

MONTANA'S PEER REVIEW MATERIALS - SUMMARY REPORT TEMPLATE



BLUE TEXT INDICATES AREAS FOR THE PEER TO FILL IN.

RED TEXT INDICATES INSTRUCTIONS FOR THE PEER.

PLEASE REMOVE THE BLUE AND RED TEXT BEFORE SHARING THE REPORT WITH THE PROGRAM.

FEEL FREE TO REWORD THE LANGUAGE IN THE SUGGESTED TEXT BELOW TO MAKE IT FEEL MORE PERSONAL OR SPECIFIC TO THE SITE.

BACKGROUND AND OVERVIEW

A peer review process was conducted with (NAME OF PROGRAM) on (DATE[S] OF VISIT) by (NAME OF PEER REVIEWER[S]). This report summarizes the highlights of the review process.

SUMMARY OF BEST PRACTICES & STANDARDS

The following practices that follow the National Treatment Court Standards (NADCP 2013, 2015), the 10 Key Components of Drug Courts, or administrative guidelines have been implemented by this program. They are based on research demonstrating that programs with these practices have more positive outcomes than other programs. Congratulations on your program's achievements in these areas!

Key:
BP = Best Practice or Standard

A full set of practices that is utilized by this program is included at the end of this report. [Attach completed peer review best practice table at the end of this report in the spot indicated]

[Keep any practices in the list below {items that are marked with an "H" (meaning "High priority") on the best practice table} that are scored "Yes" or "Fully Met" from the best practice table; move the others to the recommendations list. If any items are moved, replace them (below) with other "yes" or "fully met" items from the best practice table, to maintain a list of approximately 20 here whenever possible.]

1. **BP #8** There is frequent email communication between the court and treatment providers regarding each participant's overall program performance.
Content of email communication includes: 1) treatment attendance, 2) dates of missed appointments, 3) brief progress note (including what participant is studying), 4) recommendations from provider for judge.
2. **BP #23** The initial appearance before the drug court judge occurs soon after arrest or apprehension (50 days or less).
3. **BP #28** The Drug Court fee is based on an ability to pay.

4. **BP #31** Treatment is used as a supportive/therapeutic response not as a sanction.
5. **BP #37** Participants receive a sufficient dosage and duration of treatment to achieve long-term sobriety and recovery from addiction (Usually 6-10 hours weekly during the initial phase and approximately 200 hours over 9-12 months).
6. **BP #38** Participants meet with a treatment provider or clinical case manager for at least one individual session per week during the first phase of the program. The frequency of individual sessions may be reduced subsequently if doing so would be unlikely to precipitate a setback or relapse.
7. **BP #43** Treatment providers administer behavioral or cognitive-behavioral treatments that are documented in manuals and have been demonstrated to improve outcomes (are evidence-based).
8. **BP #47** The Drug Court offers gender specific services.
9. **BP #58** The minimum length of the Drug Court program is 12 months or more.
10. **BP #61** Participants complete a final phase of the Drug Court focusing on a Recovery Management Plan (RMP). The RMP is primarily prepared by the participant (self-directed) in consultation with the counselor to ensure they continue to engage in prosocial activities and remain connected to recovery-oriented systems of care after their discharge from Drug Court.
11. **BP #62** For at least the first 90 days after discharge from the Drug Court, systematic attempts are made to contact previous participants periodically by telephone, mail, e-mail, or similar means to check on their progress, offer brief advice and encouragement, and provide referrals for additional treatment when indicated. (Recovery Management Check-In)
12. **BP #63** The Drug Court conducts a complete assessment of the primary drug court participant and of the family members as well as assessing multiple areas for strengths and needs (basic needs/ medical and dental/child care/educational/behavioral-social-emotional/trauma, etc.).
13. **BP #73** Drug urinalysis results are back to Drug Court within 48 hours or less.
14. **BP #74** Drug Court drug tests are collected at least two times per week on average throughout drug court phases.
15. **BP #76** The Drug Court places as much emphasis on incentives as it does on other infractions.
16. **BP #80** Sanctions are imposed immediately after significant non-compliant behavior (e.g., in advance of a client's regularly scheduled court hearing for drug use or re-offending).
17. **BP #86** The Drug Court has a range of progressive sanctions of varying magnitudes that may be administered in response to program noncompliance.
18. **BP #91** Jail sanctions are imposed judiciously, sparingly and progressively. Jail sanctions are definite in duration and last no more than three to five days.
19. **BP #102** Judge regularly attends pre-court team meetings (staffings) to review each participant's progress and potential consequences and incentives for performance.
20. **BP #103** Participants appear before the judge for status hearing (court session) no less than every 2 weeks during the first phase. Frequency may be reduced after initiation of abstinence but no less frequently than every 4 weeks until the last phase of the program.
21. **BP #104** The judge spends a minimum of approximately 3 minutes at a minimum interacting with each participant in court.

22. **BP #110** Specific goals and objectives have been established to measure the effectiveness of the program.
23. **BP #119** The program collects data and assesses whether members of groups that have historically experienced discrimination receive the same dispositions as other participants for completing or failing to complete the Drug Court.

(OTHER POSITIVES OR HIGHLIGHTS)

PRIORITY RECOMMENDATIONS

The following section lists several areas that are not currently aligned with Best Practices or Standards. These are areas that could benefit from changes. A full set of practices that are not yet utilized by this program are attached. Additional recommendations are listed at the end. **[Include the key recommendations here that you covered in the Exit Interview {these are often those that are of greatest concern to the program or to you/peer reviewers}. Create a list of additional recommendations for any practice coded as “no” or “not met” of the high priority best practice list, or other important items from the best practice table that is not already covered in the priority recommendations. Consult Jeff Kushner if you need assistance prioritizing. Attach that list at the end of this report.]**

RECOMMENDATION 1:

RECOMMENDATION 2:

RECOMMENDATION 3:

RECOMMENDATION 4:

RECOMMENDATION 5:

PARTICIPANT FEEDBACK

An important part of the peer review process was to hear from program participants about their experiences with the program. During the visit, we spoke with (ADD NUMBER) participants. Here is a summary of their feedback.

[Based on the results of any focus group or participant interviews you conducted during the visit, including a brief summary here of what participants liked, disliked, and suggested as program improvements. include any feedback you think is useful and relevant to program operations.]

Participants most like and appreciate the following parts of the program: (ADD WHAT PARTICIPANTS LIKE – QUESTION 2 AND ANYTHING POSITIVE FROM QUESTIONS 4-6)

- (STRENGTH)
- (STRENGTH)
- (STRENGTH)
- (STRENGTH)

Participants reported that the following parts of the program are most challenging for them: (ADD WHAT PARTICIPANTS DISLIKE – QUESTION 3 AND ANY CONCERNS FROM QUESTIONS 4-7)

- (CHALLENGE)

Participants offered the following suggestions for the program to consider: (ADD WHAT PARTICIPANTS SUGGESTED – QUESTION 8)

- (SUGGESTION)
- (SUGGESTION)

ADDITIONAL OBSERVATIONS

[Add any additional information here that is important but hasn't been included yet]

- Innovative practices that this court has implemented
- Any concerns that you want to share that are not included elsewhere {however, be thoughtful when including information or impressions in this report as it will be considered a public document. If you have sensitive information, please discuss it with the relevant program staff in the debrief or advance of sending the report and consider whether or how best to present it in written format. Feel free to contact Jeff Kushner if you need advice or guidance.}
- Any general successes or accomplishments that you want to highlight
- Questions that were raised by the program that you don't know the answer to or that require research – Jeff Kushner will respond to the program
- Technical assistance or training needs or requests – Jeff Kushner will respond to the program
- Additional comments

RECOMMENDED NEXT STEPS

The results of this assessment can be used for many purposes, including 1) improvement of program structure and practices for better participant outcomes (the primary purpose), 2) grant applications to demonstrate program needs or illustrate the program's capabilities, and 3) requesting resources from boards of county commissioners or other local groups.

- ☐ **Distribute copies of the report** to all members of your team, advisory group, and other key individuals involved with your program.

- ☐ **Set up a meeting** with your team and steering committee, etc., to discuss the report’s findings and recommendations. Ask all members of the group to **read the report** prior to the meeting and **bring ideas and questions**. Identify who will **facilitate** the meeting (bring in a person from outside the core group if all group members would like to be actively involved in the discussion).
- ☐ **Contact your peer reviewer or staff at the state office** if you would like outside staff to be available by phone to answer questions.
- ☐ During the meeting(s), **review each recommendation**, discuss any questions that arise from the group, and **summarize the discussion, any decisions, and next steps [assign someone to take notes]**. You can use the format on the following page or develop your own.

RECOMMENDATION REVIEW FORM

Please complete the following table for each recommendation. For any recommendation there may be multiple tasks in the action plan. **[Please insert the key recommendations from this report under the “recommendation” columns below]**

Recommendation	Responsible individual, group, or agency	Action plan	Goal dates	TA or training needed?
1. (RECOMMENDATION)				
2. (RECOMMENDATION)				
3. (RECOMMENDATION)				
4. (RECOMMENDATION)				
5. (RECOMMENDATION)				

Responsible individual, group, or agency: Identify who is the focus of the recommendation, and who has the authority to make related changes.

Action plan: Describe the status of action related to the recommendation (some changes or decisions may already have been made). Identify which tasks have been assigned, to whom, and by what date they will be accomplished or progress reviewed. Assign tasks only to a person who is present. If the appropriate person is not present or not yet identified (because the task falls to an agency or to the community, for example), identify who from the group will take on the task of identifying and contacting the appropriate person.

- Person: (Name)
- Task: (make sure tasks are specific, measurable, and attainable)
- Deadline or review date: (e.g., June 10th) the dates for some tasks should be soon (next month, next 6 months, etc.); others (e.g., for longer term goals) may be further in the future.
- Who will review: (e.g., advisory board will review progress at their next meeting)

Goal dates: Indicate the date that each task will be accomplished. Add task deadlines to the agendas of future steering committee meetings, to ensure they will be reviewed, or select a date for a follow-up review (in 3 or 6 months, for example), to discuss progress and challenges, and to establish new next steps, task lists, and review dates.

TA or training needed: Add a check mark in this column if training or technical assistance is needed to help address this recommendation.

Send this completed form to Jeff Kushner at the Montana Supreme Court. He will discuss any needed training and technical assistance and how to obtain them.



CHECKLIST OF GUIDELINES AND STANDARDS

INSERT COMPLETED BEST PRACTICE TABLE HERE