

# Coordinator Tips & Strategies

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# Lessons Learned...

- ✓ Basic Knowledge of Your Role
- ✓ Training
- ✓ Grant Responsibilities
- ✓ Information Sharing
- ✓ Communication
- ✓ Best Practices
- ✓ Self Care
- ✓ Ethical Considerations



# **BASIC KNOWLEDGE OF YOUR ROLE**



# Common Coordinator Mistakes...

- NOT... hiring professionals (instead hiring who you know)
- NOT... having a clear job description and responsibilities for staff
- NOT... investing in training and professional development
- NOT... managing staff
- NOT... establishing clear lines of authority and reporting
- NOT... conducting regular performance reviews, evals, etc.
- NOT... being an active manager of the program





# Know Your Role!

**A** | Advisory Committee

**B** | County Administration

**01** | Judge

**02** | Coordinator

**03** | Prosecutor

**04** | Defense Counsel

**05** | Treatment Provider

**06** | Law Enforcement



# Basic Knowledge of Your Role

- Participates fully as a Drug Court team member.
- Operates, while in drug court, in a non-adversarial manner while in court, promoting a sense of a unified team presence.
- Is knowledgeable of gender, age and cultural issues that may impact the offender's success.



# Basic Knowledge of Your Role

- Is knowledgeable about addiction, alcoholism and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner.
- Contributes to the team's efforts in community education and local resource acquisition.
- Contributes to education of peers, colleagues and judiciary in the efficacy of Drug Courts.



# Basic Knowledge of Your Role

- Should be “dedicated employee, independent of treatment staff”.
- Supervises part-time/contracted staff.
- Coordinates all participant documentation, compliance, etc.
- Participates in team meetings and judicial status hearings.
- Attends training as needed.





# Basic Knowledge of Your Role

- Assists with all expenditure and reimbursement requests.
- Completes all monthly, quarterly and annual reporting.
- Enters case notes in tracking system.
- Maintains program files on all participants.
- Ensure adherences to program procedures and policies.



# Understand What your Program Does?!

- Community Safety?
- Rehabilitation?
- Treatment?
- Accountability?
- Saving Money?





# TRAINING



# Training... National

- Adult Drug Court Best Practice Standards Vol. 1&2
- Essential Elements of Adult Drug Courts
- NDCI Online Courses & Webinars
- NADCP Conferences





# Training... Georgia

- Standards for Georgia Accountability Courts
- Coordinators Orientation & Evidence Based 101
- Operational Tune Up Training
- CACJ Annual Conference



# Fidelity to the Drug Court Model

- Management Information Systems
- Process & Outcome Evaluation
- Certification
- Peer Review
- Evidence Based Practice Implementation
- Technical Assistance
- Training



# GRANT RESPONSIBILITIES



# Properly Managing Grants

- What do I ask for in my CACJ grant application?
  - Emergency funds, equipment/furniture funds, etc.
  - Sharing resources across courts, focus on sustainability and expanding revenue streams
- Subgrant Expenditure Reports
- What if I have encumbered funds or didn't meet expected expenditure totals for the quarter?
  - Quarterly Waiver Requests
  - Subgrant Adjustment Requests
- Each court has a grant specialist at the CJCC to help answer questions and even provide technical assistance.





# What's in a Good MOU/Contract?

- Purpose
- Statement (or Scope) of Work
  - A detailed list of required activities and duties with deliverables
  - Err towards providing more rather than less
  - Specifically reference state standards!
- Communication and Reporting Requirements
- Compensation and Payment
- Expertise, Training and/or Licenses/Certification Requirements
- Points of Contact



# What's in a Good MOU/Contract?

- Key Personnel
- Assignment of Responsibilities
- Conflicts of Interest
- Confidentiality
- Inspection of Records
- Insurance Requirements
- Termination
- Waivers, Immunity, etc.



## Data! Data? Data!?

“What gets measured gets managed  
— even when it’s pointless to  
measure and manage it, and even if  
it harms the purpose of the  
organization to do so”.



# Why Do We Collect Data?

- Provides evidence of performance for federal government, state legislature and local shareholders
- Identification of new revenue streams and grant opportunities
- Allows us to ensure we are meeting goal of decreasing recidivism
  - Illuminates gaps in services
  - Identifies trends across courts, regions, demographics, etc. that inform state standard and best practices
- Provides accountability for all court service provision





# INFORMATION SHARING



# Confidentiality

- **Judges** – *ex parte* communication/ formal requests for information
- **Defense attorneys** – Attorney/client privilege
- **Prosecution** – Jeopardizing cases
- **Probation** – Local Policy
- **Law Enforcement** – jeopardizing investigations  
Confidential Informants
- **Treatment** – HIPAA/ 42 CFR part II



# HIPAA

1) Information that identifies the client

2) Health Information

- Any information that is oral, written, electronic created or received by health care provider, health plan, public health authority, employer, insurer or others
- Any information pertaining to past, present or future physical or mental health status, health care and payment for such services.



# 9 Elements of Consent

- 1) The specific type of information being disclosed
- 2) The purpose of the disclosure
- 3) Who is authorized to make disclosures
- 4) Who is authorized to receive disclosures
- 5) Identity of participant/client
- 6) His/her signature (parent/authorized person)
- 7) Date of consent
- 8) Expiration of consent
- 9) **\*\*Right to revoke\*\***





# COMMUNICATION



# Communication

- Promoting a united team presence starts with the entire team being on the same page
  - Goal is to adequately serve high risk/high need offenders
- Monitoring part-time/full-time staff and ensuring both treatment and UDS fidelity necessitates a strong team liaison
- CACJ and CJCC have resources and dedicated staff to assist your program



# **BEST PRACTICES**



# Best Practices

- “Ensure adherences to program procedures and policies.”
- Make use of the CACJ Standards and Certification documents
  - Give information on screening, target population, level of treatment, treatment/case management planning, oversight and evaluation
- Update program policies and procedures as you attend trainings and align with certification application



# SELF CARE





# Don't Forget About YOU!

- Social service positions affect your mental, physical and emotional health.
- Be mindful of **vicarious trauma**
- Take breaks to avoid **burnout** and **compassion fatigue**
- It's okay to say **NO**
- Ask for Help
- Create a strong support system
- Manage your expectations – we are all human



# ETHICAL CONSIDERATIONS



# Ethical Considerations

- Publicity and Educational Activities YES
- Board Member of Treatment Provider NO
- Board Member of Other Civic Organizations MAYBE
- Fund-Raising NO
- Political Activity and the Drug Court NO
- *Ex Parte* Contact YES



# Mandated Reporter Law - O.C.G.A. §19-7-5

- (A) Physicians licensed to practice medicine, physician assistants, interns, or residents;...
- (F) Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 26 of Title 43 or nurse's aides;
- (G) Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;...
- (N) Law enforcement personnel;...
- (d) Any other person, other than one specified in subsection (c) of this Code section, who has reasonable cause to believe that suspected child abuse has occurred may report or cause reports to be made



# Equity & Inclusion



## Equity & Inclusion

### EQUIVALENT ACCESS ASSESSMENT *and* TOOLKIT

Adult Drug Court  
Best Practice Standard II

- Implicit Bias
- Self Assessment
- Identifying Underserved
- Cultural-Specific Interventions
- Exclusionary Criteria