

# WOOD COUNTY ADULT DRUG COURT POLICY AND PROCEDURE



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## INTRODUCTION

Stakeholders established the Wood County Adult Drug Treatment Court in 2004 as part of a collaborative effort across intersecting systems to make a positive impact on the criminal justice system in Wood County. In 2007, Wood County was awarded dollars through the Wisconsin Treatment Alternatives and Diversion (TAD) grant. Wood County has since work collaboratively to sustain and enhance the services offered through this program. This program represents the efforts and teamwork of key stakeholders to break the cycle of substance use and reduce crime, making Wood County a healthier place to live.

Drug Court provides individuals the opportunity to change their life circumstances while becoming alcohol and drug free. This is accomplished by comprehensive assessment and treatment for substance use and mental health diagnosis, intensive supervision, random drug and alcohol testing, regular court appearances and immediate sanctions and incentives in response to behavior. Honesty and individual accountability are at the foundation of the drug court program.

Wood County Adult Drug Court utilizes evidence-based practices in its delivery of services and works in collaboration with community providers for chemical health and ancillary services. Cognitive behavioral programming and enhanced mental health services are inherent pieces of the program.

By providing coordinated substance use interventions with judicial oversight, the likelihood of re-arrest for any offense decreases, resulting in safer communities and reduction in crime. Nationally, meta-analysis studies have shown that “75% of drug court graduates remain arrest free at least two years after leaving programming.” These studies have also shown that “drug courts significantly reduce crime as much as 45% more than other sentencing options.” [www.nadcp.org](http://www.nadcp.org)

## MISSION STATEMENT

*Wood County Adult Drug Treatment Court is a cost-effective and efficient non-traditional judicial model, which is designed to assist drug addicted criminal offenders in breaking the cycle of drug use, through routine judicial appearances, intensive supervision, and team decision-making, relying on evidence based principles in an effort to promote community safety.*

## GOALS

### Drug Court Goals:

1. Reduce criminal recidivism among individuals whose crimes are impacted by their substance use.
2. Increase the number of individuals who remain alcohol and drug free.
3. Decrease recidivism at six, twelve, and twenty-four months post programming.
4. Increase treatment retention rates among chemically addicted individuals.

## CURRENT COURT STAFFING TEAM

The Wood County Adult Drug Court team is a collaborative effort of criminal justice stakeholders. The team is led by the Judge and is responsible for the day-to-day supervision and treatment of participants. The agencies listed directly below meet once per week prior to court for a confidential staffing.

Wood County Circuit Court	Wood County Criminal Justice Department
Wood County District Attorney's Office	Wood County Sheriff's Department & Jail
Wisconsin Public Defender's Office	Nekoosa Police Department
Private Defense Bar	Marshfield Police Department
Division of Community Corrections	Three Bridges Recovery
Wood County Human Services	

## MODEL

The Wood County Adult Drug Court is a program designed to provide individuals the opportunity to address their addictions and move beyond criminal behavior. It is a voluntary program, with entrance occurring post-adjudication. The program is abstinence based and intensive in nature. Requirements include mandatory substance use treatment, random drug testing, on-going appearances before the Judge, case management meetings, and attendance of support groups (AA, NA, CA, Smart Recovery, other). Participants are also required to obtain employment or pursue educational opportunities, participate in pro-social activities, pay court costs, restitution and program fees.

Drug Court is structured to provide a minimum of sixteen months of programming. Evidence-based research is used to support the minimum amount of time spent in each of the five phases. All but one of the five phases require a minimum of ninety days with the third phase requiring one hundred and twenty. Phase advancement is based on the accomplishment of goals, program requirements, and requires the participant to apply. Participants can expect that advancement through the phases will reduce the amount of supervision while increasing the level of responsibility.

## TARGET POPULATION

The target population includes adult residents of Wood County whose substance use is linked to their criminal behavior. Using an evidence-based risk assessment tool, men and women who are high risk and need and have a substance use disorder will be accepted into the Drug Court.

## EILIGIBILITY CRITERIA

All applicants will be screened for substance abuse problems; residency and offense status for the Wood County Adult Drug Court Program. The applicant's race, gender, religious affiliation, creed, color, sexual orientation and/or national origin are not considered when determining eligibility.

Eligibility criteria for **all** applicants:

- Wood County resident
- Substance use disorder and need for treatment
- Voluntary participation in program

Eligibility criteria for **Post-Adjudication** referrals include:

- Some prior felony and/or misdemeanor offenses
- Drug offense or drug-related property offense, such as theft, forgery or burglary or another offense perpetuated by addiction. Serious drug offenses may be eligible on a case-by-case basis.
- Applicant must plead guilty or no contest to the offense and be placed on probation.

Eligibility criteria for Department of Corrections **Alternative to Revocation (ATR)** referrals include eligibility criteria for all applications plus the following:

- A minimum of 18 months remaining on supervision (if no new charges pending)
- On supervision for felony level or misdemeanor + enhancer charges
- COMPAS risk score of medium or above
- Current assignment to Probation/Parole Agent from Wood County (exceptions will be approved by Criminal Justice Coordinator)
- Current charges that the individual is on supervision for must not include convictions listed under the disqualification criteria
- Revocation allegations may not include high-level drug trafficking

## Disposition

- **Post-Adjudication** applicants enter the Drug Court program after the Court accepts a plea of guilty or no contest, enters a judgment of conviction on cases not referred to drug court, and places the participant on probation.

The applicant is fully informed of his/her options if the applicant is not processed through drug court. The applicant must waive a speedy trial and provide a release of information for all drug court personnel. The participant can withdraw that waiver at any time, but will be withdrawn from drug court immediately thereafter.

## Disqualification Criteria

Applicants are immediately disqualified from Drug Court using the following criteria:

The applicant's current conviction is:

Terroristic Threats  
Homicide (All Levels)  
Criminal Vehicular Homicide  
Crime Committed to Benefit a Gang  
Drive by Shooting  
Felony Child Sexual Assault

## TAD Statute Guidelines for Eligibility

The Wood County Adult Drug Treatment Court is funded through the Wisconsin – Department of Justice Treatment and Diversion (TAD) Grant and Wood County tax levy dollars. The TAD grant sets forth the following criteria for treatment court participants and their eligibility:

### **165.95 Alternatives to incarceration; grant program.**

(1) In this section:

(ag) "Tribe" has the meaning given in s. [165.91 \(1\)](#).

(bg) "Violent offender" means a person to whom one of the following applies:

1. The person has been charged with or convicted of an offense in a pending case and, during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm.

2. The person has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.

(3) A county or tribe shall be eligible for a grant under sub. (2) if all of the following apply:

(a) The county's or tribe's program is designed to meet the needs of a person who abuses alcohol or other drugs and who may be or has been charged with or who has been convicted of a crime in that county related to the person's use or abuse of alcohol or other drugs.

If an individual falls under the criteria for "violent offender," they will not be eligible to be referred to the program. Referring agencies may request that their client is reviewed and screened under the TAD Violent Offender Decision Tree by the Criminal Justice Coordinator.

## REFERRAL, SCREENING, AND ENTRY PROCESS

In all situations, the goal of the drug court program is to following the outline stated below. In some circumstances there will be no way to meet the timeline as set forth; however, we commit to striving to ensure referrals and enrollment into programming is as timely as practicable. An adult who has been referred for the program will undergo the following basic process:

### **Process (non-ATRs):**

**Step 1:** A Drug Court Case Manager will conduct an initial screening of all referred cases for eligibility of the drug court using an evidence-based risk and needs assessment such as the COMPAS Assessment and/or Ohio Risk Assessment System (ORAS), intake forms, and DOJ guidelines.

**Step 2:** For those applicants who meet the initial criteria, the applicant will be scheduled for an assessment with a licensed treatment provider to determine eligibility for substance use disorder. This assessment will also determine the recommended course of treatment should they be accepted into the program.

**Step 3:** If the applicant meets all eligibility criteria, the applicant will be presented the following Monday at the weekly staffing. A decision is made at that time to accept or reject the applicant for Drug Court. The case manager will inform the referring party of the decision within two working days.

**Step 4:** The accepted applications will appear at plea/sentencing and stipulate to the deferred prosecution, or plead guilty to the charges agreed upon by the District Attorney and Defense Counsel.

### **Process (ATRs):**

**Step 1:** Applicant is served with revocation by the Department of Corrections (DOC) and a referral form is completed by the Agent within the allowable timeline per DOC standards.

**Step 2:** A Drug Court Case Manager will conduct an initial screening of the referred applicant for eligibility of the drug court using an evidence-based risk and needs assessment such as the COMPAS Assessment and/or Ohio Risk Assessment System (ORAS), intake forms, and DOJ guidelines.

**Step 3:** For those applicants who meet the initial criteria, the applicant will be scheduled for an assessment with a licensed treatment provider to determine eligibility. This assessment will also determine the recommended course of treatment should they be accepted into the program.

**Step 4:** If the applicant meets all eligibility criteria the applicant will be presented the following Monday at the weekly staffing. A decision is made at that time to accept or reject the applicant for drug court. The case manager will inform the referring party of the decision within two working days.

### **Assessments (Non-ATRs and ATRs)**

Timely attendance for AODA and risk/need evaluations are required. Individuals who are scheduled to attend their AODA and Risk/Needs assessment must attend their scheduled appointments with the treatment provider and Drug Court case manager/coordinator. Failure to attend these assessments in a timely matter may result in additional status conferences or denial of entry into the program.

## **CASE MANAGEMENT**

Each participant is assigned a drug court case manager and an agent to collaborate on case planning, monitoring accountability, and direct service. Information is gathered through the administration of the risk and needs assessment as well as the behavioral health assessment conducted by the outpatient clinic. Information about the participant's family history will be collected.

The foundation of supervision is individualized case management, which means that a comprehensive, individualized case plan is developed with and signed by each client. The case is reviewed regularly for changes and modifications. The case plan is based on the assessment tools and behavioral health

assessment and includes the client's arrangement to repair the harm done to the victim and the community (including community service); his/her plan for education and employment; housing; a plan for relapse prevention and a pro-social support system in the community.

The case manager is expected to facilitate the client's accomplishment of his/her objectives and assist the participant in obtaining the *collateral services* that he/she needs such as supportive housing, employment skills training, GED classes, child care, transportation and other needs.

Initially, the case manager meets with the participant at least once per week and random urinalysis tests are collected a minimum of twice per week. As the participant progresses through the program, the contacts decrease according to phase; however, drug testing remains a minimum of twice per week.

The case manager provides information on each participant to the team and attends weekly judicial staffing's and reviews. In the initial phase of a participant's entry into drug court, the case manager may ask staff from Social Services, Public Health, a Housing representative, a Workforce representative, or a representative from Adult Basic Education (not to be all inclusive) to attend staffing's.

Case managers are expected to be familiar with a wide and diverse scope of resources available to their clients in the community and assist participants in obtaining the necessary services and programs.

## DRUG TESTING

Drug testing is one of the most important components to program integrity. Evidence has shown that drug tests must be frequent, random, and credible; accuracy is essential. Drug Court uses customized urine tests that include ETG (Ethanol Glucuronide) an alcohol metabolite to measure a participant's progress in the program and hold that person accountable to the program requirements.

All participants involved with Drug Court are informed about drug testing policies and procedures as well as other issues that may surface during the program. Staff explains the drug testing procedure to participants upon entry to the program. Participants will sign an agreement to comply with the drug court testing requirements, including direct observation of the sample submission and reporting of results to the drug court team. The drug court team determines therapeutic and/or punitive responses for all positive drug tests.

Drug testing occurs through a contract vendor who conducts and analyzes the collected sample. This vendor has established testing protocol and provides training to its staff on proper testing procedures. Options Lab, the current vendor, is a licensed clinical toxicology laboratory. Specimen collection is conducted by a combination of contract agencies and staff using direct observation collection standards. Participants are assigned a unique pin number, which is used to randomize the testing days throughout the program. Participants are required to call the testing line daily or utilize the Reconnect application for online check-ins and report for testing if required. If utilizing the Reconnect app, participants must enable photo and location sharing features, which are only utilized for the application's features and do not access any individual's private phone information. All drug court participants are given a customized urinalysis that tests for popular substances, substances of choice, and alcohol through ETG.

Participants choosing to enter the Drug Court must agree to cease the use of all mood-altering chemicals that would render a positive urinalysis including, but not limited to: narcotics, tranquilizers, sedatives, stimulants, opiates, and/or opiate-based medications, CBD/Delta products. If during the course of participation it becomes necessary for a participant to take prescription medication, participants must sign a release of information for their healthcare provider(s). Prior approval must be sought using appropriate medical documentation and a decision will be made by the drug court team using all supporting evidence. The prescribing physician or psychiatrist may be asked to provide medical justification to the team as part of their decision making process and patient updates/progress.

Medication Assisted Therapy (MAT) is a widely used and beneficial tool to addiction recovery. MAT and other therapy-assisted medications like those used for mental health diagnosis will be approved and can be used by participants; however, these medications must be prescribed, taken appropriately, and strictly monitored throughout the duration of programming.

## CURFEW

Participants are assigned a curfew time in Phases 1-4. In order to verify curfew compliances, participants must agree to be monitored through various methods, including but not limited to: home visits by a Drug Court Case Manager, Probation and Parole Agent, law enforcement checks, electronic monitoring equipment, or cellular phone applications. Participants must comply with photo/location sharing features on the approved cell phone application if they are under a curfew or sanctioned curfew restriction.

## PHASE OVERVIEW

The Wood County Adult Drug Court program is a five-phased, highly structured program lasting a minimum of sixteen months; the length of time varying on a participant's individual progress.

Each phase consists of specific requirements for transition into the next phase. An application process will be used to ensure consistent and smooth transition from one phase to the next. The drug court team will review the application and the phase requirements to ensure that each aspect of the phase has been successfully met prior to granting permission for advancement.

The seven components of each phase include: judicial, supervision, AODA/mental health, case management, testing, law enforcement, and legal. Within each component there are requirements and goals that will be met to ensure the participants success in each phase.

## OVERVIEW OF PHASE STRUCTURE

	PHASE 1 Acute Stabilization 90 Days	PHASE 2 Clinical Stabilization 90 Days	PHASE 3 Prosocial Habilitation 120 Days	PHASE 4 Adaptive Habilitation 90 Days	PHASE 5 Continuing Care 90 Days
<b>Judicial Component</b>	Court Appearance Weekly Team Staffing Weekly Curfew 9 PM	Court Appearance Every Two Weeks Team Staffing Every Two Weeks Curfew 10 PM	Court Appearance Monthly Team Staffing Every Month Curfew 11 PM	Court Appearance Monthly Team Staffing Every Month Curfew 12 PM	Court Appearance Monthly Team Staffing Every Month
<b>Supervision Component</b>	Supervision Weekly Monthly Home Visit(s) Develop a Case Plan Sanctions Incentives Drug and Alcohol Testing Upon Request Obtain permission for out of county travel	Supervision Every Two Weeks Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request Obtain permission for out of county travel	Supervision Monthly Re-Assess Risk/Need Begin T4C Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request Obtain permission for out of county travel	Supervision Monthly Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request Adjacent county travel allowed (Portage, Clark, Adams, Marathon)	Supervision Monthly Monthly Home Visit(s) Ongoing Case Planning Sanctions Incentives Drug and Alcohol Testing Upon Request In-state travel allowed
<b>AOD/Mental Health Treatment</b>	AODA Assessment MH Assessment <i>Residential as Needed</i> Individual Minimum of Weekly Day Treatment as Needed IOP as Needed Develop Treatment Plan Sanctions Incentives Drug and Alcohol Testing Upon Request	Ongoing Clinical Re-Assessment <i>Residential as Needed</i> Individual Minimum of Every Two Weeks Day Treatment as Needed IOP as Needed Ongoing Treatment Planning Sanctions Incentives Drug and Alcohol Testing Upon Request	Ongoing Clinical Re-Assessment <i>Residential as Needed</i> Individual Minimum of Monthly Relapse Prevention Other Groups as Needed Ongoing Treatment Planning Sanctions Incentives Drug and Alcohol Testing Upon Request	Ongoing Clinical Re-Assessment <i>Residential as Needed</i> Individual Minimum of Monthly Relapse Prevention as Needed Other Groups as Needed Ongoing Treatment Planning Sanctions Incentives Drug and Alcohol Testing Upon Request	Ongoing Clinical Re-Assessment <i>Residential as Needed</i> Individual Minimum of Monthly Relapse Prevention as Needed Other Groups as Needed Ongoing Treatment Planning Sanctions Incentives Drug and Alcohol Testing Upon Request
<b>Case Management Component</b>	Program Orientation Weekly CM Meeting Obtain Medical Assessment Develop Case Plan Change people, places, & things Address Housing Sanctions & Incentives Phase Advancement Application	Phase Orientation Weekly/ Bi- Weekly CM Meeting Ongoing Medical Needs Review Case Plan Continue changing people, places, & things Maintain Housing Budget Assessment (Last 30 Days) Begin to focus on attendance at recovery supports Begin to establish prosocial activity (work, school, community service 20 hours)  Sanctions & Incentives Phase Advancement Application	Phase Orientation Bi-weekly/Monthly CM Meeting Ongoing Medical Needs Review Case Plan Demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Begin establishing a recovery network Establish prosocial activity (work, school, community service 20 hours) Sanctions & Incentives Phase Advancement Application	Phase Orientation Monthly CM Meeting Ongoing Medical Needs Review Case Plan Continue to demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Engagement in a recovery network Establish prosocial activity (work, school, community service 25 hours) Sanctions & Incentives Phase Advancement Application	Phase Orientation CM Meeting Monthly Ongoing Medical Needs Develop Life Plan Continue to demonstrate changing people, places, & things Maintain Housing Ongoing Financial/Budgeting Maintain recovery network Establish prosocial activity (work, school, community service 30 hours) Sanctions & Incentives Graduation Application
<b>Testing Component</b>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>	Random Urine Drug Testing Random Breath/Blood/Hair Testing Upon Request <i>Testing may be done at any time including; weekends, holidays, evenings and during home visits.</i>
<b>Law Enforcement</b>	Drug and Alcohol Testing Upon Request Home Visits Upon Request	Drug and Alcohol Testing Upon Request Home Visits Upon Request	Drug and Alcohol Testing Upon Request Home Visits Upon Request	Drug and Alcohol Testing Upon Request Home Visits Upon Request	Drug and Alcohol Testing Upon Request Home Visits Upon Request

Component	Curfew Monitoring	Curfew Monitoring	Curfew Monitoring	Curfew Monitoring	Curfew Monitoring
Legal Component	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions	Prosecution and Defense Represented at Staffing and Court Sessions
Requirements for Phase Advancement	<p>Regular Attendance and Engagement at the following:</p> <ul style="list-style-type: none"> <li>• Treatment</li> <li>• Case Management</li> <li>• Probation</li> </ul> <p>A minimum sobriety time of 20 consecutive days. Phase Advancement Application</p>	<p>Regular Attendance and Engagement at the following:</p> <ul style="list-style-type: none"> <li>• Treatment</li> <li>• Case Management</li> <li>• Probation</li> </ul> <p>A minimum sobriety time of 35 consecutive days. Phase Advancement Application</p>	<p>Regular Attendance and Engagement at the following:</p> <ul style="list-style-type: none"> <li>• Treatment</li> <li>• Case Management</li> <li>• Probation</li> <li>• Recovery Network</li> <li>• Prosocial Activity</li> </ul> <p>A minimum sobriety time of 50 consecutive days. \$100 payment towards drug court fees Phase Advancement Application</p>	<p>Regular Attendance and Engagement at the following:</p> <ul style="list-style-type: none"> <li>• Treatment</li> <li>• Case Management</li> <li>• Probation</li> <li>• Recovery Network</li> <li>• Prosocial Activity</li> <li>• Ancillary Services</li> </ul> <p>A minimum sobriety time of 60 consecutive days. \$150 payment towards drug court fees (in total, \$250 paid towards fees) Phase Advancement Application &amp; Interview</p>	<p>Regular Attendance and Engagement at the following:</p> <ul style="list-style-type: none"> <li>• Treatment</li> <li>• Case Management</li> <li>• Probation</li> <li>• Recovery Network</li> <li>• Prosocial Activity</li> <li>• Ancillary Services as Needed</li> </ul> <p>A minimum sobriety time of 90 consecutive days. \$250 in total payments before applying for phase 5 Graduation Application Completed Life Plan</p>

*\*All program components represent **minimum** requirements. Phase length represents the **minimum** time required to complete.\**

## GRADUATION REQUIREMENTS

Participants will graduate from the Drug Court program (and not be subject to any further jail sentence or sanctions for this offense), as scheduled, if the following requirements are met:

- Minimum 90 days sober immediately prior to advancement, abstaining from all mood-altering chemicals.
- Application to and approval of the Drug Court Team
- Completion of all phase requirements and completion or progress of case plan.
- Actively enrolled or working towards high school diploma or GED, if applicable and reported by case manager.
- Employed, actively seeking employment, or enrolled in vocational training to include post-secondary education reported by case manager.
- Participating in community based recovery supports
- Living in a safe, stable residence
- Payment of program fees, totaling \$750 and financial responsibility proven, reported by case manager.

*\*Any of these requirements can be waived by the judge under special circumstances.\**

## TERMINATION CRITERIA

Participants may be terminated for failure to comply with program requirements after all attempts have been made to improve attendance and motivation without success. Short of termination, the judge may take the following actions:

- Continuance in current phase and reprimand from the bench;
- Schedule more frequent court appearances;
- Schedule a termination hearing in several weeks with specific tasks to perform to avoid termination;
- One or more days in jail;
- Allow client to voluntarily withdraw;

Termination may also occur if the participant commits a new disqualifying offense while in the program or if all, level appropriate, sanction options have been exhausted for rule violations. Input from the police will be a consideration. If the offense occurred prior to program participation, the team will review and determine an appropriate action. If terminated, the case will be transferred back to the traditional Wood County Circuit Court docket.

## TERMINATION PROCESS

### 1. Grounds for Termination:

The court may terminate a person from treatment court if:

- Not following the rules;

- Arrest or conviction on new criminal charges;
- Failure to appear for court, treatment, support groups or other programming;
- Any other grounds that the Drug Court Team finds sufficient and after all other appropriate sanctions have been tried and failed.

2. Termination Procedure:

a. The Motion:

If the Drug Court team decides that termination is appropriate, a voting team member will make a motion to terminate, if seconded the participant will be placed into termination. If the participant has review hearings prior to the hearing, the judge may participate in the team discussion of the participant's progress during the interval, but the team will not discuss the grounds for the termination motion in the judge's presence.

b. The Hearing:

The Drug Court will provide the participant a hearing on the motion to terminate. The termination hearing will be scheduled within approximately four weeks of notice to permit the participant to obtain counsel. If the participant was represented by a public defender, s/he should immediately contact the public defender's office (**2811 8<sup>th</sup> St S, STE 8, Wisconsin Rapids, WI 54494**) so that a lawyer may be appointed.

The participant may waive their right to a termination hearing. The participant may simply advise the court that they are not contesting the termination.

c. Representation by Counsel:

We strongly encourage a participant facing termination be represented by counsel at the hearing. The consequence of termination will often mean that the participant cannot fulfill a court-ordered probation condition (participation and completion of Drug Court). That may result in revocation of probation and either return to Court for sentencing or imposition of a stayed sentence.

A lawyer may assist a participant facing termination in many ways, including: presenting facts to refute, explain, or mitigate the behavior forming the basis for the motion; cross-examining witnesses and scrutinizing evidence offered by the prosecutor; arguing to the court; and negotiating a disposition other than termination. By virtue of their training and experience, lawyers are usually more effective in doing those things than those who choose to represent themselves without counsel.

d. Drug Court Judge:

The Drug Court judge will preside at the termination hearing.

e. Hearing Procedure:

At the termination hearing, a designee from the Criminal Justice Department must prove the grounds for termination by a preponderance of the evidence. The judge makes the decision. The Drug Court will allow the participant the opportunity to:

- 1) Be represented by counsel, or if counsel is waived, to a determination by the court, following a colloquy, that the waiver is made knowingly, intelligently, and voluntarily, and that the participant is competent to represent himself;
- 2) Be provided written notice of the grounds for termination;
- 3) Disclosure of evidence against the participant;

4) Be present and address the court;

Following the hearing, the Judge will provide his findings and reasons for the findings, either on the record or in writing.

The rules of evidence do not apply. Hearsay is admissible. The judge considers the reliability of the evidence offered in reaching a decision.

Until the judge decides that a participant is terminated, the participant remains in the program. S/He must comply with all program requirements and is subject to sanctions for failure to do so.

If a participant absconds, (i.e., activities and whereabouts are unknown to the agent), her/his status will immediately change to inactive. Following an inactive status, a participant is given thirty days to make contact and appear. If after thirty days there has been no contact a letter will be sent to the participants last known address advising of that if, contact is not made within fourteen days they will immediately be terminated. If a participant has failed to provide a mailing address (i.e. homeless or has been verified to have left their last mailing address/residence to the team at the commencement of their absconding period, they will be immediately terminated if no contact is made within 45 days.

## INCENTIVES AND SANCTIONS

**Incentives Defined:** A positive consequence that is the direct result of and is a reward for the participant’s positive behavior.

**Sanctions Defined:** The imposition of negative consequences in response to undesirable behaviors. They must be predictable, consistent and immediate.

The sanctions and incentives will be applied as soon as possible after notice of the participant’s behavior. The principle applied is that the participant should receive the least restrictive sanction based upon earlier behavior and sanctioning.

### INCENTIVES

<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>
Verbal Praise <ul style="list-style-type: none"> <li>• Judge</li> <li>• District Attorney(s)</li> <li>• Defense Attorney(s)</li> <li>• Case Manager(s)</li> <li>• Peer Support</li> <li>• Treatment Provider(s)</li> <li>• Law Enforcement</li> <li>• Probation/Parole</li> </ul>	Reduced Supervision Requirements <ul style="list-style-type: none"> <li>• Less frequent probation appointments</li> <li>• Less frequent status hearings</li> <li>• Less community service requirements</li> <li>• Ability to leave court early</li> <li>• Reduction in curfew restrictions</li> </ul>	Supervised Day Trips <ul style="list-style-type: none"> <li>• Fishing trips</li> <li>• Movie outings</li> <li>• Intramural sports</li> <li>• Recovery Olympics</li> <li>• Beach day</li> <li>• Golfing</li> </ul>

<p>Small Tangible Rewards</p> <ul style="list-style-type: none"> <li>• Bookmarks</li> <li>• Phone cards</li> <li>• Health foods (e.g., juice, tea, granola bars, fruit, trail mix)</li> <li>• Coffee mugs</li> <li>• Birthday or holiday cards</li> <li>• Books or children's books</li> <li>• Planners or calendars</li> <li>• Toiletries</li> <li>• Frames and certificates</li> <li>• Picture albums</li> <li>• Serenity stones</li> <li>• T-Shirt</li> </ul>		<p>Travel Privileges</p> <ul style="list-style-type: none"> <li>• Weekend passes out of county</li> <li>• Phone check-ins</li> </ul>
<p>Recognition in Court</p> <ul style="list-style-type: none"> <li>• Handshake from Judge</li> <li>• Round of applause in court</li> <li>• Certificate of accomplishment for achieving a clinically important milestone</li> </ul>	<p>Enhanced Milieu Status</p> <ul style="list-style-type: none"> <li>• Appointment as in-program peer mentor</li> <li>• Assistant to group leader</li> <li>• Self-help group facilitator</li> <li>• All-Star or Deans List</li> </ul>	<p>Large Tangible Rewards</p> <ul style="list-style-type: none"> <li>• Sports tickets</li> <li>• Yoga or Tai chi classes</li> <li>• Car repair assistance</li> <li>• School or tuition fees</li> </ul>
<p>Symbolic Rewards</p> <ul style="list-style-type: none"> <li>• Sobriety chips</li> <li>• Sobriety key chains</li> <li>• Sobriety tokens</li> </ul>	<p>Moderate Tangible Rewards</p> <ul style="list-style-type: none"> <li>• \$5, \$10, or \$20 Gift Certificate</li> <li>• Movie passes or movie rental</li> <li>• Haircuts</li> <li>• Groceries</li> <li>• Work or school clothing or shoes</li> <li>• Bowling, skating or other recreational passes</li> <li>• Calling cards</li> <li>• Gas cards</li> </ul>	
<p>Posted Accomplishments</p> <ul style="list-style-type: none"> <li>• Pro-sobriety artwork or writing essays displayed in courtroom, treatment program or probation office</li> <li>• Photos of participants receiving GEDs or other awards</li> </ul>	<p>Fishbowl Drawings</p> <ul style="list-style-type: none"> <li>• Entries for a fishbowl drawing that may earn tangible or non-tangible incentives of varying magnitude.</li> </ul>	<p>Ambassadorships</p> <ul style="list-style-type: none"> <li>• Represents the Drug Court to outside agencies, such as church groups, legislators or the media.</li> </ul>

<ul style="list-style-type: none"> <li>Letters of commendation from employers or teachers</li> </ul>		
<p>Written Commendations</p> <ul style="list-style-type: none"> <li>Letters of Attainment from the Judge</li> <li>Progress reports or report cards from treatment providers, probation agents, or case manager</li> </ul>	<p>Self-Improvement Services</p> <ul style="list-style-type: none"> <li>Resume writing assistance</li> <li>Dress for success</li> <li>Job interview preparation classes</li> <li>Pre-vocational assistance</li> <li>GED, literacy, or educational assistance</li> <li>Public speaking pointers</li> <li>Meal preparation or nutritional classes</li> <li>Yoga or exercise classes</li> </ul>	<p>Commencement Ceremony</p> <ul style="list-style-type: none"> <li>Flowers, plaques, and framed diplomas</li> <li>Pictures taken with staff and Judge</li> <li>Delivering thankfulness speeches</li> <li>Hearing speeches from local or national celebrities or politicians</li> <li>Words of redemption and congratulations from the arresting police officer</li> <li>Media coverage or interviews bearing witness to graduates success</li> <li>Graduation accomplishment/celebration with cake</li> </ul>
	<p>Supervised Social Gatherings</p> <ul style="list-style-type: none"> <li>Picnics or parties</li> <li>Sober dances</li> <li>Recovery games or activities</li> <li>Picture day (formal pictures taken)</li> </ul> <p>Family day (food and games provided to invited family members and friends)</p>	<p>Legal Incentives</p> <ul style="list-style-type: none"> <li>Dismissal of the charge(s) or vacation of a guilty plea</li> <li>Reduction in the charge(s)</li> <li>Reduction of the sentence</li> <li>Avoidance of jail or prison</li> <li>Curtailment of a probation term or “tail”</li> <li>Consolidation of multiple probationary terms</li> <li>Expungement of the arrest or conviction record</li> </ul>

**SANCTIONS & SKILL BUILDING**

<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>
Verbal Admonishment	<p>Increased Supervision Requirements</p> <ul style="list-style-type: none"> <li>More frequent probation appointments</li> </ul>	<p>Day Reporting</p> <ul style="list-style-type: none"> <li>Several hours per day or week at drug court office or other reporting center</li> </ul>

	<ul style="list-style-type: none"> <li>• More frequent status hearings</li> </ul>	
<p>Letters of Apology</p> <p>*Tape recordings may be used in lieu of writing assignments for participants who are illiterate or have difficulty writing.</p>	<p>Phase Hold</p>  <p>Day(s), Week(s),</p>	<p>Electronic Surveillance</p> <ul style="list-style-type: none"> <li>• Anklet monitor</li> <li>• SCRAM device</li> <li>• Informal driving privilege suspension</li> </ul>
<p>Essay Assignments</p> <p>*Tape recordings may be used in lieu of writing assignments for participants who are illiterate or have difficulty writing.</p> <ul style="list-style-type: none"> <li>• Definition of recovery</li> <li>• Relapse triggers</li> <li>• Drug refusal skills</li> <li>• Managing cravings</li> <li>• Lying and dishonesty</li> <li>• The disease of addiction</li> <li>• The impact of addiction on the family</li> <li>• The role of treatment</li> <li>• The role of peer support groups</li> </ul>	<p>Useful Community Service</p> <ul style="list-style-type: none"> <li>• Set up for or clean up after treatment sessions, court sessions or graduation ceremonies</li> <li>• Wash police cars</li> <li>• Clean the jail, courthouse, treatment facility or probation office</li> <li>• Pick up trash on the roadside</li> <li>• Sweep gyms or other facilities</li> <li>• Clean graveyards</li> <li>• Clean animal shelters</li> <li>• Assist with Habitat for Humanity</li> <li>• Work in a soup kitchen</li> <li>• Staff community events</li> </ul>	<p>Home Detention</p> <ul style="list-style-type: none"> <li>• Phone monitored curfew</li> <li>• GPS monitored curfew</li> </ul>
<p>Daily Activity Logs</p> <ul style="list-style-type: none"> <li>• Monitor and report on adherence to pre-set daily routine</li> </ul>	<p>Monetary Fines or Fees</p> <ul style="list-style-type: none"> <li>• \$25 gift card</li> <li>• Urine screen fees</li> </ul>	<p>Flash Jail Sentence</p> <ul style="list-style-type: none"> <li>• Up to two days</li> <li>• May be served on weekend or other pre-planned time</li> <li>• Revoke bond until next court hearing</li> </ul>
<p>Journaling</p> <ul style="list-style-type: none"> <li>• Monitor and report on thoughts, feelings and attitudes associated with drug use or antisocial activities</li> </ul>	<p>Holding Cell</p> <ul style="list-style-type: none"> <li>• Remain at courthouse and return for status review at end of court session</li> </ul>	<p>Termination</p>
<p>Life Skills Assignments</p> <ul style="list-style-type: none"> <li>• Open bank account</li> <li>• Obtain a state identification card</li> <li>• Reinstate a driver's license</li> <li>• Enroll in GED, H.S. or college classes</li> </ul>	<p>Self-Imposed</p> <ul style="list-style-type: none"> <li>• Client present option for sanction</li> </ul>	

<ul style="list-style-type: none"> <li>• Prepare for or conduct a job search</li> </ul>		
“Jury Box” Observation <ul style="list-style-type: none"> <li>• Observe Drug Court or other court proceeding</li> </ul>		
Increased Community Restrictions <ul style="list-style-type: none"> <li>• Earlier curfew</li> <li>• Increased person or area restrictions</li> </ul>		
Team Round-Table <ul style="list-style-type: none"> <li>• Team provides feedback and direction from multiple perspectives</li> </ul>		

## PROGRAM FEES

Upon formal admittance into the Wood County Adult Drug Court, the Wood County Court will impose a program fee of \$750.00. Participants may make payment arrangements with their case manager or pay this fee up-front. Participants are required to pay \$100 during Phase 3, with suggested monthly payments of \$25/month and \$150 during Phase 4, with suggested monthly payments of \$50/month. An equivalent amount may be worked off in program fees through the Wood County Emergency Government program. Failure to meet these payment requirements may affect their phase advancement application and will be addressed in case management and court. A participant’s compliance with payment of program fees may affect their approval for out-of-county travel requests for non-emergency activities. In total, \$250 must be paid prior to advancing to phase five and the remaining balance of \$500 must be paid in full before a participant will be approved for graduation.

Participants may write a letter to the team if financial hardship occurs to request additional time to meet these payment requirements or request a waiver for program fees.

## STAFFING AND COURT RULES

Wood County Adult Drug Court staffing occurs each week for approximately one hour. The disciplines represented at the staffing table include: Judge, District Attorney, Public Defender, Drug Court Case Manager(s), Probation Agent, Law Enforcement, and Treatment Specialist. On occasion the Criminal Justice Coordinator will also join the staffing team.

The Drug Court Case Manager prepares brief, written updates on each participant which is provided to and reviewed with the entire team. Input on sanctions, incentives or other program related responsibilities imposed on participants is provided, with decisions arrived at by consensus.

Judicial review sessions are held weekly with participants’ attendance linked to their current phase. Judicial review sessions will follow all rules of confidentiality and ethical standards to meet each team member’s board of review. Select members of the staffing team will be present during court, and all members will participate in staffing. Wood County Adult Drug Court requires strict and specific courtroom compliance with dress and behavior. A list of these rules can be found below:

**Courtroom rules include:**

1. Timeliness is a virtue – be on time. You must be in the courtroom when court is called to session.
2. Please sit in the assigned seating area based on gender. Look for signs that indicate which area you are assigned to.
3. Cellular telephones are distracting; make sure they are turned off and placed in the cell phone area of the courtroom.
4. Using portable electronics and sleeping in court are prohibited.
5. No food or beverage in the courtroom unless provided by the Drug Court Team or with the permission of the team. No chewing gum allowed.
6. Refrain from having random side conversations. Excessive or continued talking is unacceptable.
7. You are expected to remain in the courtroom during drug court proceedings.
8. Children may be allowed in court, if necessary; however, they must be under direct supervision and not distracting to other participants. Do not bring children with an expectation that you will be allowed to leave early or leave the courtroom during Drug Court proceedings, you will not.

**Rules on attire include:**

1. Participants must *wear appropriate Courtroom approved clothing* while in the Courtroom. Court appropriate clothing is generally comparable to “business casual” style of dress. You may be asked to change your clothing if staff notices that you are wearing inappropriate clothing.
2. Clothing bearing drug or alcohol related themes and/or promotes alcohol or drugs in any way are strictly prohibited.
3. Please consult with the Drug Court Coordinator if you have questions concerning what clothing is appropriate to wear versus what clothing isn’t appropriate.

## CONFIDENTIALITY

Any program that specializes, in whole or in part, in providing treatment counseling, or assessment and referral services for individuals with AOD (Alcohol or Drug) problems must comply with the Federal confidentiality regulations ( 42 C.F.S.s2.12(e)). The Federal regulations apply to programs that receive Federal funding.

Two Federal laws and a set of regulations guarantee the strict confidentiality of information about persons -including individuals-, receiving alcohol and drug abuse assessment and treatment services. The legal citation for these laws and regulations is 42 U.S. C. SS 290dd-3 and ee-3 and 42 C.F.R. Part 2.

These laws and regulations are designed to protect patients' privacy rights in order to attract people into treatment. The regulations restrict communications more tightly in many instances than, for example, either the doctor-patient or the attorney-client privilege. Violation of the regulations is punishable by a fine of up to \$500 for a first offense or up to \$5,000 for each subsequent offense.

Federal confidentiality laws and regulations protect any information about an individual if the individual has applied for or received any AOD-related services from a program that is covered under the law. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment or referral for treatment. The restrictions on disclosure apply to any information that would identify the individual as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the individual makes an appointment. It applies to individuals who are mandated into treatment as well as those who enter treatment voluntarily. It also applies to former clients or patients. The rule applies whether or not the person making an inquiry already has the information, has other ways of getting it, has some form of official status, is authorized by State law, or comes armed with a subpoena or search warrant.

Information that is protected by Federal confidentiality regulations may always be disclosed after the individual has signed a proper consent form. The regulations also permit disclosure without the individual's consent in several situations, including medical emergencies, program evaluations and communications among program staff. Individuals who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

## ROLES AND RESPONSIBILITIES OF KEY OPERATION TEAM PLAYERS

### **Judge: The Honorable Todd Wolf, Wood County Circuit Court**

The Judge plays a continuous role in reviewing treatment progress. The Judge responds to each participant's positive efforts and problematic or non-compliant behavior.

- The Judge presides over the Drug Court sessions and participates in team staffing's.
- The Judge meets with the Drug Court Team as needed and is actively involved in determining and imposing appropriate sanctions and incentives.

### **Case Managers: Wood County Criminal Justice Department**

The Drug court case manager's role is to oversee the participants' recovery and treatment program, and is the link between the Court, the participant, the treatment provider, and all other adjunct service providers. The Drug court case manager is referred to as the Case Manager at different times throughout this manual.

- The Drug Court Case Manager will attend and participate in all staffings and Drug Court sessions.

The Drug Court Case Manager is responsible for:

- Assessing potential participants for eligibility in the program
- Monitoring and encouraging participants during their program
- Maintaining participant information
- Providing the Court with current information about client progress
- Recommending programming changes to the Court
- Statistical data collection, management, and analysis

The Drug Court Case Manager also has specific responsibilities in the following areas:

1. **Drug Court Team Staffings:** The Drug Court Case Manager is a member of the Drug Court Team and is responsible for the preparation of cases for review at the team staffing's. In addition, the case manager may, at any time, provide information concerning any participant to the Drug Court Judge on a formal or informal basis; provided the necessary waivers have been signed by the participant. The Drug court Case Manager will create and record the necessary agenda's, minutes, and other documentation for each staffing.
2. **Referrals:** The Drug Court Case Manager refers Drug Court participants to providers for substance use treatment, mental health treatment, and other services, as determined in the case plan developed by the participant and the case manager and approved by the Criminal Justice Coordinator. Referrals for service will ensure that the client's needs are prioritized when choosing a provider or clinic. The Drug Court Case Manager maintains close contact with all service providers and monitors the services that are being received by each participant.
3. **Case Management:** The Drug Court Case Manager will assess the progress of each participant and the participant's adherence to the requirements of the Drug Court on a regular basis. At each phase, the case manager will review the case plan and all other service plans with the participant to review progress and compliance in addition to making necessary recommendations for changes. The Drug Court Case Manager will monitor participant's compliance through drug and alcohol testing, in-person case management sessions, and home visits.
4. **Other Direct Services:** The Drug Court Case Manager will ensure participants are linked with services that are provided in Wood County on an as-needed basis, including: family counseling, group therapy, cognitive behavioral therapy, community service, parenting, health and wellness planning, and all other activities or services that are available and are reasonably appropriate to maintain a participant in the Drug Court program.
5. **Records:** The Drug Court Case Manager will maintain a Drug Court record for each applicant regardless of their progress in the application process. Confidential drug court files will be kept separate from the participant's legal file, which is accessible under open records laws. All statistical data will be correctly gathered, documented, and analyzed to provide evidence to support the reduction in recidivism.

**District Attorney: Wood County District Attorney's Office**

The District Attorney will represent the ongoing public safety perspective while also promoting the success of each participant individually.

- The District Attorney will attend Drug Court sessions and participate in team staffings.
- The District Attorney meets with the Drug Court Team as needed and is actively involved in negotiating appropriate sanctions and incentives.

**Public Defender: Wisconsin State Public Defender's Office**

The State Public Defender will represent the best interest of the participant within the context of the law, with regard to public safety.

- The State Public Defender will attend and participate in team staffings.
- The State Public Defender will meet with the Drug Court Team as needed and is actively involved in negotiating appropriate sanctions and incentives.

**Law Enforcement Representative(s): Wood County Sheriff's Department, Marshfield Police Department**

The local Law Enforcement representative(s) will provide updated information to the team on any participant who is actively involved in the Drug Court or applying to the Drug Court. The representative(s) may provide historical data from personal or professional knowledge on participants and all areas of their life as pertinent to Drug Court. This data can and will be used to evaluate the wide array of needs a participant may have along with environmental obstacles participants may face. This representative(s) may also assist in imposing sanctions and conducting home visits.

- The Law Enforcement Representative will attend and participate in team staffings.
- The Law Enforcement Representative will meet with the Drug Court Team as needed and is actively involved in providing participant and community updates along with negotiating appropriate sanctions and incentives.

**Probation & Parole Agent(s): Wisconsin Department of Community Corrections**

The Probation and Parole Agent will provide updated information to the team on each participant actively on supervision. This agent may also assist in imposing sanctions and conducting home visits.

- The Probation and Parole Agent will attend and participate in team staffings.
- The Probation and Parole Agent will meet with the Drug Court Team as needed and is actively involved in providing participant updates and negotiating appropriate sanctions and incentives.
- The Probation and Parole Agent will work collaboratively with the Case Manager/Coordinator to ensure that goals are inclusive and symbiotic.

**Treatment Specialist: Wood County Human Services**

The Addiction/Mental Health Treatment Specialist will provide the team with the necessary education on the effects of both addiction and mental health disorders on the participants within the Drug Court. The Treatment Specialist will ensure that the epidemiology of addiction and mental health disorders are at the core of all sanction and incentive decisions.

- The Addiction/Mental Health Treatment Specialist will meet with the Drug Court Team as needed and is actively involved in providing education to the team along with negotiating sanctions and incentives using the epidemiology of addiction/mental health as a guiding principle.
- The individual treatment provider will attend and participate in staffing's and court whenever possible.

**Social Worker/Child Protective Services: Wood County Human Services/Family Services**

The Social Worker will provide the team with the necessary knowledge on Child Protective Services processes and policies. The Social Worker will also provide updated information to the team on any participant who is actively involved Drug Court and Family Services, and any historical data from professional knowledge on participants and all areas of their life as pertinent to Drug Court. This data can and will be used to evaluate the services a participant may need and any barriers they may have during the program. This representative(s) may also assist in imposing sanctions and conducting home visits.

- The Social Worker will attend and participate in staffings and court whenever possible.
- The Social Worker will meet with the Drug Court Team as needed and is actively involved in providing participant updates and negotiating appropriate sanctions and incentives.
- The Social Worker will work collaboratively with the Case Manager/Coordinator to ensure that goals are inclusive and symbiotic.

### **Criminal Justice Coordinator: Wood County Criminal Justice**

The Criminal Justice Coordinator is the Director of Operations. The Criminal Justice Coordinator supervises all employees, programming and is the link between the Drug Court and the Wood County Board of Supervisors. The Criminal Justice Coordinator may fill in for the case manager in an emergency situation, such as position vacancies, illness or short-term absence or during other scheduled absences.

## **BEHAVIORAL HEALTH TREATMENT**

Drug Court uses multiple treatment resources to provide substance abuse services to drug court participants. Treatment providers must be licensed with the State of Wisconsin and are required to follow all local, state, and federal confidentiality and treatment governing laws. They are also required by the drug court program to provide regular progress reports to the judge and the drug court case manager on each client in their program as well as functional assessment results at discharge.

All clients are matched to the treatment program that appears to be most able to meet their needs, taking insurance into consideration. A comprehensive clinical assessment will identify what type of treatment is appropriate (e.g. inpatient, outpatient, primary and combinations of the two; extended care, ½ way house, sober living; detox). Continuing care and relapse prevention will be a part of any treatment program selected for inclusion in the drug court program. Treatment will be provided as soon as possible after formal admittance into the drug court program. Our goal is to get the participant into treatment within one week from formal program admittance. If that is not possible, the drug court coordinator and participant will develop an interim care plan (for housing, weekly court and weekly support group meetings).

The treatment plans that are developed for each participant in the treatment program will vary somewhat depending on the needs of the client and the particular model or philosophical foundation of the treatment program. Generally, however, each treatment program participating in the drug court program will:

- Provide on-going group and individual counseling sessions. They may provide family sessions as needed; develop a treatment plan based on an individual assessment of the client's strengths, assets and needs. Certain decisions regarding treatment are made based on the strengths and needs of the client including outpatient treatment for those who have strong family relationships, or stable housing or employment; address the level of severity of the problem in the treatment plan, the level of care needed, and specific situational needs, including language, literacy, housing, medical and psychological; use peer groups and support circles to promote recovery; provide aftercare services, including continued case management, relapse prevention strategies

and counseling and other supportive services. Clients will be encouraged to attend community supports including but not limited to twelve step meetings.

Treatment phases are goal-oriented and not based on time, although approximate duration of phases are estimated. Generally, treatment protocol is based on the least restrictive level of care possible to address the individual's particular problem. Clients may progress from inpatient to outpatient to extended care if necessary. The progression is based on the results of drug tests, compliance with program requirements, severity of the problem and provider, case manager, and client agreement.

The length of stay varies based on individual need; the extended care criteria are used to determine the need for continued care (e.g. clinical assessment of individual's progress through treatment and the prognosis). The frequency and intensity of treatment services depends on the level of care identified in the initial and ongoing comprehensive assessments. However, continued participation in a minimum of once monthly aftercare is required for the duration of the participant's time in the drug court program.

Treatment providers are required to develop treatment plans, maintain client records, monitor clients during treatment, and continue to provide case management as the client moves into recovery in the community. The Drug Court Case Manager(s) are also involved in case planning and supportive services with the counselor and the client during treatment, aftercare and to successful completion of the drug court program.

Many treatment programs have a cognitive component such as Anger Management and/or Violence Prevention and/or victimization groups (especially domestic violence). Drug Court can also rely on Community Corrections to provide cognitive behavioral groups, when a client is ready and as available.

Participants of the drug court are required to apply for medical assistance or health insurance through the market place if the participant is unemployed or ineligible for health insurance through their employer. Maintaining health insurance will be an active piece of case management and a requirement throughout the drug court.

## ANCILLARY SERVICES

There is an entire host of ancillary services that may be used based on individual need, a wide range of services including but not limited to: cognitive behavioral groups, anger management, grief groups, parenting classes, employment readiness, and vocational training. The Drug Court Case Manager will work with the participant to ensure that ancillary services are used as necessary.

## RECOVERY COACH/PEER SUPPORT

While in Drug Court, participants must select a certified peer support specialist or recovery coach to work with for the duration of the program as their support person/sponsor. It is preferable that participants work with someone who identifies as the same gender. Meetings with the recovery coach or peer support specialist will count towards weekly sponsor contacts. Participants must sign a release of information for their recovery coach/peer support specialist and the Drug Court Case Managers and/or Probation/Parole Agent may verify the amount of contacts that participants are having with their support person. Participants are allowed to have more than one support person, but one individual must be licensed or certified to provide such services.