**Orientation and Training Template for New Problem-Solving Court Professionals**

Purpose Statement

This document is designed to be a tool for new professionals in problem-solving courts (PSCs) to help create or guide their own orientation and training process as they begin to work as a member of a local multidisciplinary team. It is suggested that the new team member meet with their direct supervisor as well as the judicial officer, program coordinator, or program leadership to design a training and orientation plan and checklist that is suitable and adaptable to the professional’s time and needs as well as their role within the program.

In creating the checklist template, the PSC Advisory Committee’s Training and Education subcommittee reviewed the recommended minimum education standards, professional roles and responsibilities, and national guidance in consultation with professionals from around the state to help programs track their compliance with best practice standards and provide support for their accreditation application. An example checklist follows on the next page.

**Note:** All New Team Members should complete the Phase I Core Curriculum trainings within three (3) months of joining the drug court team {see [link](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) below}. It is further recommended that each new team member complete the NDCI online training “Essential Elements of Adult Drug Courts” or CCI’s “Treatment Courts Online” prior to attending the first drug court staffing and/or court, when possible.

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| Problem-Solving Court Training & Orientation Plan |
| *Goal* | *Activities* | *Target Date* | *Completion Date* |
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I hereby certify that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, the above-referenced training and orientation plan for problem-solving courts was completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in fulfillment of the minimum recommended training and education standards for new professionals.

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Supervisor PSC Team Member

**Training and Education Orientation Plan for New PSC Coordinators**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with a supervisor, manager, or other relevant leadership position within your agency to understand how you fit into the problem-solving court team, review role expectations and responsibilities as a member of the team, discuss program history (including challenges, barriers, and successes). **[P]**
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Attend staffing and court review. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Meet with judicial officer(s) and review team dynamics, specific program information and goals, role expectations, program history (including challenges, barriers, and successes). **[S]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Review “Targeting the Right Participants for Adult Drug Court”. **[P]**
* <https://ndcrc.org/resource/15765_ndci_targeting_fs_v8-indd/>
* Watch “Incentives and Sanctions” webinar by NDCI. **[P]**
* <https://www.ndci.org/category/training/online-trainings-and-webinars/page/4/>
* Speak with your judge/team/supervisor about how policies are created/modified. Understand your role in creating policies. **[S]**

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Tour the treatment agencies your program uses and learn about what treatment services they offer. **[P]**
* Read a copy of NDCI Judicial Benchbook to better understand legal concerns and assist judicial officer. **[P]**
* <https://www.ndci.org/wp-content/uploads/2016/05/Judicial-Benchbook-2017-Update.pdf>
* Visit community resources who collaborate with your programs, learn about the resources they provide, discuss what their role is within the program. **[S]**

*After 60 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*Within 90 Days of Joining a Problem-Solving Court…*

* Visit another problem-solving court, preferably outside of your jurisdiction, meet with the designee from your profession (or one similar) and learn about their role, and observe how the team collaborates and consider what your own team might do to improve. **[P]**
* Meet with as many team members as possible to get to know them (off-site if possible, coffee, lunch, etc.), build rapport to understand their place on the team. **[S]**

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Have conversations with supervisor and team members regarding any additional training needs and create a plan to satisfy the needs. **[S]**
* Meet with supervisor or another district’s coordinator to learn about grant writing. Introduce yourself to the grant management specialist at SCAO (Paulina Delora). **[S]**

**Training and Education Orientation Plan for New PSC Judicial Officers**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Schedule a welcome phone call with the statewide problem-solving court team to learn about available resources to support your program. **[S]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Meet with Chief Judge to discuss role within a problem-solving court including how to balance problem-solving court caseload with traditional caseload and review proposed training and orientation plan to align with expectations. **[P]**
* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Meet with all other team members including DA, PD, treatment, and probation. **[S]**

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Observe another problem-solving court within your judicial district, introduce yourself and meet other team members not on your own PSC team, consider how the team operates similarly or differently than your own PSC team. **[P]**
* Review NDCI Judicial Benchbook. **[P]**
* <https://www.ndci.org/wp-content/uploads/14146_NDCI_Benchbook_v6.pdf>
* Review Colorado Best Practice Manual and relevant Minimum Standards for your court type. **[P]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=44>
* Consider requesting a problem-solving court peer mentor. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*After 60 Days of Joining a Problem-Solving Court…*

* Complete relevant Phase II curriculum materials as needed to cover any gaps in training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582>

*Within 90 Days of Joining a Problem-Solving Court…*

* Visit another problem-solving court outside of your jurisdiction, meet with the designee from your profession (or one similar) and learn about their role, and observe how the team collaborates and consider what your own team might do to improve. **[P]**

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Attend any in-person trainings offered through the National Association of Drug Court Professionals, the National Drug Court Institute, or the Colorado Judicial Branch’s Collaborative Justice Conference. **[P]**
* Review an article on collaborating as a team and present or share the information to your PSC. **[S]**
* <https://hbr.org/topic/collaboration>

**Training and Education Orientation Plan for New PSC District or County Attorneys**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Have a meeting with the defense attorney representative on the team to understand their perspective. **[S]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Review the practice standards specific to your specific problem-solving court and role of prosecutor in Best Practice Manual. **[P]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=44>
* Meet with prior district attorney that worked in the problem solving court to learn about their experience. **[S]**
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Review NADCP Best Practice Standards and develop familiarity with Volumes I and II. **[P]**
* <https://www.nadcp.org/standards/>
* Review fact sheet on “Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions,” by Douglas B. Marlowe. **[P]**
* <https://ndcrc.org/resource/incentives-and-sanctions-fact-sheet/>
* Have lunch with a treatment provider on the team to better understand confidentiality, HIPPA, and reading treatment reports. **[S]**

*After 60 Days of Joining a Problem-Solving Court…*

* Consult with other prosecutors about admission criteria and target population so that high-risk/high-need individuals coming into contact with the criminal justice system are referred to the problem solving court to be screened. **[P]**
* Review the fact sheet “Targeting the Right Participants for Adult Drug Court,” by Douglas B. Marlowe. **[P]**
* <https://ndcrc.org/resource/15765_ndci_targeting_fs_v8-indd/>

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Visit another problem-solving court outside of your jurisdiction, meet with the designee from your profession (or one similar) and learn about their role, and observe how the team collaborates and consider what your own team might do to improve. **[S]**

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Review article on “Developing Motivational Interviewing, “MI” in Corrections.” **[S]**
* <https://s3.amazonaws.com/static.nicic.gov/Library/025557.pdf>

**Training and Education Orientation Plan for New PSC Professionals**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>

*Within 30 Days of Joining a Problem-Solving Court…*

* Observe another problem-solving court within your judicial district, introduce yourself and meet other team members not on your own PSC team, consider how the team operates similarly or differently than your own PSC team. **[P]**
* Review Colorado Best Practice Manual and relevant Minimum Standards for your court type. **[P]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=44>
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Meet with judicial officer(s) and review team dynamics, specific program information and goals, role expectations, program history (including challenges, barriers, and successes). **[P]**
* Review SAMHSA Article Adult Drug Courts and Medication-Assisted Treatment for Opioid Dependence. **[S]**
* <https://www.ndci.org/resources/training/medication-assisted-treatment/>
* Review Trauma Informed Care webinar **[S]**
* <https://ndcrc.org/resource/14484/>

*After 60 Days of Joining a Problem-Solving Court…*

* Review National Drug Court Institute’s Incentives and Sanctions Webinar. **[P]**
* <https://www.ndci.org/webinar-incentives-and-sanctions/>
* Schedule attendance at a national or state conference regarding problem solving courts. Colorado Collaborative Justice Conference, “CCJC” or NADCP’s annual conference. **[S]**
* <http://www.nadcpconference.org/>

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Keep informed of best practices on PSC and associated topics through continuing education opportunities. **[P]**
* Watch Amy Edmondson’s “How to Turn a Group of Strangers Into a Team”. **[S]**
* <https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team>
* Review an article on collaborating as a team and present the information to your PSC. **[S]**
* <https://hbr.org/topic/collaboration>

**Training and Education Orientation Plan for New PSC Law Enforcement Officers**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Sit with the judicial officer, public defender, and district attorney one-on-one to figure out how best to work with them and understanding their non-adversarial role on the team. **[P]**
* Review Best Practice Standards for Multidisciplinary Team Collaboration (see p. 38, 41, 46, and 63-64). **[S]**
* <https://www.ndci.org/wp-content/uploads/2013/08/Best-Practice-Standards-Vol.-II.pdf>

*Within 30 Days of Joining a Problem-Solving Court…*

* Outreach to other law enforcement agencies who work with problem-solving courts in Colorado to build connections, resources (both locally, regionally), and learn more about role as a law enforcement officer. **[P]**
* Work with previous deputy to the problem-solving court team to learn from their experiences in the court. **[S]**
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Enroll in and complete “The Beat: A Law Enforcement Officer's Guide to Drug Court” from the National Center for State Courts to learn more about the core knowledge, skills and information necessary to effectively monitor, supervise and participate on a problem-solving court team. **[P]**
* <https://courses.ncsc.org/course/The_Beat>

*After 60 Days of Joining a Problem-Solving Court…*

* Meet with supervisor, manager, or other leadership position for profession and consider how the presence of law enforcement in community supervision could improve in support of program participants’ outcomes. **[P]**
* Visit probation to view what happens during client meetings and case management. **[S]**
* Attend in-person a national or local training regarding problem-solving courts best practices. **[S]**

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Create a process for talking to participants who are being taken into custody (before going to detention, etc.) that helps provide immediate reinforcement or debrief following a response from the court as a point of “crisis care” for when they are at their worst moment to show that the team, your role, supports them throughout the process of recovery. **[P]**

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Watch presentation on “Medication Assisted Treatment and Drug Courts” and meet with a local physician. **[P]**
* <http://www.ndri.org/e-learning.html>
* Work to facilitate ongoing assistance in the field, monitoring curfews, verifying employment, providing transportation, as able, to help promote the team’s objectives and remove barriers for participant success. **[S]**

**Training and Education Orientation Plan for New PSC Defense Counsel, GAL, or RPC**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Have a meeting with the prosecution representative on the team to understand their perspective. **[S]**
* Make arrangements to attend staffings and court appearances with existing attorney as the more you attend the better you will understand the concepts behind PSC’s. **[S]**
* Consult Public Defender (or other professional) Intranet for links to other resources that pertain to PSC’s. **[S]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Review NADCP’s “Ethical Issues for Attorneys in Problem-Solving Courts”. **[P]**
* <https://www.slideshare.net/CADCP/ethical-issues-for-attorneys-in-problem-solving-courts>
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>
* Meet with a supervisor, manager, or other relevant leadership position within your agency to understand how you fit into a problem-solving court, review role expectations and responsibilities as a member of PSC. **[S]**

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Meet with a treatment provider on team to understand confidentiality, HIPPA, and treatment reports. **[P]**
* Read the publication through NDCI: Federal Confidentiality Laws and How They Affect Drug Court Practitioners. **[P]**
* <https://www.ndci.org/federal-confidentiality-laws-and-how-they-affect-drug-court/>

Watch the National Drug Court Institute’s webinar on “Confidentiality in Problem-Solving Courts.” **[P]**

* <https://www.ndci.org/training/online-trainings-and-webinars/post-8957/>
* Review the NADCP best practice standard on target population and relevant references. **[S]**
* <https://www.nadcp.org/standards/>

*After 60 Days of Joining a Problem-Solving Court…*

* Attend any in-person trainings offered through the National Association of Drug Court Professionals, the National Drug Court Institute, or the Colorado Judicial Branch’s Collaborative Justice Conference. **[S]**

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Visit another problem-solving court outside of your jurisdiction, meet with the designee from your profession (or one similar) and learn about their role, and observe how the team collaborates and consider what your own team might do to improve. **[S]**

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Watch Amy Edmondson’s “How to Turn a Group of Strangers Into a Team”. **[S]**
* <https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team>
* Review an article on collaborating as a team and present the information to your PSC. **[S]**
* <https://hbr.org/topic/collaboration>

**Training and Education Orientation Plan for New PSC Probation Officer or Caseworker**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Introduce yourself to all clients on the problem-solving court caseload. **[P]**
* Meet with a supervisor, manager, or other relevant leadership position within your agency to understand how you fit into the problem-solving court team, review role expectations and responsibilities as a member of the team, discuss program history (including challenges, barriers, and successes). **[P]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>
* Read and understand the NADCP “Best Practices” Manual Volumes I and II. **[S]**
* <http://www.nadcp.org/standards/>

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Complete modules on MAT services on from the National Drug Court Resource Center. **[S]**
* <https://ndcrc.org/medication-assisted-treatment-course/>
* <https://www.ndci.org/resources/training/medication-assisted-treatment/>

*After 60 Days of Joining a Problem-Solving Court…*

* Learn about co-occurring disorders in completing webinar from the National Drug Court Resource Center. **[S]**
* <https://ndcrc.org/resource/treatment-cod-webinar/>
* Review NDCI’s Incentives and Sanctions Webinar presented by Dr. Douglas Marlowe. **[S]**
* <https://www.ndci.org/webinar-incentives-and-sanctions/>

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>
* Observe another problem-solving court within your judicial district, introduce yourself and meet other team members not on your own PSC team, consider how the team operates similarly or differently than your own PSC team. **[S]**
* Learn about trauma-informed care. **[S]**
* <https://ndcrc.org/resource/14484/>

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Attend any in-person trainings offered through the National Association of Drug Court Professionals, the National Drug Court Institute, or the Colorado Judicial Branch’s Collaborative Justice Conference. **[P]**
* Watch Amy Edmondson’s “How to Turn a Group of Strangers Into a Team”. **[S]**
* <https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team>

**Training and Education Orientation Plan for New PSC Treatment Providers**

Checklist key:

**[P]** Priority (orrequired) resource/activity to be completed by the new PSC professional.

**[S]** Suggested (or recommended) resource/activity to be completed by the new PSC professional.

*Immediately Upon Assignment to A Problem-Solving Court Prior to Participating in Docket…*

* Complete the National Drug Court Institute’s “Essential Elements of Adult Drug Courts” and/or the Center for Court Innovation “Treatment Courts Online” module. **[P]**
* <https://courses.ncsc.org/course/NDCI_Essentials> ▪ <https://treatmentcourts.org/>

*Within 7 Days of Joining a Problem-Solving Court…*

* Meet with program coordinator to understand how you fit into the problem-solving court team and review role expectations and responsibilities as a member of the team, discuss program history, including challenges, barriers, and recent successes as well. **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, Working Definition of Recovery. **[P]**
* <https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF>
* Review program handbook and policy/procedure manual, ask supervisor or team for clarification if needed. **[P]**
* Introduce self/role and the treatment agency’s available modalities, as well as client criteria and expectations, to the team and active clients within the program. **[P]**

*Within 30 Days of Joining a Problem-Solving Court…*

* Meet with a supervisor, manager, or other relevant leadership position within your agency to understand how you fit into the problem-solving court team, review role expectations and responsibilities as a member of the team, discuss program history (including challenges, barriers, and successes). **[P]**
* Observe another problem-solving court within your judicial district, introduce yourself and meet other team members not on your own PSC team, consider how the team operates similarly or differently than your own PSC team. **[P]**
* Meeting with a judge, prosecutor, district attorney, probation officer, and any other relevant team member to better understand how the PSC model relates to your profession. **[S]**
* Sign up for a mentor for your specific role and problem-solving court. **[S]**
* <https://www.courts.state.co.us/Administration/Program.cfm?Program=50>

*Between 30 to 60 Days of Joining a Problem-Solving Court…*

* Provide documentation and clear explanation of evidenced based screening tools used, substance abuse curriculum and weekly group session agendas, and other programmatic information on client numbers, group sizes, billing, etc. to the problem-solving court team. **[P]**
* Consult SAMSHA EBP Resource Center to ensure that participants in the program are evaluated in a timely, efficient way so that placement, transportation, and services are addressed in an expedited manner. **[S]**
* <https://www.samhsa.gov/ebp-resource-center>

*After 60 Days of Joining a Problem-Solving Court…*

* Review resources on incentives and sanctions from the National Drug Court Resource Center. **[P]**
* <http://ndcrc.org/topic/sanctions-and-incentives/>
* Meet with local drug testing provider to review policies and role on problem-solving court team. **[S]**

*Within 90 Days of Joining a Problem-Solving Court…*

* Complete any necessary Phase I core curriculum (located at the following link) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* <https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488>

*Ongoing After 90 Days of Joining a Problem-Solving Court…*

* Visit another problem-solving court outside of your jurisdiction, meet with the designee from your profession (or one similar) and learn about their role, and observe how the team collaborates and consider what your own team might do to improve. **[S]**