

### Exit Interview with Team (debrief at end of visit)

Before the end of the site visit, and as close to the end as possible, it is useful to have a scheduled time to debrief the findings of the visit with the coordinator, judge, and any other team members who are available. This final meeting helps connect the process of the visit with what you found and allows you to ask any questions that have emerged, as well as gives you all an opportunity to discuss the highlights so the team is clear what the main points will be in the report.

#### Process:

- Express appreciation for their participation and willingness to be reviewed and to meet again for this debrief session
- Provide an overview of peer review process and how the debrief fits in, and summarize the debrief and its purpose – to come together to allow program staff to ask questions or share additional information, allow peers to ask emergent questions, allow peers to highlight their findings from the visit, share next steps.
  - Note if you have learned anything as peers or gained ideas you can take back with you.
- Highlight positives from the visits – best practices met (e.g., the “yes’s” on the best practice table), program strengths, creative ideas/practices, areas the participants liked
- Highlight a few key suggestions – best practices not yet met, clarification about why they are relevant, and any concrete suggestions for how they could work on meeting them
- Ask if the team has any questions
- Described next steps - to wrap up the review process (they will receive a copy of the draft report for their review by {date})

#### Tips for the debrief:

- Make sure to highlight positives and be complimentary.
- Be careful not to be too critical. While you can highlight recommendations and areas of possible improvement, it is not your role to ensure compliance or enforcement of the New Mexico Drug Court Standards.
- Focus on their program (be careful about the temptation to talk about your own).
- Be very careful not to highlight any individual for recommended changes, unless it is to confirm who is responsible for a next step or decision (e.g., if one team member needs training, avoid saying that in front of everyone in the group). It is usually o.k. to recognize a particularly stellar staff member if warranted, as long as it can be done without implying that the rest of the team isn’t meeting expectations.
- Maintain confidentiality of individual interviews (staff) and focus group members (clients) when sharing feedback or asking clarifying questions. It is important not to reveal who made particular comments in their interviews, either directly or indirectly.

# New Mexico Drug/DWI Courts Peer Review Process



## Exit Debrief Form:

The purpose of this meeting is to bring everyone together so we can share some feedback and highlights from our visit and you can ask questions or share additional information. After this meeting, we'll write up a summary report and share that with you and the AOC.

We want to commend you on your program and all of the best practices you have implemented. In particular, we want to highlight: *[list top strengths, best practices met; note any creative practices, areas the participants liked, anything you learned]*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*[If you have any key/important remaining questions, ask them here, including any final adjustments to the best practice table]*

There are a few suggestions we would like to make and we'll be including in the report. *[you can note if you talked about these already during the visit]*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. (optional) \_\_\_\_\_
5. (optional) \_\_\_\_\_

The report will include an updated version of the best practices table so you can see all of the different areas you are achieving and those you can work on.

Do you have any questions for us? *[Write down any questions that you need to pass along to the AOC or requests the program has for TA or resources]*. Thank you!

