Policy Questions and Answers

- Can we share information about the peer review of a particular program outside of the program?
  - The peer review final report is public record, since the review is of a public agency. Interested parties would request a copy of the report from CJC, through a public record request.
    - The online survey (hosted by NPC) is not included, though materials downloaded from that system and used for the review [the copy of the completed survey and the resulting best practices table] are included.
  - Peers, CJC, and contractors can, in oral and written communication with interested parties, share positive information and examples of creative or innovative practices the program is willing to share.
  - Peers, CJC, and contractors may discuss program needs or other concerns in order to develop training and technical assistance plans and identify resources for the program and [in aggregate] for the state as a whole. When sharing information that might be perceived as negative, please remember that the intention of the peer review process is to help programs learn and improve, and we all do that best if the environment feels safe for sharing honestly about our challenges without fear of embarrassment or ridicule. Please model sensitive and respectful communication.
- How long will the peer review last?
  - 2 days, including travel, is the norm.
  - Depending on the location of the program in relation to the peer(s), travel may occur outside of the 2 days that are spent on site, up to a total of 3 days.
  - Large counties or programs with numerous partners might require additional time for phone interviews if the peer(s) is unable to meet with everyone (all key partners) during the 2-day visit.
  - Depending on the schedules of the program and the peer(s), the 2 days on site do not necessarily need to be consecutive, though in many cases they probably will be. Peers will discuss with CJC staff prior to conducting a visit that is planned for non-consecutive days, to ensure the plans fit within the agency's travel budget.
- How frequently will a program be reviewed?
  - Every 4 years on a regular rotation; possibly sooner for programs that need support or request a visit. CJC-funded courts will be assessed every biennium to determine if a review is needed sooner.
  - Every adult drug court program that receives CJC funding will complete the peer review.
  - Programs will also be informed if CJC has a concern and believes that the program would benefit from a review outside of the regular rotation or if the CJC decides to require a review as a condition of future funding.
- Would multiple programs within the same county have combined or separate reviews?
  - Each program will have its own review, though programs will be assessed on a case by case basis if a recent review covered a program with fundamentally the same

team, policies, and practices as another program. If there are some differences, but overall commonality, a separate best practices table can be created for each program.

- How are the reviews funded?
  - CJC will set aside funds to cover the travel costs.
    - Travel expenses incurred due to participation in the peer review process (mileage, hotel, per diem, parking, etc.) will be reimbursed by the CJC (separately from program grant dollars), according to State Travel Policy.
  - Peer reviewers are volunteers who are not paid separately for the time they spend conducting a review.
    - Peers who are currently part of a drug court team funded by CJC can spend their time on peer review activities. Partner agencies are encouraged to allow these individuals to use their work hours to conduct these activities and not require them to take PTO or leave to participate.
    - Peers who are not part of a drug court team funded by CJC will need to consult with their employer regarding receiving time to participate.
- Any peer or program staff who cannot participate in a peer review due to a conflict of interest will fill out a CJC Conflict of Interest Form.
  - When a peer is approached by CJC to consider conducting a review of a site, that person will let CJC know in writing (see form above) if he/she feels uncomfortable or that it would not be appropriate for any reason to conduct the peer review of that program.
- Peer review volunteers should review programs where there is <u>not</u> a peer who has reviewed their program (to achieve independence and variety of experiences/information).
  - To maximize learning and objectivity, it is suggested that peers not review each other's programs; however, if logistics (e.g., peer availability and travel considerations) warrant an exchange, that is acceptable. Staff participating in the peer review will learn from the other program, regardless of whether they are serving as the reviewer or the reviewee. For that reason, it is advisable to mix pairings when possible to allow team members to talk with more than one other program.
- In most cases, the members of the review team will come from the same or local programs
  - Although there are advantages of having peers from different teams, the CJC will pair peer reviewers coming from the same team to simplify travel and planning logistics and create efficiencies in organizing the review. Other advantages include leveraging the existing relationship and understanding of each other's work styles, and the potential that their time away will not conflict with program activities (particularly if any meetings or sessions are shifted to accommodate the peer's absence during the site visit), so this arrangement will be looked at first in pairing teams.