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| **healing to wellness court** *Graduation*  *Aftercare*  19 **process/Procedure Bench Card** | | | | | | |
| Graduation is held to honor a participant who successfully completes all Wellness Court requirements and obligations. The graduation ceremony marks the end of a chapter of one’s life and the start of another. | | | | |
| Path – Process | | | Protocol – Procedure | | | |
|  | | | |  |  | | --- | --- | | **Participant completes Wellness Court- files graduation application** | □ | | **Court/Team review Application at Staffing** | □ | | **Schedule Graduation Date – If completion confirmed** | □ | | **Prepare for Graduation Ceremony – solicit speaker(s)** | □ | | **Hold Graduation** | □ | | **Award Graduate with Certificate of Graduation** | □ | | **Forward Certificate of Graduation to interested parties** | □ | | **Close Case** | □ | | | | |
| ***Action Judge’s response – responsibilities*** | | | | | | |
| Participant submits Graduation Application | □ Confirm participant completed all graduation requirements  □ Review participant’s file to assure it contains all requisite documents/forms to complete record.  □ Set review of application with Team on the next Staffing agenda | | | | | |
| Court/Team review Application at Staffing | □ Inquire of comments / concerns regarding participant’s application to graduate  □ Confirm participant completed all graduation requirements  □ Confirm all fees/fines/community service is completed  □ Inquire of memorable participant conduct (stories); and whether participant is to continue with After Care | | | | | |
| Schedule and Prepare for Graduation Ceremony | □ Review participant file to assure it contains all requisite docs/forms to complete Wellness Court record  □ Set Graduation date; cross check with community calendar and events  □ Solicit potential speaker(s) with team and others for graduation  □ Assure every team member is assigned a task or responsibility for the graduation ceremony | | | | | |
| Hold Graduation  Present Graduate with Certificate and  Final Incentive | □ Work with team/Coordinator to draft agenda for Graduation Ceremony  □ Allow for time in in ceremony for participant and/or family to speak  □ Include community as much as confidentiality concerns allow and to the extent waived by participant  □ Provide food to graduation participants (if possible)  □ Present participant with certificate/diploma/card to signify graduation | | | | | |
| Forward Certificate of Graduation and initiate case closure | □ Forward record of graduation/order to interested parties  □ Initiate case closure and forward order to interested parties or jurisdiction where case originated  □ Forward Final Order to After Care provider (if applicable) | | | | | |
| Record, Research & Rule References | | | | | | |
| Data Points & Performance Measures  # of clients who graduated within program term  # of clients who graduated 4, 8, 12 mths past term  # of graduation ceremonies held per month  # of days between graduation ceremonies  # of days from actual completion to graduation day  # of graduates who go on to Aftercare (%/month)  # of family members/others attending graduation | | **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) | | | | | | |