



Idaho Adult Drug Courts Peer Review Process

Peer Review Tasks:

- 1. Contact site/coordinator and schedule site visit (see details in procedures document).
- 2. Ask program to complete cover page (send to coordinator) and online assessment (Idaho Adult Drug Court Review).
 - Review questions and complete checklist below, using scoring guidelines from standards map document.
- 3. Clarify information (interview coordinator or other team member(s) as needed) that isn't clear on, or is missing from, survey.
- 4. Ask coordinator if policy and procedures manual (or other program document) specifies program eligibility criteria and exclusions. [1.1, 1.2]
 - Ask for a copy of the policy and procedures manual (electronic if possible, or ask to review when on site)
- 5. Ask coordinator for list of program's sanctions and incentives/rewards (to compile at state level).
- 6. Interview judge, coordinator, and other team members about their perception of the program (see sample questions).
- 7. Interview treatment provider about services. [3.5, 3.6]
- 8. Observe staffing (look for judge playing leadership role on team, decisions about and ratio of incentives/rewards to sanctions, differentiation between sanctions and treatment responses). [4.4, 4.5, 4.8, 4.15, 4.16]
- 9. Observe drug court session (look for judge playing leadership role on team, quality of interaction between judge and participants, interaction between team members, time each participant spends in front of judge, implementation of rewards and sanctions). [4.4, 4.8, 4.16, NPC practice]
- 10. Talk with participants, either individually or in a group, about their perception of the program, including strengths, barriers, and suggestions; amount of fees and feasibility of paying them, size of treatment groups, drug testing pattern, whether they received a participant handbook, ratio of positive to negative feedback program uses, graduation requirements, does the program ask for their feedback, etc. [1.7, 3.6, 4.11-4.14, 4.17, 5.10]
- 11. Complete peer review checklist (list of standards achieved) and provide copy to program at the end of the visit (usually during exit interview) before leaving the site.
- 12. Complete peer review summary report (see report template) and send to program and state office within 2 weeks of the end of the site visit.

Peer Review Checklist:

The following table includes a summary of the Idaho Adult Drug Court Guidelines and Standards to include during your peer review process. Please check "yes" if the program has this practice and "no" if the program has not implemented this practice. Please note that for efficiency, this

list includes most, but not all, of the Standards and does not include the Guidelines. Most of the Standards have one row/check box, but several are divided over multiple rows. The numbers in [brackets] are the number of the Guideline or Standard, for easier cross-referencing. Please see the sample recommendations document for sample language for providing suggestions to this program, as well as the report summary template for an outline of how to write up your findings. Items in **bold** are high priority for inclusion in the written summary. Feel free to take notes on a separate page as needed. Please complete the checklist and leave a copy with the program at the end of the visit before leaving the site. If you conduct an exit interview or closing meeting with the team, copies can be made of the checklist to distribute to attendees.

Peer reviewer: Complete and leave copy of checklist with program at end of visit
 Program: This is a preliminary report of findings – full report to follow

Practices Based on Idaho Guidelines and Standards		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	[1.3] Target population/Eligibility criteria written and include: <ul style="list-style-type: none"> • Intention of program to serve moderate-high to high risk and high need offenders • Priority given to offenders at imminent risk of incarceration • Consideration given to offenders failing to comply with probation at substantial risk of revocation
<input type="checkbox"/>	<input type="checkbox"/>	[1.7] Fees are required
<input type="checkbox"/>	<input type="checkbox"/>	[1.7] Drug court adjusts fees based on ability of participant to pay
<input type="checkbox"/>	<input type="checkbox"/>	[1.7] Program establishes a clear payment plan with offenders AND keeps them current on their fee payments throughout their participation
<input type="checkbox"/>	<input type="checkbox"/>	[1.8] Participant pays for treatment, but on a sliding fee scale
<input type="checkbox"/>	<input type="checkbox"/>	[1.10] Participants with mental illness accepted/retained in drug court
<input type="checkbox"/>	<input type="checkbox"/>	[2.1] Participants identified through a structured screening process
<input type="checkbox"/>	<input type="checkbox"/>	[2.2] Candidates undergo a substance abuse assessment (GAIN-SS, Q, or I)
<input type="checkbox"/>	<input type="checkbox"/>	[2.3] Candidates undergo a criminogenic risk assessment (LSI-R)
<input type="checkbox"/>	<input type="checkbox"/>	[2.5] Treatment plan based on clinical assessment (GAIN-I) performed by qualified professional
<input type="checkbox"/>	<input type="checkbox"/>	[2.6] Individuals assessed by both court and treatment, and matched to appropriate treatment/interventions to address needs
<input type="checkbox"/>	<input type="checkbox"/>	[3.1] Treatment provided by state-approved treatment programs
<input type="checkbox"/>	<input type="checkbox"/>	[3.2] Program has procedures to assure treatment services are delivered within available treatment funding
<input type="checkbox"/>	<input type="checkbox"/>	[3.4] Drug Court treatment intended for chemically addicted/dependent and moderate to high criminogenic risk
<input type="checkbox"/>	<input type="checkbox"/>	[3.4] Drug court does not allow low-risk offenders (LSI < 18) (are low-risk offenders screened out?)
<input type="checkbox"/>	<input type="checkbox"/>	[3.5] Treatment is intended to address criminogenic needs and is evidence-based
<input type="checkbox"/>	<input type="checkbox"/>	[3.6] Treatment group size is regularly no more than 12 (brief exceptions allowed)
<input type="checkbox"/>	<input type="checkbox"/>	[3.7] Treatment services offered include: A cognitive, behavioral model and addresses criminal thinking
<input type="checkbox"/>	<input type="checkbox"/>	[3.7B] Treatment services offered include: Family education/treatment
<input type="checkbox"/>	<input type="checkbox"/>	[3.7D] Treatment services offered include: Incorporation of parenting, child support, and custody issues
<input type="checkbox"/>	<input type="checkbox"/>	[3.7F] Treatment services offered include: Prompt, systematic reporting to team of participant behavior, compliance, progress, achievements

Practices Based on Idaho Guidelines and Standards		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	[3.7G] Treatment services offered include: 4 phases (orientation, treatment, transition, maintenance)
<input type="checkbox"/>	<input type="checkbox"/>	[3.8] Minimum length of program is 12 months (Phases 1-3 = 9 months, phase 4 = 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	[3.14] Two or fewer treatment providers are used
<input type="checkbox"/>	<input type="checkbox"/>	[3.15] Treatment representative always/almost always attends staffing and drug court sessions
<input type="checkbox"/>	<input type="checkbox"/>	[4.1] Judge is volunteer and lasts a minimum of 3 years (<i>Q 40-43 from survey</i>)
<input type="checkbox"/>	<input type="checkbox"/>	[4.2] In phase 1, participants regularly appear before the judge at least twice per month
<input type="checkbox"/>	<input type="checkbox"/>	[4.2] In phase 2, participants regularly appear before the judge at least twice per month
<input type="checkbox"/>	<input type="checkbox"/>	[4.4] Drug court team includes (at minimum) judge, prosecutor, defense counsel, probation/ community supervision, treatment provider, law enforcement representative, coordinator
<input type="checkbox"/>	<input type="checkbox"/>	[4.5] Staffings occur and involve judge, coordinator, prosecutor, defense counsel, probation officer, treatment provider, law enforcement representative
<input type="checkbox"/>	<input type="checkbox"/>	[4.6] Staffings occur at least 2 times per month
<input type="checkbox"/>	<input type="checkbox"/>	[4.7] All drug court team members are identified on release form
<input type="checkbox"/>	<input type="checkbox"/>	[4.8] Judge serves as leader of drug court team, maintains active role
<input type="checkbox"/>	<input type="checkbox"/>	[4.11] Random, observed UA/testing, occurs a minimum of 2 times per week or 10 times per month
<input type="checkbox"/>	<input type="checkbox"/>	[4.12] Drug test results are routinely available within 48 hours
<input type="checkbox"/>	<input type="checkbox"/>	[4.13] Drug testing available on weekends and holidays
<input type="checkbox"/>	<input type="checkbox"/>	[4.14] Participants are provided handbook with expectations and requirements
<input type="checkbox"/>	<input type="checkbox"/>	[4.14] Participant handbook specifies graduation criteria
<input type="checkbox"/>	<input type="checkbox"/>	[4.16] Program emphasizes positive responses (4:1 minimum ratio of positive to negative; <i>use observation of court hearing and interviews with team to assess</i>)
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Successful completion of substance abuse treatment (<i>Q 78 in survey, or ask coordinator, or look at policy and procedure manual or participant handbook</i>)
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Successful completion of cognitive restructuring program
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: 6 months continued abstinence from alcohol/other drugs
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Maintenance of responsible vocational/educational status
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Demonstrated effective use of community-based recovery support

Practices Based on Idaho Guidelines and Standards		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Payment of fees or agreed upon payment plan
<input type="checkbox"/>	<input type="checkbox"/>	[4.17] Graduation criteria include: Acceptable written relapse prevention plan
<input type="checkbox"/>	<input type="checkbox"/>	[4.18] All members of team maintain frequent, ongoing communication about participants to ensure certain, swift, coordinated responses
<input type="checkbox"/>	<input type="checkbox"/>	[4.19] Program has written policies and procedures, and staff orientation, regarding confidentiality
<input type="checkbox"/>	<input type="checkbox"/>	[4.20] Participants sign statewide uniform release form upon program entry (ask coordinator)
<input type="checkbox"/>	<input type="checkbox"/>	[4.21] Program protects against unauthorized sharing of sensitive participant information
<input type="checkbox"/>	<input type="checkbox"/>	[5.10] Client feedback obtained twice per year using statewide format; data used by team to consider changes in court operations
<input type="checkbox"/>	<input type="checkbox"/>	[5.12] Program evaluation results/recommendations reviewed and implemented, used to make program modifications
<input type="checkbox"/>	<input type="checkbox"/>	[6.2] Formal written agreements (e.g., MOU's) exist between local partner agencies
<input type="checkbox"/>	<input type="checkbox"/>	[6.4] Trial Court Administrator in each District convenes an annual meeting to discuss district-wide issues affecting program operations and outcomes
<input type="checkbox"/>	<input type="checkbox"/>	[6.5] Coordinator convenes team meeting at least 2 times per year for addressing program issues (policy, quality assurance, communication, problem-solving)
<input type="checkbox"/>	<input type="checkbox"/>	[6.6] Judge convenes meeting at least 2 times per year for training for entire team (Coordinator assesses training needs and arranges training)

Practices Based on NPC Research Findings		
<input type="checkbox"/>	<input type="checkbox"/>	Treatment communicates with program via e-mail
<input type="checkbox"/>	<input type="checkbox"/>	Estimated time between arrest and referral is 50 days or less
<input type="checkbox"/>	<input type="checkbox"/>	Program offers mental health treatment
<input type="checkbox"/>	<input type="checkbox"/>	Program offers gender-specific services [Idaho Guideline]
<input type="checkbox"/>	<input type="checkbox"/>	Program offers residential treatment
<input type="checkbox"/>	<input type="checkbox"/>	Program offers anger management classes
<input type="checkbox"/>	<input type="checkbox"/>	Program offers health care
<input type="checkbox"/>	<input type="checkbox"/>	Program offers dental care
<input type="checkbox"/>	<input type="checkbox"/>	Program caseload (individuals served at one time) is less than 125
<input type="checkbox"/>	<input type="checkbox"/>	Drug court has guidelines on the frequency of individual treatment sessions that a participant must receive
<input type="checkbox"/>	<input type="checkbox"/>	Participants spend a minimum of 3 minutes with the judge per court appearance on average
<input type="checkbox"/>	<input type="checkbox"/>	Team members are given a copy of the guidelines for sanctions

Practices Based on NPC Research Findings		
<input type="checkbox"/>	<input type="checkbox"/>	In order to graduate, participants must have a sober housing environment
<input type="checkbox"/>	<input type="checkbox"/>	New possession arrest does <u>not</u> automatically lead to termination
<input type="checkbox"/>	<input type="checkbox"/>	New hires to the drug court complete formal training/orientation
Practice Based on Canon 3B(7) of the Idaho Code of Judicial Conduct		
<input type="checkbox"/>	<input type="checkbox"/>	Program has developed a clear policy for compliance with ex parte communications