Oregon Mental Health Courts Peer Review Process

Peer Review Materials Table of Contents

a. Peer Review Process Overview
   • 1-page summary of peer review process, used to identify interested peers.

b. Peer Review Checklist
   • 1-page summary of the key tasks to complete in the peer review, checklist format

c. Peer Review Task Details
   • Detailed list of the tasks and procedures for conducting a peer review, including a suggested timeline of when each task would occur.

d. Cover Page – peer review packet
   • Basic information peer reviewers will need to conduct the site visit – sent to coordinator as soon as dates are selected for visit.

e. CJC Treatment Court Standards
   • List of expectations set for treatment courts in Oregon based on national drug court best practices.

f. Oregon Mental Health Courts Peer Review Survey
   • PDF document of the NPC online survey, located in SurveyMonkey. This document shows the questions that are covered by the survey, which is filled out by the program prior to the site visit.

g. Treatment Definitions – online survey Q42
   • Supplemental document to provide descriptions of each of the different types of treatment listed in the online program survey.

h. Best Practices Table
   • List of research based best practices, and how they link to the Oregon Treatment Court Standards. This table is used by the peer reviewers to assess the various components (policies and procedures) used in the treatment court being reviewed. This table, with the best practices results from the site being reviewed, serves as one of the bases for commendations and recommendations in the summary report.

i. Site Visit Schedule and Interview Sign-Up Sheet
   • Peer reviewers have flexibility regarding how to schedule the various activities that will occur on the site visit, and the schedules will look different from site to site, depending on local calendars and availability of key staff. This form is one template that might help make the scheduling easier, and it helps remind the peer reviewers of all of the key activities to make sure to include.
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j. Sample Confidentiality Form for Site Visit
   • Because peer reviewers will be sitting in on pre-court staff meetings, where confidential client information is discussed, it is recommended that reviewers sign a confidentiality form before conducting the site visit. The form can be signed once the peers arrive, or before any confidential information is shared. This form is a suggested template if a program does not have its own.

k. Questions for Team Member Interviews
   • Suggested questions for asking team members during the site visit (or if needed, by phone) to verify best practices, clarify information, and identify commendations and recommendations. The questions are divided generally into those for various roles, but ask any team member who has the information.

l. Team Member Interview Tips
   • This document provides tips for how to conduct the team member interviews during the site visit.

m. Pre-Court Staff Meeting (Staffing) Observation
   • This form provides information about what to look for in an observation of a pre-court staff meeting during the peer review site visit, and a place to record key points.

n. Status Hearing Observation Form
   • This form provides information about what to look for in an observation of a treatment court status hearing during the peer review site visit, and a place to record key points.

o. How to Conduct Participant Focus Group
   • This document provides suggestions for how to organize and conduct a focus group with treatment court participants during the peer review site visit.

p. Focus Group Disclosure Form Template
   • It is suggested that before conducting a focus group or interviews with participants the facilitators/interviewers present the expectations, rights, and responsibilities of those involved, to ensure the participants understand the purpose of the group, what information is being gathered, and how that information will be used. This form provides a sample list of confidentiality guidelines to introduce to the group before you start asked the participants questions.

q. Participant Questions
   • List of sample questions to guide the participant focus group (or interviews) during the site visit. Additional site-specific questions that arise during the visit can be added or questions can be expanded with additional probes as needed.
r. Exit Interview Guidelines
   • This document provides suggestions for how to conduct an exit interview, or debrief
     session, with the program staff at the end of the site visit.

s. Suggested Recommendations for Summary Report
   • This document provides sample language to include in the summary report for any best
     practice or priority standard that has not yet been accomplished by the program being
     reviewed. Additional site-specific language can augment the basic language included in this
     document.

t. Summary Report Template
   • This document provides the foundation for writing up the results of the peer review
     process, including the best practices being used by the program, feedback from the
     participants, recommendations from the reviewers, as well as documentation of any key
     questions or program successes to highlight. The template provides instructions for what
     information to include in the summary.

u. Sample Peer Review Summary Report 1
   • Example summary report using the suggested recommendations and summary report
     template, from an actual peer review. Identifying information has been removed.

v. Sample Peer Review Summary Report 2
   • Example summary report using the suggested recommendations and summary report
     template, from an actual peer review. Identifying information has been removed.

w. CJC Peer Review Policy Q & A’s
   • Summary of frequently asked questions and answers related to the peer review’s policies
     and procedures.

Supplemental material: y. Using Focus Groups