Orientation Plan for New Adult Recovery Court 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 an Adult Recovery Court but Prior to Participating in Court

- ☐ Review All Rise's Best Practice Standards. **[P]**
- ☐ Complete the Center for Court Innovation (CCI) Treatment Courts Online module. **[P]**
- ☐ Contact Heather Borland, Administrative Assistant. Provide your contact information and court schedule. **[P]**
- ☐ Contact Celin Job, Specialty Dockets Database Analyst. Request access to the Specialty Docket Database and Database training materials. **[P]**
- ☐ Contact Danny Livengood, Training Coordinator. Request access to the Specialty Docket Listserv. **[P]**

Within 7 Days of Joining an Adult Recovery Court

- ☐ Meet with your manager or Recovery 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. **[P]**
- ☐ Review All Rise'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]**

Within 30 Days of Joining an Adult Recovery Court

- ☐ Review Targeting the Right Participants for Adult Drug Court. **[P]**
- ☐ Review All Rise's Incentives, Sanctions, and Service Adjustments list. **[P]**

- ☐ Speak with your Recovery Court 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 All Rise Judicial Benchbook to better understand legal concerns and assist the Recovery Court Judge. **[P]**
- ☐ Visit community resources who collaborate with your adult recovery court program, learn about the resources they provide, discuss what their role is within the program. **[S]**

After 60 Days of Joining an Adult Recovery Court

- ☐ 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 an Adult Recovery Court

- ☐ Meet with your supervisor to discuss any additional training needs for yourself and/or team. Create a plan to satisfy the needs. Contact Danny Livengood, Training Coordinator, for assistance. **[S]**
- ☐ Learn about grant writing. Schedule a meeting with Auriel Diggs, Grants Management Analyst. **[P]**
- ☐ Learn about available budgetary assistance and resources. Schedule a meeting with Renee Rosales, Budget Analyst. **[P]**
- ☐ Contact Best Practices Specialists Liane Hanna and Monica DiGiandomenico to request assistance by needs assessment, support or visit.