

New Mexico Drug/DWI Courts Peer Review Process Checklist

Peer Review Basic Overview of Tasks:

- 1. Contact site/coordinator and schedule site visit (see details in procedures document).
- 2. Ask program to complete cover page (send to coordinator) and online assessment (New Mexico Drug/DWI Court Review).
- 3. Clarify information (interview coordinator or other team member(s) as needed) that isn't clear on, or is missing from, survey.
- 4. Ask coordinator if policy and procedures manual (or other program document) specifies program eligibility criteria and exclusions.
 - Ask for a copy of the policy and procedures manual (electronic if possible, or ask to review on site)
- 5. Ask coordinator for list of program's sanctions and incentives/rewards (to compile at state level).
- 6. Complete a conference call with the entire peer review team to establish duties/roles during the site visit and discuss particular areas of interest to address (based on survey responses) in preparation for the site visit.
- 7. Interview judge, coordinator, and other team members about their perception of the program (see sample questions).
- 8. Interview treatment provider about services
- 9. Observe staffing (look for judge playing leadership role on team, decisions about and ratio of incentives/rewards to sanctions, differentiation between sanctions and treatment responses).
- 10. Observe court session (look for judge playing leadership role on team, quality of interaction between judge and participants, interaction between team members, time each participant spends in front of judge, implementation of rewards and sanctions).
- 11. Talk with participants in a focus group about their perception of the program, including strengths, barriers, and suggestions; amount of fees and feasibility of paying them, size of treatment groups, drug testing pattern, whether they received a participant handbook, ratio of positive to negative feedback, graduation requirements, does the program ask for their feedback, etc.
- 12. Review and update peer review checklist (list of standards achieved) based on new information learned from site visit. Provide copy to program at the end of the visit (usually during exit interview) before leaving the site.
- 13. Complete peer review summary report (see report template) and send to program and AOC within 2 weeks of the end of the site visit.
- 14. Schedule and perform follow-up phone call with program to discuss findings, commendations, and recommendations in further detail.
- 15. Incorporate any significant feedback gathered during the follow-up call into the summary report, finalize report and send to the New Mexico AOC. After the AOC has reviewed the report, they will send to the program.