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## Coordinator Roles/Responsibilities

- Facilitate communication between team members
- Ensure that Policy and Procedures are followed
- Manage court schedules, trainings and staff meetings
- Onboard new team members
- Maintain PSC participant records
- Oversee collection of performance and outcome data
- Submit state-required PSC data
- Establish/maintain relationships with partner agencies

  Facilitate contracts and monitor delivery of
- services

   Budget/finances
- Apply for, Manage grant reporting requirements
   Invoices
- Certification and Re-certification
- training documentation for team members

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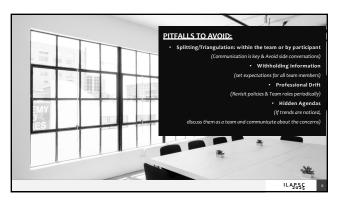
Intro to the PSC:
Review Roles of the Team members
PSC Standards/ALL RISE/ ILAPSC

AOIC Training Recommendations:
https://www.probation.illinoiscourts.gov/psc

Observe another PSC
Connect with Veteran(s) in their role

On-Boarding
Welcome to the Team!





### **Enhancing Team Communication**

- Discuss as a team what everyone brings to the table:
  Respect each other's roles & boundaries
- Express empathy, appreciate the difficulty of the work & the limitations
- Tap into team members strengths, find common ground

#### Team Power Dynamics/Staffing:

- Develop an order of who speaks at staffing
- Call on each team member
- Judge exercises a leadership role in ensuring each team member has a voice
- Be respectful, the Judge requires input from all the subject matter experts
- Shared decision making with the Judge having the final decision
- Sum up, to ensure the decision is clear
- Regular team meetings to address programmatic concerns or changes:
- Know EBP: Does your team know them? Or Barriers to adhering to EBP determine what can be adjusted
- Team building exercises; Informal team gatherings; Attend conferences together

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# Have You Done Everything You Could to Avoid Termination? Termination is like surgery - it should be the ONLY thing you can do, or the absolute LAST thing you do

### CHECKLIST: Questions to ask yourself before termination

☐ Why are you terminating? Direct threat to public safety (not to self)? Are you frustrated?

☐ WHAT assessments and screens did we do? ☐ Risk and need? Trauma, MAT, mental health, physical health, etc

 $\Box$  Did we miss any? Are there others we should consider?  $\Box$  WHEN were they last done?

Did we address everything that the assessment said? (Did we provide services according to the specific needs revealed in the assessments?)

☐ What was the expected dosage of treatment and interventions per assessments, and did we get to that dosage? Why? Why not? ☐ Did we create a case plan that integrates clinical treatment requirements with supervision and case management requirement.

☐ What has been done to address recovery capital?

□ Did we miss any? Are there others we should consider?
□ WHEN were they last done?
□ Did we tick of the big ticket items? SUD, MAT, Co-morbid mentall health, physical health, housing, trauma, criminal thinking, recovery planning and practice? Anything else seems to said: (Did we address vectority in the the assessment said? (Did we address vectority in the three provide services according to the specific needs revealed in the

 $\hfill\square$  Are you using all the response options available to you and in unison?

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### $\underline{\text{CHECKLIST: } Questions to ask yourself before termination } (\underline{\text{Con't}})$

□ Incentives – used to confirm for the participant that they are moving in the right direction

Have your incentivaced the small steps?

□ Are you providing more attention in response to positive movement rather than extended attention on poor behavior?

□ Are you providing at least 4 incentives to every sanction?

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□ Sanctions - used to send message to the participant that they are moving in the wrong direction

□ Are you starting with a low-level sanctions and only increasing exercity if the same poor behavior persists?

□ Are you saving jail for behavior that is dangerous to others or compromises the integrity of the program? (When sanctioning to jail are you using less than 5 consecutive days?)

☐ Have you confirmed that the sanctions you are choosing are actually reducing participant poor behavior?

☐ **Teaching responses** – used to help participants reflect, learn from Have you created an integrated case plan that addresses assessed their behavior and to teach new skills needs and does not include requirements for services the participant

☐ Have you considered what skills the participant lacks that they need to learn?

does not need

☐ Have you responded to participants in a way that provided a learning experience for the participant and others in the courtroom ☐ Have you consistently checked for participants' understanding?

☐ Therapeutic adjustments – implemented by substance use and mental health disorder clinicians (not by the court) based on assessed need

☐ Has a clinician reassessed participants to determine if a different type of treatment or different level of care was needed?

☐ When was the last home visit and check on the recovery environment? What is the participants family situation?

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