

## Peer Review Roles & Activities

	State Coordinator	Peer Reviewers	Site Receiving a Peer Review
<b>Who</b>	<i>State Coordinator:</i>	Peer Reviewers are members of a specialty court. The peer review team typically includes at a minimum a coordinator and a judge, but ideally includes all team members. The coordinator is typically the Lead Reviewer with more coordination responsibilities.	Each member of the family treatment court team should participate in interviews and in a debrief at the end of the visit. The time commitment of the site visit for each individual team member is less than 2 hours. They will not need to be available for the entire site visit. The site liaison (typically the program coordinator) spends additional time assisting with scheduling and site visit logistics.
<b>Primary Roles</b>	<ul style="list-style-type: none"> <li>Facilitates scheduling and oversees the entire process.</li> <li>Provides support and help as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Attend a site visit to learn about program procedures and practices.</li> <li>Provide feedback to the program (including a debrief with the team and a written report).</li> </ul>	<ul style="list-style-type: none"> <li>Hosts a site visit for Peer Reviewers.</li> <li>Receives feedback from Peer Reviewers to strengthen their program.</li> </ul>
<b>Schedule of Major Tasks and Responsibilities</b>			
<b>Prior to the Visit</b> (at least 30 days in advance)	<ul style="list-style-type: none"> <li>Recruits programs to participate.</li> <li>Schedules site visits and coordinates logistics.</li> <li>Provides the Peer Reviewer Training.</li> </ul>	<ul style="list-style-type: none"> <li>Attend Peer Reviewer Training.</li> <li>Review Best Practice Assessment and Report.</li> <li>Review program documents.</li> </ul>	<ul style="list-style-type: none"> <li>Completes Best Practice Assessment (if not already completed in the last year).</li> <li>Sends program documents (e.g., Participant Handbook, Policy &amp; Procedure Manual, MOU, etc.).</li> <li>Recruits participants for a focus group.</li> </ul>
<b>Site Visit</b> (2-3 days)	<ul style="list-style-type: none"> <li>Observes the entire site visit.</li> <li>Facilitates short daily debrief meetings with Peer Reviewers.</li> </ul>	<ul style="list-style-type: none"> <li>Observe staffing and court.</li> <li>Facilitate a participant focus group.</li> <li>Interview team members.</li> <li>Attend short daily debrief meetings with State Coordinator.</li> <li>Prepare for and lead the Site Visit Exit Interview with the team.</li> </ul>	<ul style="list-style-type: none"> <li>Participates in team member interviews individually (interviews are up to 50 minutes).</li> <li>Attends the Site Visit Exit Interview to ask and answer questions.</li> </ul>
<b>After the Visit</b> (within 2-3 weeks)	<ul style="list-style-type: none"> <li>Receives the Peer Review Report draft from the Peer Reviewers and reviews, edits, and approves it.</li> <li>Sends the approved Peer Review Report to the site under review.</li> <li>Attends the Follow-Up call.</li> </ul>	<ul style="list-style-type: none"> <li>Update the template for the Peer Review Report to provide relevant feedback.</li> <li>Send the draft to the State Coordinator for their review, edits, and approval.</li> <li>Lead the Follow-Up call to review and discuss the Peer Review Report.</li> </ul>	<ul style="list-style-type: none"> <li>Reads the Peer Review Report.</li> <li>Attends the Follow-Up call to review and discuss the Peer Review Report.</li> </ul>