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| **healing to wellness court** 15  *Staffing Meeting* **process/Procedure Bench Card** | | | | | |
| **The staffing is where the Healing to Wellness Court collectively champions health and wellness for its participants, participant families, and the community. Staffing is the conduit for team communication and corroboration regarding participant conduct and is the source of the Court’s jointly conceived and coordinated strategic support and supervision.** | | | | |
| Path – Process | | | Path – Procedure | | |
|  | | | |  |  | | --- | --- | | **Welcome/Team Member (Partner) Announcements** | □ | | **Identify Participants to be Graduating** | □ | | **Review Candidate Applications (potential participants)** | □ | | **Review Participant Tx Plan-Compliance/Activity**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Counseling: | Individual | □ | Group | □ | | Wellness Activities: | Individual | □ | Group | □ | | Self-Sufficiency: | Work | □ | School | □ | | Probation: | Check in | □ | Home/Site-Visit | □ | | Court Obligations: | Fees | □ | Fines/CS | □ | | Family Obligations: | Visitations | □ | Maintenance | □ | | Court Action: | Incentive | □ | Sanction | □ | | □ | | **Team Issues** | □ | | **Training/Teaching Items** | □ | | **Review Hearing Preparation** | □ | | | |
| ***Action Judge’s response – responsibilities*** | | | | | |
| Welcome & Team Member/Partner Announcements | □ Start staffing on time and prepared  □ Inquire of team members/partners if there are any programmatic announcements  □ Offer judicial information /announcements if pertinent to Wellness Court | | | | |
| Review Clients to be graduating | □ Inquire of Coordinator of any participants who have completed or will complete all requirements to graduate  □ Solicit comments from team members regarding clients preparing for graduation – concerns or issues  □ Set graduation date for clients ready to graduate – begin preparation for graduation (after care?) | | | | |
| Review Candidate Applications  (potential clients) | □ Inquire of Coordinator of any applications submitted of candidates for Wellness Court  □ Inquire of team members of any history/background of candidate and of any concerns/questions  □ Hear statements of team regarding any issues  □ Decide whether applicant shall be accepted, denied, or need for further information | | | | |
| Review Client  Compliance | □ Start review of Wellness Court participants  □ Review each general component consistently with each participant; followed by any special conditions  □ Schedule subsequent meeting/discussion time for participant issues that require further information/consideration | | | | |
| Discuss Team Issues and/or Training Needs | □ Discuss issues previously set aside/scheduled to be discussed at staffing  □ Inquire of team any training issues and needs that are affecting Court process and procedure | | | | |
| Prepare for  Review Hearing | □ Note what specific information to inquire of client at review hearing  □ Note Incentives and/or Sanctions to be issued at review hearing  □ Prepare for any sanction issues requiring further security or detention officers  □ Determine strategically what order participants will be reviewed at review hearing | | | | |
| 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** | | Court Rules | |
| Code/Statute Sections | |