




Standard 3: Planning Process

See section 4 of binder

Learning Objectives

As a result of this session you should be able to:

- Review and reorganize your treatment court planning committee/advisory board
- Determine if there are gaps in your planning process
- Develop plan to create, review, and implement your
 - Policies
 - Procedures
 - Contracts
 - Handbooks
 - MOUs
 - Other process documents

Advisory Board

Who should be involved?

Advisory Board

- Timing of meetings and functions
 - Community mapping
 - Review research
 - Review and establish program goals
 - Review and ensure adequate case management and info tracking systems are in place
 - Review and update policies and procedures based on law changes
 - Review and modify forms, MOUs, manuals
 - Review and modify budget

Treatment Court Team

- Sustainability
- Set meeting times
- Transitioning

Policy and Procedure Manual

What should it contain?

Planning and Training Resources

- NADCP/WATCP annual conference
- NDCI training
- Mentor Courts
- National Rural Institute
- Webinars
- Coordinators Conference

Breakout Session 1 – Sample Action Plan

Wisconsin Treatment Court Standards Training Action Plan

Breakout 1 County: ABC Court type: Hybrid Court

Topic Area	Where would you like to be?	Steps to get there?	What barriers will you face in implementing the changes?	Resources Needed?	Persons Responsible	Target dates
Tracking treatment court budget and reporting to grantor	Able to track monthly expenditures and report to granting agency within 15 days of month end	<ul style="list-style-type: none"> • Identify budget by category • Determine process to track expenditures • Develop reporting process to granting agency 	<ul style="list-style-type: none"> • Access to information • Timeliness of transactions • Method to deliver report to granting agency 	<ul style="list-style-type: none"> • Fiscal/accounting assistance • Method to track expenditures • Staff to track and report expenditures 	<ul style="list-style-type: none"> • Coordinator • Financial staff 	First report submitted by 12/15/15

Breakout Session 1

- Review and revise mission statement
- Develop a plan to complete a review of the makeup of the advisory board, its goals, and mission
- Develop committees and plan the process to review and revise all procedural documents
- Review eligibility criteria, considering issues of equal treatment