ORIENTATION PLAN FOR NEW VETERANS TREATMENT 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 Veterans Treatment Docket but Prior to Participating in Docket…

☐ Review the National Association of Drug Court Professionals’ (NADCP) Best Practice Standards, Justice for Vets’ 10 Key Components of Veterans Treatment Courts, and the Virginia Veterans Treatment Docket Standards. [P]
☐ Review “The Multi-Disciplinary Team” presentation. [P]
☐ Complete the Center for Court Innovation (CCI) Treatment Courts Online modules for Veterans Treatment Dockets. [P]
☐ Contact Brandon Felton, Administrative Assistant. Provide your contact information and docket schedule. [P]
☐ Contact Marc Leslie, Specialty Dockets Analyst. Request access to the Specialty Docket 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 Veterans Treatment Docket…

☐ Complete the Justice for Vets Trauma Awareness: Critical Information for Veterans Treatment Courts modules. [P]
☐ Review the Justice for Vets Veterans Treatment Court Academy resources. [P]
☐ Meet with your manager or Veterans Treatment Docket 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. [P]
☐ Review NADCP’s Six Steps to Improve Outcomes for Adults with Co-Occurring Disorders.
☐ Meet with team members to establish rapport and better understand their roles. [P]

Within 30 Days of Joining Veterans Treatment Docket …

☐ Review Targeting the Right Participants for Adult Drug Court. [P]
☐ Watch NDCI’s Incentives and Sanctions webinar. [P]
☐ Speak with your Veterans Treatment 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 Veterans Treatment Docket Judge. [P]

☐ Visit community resources who collaborate with your veterans treatment docket program, learn about the resources they provide, discuss what their role is within the program. [S]

☐ Review list of Resources for Veterans and Families provided by Justice for Vets. [P]

**After 60 Days of Joining a Veterans Treatment Docket...**

☐ Complete any outstanding training modules or address any gaps in your professional training to date. [P]

☐ Visit another 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 Veterans Treatment Docket...**

☐ 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 and sources of funding. Schedule a meeting with Auriel Diggs, Grants Management Analyst. [P]