

# **The Road to Success**

## **Coordinator Role and Experiences**

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# Disclosure

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Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

# Learning Objectives



Identify techniques to increase communication and connectivity and team-building practices



Learn methods to increase communication with treatment and ancillary service providers



Discuss creative outreach strategies to engage with the community, alumni, and peer supports



Obtain easy-to-use forms and templates for your use

# Court Coordinator

/kɔrt koh-awr-dn-ey-ter/ [noun]

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1. expert problem solver
2. amazing at juggling many activities at any given point
3. wizard-level organizer

📌 *See also: case worker, probation officer*

**“The program coordinator is the hub of the treatment court team.”** –Standard VIII(B)  
Treatment Court Team, pgs. 187-188, Adult Treatment Court Best Practice Standards

# Expectations



Problem Solver



Mind-Reader



Referee



Multi-Tasker



The Glue that holds everything together

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# What is your role on the team?

① Start presenting to display the poll results on this slide.

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# How long have you been in this role?

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**What type of court of  
court do you work with?**  
*(Select more than one if applicable).*

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# Best Practice Standard I

## Target Population

**Coordinator Role: Develop intake policy and question everything!**

- Ensure the team is following **objective** criteria, not subjective:
  - Legal Eligibility
    - Risk, Charge, Public Safety
  - Clinical Eligibility
    - Moderate-Severe Substance Use and/or Mental Health
- Considerations:
  - Are the program's goals and mission being followed?
  - Are you excluding violence or trafficking charges?
  - Are risk and need being evaluated **before** participants enter the program?
  - Do legal advocates/defense understand program requirements?
  - Are you getting participants into treatment within 2 months of arrest, filing, etc.?

# Best Practice Standard II

## Equity and Inclusion

**Coordinator Role: Constantly remind everyone why equity and inclusion matters!**

- Frequent education and training for all team members
- Tracking access, discharge, behavior responses by demographics
- Considerations;
  - Have regular meetings to talk about data collected by demographics
  - Use equity tools:
    - EIAT (All Rise/NCSC)
    - RED Tool (American University)

# Best Practice Standard III

## Roles and Responsibility of the Judge

### Coordinator Role: Support and involve the judge!



- Help the judge obtain updated training on behavioral health, drug trends, and motivational interviewing
- Ensure the judge has the information needed to interact effectively with participants in court
- Prepare the judge with local resource knowledge for when needs arise during judicial interactions

# Best Practice Standard IV

## Incentives and Sanctions

**Coordinator Role: Keep the focus on proximal/distal/managed goals!**



- Keep all responses focused on what treatment indicates is a proximal, distal and managed goal for each participant
- Track all sanctions, incentives and service adjustments to ensure graduated responses and increased incentives in earlier phases
- Make sure that service adjustments such as daily reporting, structured days, and learning assignments delivered match each participants cognitive and educational skills
  - Consider literacy skills, TBI, ABI, etc.

# Best Practice Standard V

## Substance, Mental Health and Trauma Treatment

**Coordinator Role: Facilitate positive collaboration with providers and agencies.**

- Collaborative relationships with treatment providers on team or agencies
- Understand treatment services
- Tour facilities and ask treatment team members/liaisons for insight
- Peer support integration with treatment
- Use integrated case plans that incorporate cultural competency



# Best Practice Standard VI

## Complimentary Services and Recovery Capital

**Coordinator Role: Collaboration with service providers and recovery supports.**

- Collaborative relationships with housing, employment, education, and basic need services.
- Ensure that all participant needs are being met to meet goals.
- Establish community service sites that also benefit participants long-term.
- Help participants navigate recovery supports to increase recovery capital: peers, groups, and activities.



# Best Practice Standard VII

## Drug and Alcohol Testing

**Coordinator Role: Understand and coordinate WITH community supervision.**

- Do the participants know what is expected of them for testing?



- Does the program have what they need for testing?



- Do all team members understand testing policy and results?



- When is supervision increased/decreased based on stability and progress?

- Are home visits occurring? How frequently?

# Best Practice Standard VIII

## Multidisciplinary Team

### Coordinator Role: Training, education, and connection.

- New team member orientation/court observation
- Annual training curriculum and lunch and learns (offer CLE/CEU/COB hours, if possible, for licensing)
- Team retreats for connection, building trust

**SAMPLE MEMORANDUM OF UNDERSTANDING**  
AGREEMENT between (list all organizations involved).

The parties to this Agreement endorse the mission and goals of the treatment court in order to enhance public safety, ensure participant accountability, and reduce the cost to society. By addressing criminal thinking, substance alcohol use disorders, trauma, and mental and physical health, the participants will realize improved quality of life. The parties recognize that for the goals and mission of the treatment court to be successful, cooperation and collaboration must occur within a network of systems.

The parties to this Agreement understand that the confidentiality of Alcohol and Drug Abuse Patient Records, records are protected under Federal regulations. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2 and the HIPAA Privacy Rule, 45 CFR 160, 161, and 164. The parties agree to comply with all confidentiality requirements.

#### PROGRAM GOALS

Improve the lives of participants with substance use disorders in the criminal justice system through the integration of intensive supervision, alcohol and drug treatment, mental health services, alcohol and drug testing, and case management services with criminal justice system processing.

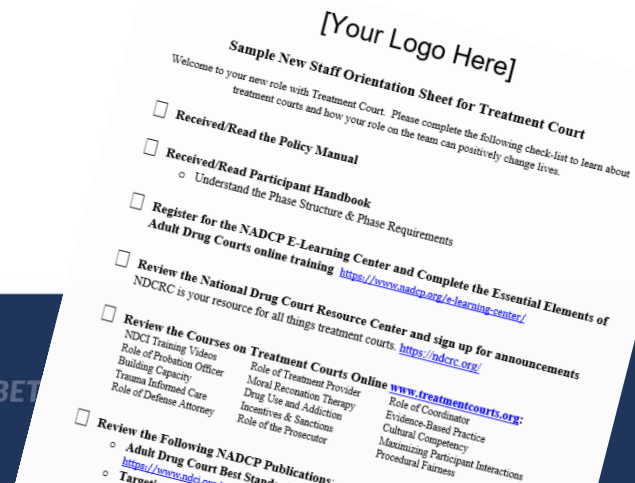
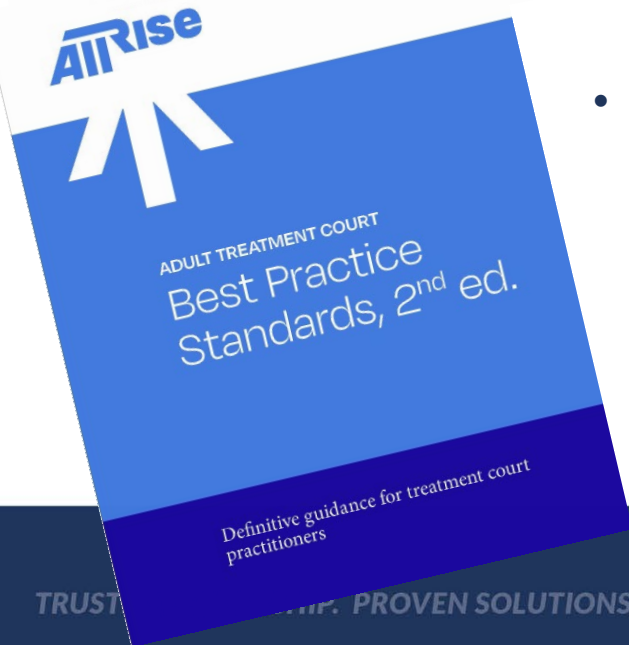
The parties agree that the program will follow the 10 Key Components of Drug Courts in which the respective agencies will work cooperatively. They are:

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. Drug courts provide access to a continuum of alcohol, drug and other related treatment and rehabilitations services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy governs drug court responses to participant compliance.
7. Ongoing judicial interaction with each drug court participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness.

#### INDIVIDUAL AGENCY RESPONSIBILITIES AND STAFF COMMITMENTS

##### Treatment Court Judge

1. The Judge will ensure a cooperative atmosphere for attorneys, probation officers, law enforcement, and treatment providers to stay focused on the task of providing participants with treatment and rehabilitation opportunities.
2. The Judge will ensure the integrity of the treatment court is maintained by having an understanding of the program's policies and procedures.
3. The Judge will participate as an active member of the Staffing Team and will chair the treatment court team.



# Best Practice Standard IX

## Census and Caseload

### Coordinator Role with supervision requirements

- Are community supervision officers assigned more than 35 treatment court participants?
- Do clinicians supervise more than 50 treatment court participants in treatment?
- Does program capacity ever exceed 125 participants?  
What precautions are in place if so?



# Best Practice Standard X

## Monitoring and Evaluation

### Coordinator Role in program evaluation

#### Monitoring:

- Team education on timely and accurate data collection
- Track participant recidivism, program and **participant** outcomes  
Include housing, food, transportation, family reunification-  
more relatable to community members  
(Year in Review = Community education)
- Regular team meetings to go over data results

#### Evaluation:

- Independent evaluator interviewing



# Pre-Court Team Meeting

## Coordinator Role in team meetings- ask yourself?



- Is everyone at the table that should be?\*
- Is everyone talking? Is treatment talking?
- Are team members maintaining/staying in their role?
- Does the judge have the information they need?

\*Studies find that the most effective treatment courts require regular attendance at precourt staff meetings by the judge, defense counsel, prosecutor, treatment representative(s), supervision officer(s), and program coordinator (Carey et al., 2008)...

# Status Review Hearings

## Coordinator Role during court

- Keep processes moving
- Leaning on team readiness to help\*
- Encouraging community presence in the courtroom
- Foster a trauma-responsive environment for participants
- Ensure culture and respect is observed



\*Studies reveal that consistent attendance by all team members at court status hearings is associated with significantly better outcomes. A study of 69 adult drug courts found that programs were 35% more cost-effective and 35% more effective at reducing crime when all team members—including the judge, program coordinator, defense counsel, prosecutor, probation officer, treatment representative, and law enforcement representative—attended status hearings (Carey et al., 2012).


# Coordinator Community



- Support one another
- Collaborate with each other
- Use your whole teams
- Accept help from your communities

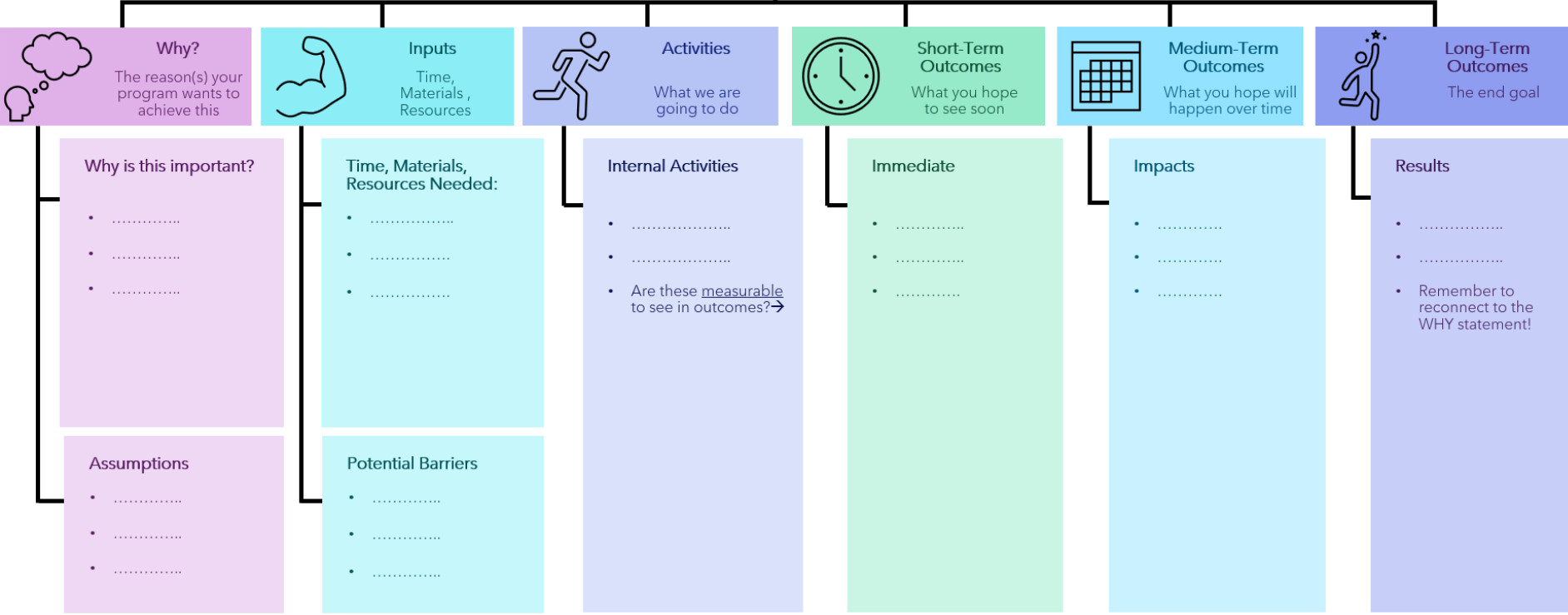
# TREATMENT COURT LOGIC MODEL

Template LM for Goals or Mission



## Goal or Mission

What your program would like to achieve (be specific).



# YEAR IN REVIEW

July 1 - June 30, 2024



Name of Program  
July 1-June 30, 2024



52  
Court sessions held



4  
Graduation ceremonies celebrated with the community



8  
Families reunited



29  
Participants helped to gain full-time employment



12  
Participants secured with safe housing



23  
Participants regained healing and wellness

23  
Successful graduates

3  
New employers engaged with hiring program participants

12  
Participants assisted with child-care expenses

17  
Participants enrolled in job training or higher education

18  
Participants helped with civil legal assistance

20  
Graduate's cases sealed and dismissed

1,547  
Hours of community service by participants

19  
Families assisted with food, clothing, or utility assistance

15  
Participants received financial coaching

# Wrap up:



Don't try to do everything yourselves- lean on your team (invite non-adversarial conversations, accept help)



Sharing data with leadership and making data-driven adjustments to the program



Education: Team, Partners, and Community



Planning for the future- logic models for goals and following the mission

# References:

## *Electronic handouts:*

1. **Logic Model Template**
2. **Year in Review Template**

All Rise. (2024). Adult treatment court best practice standards: I-VI, VIII, X (2nd ed.). All Rise.  
[https://allrise.org/wp-content/uploads/2024/05/Adult-Treatment-Court-Best-Practice-Standards-I-VI\\_VIII\\_X-final.pdf](https://allrise.org/wp-content/uploads/2024/05/Adult-Treatment-Court-Best-Practice-Standards-I-VI_VIII_X-final.pdf)

All Rise. E-Learning Courses: Standard VIII: Multidisciplinary Team  
<https://allrise.talentlms.com/catalog/info/id:289>

Carey, et al., 2008, 2012; Cissner., et al., 2013; Ho et al., 2018; Rossman et al., 2011; Shaffer, 2011), pg. 202. Adult treatment court best practice standards. [https://allrise.org/wp-content/uploads/2024/05/Adult-Treatment-Court-Best-Practice-Standards-I-VI\\_VIII\\_X-final.pdf](https://allrise.org/wp-content/uploads/2024/05/Adult-Treatment-Court-Best-Practice-Standards-I-VI_VIII_X-final.pdf)

Carey, S. M., Mackin, J. R., & Finigan, M. W. (2012). What works? The ten key components of drug court: Research-based best practices. Drug Court Review, 8(1), 6–42. <https://ndcrc.org/drug-court-review/dcr-archive/>

# Questions:



# Thank you!



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