Peer Review Checklist: Key Tasks

- 1. Contact site/coordinator and schedule site visit (see details in procedures document, "Peer Review Task Details").
- 2. Ask program to complete cover page (send document "d" to coordinator) and online survey (Oregon Treatment Court Review, document "f" at https://www.surveymonkey.com/r/OregonPeerReview).
- 3. Clarify information (interview coordinator or other team member(s) as needed) that isn't clear on, or is missing from, survey or best practices table.
- 4. Ask coordinator for a copy of the policy and procedures manual (electronic if possible, sent in advance, or ask to review when on site).
- 5. Ask coordinator for list of program's sanctions and incentives/rewards.
- 6. Interview judge, coordinator, and other team members about their perception of the program (see sample questions, document "k").
- 7. Interview treatment provider about services. Interview at least two treatment counselors (if there is more than one counselor) during the site visit (see sample questions, document "k").
- 8. Observe pre-court staff meeting (staffing) (see Pre-Court Staff Meeting Observation form, document "m").
- 9. Observe Status Hearing (see Status Hearing Observation form, document "n").
- 10. Talk with participants, either individually or in a group, about their perception of the program, including strengths, barriers, and suggestions; amount of fees and feasibility of paying them, size of treatment groups, drug testing pattern, whether they received a participant handbook, ratio of positive to negative feedback program uses, graduation requirements, does the program ask for their feedback, etc. (see focus group questions and instructions, documents "o," "p," and "q").
- 11. Review and update best practices table (list of standards achieved, document "h") based on new information learned from site visit. At the exit interview, inform the program that they will be receiving a copy of the updated best practice table following the site visit.
- 12. Complete peer review summary report (see report template, form "t") and send to program and the CJC within 2 weeks of the end of the site visit.