



Idaho Adult Drug Courts Peer Review Process

Peer Review Fidelity Assessment Protocol

*** State staff will request your assistance as a peer reviewer for a specific program.**

- State coordinator or other state staff will contact the program (coordinator, judge, or other key contact) to let them know the peer review will occur and who the peer reviewer or team is.
- State coordinator/state staff will let you know when that contact has been made.

***As soon as possible after site assignment:**

- Make first contact call to the Drug Court Coordinator of the court to be visited
 - Discuss collaborative nature of assessment/review & tentative timeline
 - Ask for coordinator to fill out cover page (address information, overview of program, list of team members and contact information)
 - Email cover page to coordinator and ask for it to be filled out as soon as possible and returned to you, or ask the coordinator for that information on the phone.
 - Get information about program's leadership structure and if there is anyone you should make sure to talk to in advance or at the site visit (such as Trial Court Administrator)
 - If so, make sure to contact that person: what does he/she want to get out of the review process?
 - Work with Coordinator or other contact person to schedule site visit (allowing at least 30 days advance notice) – plan for 2 days on site, plus travel. Block out an extra half day after the visit to complete the report.
 - Find out when court session and team staffing /meetings take place
 - Explain that team members need to be available during your visit if they would like to be interviewed in person; otherwise you can check in with them by phone.
 - Make sure to have dedicated times to meet with the coordinator and judge, separately.
 - Either the Coordinator can schedule people individually or you can send the Coordinator a calendar (to take to a team meeting) once the site visit is scheduled indicating when you will be there, when the observations will be, and providing times available for scheduling individual interviews
 - Try to schedule interviews/meetings with team members before the staffing and court session so that the debrief can be after court, which might make it more feasible for the team to stay/be there.
 - Set up a time for an exit interview with Coordinator and/or team on last day of visit if possible (or by phone after visit if necessary)
 - It may be hard to schedule the entire team, but try to find a time that is feasible for as many people who are interested as possible. Bring in food if resources allow, especially if you are meeting late/evening or early/morning.
 - Discuss the best way, time, and location for you to talk to program participants
 - Ask program to provide some incentive for the participants to attend – food, gift card, certificate of participation, etc.

- Ask where you plan to conduct your individual interviews (team members should come to you if possible) and ask Coordinator to reserve space for you.
- Ask for Court location / address where you will be meeting and recommendations for nearby hotels if applicable.
- Schedule a separate time for a pre-site visit conference call with the Coordinator if you can't get to the program information questions on this call.

*** 1 month prior to visit**

- Send link to the on-line assessment to the Drug Court Coordinator as well as the Question 25 reference guide (this document provides information about how to answer the treatment question on the assessment)
 - Set a date for getting the survey back about 2 weeks from when you send it.
- Follow-up with coordinator to get the cover page information if you haven't received it.
- Set up any necessary travel arrangements (hotel, etc.).

***3 weeks before visit:**

- Send a reminder e-mail to the Coordinator of the due date for the assessment.

*** 2 weeks before visit:**

- Ask NPC to download completed assessment and send it to you; review responses.
- Review the assessment from the on-line survey, checking off standards that are achieved based on survey responses and drafting a preliminary list of recommendations.
- Create a list of questions or needed clarifications.
- Call Coordinator to clarify information in the assessment.
- Remind the Coordinator that the intention of this review is to identify areas in which technical assistance or other support can be provided to improve the program, NOT to punish the site or only point out areas in which they are deficient.

***At least 1 week before visit:**

- Confirm plans with the Coordinator and finalize your itinerary.

To bring with you:

- Pens/pencils for taking notes, or laptop if preferred; an audio recorder can also be helpful (make sure to get advance permission to bring it into the court and interviews)
- Business cards/bio/your contact information
- Assessment questions and answers from site
- In-progress checklist and draft recommendations to date
- Observation forms (hard copy or electronic)
- Addresses of places you are going (hotel, meetings, court, etc.)
- List of team members and contact information

At the site

- Team member interviews (frame questions related to issues from the assessment or that team brought up on phone and share recommendations and/or thoughts to prepare team for report)

- Observations of staffing and court session
- Interviews or focus group with participants
- Debrief findings with Coordinator/team members: make sure to highlight positives and be complementary. Be careful not to be too critical. While you can highlight recommendations and areas of possible improvement, it is not your role to ensure compliance or enforcement of the Guidelines and Standards.

Back Home

- Plan to spend half a day immediately after the visit to complete the paperwork.
- Finalize the checklist, summarize program highlights and successes, list recommendations.
 - Keep in mind that some sites have barriers outside of the program's control that make it unable to meet a Standard
- Send summary of review to program for feedback and provide deadline for them to respond/comment (approximately 2 weeks).
- Submit revised summary of feedback with any program comments to State.