



Justice Speakers Institute
PROMOTING JUSTICE WORLDWIDE

THE ROLE OF THE JUDGE AS A TEAM LEADER

CASE STAFFING CHECKLIST FOR PROBLEM SOLVING COURTS

STATIC AREAS

- **RISK LEVEL**—Affirm assessed risk level.
- **CLINICAL DIAGNOSIS**—Affirm diagnosis; there may be multiple.
- **CRIMINOGENIC NEED AREA**—Affirm assessed need factors; there may be multiple.

CASE PLAN REVIEW

- **GOALS**—Assessment driven goals (clinical/criminogenic) clearly identified.
- **GOAL ACTIVITIES UPDATE**—Identify specific steps participant to undertake in pursuit of goals.
- **SUPERVISION/CASE MANAGER UPDATE**
- **TREATMENT UPDATE**
- **COORDINATOR UPDATE**
- **PROSECUTION/DEFENSE LEGAL UPDATES**
- **PHASE STATUS REVIEW**—Review compliance with phase requirements; evaluate advancement criteria.
- **INCENTIVE/SANCTION CONSIDERATION**—Discuss appropriate responses to participants behavior/ progress based on earlier reports.
- **BIAS CHECK**—Perform a quick “identities swap” as a tool to check in on the potential impact of bias in behavioral response decision making:
 - “If Participant X presented as (list intersecting identities) versus who they currently present as (list intersecting identities), would we have landed on the same behavioral response that we have here today? If so, why? If not, why not?”
- **MISCELLANEOUS ISSUES SINCE LAST REVIEW**

NEXT STEPS

- **CASE PLAN ADJUSTMENTS**—Based on reports and progress, identify any necessary adjustments in case plan, i.e., goals, goal activities, etc.
- **SCRIPT COURT APPEARANCE**—Who will say what during progress review; prepare judicial officer for points of emphasis.

