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| **healing to wellness court**12Referral**process/Procedure Bench Card** |
| **Successful identification and recommendation of potential participants require prompt, plentiful, and informed referral points and legal procedures, which are followed by user-friendly application and review processes.**  |
| Path – Process  | Protocol – Procedure |
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| **Candidate (potential participant) identified by referral point** | □ |
| **Candidate referred to Wellness Court; orCandidate makes inquiry to Court- self referral** | □ |
| **Wellness Court process reviewed with candidate(application and other forms provided to candidate)** | □ |
| **Candidate screened**  | □ |
| **Candidate submits application/Motion**  | □ |
| **Candidate’s file created**  | □ |
| **Candidate’s file forwarded to Judge/team (Staffing)**  | □ |

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|  ***Action*** ***Judge’s Response – Responsibilities***  |
| Candidate Identified &Referred to Wellness Court | □ Ensure Wellness Court maintains up-to-date referral rules and requirements, and are readily available to all parties. □ Review with team and Court staff the referral process periodically to assure consistent referral practice. □ Maintain up-to-date referral forms, and make sure all referral points are provided in the Court’s referral forms.□ Direct Court staff and team members to gather data that details referral timeline (# of days between steps). |
| Candidate Inquiry From ReferralOr Self-Referral;Application Provided | □ Review 1st contact process with Court staff and team to support consistent practice. □ Develop and maintain check list of items to be discussed with candidate in 1st formal Wellness Court introduction.□ Require staff or team member to be available to screen candidates during or after 1st contact. □ Develop and maintain a check list for all key parts of the Wellness Court application to assist in review.□ If team member referral or Tribal Court Transfer, encourage that candidate be legal and clinical screened prior to visit. |
| Application submitted | □ Review application with check list. □ Confirm eligibility: review results of legal and clinical screening. □ Review plea documents/orders and other support materials with application to gain insight into the candidate.□ Confirm candidate was made aware of rights/responsibilities of Wellness Court participation (change of rights). |
| Staffing | □ Present candidate file to team at staffing for review, or introduce new participant admitted by motion/order. □ Review with team any issues or concerns of candidate’s eligibility and participation in Wellness Court.□ Confirm the total number of participants in Wellness Court each meeting.□ Acknowledge verbal notices of team member referrals. |
| Record, Research & Rule References |
|  Data Points & Performance Measures# of referrals made by government/private parties per qtr.# of referrals initially screened eligible candidates per qtr.# of applications filed by referred candidates per qtr.# of candidate applications accepted/denied per qtr.# of days from Arrest/Incident to filing referral# of days from referral filing date to acceptance# of days from accepting application to Initial Hearing | **Wellness Court Policies & Procedures** | Court Rules |
| Code/Statute Sections |
| Resources/Technology: [www.WellnessCourts.org](http://www.WellnessCourts.org), [www.home.tlpi.org](http://www.home.tlpi.org), [www.ndci.org](http://www.ndci.org), [www.american.edu/spa/jpo/initiatives/drug-court/](http://www.american.edu/spa/jpo/initiatives/drug-court/) , [www.ndcdr.org](http://www.ndcdr.org), [www.drugcourtonline.org](http://www.drugcourtonline.org)  |