

Peer Review Materials Table of Contents

- a. Peer Review Process Overview
 - ✚ 1-page summary of peer review process.
- b. Peer Review Checklist
 - ✚ 1-page summary of the key tasks to complete in the peer review, checklist format.
- c. Peer Review Task Details
 - ✚ Detailed list of the tasks and procedures for conducting a peer review, including a suggested timeline of when each task would occur.
- d. Site Visit Preparation Page – Peer Review Packet
 - ✚ Basic information peer reviewers will need to conduct the site visit – sent to coordinator as soon as dates are selected for visit.
- e. New Mexico Peer Review Online Assessment
 - ✚ PDF document of the NPC online survey, located in Survey Gizmo. This document shows the questions that are covered by the survey, which is filled out by the program prior to the site visit.
- f. Treatment Definitions – Online Assessment Question 46/47
 - ✚ Supplemental document to provide descriptions of each of the different types of treatment listed in the online assessment.
- g. Best Practices Table
 - ✚ List of research based best practices. This table is used by the peer reviewers to assess the various components (policies and procedures) used in the drug/DWI court being reviewed. This table, with the best practice results from the site being reviewed, serves as one of the bases for commendations and recommendations in the summary report.
- h. Site Visit Schedule and Interview Sign-Up Sheet
 - ✚ Peer reviewers have flexibility regarding how to schedule the various activities that will occur on the site visit, and the schedules will look different from site to site, depending on local calendars and availability of key staff. This form is one template that might help make the scheduling easier, and it helps remind the peer reviewers of all of the key activities to make sure to include.

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- i. Sample Confidentiality Form for Site Visit
 - ✚ Because peer reviewers will be sitting in on pre-court staff meetings, where confidential client information is discussed, it is recommended that reviewers sign a confidentiality form before conducting the site visit. The form can be signed once the peers arrive, or before any confidential information is shared. This form is a suggested template if a program does not have its own.
- j. Questions for Team Member Interviews
 - ✚ Suggested questions for asking team members during the site visit (or, if needed, by phone) to verify best practices, clarify information, and identify commendations and recommendations. The questions are divided generally into those for various roles, but ask any team member who has the information.
- k. Team Member Interview Tips
 - ✚ This document provides tips for how to conduct the team member interviews during the site visit.
- l. Pre-Court Staff Meeting (Staffing) Observation Form
 - ✚ This form provides information about what to look for in an observation of a pre-court staff meeting during the peer review site visit, and a place to record key points.
- m. Status Hearing (Court) Observation Form
 - ✚ This form provides information about what to look for in an observation of a drug/DWI court status hearing during the peer review site visit, and a place to record key points.
- n. How to Conduct Participant Focus Groups
 - ✚ This document provides general instructions for how to conduct an effective participant focus group before, during and after the focus group session
- o. Tips for Conducting Participant Focus Groups
 - ✚ This document provides the do's and don'ts for how to organize and conduct a focus group with drug/DWI court participants during the peer review site visit.
- p. Focus Group Disclosure Form Template (confidentiality guidelines)
 - ✚ It is suggested that before conducting a focus group with participants the facilitators present the expectations, rights, and responsibilities of those involved, to ensure the participants understand the purpose of the group, what information is being gathered, and how that information will be used. This form provides sample confidentiality guidelines to introduce to the group before you start asking the participants questions.



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- q. Participant Focus Group Instructions and Questions
 - ✚ List of sample questions to guide the participant focus group during the site visit. Additional site-specific questions that arise during the visit can be added or questions can be expanded with additional probes as needed.
- r. Exit Interview Guidelines
 - ✚ This document provides suggestions for how to conduct an exit interview, or debrief session, with the program staff at the end of the site visit.
- s. Summary Report Template
 - ✚ This document provides the foundation for writing up the results of the peer review process, including the best practices being used by the program, feedback from the participants, recommendations from the reviewers, as well as documentation of any key questions or program successes to highlight. The template provides instructions for what information to include in the summary.
- t. Sample Recommendation Language for Summary Report
 - ✚ This document provides sample language to include in the summary report for any best practice or priority standard that has not yet been accomplished by the program being reviewed. Additional site-specific language can augment the basic language included in this document.
- u. Sample Peer Review Summary Report 1
 - ✚ Example summary report using the suggested recommendations and summary report template, from an actual peer review. Identifying information has been removed.
- v. Sample Peer Review Summary Report 2
 - ✚ Example summary report using the suggested recommendations and summary report template, from an actual peer review. Identifying information has been removed.
- w. Follow-up Phone Call Guidelines
 - ✚ This document provides suggestions for how to conduct a follow-up phone call with the program, after the site visit has concluded.

Supplemental material: X - Using Focus Groups

