



# Northeast Wisconsin Veterans Treatment Court

*'Leave No Veteran Behind'*

Mentor Handbook

Established 2011

Revision 6/2013

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## Table of Contents

I: Mission Statement.....	3
II: Introduction.....	3
III: Goals and Objectives of the Mentor Program.....	4
IV: Key Components of the Northeast Wisconsin Veterans Treatment Court Program.....	4
V: Facilitators and Emergency Contacts.....	5
VI: Roles and Responsibilities of the Mentor Program	
Mentor Coordinator.....	6
Volunteer Veteran Mentor.....	6
VII: Rules for Mentors.....	7
VIII: Northeast Wisconsin Veterans Treatment Court Mentor Program Agreement Form.....	9
IX: NWVTC Veterans Treatment Court Mentor Program Code of Confidentiality.....	10
X: Phase Development.....	
A. Phase I	10
B. Phase II	11
C. Phase III	12
D. Phase IV	13
XI: NEWVTC Team Members & Roles	14
XII: Appendixes:	
A: NEWVTC Mentor Program Goal Contract Form.....	20
B: NEWVTC Mentor Program Progress Report Form.....	23
C: NEWVTC Mentor Program In-Kind Donation of Personal Time Log.....	24
D: NEWVTC Mentor Program Release of Information.....	25

## I: Mission Statement

The mission of the Northeast Wisconsin Veterans Treatment Court Mentor Program is to make certain to the best of our abilities that no veteran is left behind. We will find them, offer them assistance, assess their needs, and help them solve their problems. We will support veterans through their readjustment to civilian life, assisting participant as they navigate through the court system, and act as a mentor or advocate.

## II: Introduction

As the veteran population in the United States continues to rise, so does the need for a greater understanding of the impact of military service on the men and woman who serve. Military service can impact the lives of veterans and their families in countless ways. Many returning veterans and their families cope with serious issues such as: alcohol and substance abuse, mental illness, homelessness, unemployment, and strained relationships. Oftentimes, these serious issues go unaddressed, and many of these veterans end up in our criminal justice system. With the increase of veterans with serious needs in our criminal justice system, comes the need for the system to develop innovative ways of working to address these issues and needs. This is why Brown County has developed the Northeast Wisconsin Veterans Treatment Court. The Northeast Wisconsin Veterans Treatment Court (NEWVTC) will allow veterans to go through the court process with other people, who are similarly situated and have common past experiences and needs. This type of court, with the help of volunteer veteran mentors, link veterans with service providers who can help treat the veteran's needs that have risen from their service. The goal of the mentor program is to provide the veteran with a positive role model who can help guide the veteran through the Veterans Treatment Court Program.

### III: Goals and Objectives of Mentor Program

The goal of the Veterans' Mentoring Program is to provide peer-to-peer support and assistance to veterans involved in the Northeast Wisconsin Veterans Treatment Court (NEWVTC). The mentors will help veterans: navigate the court system, connect with treatment and services, readjust to civilian life, and act as a mentor or advocate.

This peer mentor relationship promotes and fosters, through caring encouragement, a "can do" attitude in the veteran that they can turn to mentors who have had experience in the military; veterans can be inspired to accomplish their treatment goals.

### IV: Key Components of the Northeast Wisconsin Veterans Treatment Court Program

1. The NEWVTC integrates alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting each participant's due process rights.
3. Eligible participants are identified early and are promptly placed in the NEWVTC program.
4. The NEWVTC provides access to a continuum of alcohol, drug, mental health, and other related treatment and rehabilitation services through the VA and local providers.
5. Abstinence can be monitored by frequent alcohol and other drug testing.
6. A coordinated strategy governs the NEWVTC responses to participants' compliance.
7. Ongoing judicial interaction with each NEWVTC participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective NEWVTC planning, implementation, and operations.
10. Forging partnerships among the NEWVTC, public agencies, community-based organizations, and the VA generates local support and enhances the NEWVTC program effectiveness.

## V: Facilitators and Emergency Contacts

### **Mentor Co-Coordinator:**

- Tom Hinz
  - 606-2012      psycshrf@netnet.net
- Jerry Polus
  - 448-4451      polus\_je@co.brown.wi.us

### **Brown County Veterans Service Officer:**

- Jerry Polus  
920-448-4451

### **Brown County Crisis Center**

- 436-8888

### **Community Resources**

- Dial 211 (for general information)
- NEW Community Shelter
  - 437-3766
- Crisis Center
  - 436-8888
- Pauls Pantry
  - 433-0343
- St. Vincent DePaul
  - 435-4040
- Salvation Army
  - 497-7053 (Union Court)
  - 884-2950 (thrift store)
- Golden House (domestic abuse shelter)
  - 435-0100

### **Substance Abuse and Mental Health Services Admin. (SAMHSA)**

- 1-800-729-6686

### **Emergency:**

- National Veterans Suicide Hotline
  - 800-273-TALK (8255)
- All other emergencies  
Call 911

### **Suicide Prevention Hot Line**

- 1-800-273-8255

### **Veterans Crisis Line**

- 1-800-273-8255      Press '1'

## VI: Roles and Responsibilities of Mentor Program

### **Mentor Coordinator:**

#### Duties and Responsibilities:

- Recruit and train volunteer mentors
- Match mentors with veterans
- Supervise mentors
- Assist in the retention of volunteer mentors
- Coordinate the mentorship program with the NEWVTC Judge and Team members
- Assist in the development of specialized training projects for the mentor program
- Perform all other duties as assigned by the NEWVTC

### **Volunteer Veteran Mentor:**

#### Desired qualities:

- Willing, active listener
- Encouraging and supportive
- Tolerant and respectful of individual differences
- Knowledge of community resources and services
- Available to make weekly contact with their mentee

#### Requirements:

- Be a veteran of one of the branches of the United States Military, including the Reserve or Guard branches
- Complete all of the appropriate application forms
- Pass the mentor screening process, written application, personal interview, and background check
- Complete the mentor training program seminar
- Be in good standing with the law
- Commit to at least 18 months of mentoring
- Commit to at least twelve hours a month of mentoring

#### Duties and responsibilities:

- Participate in and lead mentoring sessions as assigned
- Attend court sessions with veteran as scheduled
- Assist veteran in accessing veteran's benefits
- Be supportive and understanding of the difficulties veterans face
- Help the veterans to clear up any concerns about the court proceedings
- Be supportive and helpful to the other mentors within the program
- Participate in additional trainings throughout time of service
- Adhere to the NEWVTC mentor Program Handbook and Mentor Training Manual
- Sign confidentiality agreement
- Record times and activities with mentee

Compensation: Being a NEWVTC Mentor is a volunteer unpaid position

## VII: Rules for Mentors

The mentor's primary obligation is to offer support to the veteran. In all relationships, the mentor will protect the veteran's welfare and will diligently seek to assist the veteran in reaching his/her goals.

- Act on the veteran's interest unless to do so would endanger him or herself or others
- Act professionally when representing the program and the sponsoring agencies in the community
- Refer the veteran to other agencies/organizations only after obtaining approval from the mentor program coordinator
- Work with the mentor coordinator to resolve conflicts
- Confine your role to the limits of your training and competency
- Maintain objective and professional standards in relationships with the veteran
- Refrain from pushing your values, lifestyle or beliefs on the veteran
- Do not promise outcomes
- Do not exploit the veteran or the relationship for agency or personal advantage
- Do not become involved in any monetary business arrangements or commitments beyond those required for delivery of services or any other type of solicitation
- Sexual relations or harassment of any kind will not be tolerated. Any reports of inappropriate behavior will be investigated and legal action may be initiated
- Verbal abuse, physical abuse, or violence will not be tolerated. Violence or abuse must be reported to mentor coordinator immediately
- Treat all information concerning the veteran as confidential. Only give personal information regarding the veteran to people the veteran has identified on a signed release form
- Encourage the veteran to report knowledge of crimes or planned crimes to the appropriate law enforcement authorities
- Inform the veteran that you are obligated to report illegal or destructive behavior to the mentor coordinator or probation officer

- In emergency situations, contact the police and then the mentor coordinator. If you are unsure whether to take action, consult with the mentor coordinator or the probation agent. Only disclose information relevant to the situation.

***I HAVE READ AND UNDERSTAND WHAT IS EXPECTED OF ME:***

---

VETERAN MENTOR SIGNATURE

DATE

---

MENTOR COORDINATOR SIGNATURE

DATE



VIII: Northeast Wisconsin Veterans Treatment Court Mentor Agreement Form

I \_\_\_\_\_ (please print your name) agree to the following to be a mentor in the Northeast Wisconsin Veterans Treatment Court.

- I am a veteran of one of the branches of the United States Armed Forces, including the Army, Marine Corps, Navy, Air Force, Coast Guard, or their corresponding Reserve and Guard branches.
- Adhere to all of the Northeast Wisconsin Veterans Treatment Court programs, policies, and procedures, including the Mentor Training Manual and Mentor Handbook.
- Commit to participation for a minimum of (1) year or until my participant graduates from the NWVTC.
- Complete the required initial training as specified by the Court prior to participation in the Northeast Wisconsin Veterans Treatment Court.
- Participate in any required additional training as required by the Northeast Wisconsin Veterans Treatment Court.
- Visit with the Northeast Wisconsin Veterans Treatment Court participant for at least one hour each week and attend court session with mentee as their programing requires.
- Do not engage in any drug use, alcohol use, sexual activities, or any other unlawful activities with the Northeast Wisconsin Veterans Treatment Court participant.
- Notify the Northeast Wisconsin Veterans Treatment Court Mentor and/or Court Coordinator if the participant becomes suicidal, wants to harm others, or engages in unlawful activities.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witness:

XI: Code of Confidentiality

I will respect the veteran's right to privacy. I will not discuss his/her name, address, background, family relationships or the nature of his/her problems with anyone side the NEWVTC program unless a release of information is completed. I understand that confidentiality continues even if I cease to be a volunteer.

---

MENTOR SIGNATURE

DATE

---

MENTOR COORDINATOR SIGNATURE

DATE

# PHASE I

Objective:	Program orientation, identification of needs and goals, stabilization and treatment
Duration:	Approximately three (3) to four (4) months
Pro-Social Behavior Requirements	<ul style="list-style-type: none"> <li>• Maintain total abstinence</li> <li>• Avoid individuals who use or possess drugs and/or abuse alcohol</li> <li>• Do not enter establishments where alcohol is primarily sold and avoid any premises where alcohol is sold for consumption on the premises (taverns, bars, beer tents/stands, casinos) unless prior team approval is obtained</li> <li>• Comply with all conditions of the NEWVTC program plan</li> <li>• Abide by individualized time management plan</li> <li>• Attend and be on time for all required appointments and appearances</li> <li>• Follow the rules and conditions set forth in the Participant Contract</li> <li>• Follow the rules set forth by the probation/parole agent and/or case manager</li> </ul>
Supervision Requirements	<ul style="list-style-type: none"> <li>• Make weekly, or as ordered, appearances before the Veteran's Court Judge</li> <li>• Office and home visits as directed by your probation rules/agent or case manager</li> <li>• Electronic monitoring as needed and as ordered by the Veteran's Court</li> </ul>
Drug & Alcohol Testing Requirements	<ul style="list-style-type: none"> <li>• Drug and/or alcohol testing/monitoring as ordered by the NEWVTC</li> <li>• Probation and Parole: drug and/or alcohol test/monitoring as directed by agent</li> <li>• Treatment providers: drug and/or alcohol testing as requested by provider(s)</li> </ul>
Treatment & Other Services Requirements	<ul style="list-style-type: none"> <li>• Participate in all recommended treatment programming, as determined by the NEWVTC Team</li> <li>• Participate in required educational components, such as job training or life skills</li> </ul>
Support Requirements	<ul style="list-style-type: none"> <li>• Obtain a sponsor and/or mentor and maintain contact at least once a week</li> <li>• Participate in support groups, as directed by the NEWVTC Team</li> </ul>
Requirements to Advance to the Next Phase	<ul style="list-style-type: none"> <li>• Develop a NEWVTC program plan (identifying areas of need and goals)</li> <li>• Obtain stable housing</li> <li>• Obtain sponsor and/or mentor</li> <li>• Complete the employment/educational planning sheet</li> <li>• Complete the budget summary sheet</li> <li>• Meet with the CVSO (County Veterans Service Officer) to explore determine benefit eligibility</li> <li>• Complete all other conditions, as determined by the NEWVTC Team</li> <li>• Complete application for advancement to Phase II</li> </ul>

## PHASE II

Objective:	Continued stabilization and treatment, utilizing coping skills, implementing plans for change and life skills development
Duration:	Approximately four (4) to five (5) months
Pro-Social Behavior Requirements	<ul style="list-style-type: none"> <li>• Maintain total abstinence</li> <li>• Avoid individuals who use or possess drugs and/or abuse alcohol</li> <li>• Do not enter establishments where alcohol is primarily sold and avoid any premises where alcohol is sold for consumption on the premises(taverns, bars, beer tents/stands, casinos) unless prior team approval is obtained</li> <li>• Comply with all conditions of the NEWVTC program plan</li> <li>• Abide by individualized time management plan</li> <li>• Attend and be on time for all required appointments and appearances</li> <li>• Follow the rules and conditions set forth in the Participant Contract</li> <li>• Follow the rules set forth by the probation/parole agent and/or case manager</li> </ul>
Supervision Requirements	<ul style="list-style-type: none"> <li>• Make biweekly, or as ordered, appearances before the Veteran’s Court Judge</li> <li>• Office and home visits as directed by your probation rules/agent or case manager</li> <li>• Electronic monitoring as needed and as ordered by the Veteran’s Court</li> </ul>
Drug & Alcohol Testing Requirements	<ul style="list-style-type: none"> <li>• Drug and/or alcohol testing/monitoring as ordered by the NEWVTC</li> <li>• Probation and Parole: drug and/or alcohol test/monitoring as directed by agent</li> <li>• Treatment providers: drug and/or alcohol testing as requested by provider(s)</li> </ul>
Treatment & Other Services Requirements	<ul style="list-style-type: none"> <li>• Participate in all recommended treatment programming, as determined by the NEWVTC Team</li> <li>• Participate in required educational components, such as job training or life skills</li> </ul>
Support Requirements	<ul style="list-style-type: none"> <li>• Obtain a sponsor and/or mentor and maintain contact at least once a week</li> <li>• Participate in support groups, as directed by the NEWVTC Team</li> </ul>
Requirements to Advance to the Next Phase	<ul style="list-style-type: none"> <li>• Develop a plan for time management</li> <li>• Implement employment/educational plan</li> <li>• Obtain budget counseling/maintain a realistic budget</li> <li>• Identify healthy social and support networks</li> <li>• Complete the leisure planning sheet</li> <li>• Develop a payment plan for restitution, fines and court costs</li> <li>• Follow the NEWVTC program plan</li> <li>• Maintain stable housing</li> <li>• Maintain sponsor and/or mentor contacts</li> <li>• Complete all other conditions, as determined by the NEWVTC Team</li> <li>• Complete application for advancement to Phase III</li> </ul>

# PHASE III

Objective:	Continued treatment, mastering of coping skills, maintain plans for change and implementation of life skills
Duration:	Approximately five (5) to six (6) months
Pro-Social Behavior Requirements	<ul style="list-style-type: none"> <li>• Maintain total abstinence</li> <li>• Avoid individuals who use or possess drugs and/or abuse alcohol</li> <li>• Do not enter establishments where alcohol is primarily sold and avoid any premises where alcohol is sold for consumption on the premises (taverns, bars, beer tents/stands, casinos) unless prior team approval is obtained</li> <li>• Comply with all conditions of the NEWVTC program plan</li> <li>• Abide by individualized time management plan</li> <li>• Attend and be on time for all required appointments and appearances</li> <li>• Follow the rules and conditions set forth in the Participant Contract</li> <li>• Follow the rules set forth by the probation/parole agent and/or case manager</li> </ul>
Supervision Requirements	<ul style="list-style-type: none"> <li>• Appear before the Veteran's Court Judge every three weeks, or as directed</li> <li>• Office and home visits as directed by your probation rules/agent or case manager</li> <li>• Electronic monitoring as needed and as ordered by the Veteran's Court</li> </ul>
Drug & Alcohol Testing Requirements	<ul style="list-style-type: none"> <li>• Drug and/or alcohol testing/monitoring as ordered by the NEWVTC</li> <li>• Probation and Parole: drug and/or alcohol test/monitoring as directed by agent</li> <li>• Treatment providers: drug and/or alcohol testing as requested by provider(s)</li> </ul>
Treatment & Other Services Requirements	<ul style="list-style-type: none"> <li>• Participate in all recommended treatment programming, as determined by the NEWVTC Team</li> <li>• Participate in required educational components, such as job training or life skills</li> </ul>
Support Requirements	<ul style="list-style-type: none"> <li>• Obtain a sponsor and/or mentor and maintain contact at least once a week</li> <li>• Participate in support groups, as directed by the NEWVTC Team</li> </ul>
Requirements to Advance to the Next Phase	<ul style="list-style-type: none"> <li>• Follow the NEWVTC program plan, including the time management plan and leisure plan</li> <li>• Continue in employment, education program and/or service work</li> <li>• Maintain a realistic budget</li> <li>• Follow payment plan for restitution, fines and court costs</li> <li>• Maintain stable housing</li> <li>• Maintain sponsor and/or mentor contacts</li> <li>• Complete all other conditions, as determined by the NEWVTC Team</li> <li>• Complete application for advancement to Phase IV</li> </ul>

## PHASE IV: Continuing Care

Objective:	Maintenance of positive changes and graduation planning
Duration:	Approximately six (6) to seven(7) months
Pro-Social Behavior Requirements	<ul style="list-style-type: none"> <li>• Maintain total abstinence</li> <li>• Avoid individuals who use or possess drugs and/or abuse alcohol</li> <li>• Do not enter establishments where alcohol is primarily sold and avoid any premises where alcohol is sold for consumption on the premises(taverns, bars, beer tents/stands, casinos) unless prior team approval is obtained</li> <li>• Comply with all conditions of the NEWVTC program plan</li> <li>• Abide by individualized time management plan</li> <li>• Attend and be on time for all required appointments and appearances</li> <li>• Follow the rules and conditions set forth in the Participant Contract</li> <li>• Follow the rules set forth by the probation/parole agent and/or case manager</li> </ul>
Supervision Requirements	<ul style="list-style-type: none"> <li>• Appear before the Veteran’s Court Judge every four weeks, or as directed</li> <li>• Office and home visits as directed by your probation rules/agent or case manager</li> <li>• Electronic monitoring as needed and as ordered by the Veteran’s Court</li> </ul>
Drug & Alcohol Testing Requirements	<ul style="list-style-type: none"> <li>• Drug and/or alcohol testing/monitoring as ordered by the NEWVTC</li> <li>• Probation and Parole: drug and/or alcohol test/monitoring as directed by agent</li> <li>• Treatment providers: drug and/or alcohol testing as requested by provider(s)</li> </ul>
Treatment & Other Services Requirements	<ul style="list-style-type: none"> <li>• Participate in all recommended treatment programming, as determined by the NEWVTC Team</li> <li>• Participate in required educational components, such as job training or life skills</li> </ul>
Support Requirements	<ul style="list-style-type: none"> <li>• Obtain a sponsor and/or mentor and maintain contact at least once a week</li> <li>• Participate in support groups, as directed by the NEWVTC Team</li> </ul>
Requirements to Graduate	<ul style="list-style-type: none"> <li>• Develop approved aftercare and relapse prevention plan (including on-going treatment for mental and physical health, financial stability, support system, and leisure structure)</li> <li>• Follow the NEWVTC program plan, including the time management plan and leisure plan</li> <li>• Continue in employment, education program and/or service work</li> <li>• Maintain a realistic budget</li> <li>• Fully paid restitution, fines and court costs</li> <li>• Maintain stable housing</li> <li>• Maintain sponsor and/or mentor contacts</li> <li>• Complete all other conditions, as determined by the NEWVTC Team</li> <li>• Complete application for graduation</li> </ul>

## **THE NEWVTC TEAM & ROLES**

The Northeast Wisconsin Veteran's Treatment Court consists of individuals from a variety of disciplines. The team comes together to handle cases involving criminally involved veterans through an intensive, judicially-monitored program of drug and alcohol treatment, rehabilitation service and mental health services. The following is a list of the Northeast Wisconsin Veteran's Treatment Court Team members and a summary of each individual's role:

### **Circuit Court Judge:**

- Supervise NEWVTC administration
- Explain legal rights, options, and program requirements at orientation and confirm them with each participant as they enter the program
- Attend team meetings and veteran's court sessions
- Ensure compliance within NEWVTC program rules by participants
- Provide the final outcome decision of participant's progress or termination
- Preside over courtroom proceedings
- Review treatment progress and address it directly with the participant in court, considering the recommendations of the treatment provider and treatment court team
- Work with the treatment court team
- Impose appropriate incentives and sanctions
- Preside over termination proceedings

### **Veterans Treatment Court Coordinator:**

- Assist with coordination of NEWVTC referrals
- Attend team meetings and veteran's court sessions
- Maintain a confidential NEWVTC court file for each participant
- Provider interim case management services for non-probation participants

### **Probation and Parole Agent:**

- Case management and community supervision of each participant
- Referral to community resources
- Drug and alcohol testing
- Imposition of sanctions and rewards, as directed by the NEWVTC Judge
- Home, school, employment visits
- Collateral contacts
- Monitor and encourage participant's compliance with program rules
- Attend team meetings and veteran's court sessions

- Maintain ongoing communication and sharing of information with Coordinator
- Gather data for the evaluator
- Setting up the evaluation process – what and how information will be collected and maintained, how analyzed, etc...
- Identify potential participants for alternatives to revocation
- Coordinate with law enforcement
- Maintain a confidential NEWVTC file for each participant

**District Attorney Representative:**

- Review potential participants for eligibility
- Negotiate and complete plea agreements on behalf of the state
- Assure compliance with state law
- Recommend appropriate sanctions and incentives
- Community advocate for effectiveness of program
- Make referrals to NEWVTC
- Maintain a non-adversarial role during NEWVTC proceedings
- Attend team meetings and veteran’s court sessions
- Educate peer professionals on effectiveness of program and changes in state law that effect the program
- Make recommendations for charging and or sentencing after revocation if the participant is terminated from the program

**Public Defender’s Office/Defense Attorney:**

- Discuss pros and cons with potential participants before entering the NEWVTC program
- Discuss resolution of case with district attorney before entering the NEWVTC program
- Remain accessible to participant
- Provide representation for the participant in termination proceedings if eligible
- Review cases for potential legal issues
- Responsible for completing and returning Defense Packet into DA office
- Attend team meetings and veteran’s court sessions
- Advocate for fair process
- Be prepared to practice a different kind of law in non-adversarial manner
-



### **Veteran's Treatment Court Evaluator:**

- Evaluate process and outcomes
- Give information to help improve the NEWVTC program and make it more successful
- Help facilitate team understanding of areas needing improvement

### **Law Enforcement Representative(s):**

- Partner with community agencies to achieve NEWVTC goals
- Provide possible referrals for NEWVTC program
- Permit participants who are in the Work Release Center to attend treatment, supervision sessions, other approved meetings and NEWVTC hearings
- Comply with grant/state regulations
- Notify the NEWVTC team of violations committed by the participants
- Attend team meetings and veteran's court sessions
- Assist probation and parole in home visits and checks on participants, as required
- Provide representation for advisory board and attend meetings as needed
- Make participants who are in the Work Release Center available for random UA testing
- Provide treatment in jail, if available
- Educate officers of the goals and mission within the Veteran's Treatment Court

### **Veterans' Justice Outreach Coordinator (VJO):**

- Provide outreach services to veterans in contact with the justice system
- Provide veteran treatment history and summary of treatment needs
- Advocate for the special needs of the veteran population
- Facilitate VA linkages for services, coordinate reports from VA entities, check and assist with determining eligibility for services, and assist with case management for VA services and referrals for
- Provide consultations
- Provide VHA treatment updates to the NEWVTC
- Conduct a clinical review or assessment of veteran's needs advise on treatment recommendations
- Work in conjunction with law enforcement, correctional facilities and the courts
- Assist with determining eligibility for Veterans Health Administration(VHA) VHA services
- Serves as a liaison between the veteran participant, veteran's treatment court program and the VA Medical Center or Clinic
- Attend team meetings

### **County Veterans Service Officer (CVSO):**

- Screen eligibility questionnaires to determine veterans' status for health care and state and federal VA benefits
- Provide input to court team on veteran treatment court applicant based upon case file on record
- Provide information and assistance to veterans to apply for state and federal VA benefit programs and services
- Attend team meetings and veteran's court sessions

### **Mentor Coordinator:**

- Recruit and train veteran volunteer court mentors
- Assist in the retention of volunteer mentors
- Coordinate the mentorship program with the NEWVTC Judge and staff
- Perform all other duties as assigned by the NEWVTC
- Match mentors with veterans
- Supervise and monitor mentors for accountability
- Assist in the development of specialized training projects for the mentor program
- Attend team meetings and veteran's court sessions

### **Treatment Personnel:**

- Assessment and referral, as needed
- Update related parties (Coordinator, Probation/Parole Agent) on progress of participant in a timely fashion
- Maintain confidentiality
- Provide group and individual sessions for participants
- Use strength-based methodology and evidence based practice
- Ensure signing of all confidential releases required for communication with NEWVTC team
- Establish rapport with participant
- Coordinate/advocate for pro-social activities

## Appendixes: A – E

Appendix A: pg. 20

NEWVTC Mentor Program Goal Contract Form

Appendix B: pg. 23

NEWVTC Mentor Program Progress Report Form

Appendix C: pg. 24

NEWVTC Mentor Program In-Kind Donation of Personal Time Log

Appendix D: pg. 25

NEWVTC Mentor Program Release of Information

APPENDIX A  
Veterans Treatment Court Mentor Program  
Goal Contract

Veteran's Name:

Mentor Name:

Date:

What are the court order goals?

- 1.
- 2.
- 3.
- 4.
- 5.

What are the deadlines to achieve each goal?

- 1.
- 2.
- 3.
- 4.
- 5.

What are the barriers to achieving these goals?

- 1.
- 2.
- 3.
- 4.
- 5.

What strengths do you have that you can use to overcome these barriers?

- 1.
- 2.
- 3.
- 4.
- 5.

What help do you need to achieve these goals?

- 1.
- 2.
- 3.
- 4.
- 5.

Northeast Wisconsin Veterans  
Treatment Court  
Mentors Program  
Goal Contract

***“Leave no Veteran Behind!”***

---

Veteran’s Name (print)

Date

---

Veteran’s Signature

Date

---

Mentor’s Name (print)

Date

---

Mentor Coordinator Signature

Date

---

Mentor Trainer’s Signature

Date

APPENDIX B  
Veterans Treatment Court Mentor Program  
Progress Report Form

Veteran's Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ Length of Visit: \_\_\_\_\_

Meeting Type:  Phone Contact  In person – Location: \_\_\_\_\_

What goals did you work on?

Do you have any problems or concerns? Please explain.

Do you have any concerns regarding your relationship with the veteran?

Do you feel safe while with the veteran? Do you feel the veteran is safe? If not, please explain.

---

Mentor signature

Date

Mentee Initials \_\_\_\_\_

APPENDIX C  
Northeast Wisconsin Veterans Treatment Court Mentor Program  
In-Kind Donation of Personal Time Log

Date	Mentee	Place	Time (From - To)	Duration

**Total Hours:** \_\_\_\_\_

---

Mentor Signature \_\_\_\_\_ Date: \_\_\_\_\_  
.....

For Office Use Only

---

Mentor Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Amount to be reimbursed: \_\_\_\_\_



APPENDIX D  
Northeast Wisconsin Veterans Treatment Court Mentor Program  
Release of Information

I \_\_\_\_\_ ( print name) grant permission to \_\_\_\_\_  
\_\_\_\_\_ from NEWVTC Mentor Program, to obtain or  
share personal information with other agencies.

Other agencies may include but are not limited to: Veterans Assistance Foundations, County  
Veterans Service Officers, Department of Corrections, Community Service Organizations, etc.

Print Name \_\_\_\_\_

Last four digits of social security number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witnesses printed name \_\_\_\_\_

Witnesses' signature \_\_\_\_\_

Date \_\_\_\_\_