



Hedger & Walter, LLP

TOOLS #2—PRE-COURT, COURT, AND POST-COURT ACTIVITIES

Identification, Eligibility, Referral, Advisement, Orientation

Identification

Name of Tribal & County Representative

- How?

Eligibility

Name of Tribal & County Representative

- Joint Screening
- Participant is a Tribal member or eligible for membership;
 - Participant is open to wellness team and assessment/treatment/services;
 - Other criteria; and
 - After attorney advisement, participant is volunteering for the Joint-jurisdictional Court

- Initial presentation to and discussion with family Name of Tribal & County Representative

- Email court coordinators asking if everyone agrees the participant is eligible

- If team agrees, then referral is made to:

- If team does not agree, phone call to reach consensus Name of Court Coordinators

Referral

Name of Tribal & County Representative

- Completes “Eligibility Referral Form”
(Who can refer?)

- Sends to Court Coordinators

Attorney Advisement

Name of Attorney

- Parent chooses Joint-jurisdictional Court after advisement

- Sends signed *Participation Agreement* to court coordinators

Orientation

Name of Court Coordinators

- Schedules orientation where family is
 - Within 7 days of the date petition is filed, if child is not detained
 - To trail the initial hearing unless parents agree to have initial hearing in Joint Court

- Invites social workers

Name of Court Coordinators

- Conducts orientation

Name of Tribal & County Representative

- Confirms legal eligibility

Name of Court Coordinators

Preparation for Hearings

- A. File Preparation, B. Acceptance into Joint Family Wellness Court,
- C. Family Wellness Team Meetings, D. Scheduling Court Dates

A. Court File Preparation

Name of Court Coordinators

- Assures file contains requisite documents/forms:
 - o "Referral"
 - o "Participation Agreement"
 - o "Releases"

- Calendar motions (separately from informal hearings)

Name of Court Coordinators

- Maintains duplicate court files for judges

Name of Court Coordinators

B. Acceptance

Name of Judges

- Describe the Court's approach, confirm family is legal eligible and participation is voluntary after informed consent
- Review Court documents are in order:
"Referral," "Participation Agreement," and "Releases"
- Sign "Order of Acceptance"

C. Team

(Depends on case type and court-connected services)

- Determine team members with court participant/family

 - Build a trusting relationship with court participant/family Team
Talk directly and candidly, giving positive encouragement, and reinforcing positive behaviors.
Always foster each other’s relationships with the court participant/family.

 - Have frequent contact with the court participants Team
Stay apprised of how each court participant/family is doing.
Team members minimally include: _____
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D. Next Court Dates

Court Coordinators

- Calendar and notice Team Meetings

- Calendar and notice Informal Court Hearings
(Phase One—every two weeks)

- Calendar and notice statutory hearings

Team Meetings

Before Team Meetings

Court Coordinators

- Maintains communication/connection among team members

- Gathers information from team members prior to team meetings/staffings

- Prepares case/participant files

Team Meetings

- Welcomes team members/facilitates meeting Court Coordinators

- Identifies candidates for commencement/graduation Team

- Schedules commencement Court Coordinators

- Reviews any new potential families Team

- Reviews Participant's *Wellness Plan* Team
(recommend go in consistent order, judges should go last)
- Recommends opportunities for healing Team
- Creates a hard-copy calendar for each participant/family Court Coordinators
- Updates participant/family calendar Team
- Recommends revisions to *Wellness Plan* Team
- Review Hearing Preparation Team
- Any team issues to discuss? Team
- Training/Teaching Items? Team

Off-Calendar Weeks: Communication Among Team Members Team

- Email and phone one another regularly to assure that court participant/families' care and supports are coordinated and seamless
- Review the participant's calendar to help the team be accountable to one another
- Ensure that no one team member is expecting the court participant/family to do something which is not doable as part of their *Wellness Plan*
- Meet or conference call to discuss family during the off-calendar court weeks as determined by the team during their post-court hearing debrief. The wellness court coordinators will convene these team meetings.
- If the family has a setback, email fellow team members on the day you learn of the setback so that the team can wrap the family in supportive services.

Court Hearings and Assessments

Informal Hearings

- Submit written update X days before hearing Team Members
- Remind team members Court Coordinators
- Compile written updates before hearing Court Coordinators

Statutory Hearings

Team Members

- Submit reports as per California statutes

- Submit written updates X days before hearing

Post-Court

Team Members

- Debriefing

Meet after each informal court hearing for half an hour, also known as post-court debriefs. During these debriefings, the team decides whether they need to meet on the off-calendar weeks.

- Court records management

Court Coordinators

Ensure duplicate files contains requisite documents/forms/orders

Court Assessments

Court Coordinators

Ensure assessments are completed and in the court files (*these will depend on the case type*).

Below is an example for family dependency treatment court:

- American Society of Addiction Medicine (ASAM)*

- Cultural Connections (Tool created by the Tribe)*

- Family Wellness (Tool can be created by the collaboration or some have used the North Carolina Family Assessment Scales) domains based on social determinants of healthcare assessed during the first court phase, as close to entry into the Court, and again upon advancement to phase 3 and at commencement*

- Ages and Stages Questionnaires:*

- ASQ: 3*
- ASQ-SE*

- Child Welfare Services assessments as required by the State and Tribe*

- Other Screening*