



The Role of the Drug Court Coordinator

A drug court coordinator oversees the activity of the team, conducts quality assurance of each team member, maintains client data, remains informed regarding budgetary concerns of the drug court and coordinates services from each discipline, and the local community, in a manner that is most therapeutic to the drug court participant.

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Core Competencies

The National Drug Court Institute and National Association of Drug Court Professionals have identified 12 core competencies for the drug court coordinator.

The following tasks associated with an operational drug court are intended to be illustrative and not all inclusive.

Competency 1: Participates fully as a Drug Court team member, committing him or herself to the program mission & goals and works as a full partner to ensure their success.

- Continues to help schedule regular meetings, focused on program structure only
- Regularly revisits program mission, goals & objectives with team to assure their efficacy and application
- Arranges team building activities designed to promote and encourage team members
- Remains watchful and informed on formation of the team
- Conducts regular quality assurance of all services from each discipline and the local community

Competency 2: As part of the Drug Court team, in appropriate non-court settings (ie. staffing), the coordinator reports on previous incentives and sanctions or lack thereof.

- Creates a file for each drug court participant
- Maintains ongoing log of incentives and sanctions given to each participant including the date and reason given
- Assures consistency of incentives and sanctions while ensuring each participant is treated as an individual

Competency 3: Is knowledgeable of addiction, alcoholism and pharmacology generally and applies that knowledge to suggest responses.

- Continues to research effective treatment modalities
- Conducts regular quality assurance to ensure appropriate treatment
- Actively participates in staffings



Competency 4: Is knowledgeable of gender, age and cultural issues that may impact the offender's success.

- Continues to seek out and arrange training opportunities to inform team members about cultural competence
- Conducts regular quality assurance to assure application of cultural competence by all team members



Competency 5: Develops team resource strategy to acquire funding. Writes grant applications and manages the program's budget. Creates opportunities to obtain funding and build linkages by supporting team in community outreach and lobbying activities.

- Build relationships with any potential funder, including private organizations
- Regularly invite potential funders to drug court events
- Prepare and submit grant applications
- Keep bookkeeping system up-to-date
- Work with Evaluator to obtain persuasive data for potential funders
- Create long term funding strategy



Competency 6: Participates in the planning process to create and the memorialize program eligibility standards, operating procedures and rules. Assist in the development of the client contract, confidentiality releases and entry procedures. Create memoranda of understanding and linkage agreements.

- Tailor each required document, including client contract, to the needs of the drug court program
- Work with each discipline to assure all documented procedures, contracts, releases, etc. reflect the best, and most therapeutic, interest of the client
- Periodically reviews all documents and procedures for continued applicability and efficacy



Competency 7: Negotiates and monitors treatment and ancillary service contracts. Conducts site visits, reviews progress reports and assists in audits and certification monitoring. Creates and monitors standards for urine collection and compliance reporting. Ensure gender, age and culturally specific treatment services.

- Conducts regular and ongoing quality assurance
- Arranges cultural competence training



Competency 8: Creates and maintains a data collection system to monitor client compliance, identify trends and provide a basis for evaluation.

- Consistently inputs data
- Reviews information collected and shares with team members
- Works with Evaluator to interpret statistical relevance



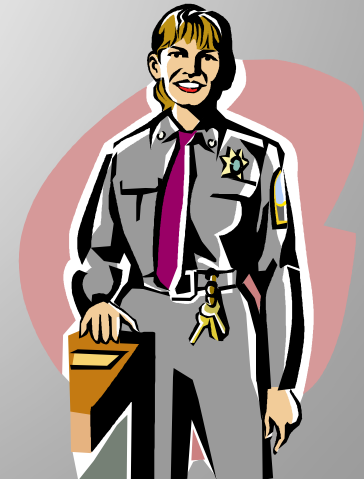
Competency 9: Create interagency linkages to address client's ancillary needs in the areas of culture, age and gender needs, medical and mental health provision, educational, vocational, skills training and employment training and placement.

- Develop memoranda of understanding with providers willing to offer services to drug court clients
- Monitor drug court participant's involvement with ancillary services



Competency 10: Develop police and corrections linkages to improve supervision and agency coordination.

- Keep law enforcement informed about progress of drug court clients and supervision efforts
- Extend invitations to all drug court events
- Share statistical data showing positive impact of drug court on local community



Competency 11: Educate referral sources and the community on eligibility standards and program goals. Encourage team members to educate in their fields and in the community. Develop teambuilding activities and conduct staff replacement training.

- Maintain community outreach
- Continue to arrange team building activities designed to promote and encourage team members



Competency 12: Manage daily operations and filing systems. Develop and maintain fee systems.

- Oversees collection of fees
- Maintains and updates drug court participant files



Frequently Asked Questions

- How do we establish a 501(c)(3)?
- How do we bring community partners to the table if they don't believe in the worthiness of the program?

Resources and Training Opportunities

- National Drug Court Institute: Coordinator Training. This five-day comprehensive training is designed for Drug Court Coordinators. Through scenario-based, individual and group activities, participants will learn the skills necessary to track, monitor, and evaluate the level of services in their Drug Court while maintaining a cohesive Drug Court team. Topics include funding strategies, grant writing tips, public speaking skills, strategies for managing partnerships and incentives and sanctions. Dana A. Jenkins, Project Director, Phone: 571-384-1868: Email: djenkins@ndci.org.
- Drug Court Case Management: Role, Function, and Utility, Monograph Series 7-National Drug Court Institute.