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| **healing to wellness court** 15  ***Staffing Meeting*** **process/Procedure Bench Card** | | | | | | | |
| **The Staffing meeting is the primary conduit for Court/team communication. It IS THE FORUM WHERE coordination efforts ARE COMPRHENSIVELY concieved and corroborateD; it IS WHERE THE COURT CHAMPIONS HEALTH & WELLNESS FOR its cLIENTS, CLIENT FAMILIES, AND THE COMMUNITY.** | | | | |
| Diagram (Logic Model) | | | Procedure-Protocol-Process-Path | | | | |
|  | | | Welcome/Team Member (Partner) Announcements □  Identify Candidates for Graduatation /Schedule Graduation □  Review Candidate Applications/New Clients □  Review Client/Participant TX Plan-Compliance/Activity □  Counseling: Individual □ Group □  Wellness Activities: Individual □ Group □  Self-Sufficiency: Work □ School □  Probation: Check in □ Home/Site-Visit □  Court Obligations: Court Fees □ Fines/CS □  Family Obligations: Visitations □ Maintenance □  COURT ACTION: Incentive □ Sanction □  Team Issues □ Training/Teaching Items □ Review Hearing Preparation □ | | | | |
| Partner Performance/participation | | | | | | | |
| Court Coordinator  (Point Person) | □ Maintains communication/connection between Court/Team/Partners □ Prepares Case/Participant Files  □ Gathers information/data Court/Team prior to Staffing Meeting | | | | |  | |
| Prosecutor | □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | | □ | |
| Public Defender  Defense Counsel | □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | | □ | |
| Probation | □ Submits Weekly Participant Progress Report to Coordinator prior to Staffing Meeting  □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | | □ | |
| Police | □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | | □ | |
| Healing Resource  Tx | □ Submits Weekly Participant Progress Report to Coordinator prior to Staffing Meeting  □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | | □ | |
| Social Services | □ Submits Weekly Participant Progress Report to Coordinator prior to Staffing Meeting  □ Offers verbal/written comments on Referrals/Participant Compliance  □ Participates in Team discussion regarding Participant Progress/Court Operations | | | | |  | |
| Record, Research & Rule References | | | | | | | |
| Data Points & Performance Measures  # of cases managed/staffed per meeting  # of current clients/participants – phase breakdown  # of drug tests taken in last week(period)  # of dirty tests - phase breakdown  # community service hours performed  # of tx hours/participant in last week (ind/grp)  # of days sober/participant in last week | | **Wellness Court Policies & Procedures** | | Code Sections/Statutes | | |  |
| Court Rules | | |
| Resources/Technology: [www.tlpi.org](http://www.tlpi.org), [www.nadcp.org](http://www.nadcp.org), [www.ndci.org](http://www.ndci.org), [www.au.edu](http://www.au.edu) | | | | | | | |
| “*quote*.” | | | | | | | |