
ORIENTATION PLAN FOR NEW VETERANS TREATMENT DOCKET COORDINATORS

CHECKLIST KEY:

- [P]** Priority resource/activity to be completed by the new Coordinator.
- [S]** Suggested (or recommended) resource/activity to be completed by the new Coordinator.

Immediately Upon Assignment to a Veterans Treatment Docket but Prior to Participating in Docket...

- Review the All Rise's [Best Practice Standards](#), Justice for Vets' [10 Key Components of Veterans Treatment Courts](#), and the Virginia [Veterans Treatment Docket Standards](#). **[P]**
- Complete the Center for Court Innovation (CCI) [Treatment Courts Online](#) modules for Veterans Treatment Dockets. **[P]**
- Contact [Taylor Crampton](#), Administrative Assistant. Provide your contact information and docket schedule. **[P]**
- Contact [Liane Hanna](#) or [Olivia Terranova](#), Specialty Dockets Analysts. Request access to the Specialty Docket Database and Database training materials. **[P]**
- Contact [Danny Livengood](#), Training Coordinator. Request access to the Specialty Docket Listserv. **[P]**

Within 7 Days of Joining a Veterans Treatment Docket...

- Complete the Justice for Vets [Trauma Awareness: Critical Information for Veterans Treatment Courts](#) modules. **[P]**
- Meet with your manager or Veterans Treatment Docket Judge to understand your role on the Team, review role expectations and responsibilities, and discuss program history (including challenges, barriers, and successes). **[P]**
- Review the Policy/Procedures Manual and Participant Handbook. Understand your program's phase structure and requirements. Ask your supervisor or team for clarification, if needed. **[P]**
- Attend staffing and court review. **[P]**
- Review Substance Abuse and Mental Health Services Administration's (SAMHSA) [Working Definition of Recovery](#) brochure. **[P]**
- Review All Rise's [Six Steps to Improve Outcomes for Adults with Co-Occurring Disorders](#). **[S]**
- Meet with team members to establish rapport and better understand their roles. **[P]**

Within 30 Days of Joining Veterans Treatment Docket ...

- Review [Targeting the Right Participants for Adult Drug Court](#). **[P]**
- Review All Rise's [Incentives and Sanctions](#) list. **[P]**
- Speak with your Veterans Treatment Docket Judge, advisory committee, or supervisor about how policies are created/modified. Understand your role in creating and implementing policies. **[S]**
- Tour the treatment agencies your program uses and learn about the treatment services offered. Identify your primary point of contact for all treatment related concerns. **[P]**
- Review the [All Rise Judicial Benchbook](#) to better understand legal concerns and assist the Veterans' Treatment Court Judge. **[P]**

- ❑ Visit community resources who collaborate with your veterans treatment docket program, learn about the resources they provide, discuss what their role is within the program. [S]
- ❑ Watch webinar on [Effectively Engaging Participant Families and Primary Support Networks in Veterans Treatment Courts](#) provided by Justice for Vets. [P]

After 60 Days of Joining a Veterans Treatment Docket...

- ❑ Complete any outstanding training modules or address any gaps in your professional training to date. [P]
- ❑ Visit another Specialty Docket, preferably outside of your jurisdiction. Meet with the Coordinator and learn about their role. If you require assistance with identifying a Coordinator, contact [Anna Powers](#), Specialty Dockets Coordinator. [P]

Within 90 Days of Joining a Veterans Treatment Docket...

- ❑ Meet with your supervisor to discuss any additional training needs for yourself and/or team. Create a plan to satisfy the needs. Contact [Danny Livengood](#), Training Coordinator for assistance. [S]
- ❑ Learn about grant writing and sources of [funding](#). Schedule a meeting with [Auriel Diggs](#), Grants Management Analyst. [P]