1. **Process and Tasks**

Welcome to Idaho Peer Review. We appreciate your willingness to improve the quality of Idaho Problem Solving Courts. Our hope is for you to learn as much about Drug Court operations as you provide to the program you are reviewing. Enjoy! The Peer Review process is outlined below with a list of tasks to compete.

* The State Coordinator or other state staff will contact the program (Coordinator and/or Judge) to let them know of their selection and who will be doing the review. You will be copied on the contact as well.
* Make first contact call to the Drug Court Coordinator of the court to be visited.
* The initial state staff contact email contained a few questions for you and the PSC-Peer Review Survey, please check in with Court Coordinator and remind them to complete, if not done already.
* Work with Court Coordinator 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 Summary Report.
	+ Ask Coordinator to set up interview schedule for all team members and participants, making sure there is separate time to meet with Coordinator and Judge.
	+ Set up time for an exit interview with Coordinator and/or team on last day of visit.
* Don’t forget to set travel plans, review the online survey, policy/procedure manual, participant handbook and check in with Coordinator for any last questions, concerns or comments.
* State staff sent you a PDF of the “PSC-Peer Review Survey,” (online survey results). The “confirmed” column will be used as your checklist to complete at visit. This document has the standards, survey questions and the self-reported answers for your review.
* Interview all Drug Court team members about the program (See sample questions form).
* Interview participants, either individually or in a group, about the program (See sample questions form).
* Observe staffing using Court Staffing Observation form.
* Observe drug court session using Courtroom Observation form.
* Complete the PSC-Peer Review Survey checklist (“confirmed” column) and provide copy to program at the end of the visit (usually during exit interview) before leaving the site.
* Complete peer review Summary Report (see report template) and send to the reviewed court program and state office *within 30 days* of the end of the site visit.

**Things to Bring With You:**

* Pens/pencils for taking notes, or laptop if preferred.
* Business cards/bio/your contact information
* In progress PDF “PSC-Peer Review Survey” checklist and any draft recommendations
* Observation forms (hard copy or electronic)
* Addresses of places you are going (hotel, meetings, court, etc.)