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| **healing to wellness court** 12  Referral **process/Procedure Bench Card** | | | | | |
| **Successful identification and recommendation of potential participants require prompt, plentiful, and informed referral points and legal procedures, which are followed by user-friendly application and review processes.** | | | | |
| Path – Process | | | Protocol – Procedure | | |
|  | | | |  |  | | --- | --- | | **Candidate (potential participant) identified by referral point** | □ | | **Candidate referred to Wellness Court; or Candidate makes inquiry to Court- self referral** | □ | | **Wellness Court process reviewed with candidate (application and other forms provided to candidate)** | □ | | **Candidate screened** | □ | | **Candidate submits application/Motion** | □ | | **Candidate’s file created** | □ | | **Candidate’s file forwarded to Judge/team (Staffing)** | □ | | | |
| ***Action*** ***Judge’s Response – Responsibilities*** | | | | | |
| Candidate Identified &  Referred to Wellness Court | □ Ensure Wellness Court maintains up-to-date referral rules and requirements, and are readily available to all parties.  □ Review with team and Court staff the referral process periodically to assure consistent referral practice.  □ Maintain up-to-date referral forms, and make sure all referral points are provided in the Court’s referral forms.  □ Direct Court staff and team members to gather data that details referral timeline (# of days between steps). | | | | |
| Candidate Inquiry From Referral  Or Self-Referral;  Application Provided | □ Review 1st contact process with Court staff and team to support consistent practice.  □ Develop and maintain check list of items to be discussed with candidate in 1st formal Wellness Court introduction.  □ Require staff or team member to be available to screen candidates during or after 1st contact.  □ Develop and maintain a check list for all key parts of the Wellness Court application to assist in review.  □ If team member referral or Tribal Court Transfer, encourage that candidate be legal and clinical screened prior to visit. | | | | |
| Application submitted | □ Review application with check list.  □ Confirm eligibility: review results of legal and clinical screening.  □ Review plea documents/orders and other support materials with application to gain insight into the candidate.  □ Confirm candidate was made aware of rights/responsibilities of Wellness Court participation (change of rights). | | | | |
| Staffing | □ Present candidate file to team at staffing for review, or introduce new participant admitted by motion/order.  □ Review with team any issues or concerns of candidate’s eligibility and participation in Wellness Court.  □ Confirm the total number of participants in Wellness Court each meeting.  □ Acknowledge verbal notices of team member referrals. | | | | |
| Record, Research & Rule References | | | | | |
| Data Points & Performance Measures  # of referrals made by government/private parties per qtr.  # of referrals initially screened eligible candidates per qtr.  # of applications filed by referred candidates per qtr.  # of candidate applications accepted/denied per qtr.  # of days from Arrest/Incident to filing referral  # of days from referral filing date to acceptance  # of days from accepting application to Initial Hearing | | **Wellness Court Policies & Procedures** | | Court Rules | |
| Code/Statute Sections | |
| Resources/Technology: [www.WellnessCourts.org](http://www.WellnessCourts.org), [www.home.tlpi.org](http://www.home.tlpi.org), [www.ndci.org](http://www.ndci.org), [www.american.edu/spa/jpo/initiatives/drug-court/](http://www.american.edu/spa/jpo/initiatives/drug-court/) , [www.ndcdr.org](http://www.ndcdr.org), [www.drugcourtonline.org](http://www.drugcourtonline.org) | | | | | |