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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 DefenderDefense 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 ResourceTx | □ 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*.” |