



Family Treatment Court Policy and Procedure Manual Outline

This outline is intended to serve as a comprehensive framework for developing a family treatment court (FTC) Policy and Procedure Manual (PPM). It identifies the key governance, operational, participant, treatment, and sustainability components that should be addressed to support effective program implementation, consistency, and alignment with best practices.

This document is designed as a planning and development tool rather than a one-size-fits-all manual. Because each FTC operates within its own legal, organizational, and community context, policies and procedures should be tailored to local needs, resources, and partnerships. Organizations seeking individualized guidance may benefit from technical assistance, facilitation, and consultation to develop a manual tailored to their FTC program's unique goals and operations.

01 Introduction

- i. Purpose of the PPM
- ii. How often is it updated and reviewed, who reviews
- iii. History of the FTC (e.g., year of inception)

02 Administration and Policy

- i. Mission/Vision Statement
- ii. Memorandum of Understanding
- iii. FTC Operational Design
- iv. Governance Structure
 1. Executive committee
 2. Steering committee
 3. Operational team
 4. Subcommittees & workgroups
 5. Considerations for governance structure
- v. Roles and Responsibilities
 1. Role specific responsibilities
 2. New Team Member Orientation and Ongoing Training
- vi. Confidentiality, Communication, and Information Sharing Protocols
- vii. Monitoring and Evaluation
 1. Database
 2. Data/outcomes to review; Data dashboard
 3. Scale
- viii. Funding and Sustainability

03**Operations and Practice (FTC Overview)**

- i. Target Population, Objective Eligibility and Exclusionary Criteria
- ii. Identifying and Referring Participants (Referral, Screening, Assessment)
- iii. Entry, Intake, and Orientation Process (entry process)
- iv. Participant Expectations
 - 1. Phases/Milestones
 - 2. Behavior Response
 - a. Incentives
 - b. Sanctions
 - c. Therapeutic adjustments
 - d. Complementary service modifications
 - 3. Drug Testing
- v. Program Discharge (case closure, services completion, and FTC exit)
- vi. Staffing and Court Structure

04**Comprehensive Case Coordination and Services for Families**

- i. Case plan/case management
- ii. Treatment, Recovery, & Aftercare
 - 1. Prescription Medication/ MAT Policy
 - 2. SUD continuum of services
 - 3. Peer Support
 - 4. Mental health
 - 5. Trauma
 - 6. Services for Pregnant People (POSC)
- iii. Parenting/reunification
 - 1. Parenting time
 - 2. Parent education
- iv. Children Services
 - 1. Treatment
 - 2. Developmental/educational interventions
- v. Ancillary Services
 - 1. Medical
 - 2. Dental
 - 3. Housing
 - 4. Other services



Need support developing your policy and procedure manual? We can help!

Contact the National Family Treatment Court (FTC) Training and Technical Assistance (TTA) Program at ftc@cffutures.org.