**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

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

* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* 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]**
* 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 program handbook and policy/procedure manual; ask supervisor or team for clarification if needed. **[P]**
* Attend staffing and court review. **[P]**
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

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

* Review [“Targeting the Right Participants for Adult Drug Court”](https://www.ndci.org/resources/targeting-the-right-participants-for-adult-drug-court/).
* Speak with your judge/team/supervisor about how policies are created/modified. Understand your role in creating policies. **[S]**
* Watch SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**

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

* Tour the treatment agencies your program uses and learn about what treatment services they offer. **[P]**
* Review the [NDCI Judicial Benchbook](https://www.ndci.org/wp-content/uploads/2016/05/Judicial-Benchbook-2017-Update.pdf) to better understand legal concerns and assist judicial officer. **[P]**
* Visit community resources who collaborate with your programs, learn about the resources they provide, discuss what their role is within the program. **[S]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29). **[S]**
* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**
* Sign up for a mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**

***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]**

***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, Catherine Mantey at [catherine.mantey@judicial.state.co.us](mailto:catherine.mantey@judicial.state.co.us). **[S]**
* Attend any 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 article on [“Developing Motivational Interviewing, “MI” in Corrections.”](https://s3.amazonaws.com/static.nicic.gov/Library/025557.pdf) **[P]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* Review program handbook and policy/procedure manual; ask supervisor or team for clarification if needed. **[P]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[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](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Meet with all other team members including DA, PD, treatment, and probation. **[S]**
* 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 the [NDCI Judicial Benchbook](https://www.ndci.org/wp-content/uploads/2016/05/Judicial-Benchbook-2017-Update.pdf) **[P]**
* Watch SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**

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

* Consider requesting a peer mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29). **[S]**

***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 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 article on [“Developing Motivational Interviewing, “MI” in Corrections.”](https://s3.amazonaws.com/static.nicic.gov/Library/025557.pdf) **[P]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* 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]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

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

* 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 through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**
* Watch SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**
* Have lunch with a treatment provider on the team to better understand confidentiality, HIPPA, and reading treatment reports. **[S]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29). **[S]**

***Within 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”](https://www.ndci.org/resources/targeting-the-right-participants-for-adult-drug-court/) by Douglas B. Marlowe. **[P]**

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

* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**
* 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.”](https://s3.amazonaws.com/static.nicic.gov/Library/025557.pdf) **[P]**
* Attend any 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]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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 program handbook and policy/procedure manual; ask supervisor or team for clarification if needed. **[P]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

***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]**
* Meet with judicial officer(s) and review team dynamics, specific program information and goals, role expectations, program history (including challenges, barriers, and successes). **[P]**
* Watch SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29).

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

* Schedule attendance at a national or state conference regarding problem solving courts. Colorado Collaborative Justice Conference, “CCJC” or [NADCP’s annual conference.](https://nadcpconference.org/) **[S]**
* Sign up for a mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**

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

* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**
* 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…***

* Keep informed of best practices on PSC and associated topics through continuing education opportunities. **[P]**
* Attend any 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]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
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***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 program handbook and policy/procedure manual; ask supervisor or team for clarification if needed. **[P]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Watch NDCI’s webinar: [The Role of Law Enforcement in Drug Courts](https://treatmentcourts.org/mod/eduplayer/view.php?id=608). **[P]**
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* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* 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]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

***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 through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**

***Within 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 a training regarding problem-solving courts best practices. [S]

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

* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**
* 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]**
* 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 SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29).
* Attend any 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]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Explore the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) on-demand training modules. **[S]**
* **GALs and RPCs** read NADCP’s [Family Treatment Court Best Practice Standards](https://www.nadcp.org/wp-content/uploads/2019/09/Family-Treatment-Court-Best-Practice-Standards_Final2.pdf) . **[P]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**
* 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”](https://www.slideshare.net/CADCP/ethical-issues-for-attorneys-in-problem-solving-courts). **[P]**
* 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]**
* 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](https://www.ndci.org/sites/default/files/nadcp/federalconfidentiality.pdf). **[P]**

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

* Attend any 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]**
* Sign up for a mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**
* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**

***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. **[S]**
* 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…***

* Attend any 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]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* 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]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

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

* Watch SAMSHA GAIN webinar: [MAT (Medication Assisted Treatment) in Drug Courts; Addressing the Concerns of Court Staff](https://www.youtube.com/watch?v=Wd7E6f0RufI). **[S]**
* Explore SAMHSA’s [Trauma-Informed Care Implementation Resource Center](https://www.traumainformedcare.chcs.org/) and/or watch webinar [Trauma-Informed Care Responses for Drug Courts](https://treatmentcourts.org/mod/lesson/view.php?id=113&pageid=29).

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

* Watch NAADAC’s webinar: [Integrating Co-occurring Disorders](https://www.naadac.org/integrating-co-occurring-disorders---an-introduction-to-what-every-addiction-counselor-needs-to-know).
* Sign up for a mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**
* Complete any necessary [Phase I core curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**

***Within 90 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. **[S]**

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

* Attend any 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]**

**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](https://essentialelements-nadcpelearningcenter.talentlms.com/catalog/index) modules. **[P]**
* Visit the Center for Court Innovation’s [Treatment Courts Online](https://treatmentcourts.org/) website to explore their additional on-demand training modules. **[S]**
* Read [Colorado Best Practice Standards Manual](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Colorado%20PSC%20Best%20Practices%20Manual%20(Rev%20Feb%202014).pdf). **[P]**
* Read the [Ten Key Components](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/JessicaJ%20Folder/Defining%20Drug%20Courts%20Key_Components.pdf). **[P]**
* Review NDCI’s Best Practice Standards [Volume I](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-I-Text-Revision-December-2018.pdf) and [Volume II](https://www.nadcp.org/wp-content/uploads/2018/12/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018.pdf). **[S]**
* Read our Best Practice Manual [Roles and Responsibilities.](https://www.courts.state.co.us/userfiles/file/Administration/Planning_and_Analysis/Problem%20Solving%20Courts/Roles%20and%20Responsibilities%20Final%20Draft.pdf) **[P]**

***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]**
* Contact Leah [leah.elsbernd@judicial.state.co.us](mailto:leah.elsbernd@judicial.state.co.us) on Statewide PSC Coordinator team for virtual state-level onboarding.
* Review [“Behavior Modification 101 for Drug Courts: Making the Most of Incentives and Sanctions”](https://www.ndci.org/wp-content/uploads/BehaviorModification101forDrugCourts.pdf). **[P]**
* Review Substance Abuse and Mental Health Services Administration, “SAMHSA”, [Working Definition of Recovery](https://store.samhsa.gov/product/SAMHSA-s-Working-Definition-of-Recovery/PEP12-RECDEF). **[P]**
* 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]**
* Watch Amy Edmondson’s [“How to Turn a Group of Strangers Into a Team”](https://www.ted.com/talks/amy_edmondson_how_to_turn_a_group_of_strangers_into_a_team). **[S]**

***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]**

***Within 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](https://www.samhsa.gov/resource-search/ebp) 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]**
* Sign up for a mentor for your specific role and problem-solving court through our [Professional Team Member Mentoring Program](https://www.courts.state.co.us/Administration/Program.cfm?Program=50). **[S]**
* 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](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=488) to review/supplement areas covered within the NDCI/CCI training modules or address any gaps in your professional training to date. **[P]**
* Complete relevant [Phase II curriculum](https://www.courts.state.co.us/Administration/Custom.cfm?Unit=prbsolcrt&Page_ID=582) materials as needed to cover any gaps in training to date. **[P]**

***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]**
* Attend any 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]**