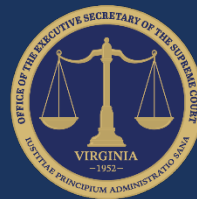


BEHAVIORAL HEALTH DOCKET APPLICATION

Revised March 2026



Office of the Executive Secretary
Supreme Court of Virginia

Application Guidelines

This application is designed for jurisdictions seeking to establish or expand their Behavioral Health Docket informed by the procedural guidance outlined in Best Practices and adheres to the statutory requirements set forth in the Virginia Code § 18.2-254.3, Behavioral Health Docket Act.

The Supreme Court of Virginia has established a standardized review process to be administered through the Behavioral Health Dockets Advisory Committee to use in reviewing requests.

The application should be completed by the local planning committee. The Specialty Dockets Services Division Best Practices Specialists are available to consult with you throughout the application process.

Submission Instructions

Please use the instructions below to create your application as a single file. When you are ready to submit, please email this file as an attachment to the Specialty Dockets Services Division at specialtydockets@vacourts.gov.

Formatting and Writing Guidelines

- Clearly label and organize the application with the components listed below.
- Submit your application as a **single Word (.doc) or Acrobat (.pdf) file**, with each component separated by a title page.
- Save the file as “*Jurisdiction Name*_BHD Application”
- Ensure all components and sections are **complete, current, and signed** where applicable.
- Use consistent terminology across all components and sections (e.g. if you call it “pre-trial officer” here, don’t call it “supervision officer” there).

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Component 1: Docket Information

Section A: Signature Page

Digital signatures are acceptable.

Application Submitted by:

Signature of Judge

Signature of Coordinator

Name of Behavioral Health Docket

Date

Section B: Behavioral Health Docket Information

Jurisdiction Name:

Court Level: Circuit District Juvenile & Domestic Relations

Supervising Judge:

Name:

Telephone:

E-mail:

Program Coordinator:

Name:

Telephone:

E-mail:

Primary Point of Contact:

Name:

Role:

Telephone:

E-mail:

Proposed Start Date:

Required Implementation Training Completion:

The BHD team is required to complete the BHD Implementation Training before submitting their application to the state Behavioral Health Dockets Advisory Committee for review.

Training Details:

Dates	Location	Training
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Dates	Location	Training
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Component 2: Operations Manual

Section A: Statement of Need

Purpose

Demonstrate the local need for the behavioral health docket.

Instructions

1. Provide local data including statistics on substance use, mental illness patterns among offenders, recidivism, volume of arrests, crime patterns (type of offences), offender race/ethnicity, age, and gender of the offender population in the community.
2. Describe the nature and scope of the need in the jurisdiction and how it will be addressed by the behavioral health docket.
3. Explain how the docket will implement and comply with [Ten Essential Elements of Behavioral Health Dockets](#) as well as incorporate evidence-based practices into the daily operations of the behavioral health docket.

Section B: Docket Goals and Objectives

Purpose

List the docket goals and objectives.

Instructions

This section must include a description of the behavioral health docket goals and objectives. Identify measurable performance indicators and explain how results will be measured.

Section C: Behavioral Health Docket Program Operations

Purpose

Detail the structure and operations of the docket.

Instructions

1. Objective eligibility and exclusion criteria
 - a. Describe the referral consideration process including how the below criteria will be used.
 - b. Criminogenic risk
 - Specify eligible risk level as “moderate-to-high risk” or “high risk”
 - Specify which criminogenic **risk assessment tool** will be used
 - c. Clinical/services needs
 - Specify eligible clinical/services needs level as “high needs”

- Specify that a Serious Mental Illness (SMI) diagnosis is required
 - Specify that co-occurring disorders are eligible, and SMI is primary if co-occurring with Substance Use Disorder
- d. Legal considerations
 - Specify:
 - Any current charges that will not be eligible
 - Any historical charges/convictions that will not be eligible
 - If current/pending charges in other jurisdictions will be considered
 - If individuals who have a probation/parole/supervision status in other jurisdictions will be considered
 - How victim input will be considered
 - Any other considerations from the Commonwealth's Attorney
 - e. Voluntary participation
 - Describe the informed consent process
 - f. Residency consideration
 - Include if residency in jurisdiction(s) is required
 - Describe how unhoused individuals will be considered
 - g. Describe any other factors that will be considered when determining eligibility (e.g. previous docket participant, denied initial referral, etc.)
2. Referral policy and outreach strategy
 - a. Describe how participants are identified and referred (e.g. formal/informal, form/email)
 - b. Describe who can make referrals
 - c. Specify the target timeframe between referral and entering the docket
 3. Phase structure
 - a. Describe the advancement criteria (e.g. goals, requirements) for each phase
 - b. Specify target phase durations (approximate timeframes or limitations, if present)
 - c. Specify overall program duration
 4. Specify graduation requirements and criteria
 5. Specify termination criteria and procedure
 6. Drug testing protocol:
 - a. Describe the frequency and method of testing
 - b. Identify specific costs to the participants (if applicable), including for indigent participants
 - c. Outline the protocol for confirmation tests, including the interim period before results are available and any associated costs for participants.
 - d. Describe the protocol if the participant is a no-show for drug testing or is unable to produce a sample (e.g. administrative positive result, other)
 7. Treatment services
 - a. List the treatment provider organizations/agencies who will provide treatment services for the docket participants.
 - b. Specify if treatment services outside of the community services board (CSB) are permitted
 - c. Specify if any recovery capital assessments will be used

8. Behavior responses
Describe your application of incentives, sanctions, and service adjustments that may be imposed for various behaviors and examples of each
9. Monetary conditions
 - a. Specify how indigent referrals/participants will be addressed
 - b. Describe any participant fees, if used
 - Fees should be imposed with participants' demonstrable ability to pay and may be waived
 - Phase advancement or graduation should not be prohibited due to inability to pay

Section D: Organization Structure

Purpose

Identify the roles and responsibilities of the multidisciplinary docket team and advisory committee members and include if they will attend staffing and the docket hearing.

Instructions

1. List the behavioral health docket team members, including the judge, defense attorney, commonwealth attorney, supervision officer, treatment representative, coordinator, law enforcement officer (if used), case manager (if used), and peer recovery specialist (if used)
 - a. Describe team roles and responsibilities
 - b. Specify the staffing/pre-court team meeting schedule and required attendees
 - c. Specify the docket schedule and required team attendees
2. List any additional treatment provider agency's name, telephone, and e-mail that will provide services to participants
3. List other localities that will refer or transfer cases to the behavioral health docket, if applicable
4. Local advisory committee
 - a. List titles of the committee members (e.g. sheriff, director of CSB), pursuant to § 18.2-254.3. F
 - b. Specify committee functions/responsibilities
 - c. Specify meeting frequency
5. Database
 - a. Data entry into the Specialty Dockets Dims Database is required
 - b. Identify which team members will be responsible for entering data
6. Provide confidentiality policies and forms

Section E: Budget

Purpose

Prepare an estimated budget for the program's operational sustainability and long-term fiscal planning. The proposed budget presented in this application should be used for future grant funding opportunities.

Instructions

Include the estimated behavioral health docket budget including all projected revenues (e.g. participant fees, grants, county/city funds) and expenses (e.g. personnel, operating, and capital, in-kind and cash equivalents, etc.). All revenue sources aligned with the projected expenditures should also be identified accordingly. All fees must be assessed and collected in compliance with financial management general principles.

Component 3: Participant Handbook

Purpose

The participant handbook provides clear, accessible guidance on docket operations and expectations and is aligned with the operations manual for consistent understanding across all literacy levels.

Instructions

Establish a participant handbook that aligns with the operations manual. The participant's handbook should include all information the participants need to know about docket operations, including participant expectations. Include team members names, agencies, telephones, e-mail addresses, and their roles/responsibilities on the team. Language should be accessible to individuals with low literacy levels. Use consistent terminology in both the participant handbook and the operations manual.

Component 4: Supplementary Documents

Section A: Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA)

This section must include information on each partner organization, along with a signed and dated MOU that formalizes their collaboration.

Section B: Forms

1. Participant agreement
2. Consent for release of confidential information
3. Referral forms (if used)
4. Plea agreement form
5. Copies of court orders

Section C: Pending Grant Applications

All applicants are required to disclose any pending or approved applications for grants or subgrants that may overlap with this request.