

New Staff/Team Member Orientation [Name of mental health court program]¹

Welcome to your new role with [name of mental health court program]. Please complete the following checklist to learn about Mental Health Courts and how your role on the team can positively change lives.

- Reviewed the [name of mental health court program] Policy Manual
- Reviewed the [name of mental health court program] Participant Handbook
 - Understand the Phase Structure and Phase Requirements of the Program
- Reviewed the Revised Judicature Act 236 of 1961 Chapter 10B, Mental Health Court
[http://www.legislature.mi.gov/\(S\(nbvb44jni3qyzul03svnlv1o\)\)/documents/mcl/pdf/mcl-236-1961-10B..pdf](http://www.legislature.mi.gov/(S(nbvb44jni3qyzul03svnlv1o))/documents/mcl/pdf/mcl-236-1961-10B..pdf)
- Reviewed the Following Lessons:
 - All:
 - Incentives and Sanctions (Adult Drug Court Lessons²)
 - Confidential Information in Drug Court (Adult Drug Court Lessons²)
 - Cultural Competency (Adult Drug Court Lessons²)
 - Procedural Fairness (Adult Drug Court Lessons²)
 - Implementing Evidence-Based Practice (Adult Drug Court Lessons²)
 - Judge:
 - Role of the Judge (Adult Drug Court Lessons²)
 - Introduction to Behavioral Health CSG Justice Center
<https://www.youtube.com/watch?v=cloQG3-tSLI&feature=youtu.be>
 - Defense Attorney:
 - Role of the Defense Attorney (Adult Drug Court Lessons²)
 - Introduction to Behavioral Health CSG Justice Center
<https://www.youtube.com/watch?v=cloQG3-tSLI&feature=youtu.be>
 - Treatment Provider:
 - Role of the Treatment Provider (Adult Drug Court Lessons²)
 - Introduction to Criminal Justice CSG Justice Center
<https://www.youtube.com/watch?v=4s68Y72wEYc>

Date of
hire:Orientation completion date
(within 6 months from hire):

¹ This model document is provided by SCAO as a resource and for informational purposes only to facilitate the operation of problem-solving courts by local units of government and courts in compliance with certification requirements. SCAO's sharing this model document is not intended (and cannot be construed) as legal advice.

² Treatment Courts Online <https://treatmentcourts.org>

Coordinator:

- Role of the Coordinator (Adult Drug Court Lessons³)
- Maximizing Participant Interactions (Adult Drug Court Lessons³)
- Introduction to Behavioral Health CSG Justice Center
<https://www.youtube.com/watch?v=cloQG3-tSLI&feature=youtu.be>

Prosecutor:

- Role of the Prosecutor (Adult Drug Court Lessons³)
- Introduction to Behavioral Health CSG Justice Center
<https://www.youtube.com/watch?v=cloQG3-tSLI&feature=youtu.be>

Supervision Officer:

- Role of the Probation Officer (Adult Drug Court Lessons³)
- Maximizing Participant Interactions (Adult Drug Court Lessons³)
- Introduction to Behavioral Health CSG Justice Center
<https://www.youtube.com/watch?v=cloQG3-tSLI&feature=youtu.be>

Reviewed the Following Publications:

- Adult Mental Health Court Standards, Best Standards and Promising Practices
<https://www.courts.michigan.gov/siteassets/court-administration/best-practices/psc/mhc-bpmanual.pdf>
- Improving Responses to People with Mental Illness: The Essential Elements of a Mental Health Court⁴
https://www.bja.gov/Publications/MHC_Essential_Elements.pdf

Attended the Following Trainings:

- SCAO's DCCMIS Training (Held Tri-annually) – for team members entering data
- SCAO's Fundamentals of Problem Solving Courts (Held in March and October)
- Other:
- Other:

Parts of this document are based on the NDCI New Staff Training Guide available at <https://www.ndci.org/wp-content/uploads/2018/08/NDCI-New-Staff-Training-Guide.pdf>

³ Treatment Courts Online <https://treatmentcourts.org>

⁴ Bureau of Justice Assistance, The Council of State Governments Justice Center, 2007