
ORIENTATION PLAN FOR NEW BEHAVIORAL HEALTH DOCKET COORDINATORS

CHECKLIST KEY:

- [P] Priority resource/activity to be completed by the new Coordinator.
- [S] Suggested (or recommended) resource/activity to be completed by the new Coordinator.

Immediately Upon Assignment to a Behavioral/Mental Health Docket but Prior to Participating in Docket...

- Contact [Anna Powers](#), Specialty Dockets Coordinator, to schedule the required 32 hours training developed by the Council of State Governments (CSG): [Developing a Mental Health Court: An Interdisciplinary Curriculum](#), if your program has not previously completed the training. [P]
- Review the National Association of Drug Court Professionals' (NADCP) [Best Practice Standards](#) and the Virginia [Behavioral Health Docket Standards](#). [P]
- Review "[The Multi-Disciplinary Team](#)" presentation. [P]
- Review the Virginia Department of Behavioral Health & Developmental Services' [The Essential Elements of Mental Health Dockets in Virginia](#). [S]
- Complete the National Center for State Courts (NCSC) [Essential Elements of Adult Drug Courts](#) online training [S]
- Contact [Lori Hogan](#), Administrative Assistant. Provide your contact information and docket schedule. [P]
- Contact [Bre' Auna Beasley](#), Specialty Dockets Analyst. Request access to the Specialty Dockets Database and Database training materials. [P]
- Contact [Elisa Fulton](#), Training Coordinator. Request access to the Specialty Dockets Listserv. [P]

Within 7 Days of Joining a Behavioral/Mental Health Docket ...

- Meet with your manager or Drug Court Judge to understand your role on the Team, review role expectations and responsibilities, and discuss program history (including challenges, barriers, and successes). [P]
- Review the Policy/Procedures Manual and Participant Handbook. Understand your program's phase structure and requirements. Ask your supervisor or team for clarification, if needed. [P]
- Attend staffing and court review. [P]
- Review Substance Abuse and Mental Health Services Administration's (SAMHSA) [Working Definition of Recovery](#) brochure. [S]
- Review NADCP's [Six Steps to Improve Outcomes for Adults with Co-Occurring Disorders](#). [S]
- Meet with team members to establish rapport and better understand their roles. [P]
- Review the [Core Competencies](#) for each team member's role with the team [S]

Within 30 Days of Joining a Behavioral/Mental Health Docket ...

- Review CSG's [Mental Health Courts: A Primer for Policymakers and Practitioners](#). [P]
- Review NDCI's [Targeting the Right Participants](#). [P]
- Watch NDCI's [Incentives and Sanctions](#) webinar. [P]

- Speak with your Behavioral Health Docket Judge, advisory committee, or supervisor about how policies are created/modified. Understand your role in creating and implementing policies. [S]
- Tour the treatment agencies your program uses and learn about the treatment services offered. Identify your primary point of contact for all treatment related concerns. [P]
- Review the [NDCI Judicial Benchbook](#) to better understand legal concerns and assist the Behavioral Health Docket Judge. [S]
- Visit community resources who collaborate with your behavioral health docket program, learn about the resources they provide, discuss what their role is within the program. [S]

After 60 Days of Joining a Behavioral/Mental Health Docket ...

- Complete any outstanding training modules or address any gaps in your professional training to date. [P]
- Visit another operating Specialty Docket, preferably outside of your jurisdiction. Meet with the Coordinator and learn about their role. If you require assistance with identifying a Coordinator, contact [Anna Powers](#), Specialty Dockets Coordinator. [P]

Within 90 Days of Joining a Behavioral/Mental Health Docket ...

- Meet with your local advisory committee to review sustainability options. [P]
- Meet with your supervisor to discuss any additional training needs for yourself and/or team. Create a plan to satisfy the needs. Contact [Elisa Fulton](#), Training Coordinator for assistance. [S]
- Learn about grant writing. Schedule a meeting with [Courtney Stewart](#), Grants Management Analyst. [P]