (do not separate shipping fees from Treatment expenses – keep all of those expenses together)

TESTING & LAB EXPENSES

Include all costs associated with the drug testing of participants. This can include:

- Laboratory fees
- Confirmation testing

- Urine screening and analysis
- Materials associated with testing, as applicable
- Shipping and freight expenses

If drug screening is performed in-house, the expenses for the following should be captured for testing and lab expenses:

- Supplies / Testing Cups
- Reagents
- Testing equipment (purchased or leased)

Example:

Item Description	Computation	Expenses
Instant urine drug test kits	\$330/box x 3 boxes per year X 1 year	\$990
Testing machine	\$10,000 lease x 1 year	\$10,000
Confirmation testing	\$25/test x 50 tests	\$1,250

Shipping fees on invoices (do not separate shipping fees from Testing & Lab expenses – keep all of those expenses together)

TRAVEL / TRAINING

For in-state mileage rate and meal allowances, please refer to your county’s travel guidelines. AOC will not reimburse for commuting travel (driving your *personal* vehicle from home to work and back home again). In-state travel should include registration fees & travel costs for training seminars/conferences, and also daily travel for drug intervention court staff using a personal vehicle to perform drug testing, home-visits, meetings, or multi-district travel from office to office and not from home to office to home.

If a drug intervention court vehicle is available for use, there should be no monthly mileage budgeted. *Fuel for the vehicle will be placed under “Commodities.”*

Out-of-state travel shall include no more than (4) trips per fiscal year for reimbursement by the AOC (either 4 out-of-state trips for one person or 1 out-of-state trip for 4 people). All out-of-state travel is limited to drug intervention court specific training. Please follow your county’s travel guidelines for out-of-state travel allowances. Expenses associated with the trip such as airfare, hotel, meals, ground transportation, baggage, and conference fees should be included in your estimation.

Example:

Purpose of Travel	Location	Item	Computation	Expense
NADCP Conference	Washington, D.C.	Airfare	\$600 x 4 people	\$2,400
		Hotel	\$100/night x 4 people x 3 nights	\$1,200
		Meals	\$46/day x 4 people x 4 days	\$736
		Ground Transportation	\$20 x 4 people	\$80
		Conference Fee	\$700 x 4 people	\$2,800
Coordinator’s Meeting	Jackson, MS	Mileage	\$0.545/mile x 150 miles x 1 person	\$81.75
		Lunch	\$14 x 3 people (all 3 drug court staff members rode together)	\$42
Monthly Drug Testing (Staff member: Coordinator)	5 counties	Mileage	500 miles x \$0.545 mile x 1 person x 12 months	\$3,270

COMMODITIES

Include all tangible, consumable product expenses associated with the drug intervention court.

Other items to include are:

- Fuel for drug intervention court cars
- Gift cards and Incentives for participants
- Office supplies
- Postage meter supplies (ink, labels)
- Books used for drug intervention court employee use
- Ammunition - if drug intervention court only has one MDOC officer, there should not be an expense since MDOC should provide ammunition for recertification.
- Printed materials such as letterhead, envelopes, business cards, graduation certificates & awards
- Food and food supplies for graduation ceremonies such as bottled water, punch, soft drinks, snack foods, plates, napkins, cups, plastic cutlery, tablecloth, etc.

Note: Food/food supplies should be purchased for the sole purpose of providing snack & refreshments at a graduation ceremony. Expenses should correlate to the number of participants in each graduation ceremony and guests. The AOC cannot reimburse drug intervention courts for food and food supplies associated with a drug intervention court employee(s) retirement, birthday, or holiday party.

Include vehicle needs such as:

Tires	Windshield	Battery
Duplicate car keys	Headlights	Fuses

Include items not tagged as equipment such as:

Small Shredder	Calculator	Fax machine
Electric stapler	Desk/stationary phone	File cabinet
Keyboard/mouse	Inexpensive desk chair	Pamphlet display stands

Note: If your county deems any of the above mentioned items as equipment, then place these expenses under "Equipment". Please follow your county's purchasing guidelines or contact AOC for further details.

Example:

Item	Computation	Expense
Office Supplies	\$500 month x 1 year	\$3,600
Fuel for drug intervention court vehicle	\$45 x 2 tanks of gas x 52 weeks x 1 employee	\$4,680
Vehicle - set of tires	\$425 per set x 1 vehicle	\$425
Food/Food supplies	\$150 per graduation x 3 graduations x 1 year	\$450
Ammunition for re-certification	\$15 per box x 1 box	\$15
Incentive Gift Cards	\$10 per card x 5 gift cards x 12 months	\$600

CONTRACTUAL SERVICES

Include all intangible, contract expenses associated with the drug intervention court. Examples of contractual services examples include:

Computer software/maintenance/repair	Monthly/yearly parking fees
Rent on building/property	Utilities, telephone & internet service
Firewall maintenance	Cost for bonds
Membership dues (i.e. NADCP & MADCP annual dues)	Postage/stamps
Cost for employee background checks	PO Box rental/renewal
Cell phone service	Attorney & professional fees

Contractual part-time Drug Testers
 Copier lease
 Building inspection fees (i.e. fire extinguisher)
 Vehicle maintenance - oil changes, tire rotation or balancing
 Vehicle insurance and annual tag fee.

Postage meter rental fee
 Security monitoring system
 Windshield repair

Shipping fees on invoices (do not separate shipping fees from Treatment Expenses or Testing/Lab Expenses – keep all of those expenses together)

Example:

Item	Computation	Expense
Building rent	\$1500 per month x 12 months	\$18,000
Cell Phones	\$50 per phone x 5 phones x 12 months	\$3,000
Bonds	\$175 per bond x 2 employees x 1 year	\$350
Membership dues	\$60 per year x 5 employees x 1 year (NADCP)	\$300

EQUIPMENT

These funds may be used to purchase equipment when current equipment either does not exist or is unable to perform the necessary tasks required in drug intervention court operations. Prior to requesting funds for equipment, applicants should confirm there is a need and not just a desire for the newest technology, and the equipment will be used by drug intervention court personnel. Equipment must be used 100% of the time for drug intervention court purposes.

This includes items your county will place on an inventory report and/or tag with an asset sticker. Equipment such as a vehicle, desk, chair, conference table, bookcase, large file cabinet, desktop computer, monitor, laptop, printer, scanner, cell phone, two-way radio, gun, camera, phone system, surveillance system, projector, TV, or TV/DVD combo should be included in this category.

Example:

Item	Computation	Expenses
Computer	\$850 x 1 computer	\$850
Printer	\$300 x 2 printers	\$600
Vehicle	\$25,000 x 1 car	\$25,000

Please reach out to the AOC’s intervention court financial analyst with questions or the need for clarification.

2.25.2022