The New Team Member Orientation Checklist

**Welcome to King County Superior Court’s Family Treatment Court!** The Family Treatment Court Program (FTC) has been in existence since August 2004 and is based on best practices in the fields of Child Welfare and Chemical Dependency Treatment.

There is a lot to learn about FTC like how it operates day-to-day, the policies and procedures, as well as the different roles and perspectives of individual team members. This checklist summarizes these areas and is intended to be a “self-guided” tour for new team members. All of this information can be accessed on the Family Treatment Court website located at: <http://www.kingcounty.gov/courts/JuvenileCourt/famtreat.aspx>

If you have any questions or need more information, please contact the FTC Program Manager or your immediate supervisor. We look forward to working with you!

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| **Overview** |
| **[ ]**  | Vision of Family Treatment Court |
| **[ ]**  | Goals of Family Treatment Court |
| **[ ]**  | Program Description |
| **[ ]**  | Program Components |
| **[ ]**  | Eligibility Criteria |
| **[ ]**  | Application Process |
| **[ ]**  | Program Demographics |
| **[ ]**  | Participation Requirements |
| **[ ]**  | Community Partnerships |
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| **Communications** |
| **[ ]**  | FTC Calendar |
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| **Program Information** |
| **[ ]**  | Policy & Procedures  |
| **[ ]**  | UW Process Evaluation  |
| **[ ]**  | UW Outcome Evaluation  |
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| **Role Perspectives & Role-Specific Training** |
| **[ ]**  | Team Members and Roles  |
| **[ ]**  | Federal Confidentiality Laws and Family Treatment Court (PDF) |
| **[ ]**  | Understanding Child Welfare and the Dependency Court: A Guide for Substance Abuse Treatment Professionals (*tutorial*) <http://www.ncsacw.samhsa.gov/tutorials/tutorialDesc.asp?cid=1> |
| **[ ]**  | **Understanding Substance Use Disorders, Treatment and Family Recovery: A Guide for Child Welfare Professionals (*tutorial*)** <http://www.ncsacw.samhsa.gov/tutorials/tutorialDesc.asp?cid=2> |
| **[ ]**  | Comprehensive Family Assessment Guidelines for Child Welfare <http://www.acf.hhs.gov/programs/cb/pubs/family_assessment/resource.htm> |
| **[ ]**  | Professional Enabling Checklist |
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| **Participant Documents and Referral Lists** |
| [ ]  | Program Referral Sheet  |
| [ ]  | Participation Requirements  |
| [ ]  | Mental Health Counseling Referral Sheet  |
| [ ]  | Initial Screening Form |
| [ ]  | Level Completion Checklist |
| [ ]  | Progress Report to Court from DCFS Social Worker |
| [ ]  | Relapse Prevention Plan |
| [ ]  | Family Treatment Court Order |
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| **Case Planning Documents** |
| [ ]  | Crisis Plan |
| [ ]  | Strengths & Culture Discovery |
| [ ]  | Team Member Identification Worksheet |
| [ ]  | Unified Family Care Plan |