**ADAMS COUNTY DRUG COURT**

**CLIENT**

**HANDBOOK**

**(9/23/13 Update)**

**WELCOME**

Welcome to the Adams County Drug Court (ACDC). Congratulations and we are glad you are here! We hope this handbook will answer your questions and give you helpful information about ACDC. As a participant, you will be expected to follow the instructions given in ACDC by the Judge and follow the treatment plan developed for you by the ACDC Team.

This handbook will tell you what is expected of you as a participant in ACDC. If you are reading this handbook, it is because you have been accepted into ACDC and you have agreed to make a positive change in your life. It also means we are confident that ACDC can help you learn how to make successful choices free from the influence of drugs.

This Court believes in YOU! We know that you can succeed on your journey to a clean and sober life that is safe for you and your community. Working together, the ACDC Team hopes to see positive changes in your life as a result of this program. We believe if you trust our process, you will improve your life by gaining or improving your employment situation and/or furthering your education, developing new and positive relationships with friends and family, becoming more a part of your community and finding happiness in your recovery and your new life!

**Overview of ACDC:**

**Participation:** Whether or not you choose to participate in ACDC is up to you. The length may be different for different people, but usually takes about 18 – 24 months to complete*.* You must sign a contract saying that you agree to all of the ACDC program rules. You will be expected to do what the Judge tells you to do, to follow your treatment plan and to respect all members of the ACDC Team. You will need to come to all court appearances, follow your court ordered counseling (to include individual and group), frequent and random drug testing, and get involved in the sober community. You may also be assisted with education and skills assessments, referrals or job training, education and/or job placement services, mental health assessments, housing, etc.

**Privacy:**  We are required by law to make every effort to protect your identity and maintain confidentiality about your program. Proceedings in ACDC are subject to both State and Federal confidentiality requirements dealing with treatment. However, upon entry into ACDC, you will be required to sign a Consent to Release of Information and Confidentiality Agreement which gives the court permission to get treatment information from your counselor. This also allows the Judge to talk with your counselor and the entire ACDC Team about your progress in the program without you or your attorney necessarily being present. The ACDC Team also expects you to allow us to have access to medical and other records of care and service you have received (only as necessary and with your full consent and knowledge) that may affect your participation in ACDC.

**Requirements to Waive Confidentiality:** Those who provide treatment for chemical dependency may only release information or records concerning any person who has been assessed, diagnosed or treated for chemical dependency with the specific written consent of the person who has been diagnosed, assessed or treated. There are limited exceptions to this requirement which are listed below. Drug and Alcohol test results are also subject to confidentiality laws. Without your written consent, ACDC cannot give out any information about you, including the fact that you are in the program.

These are the following exceptions to the general prohibition against disclosure of confidential client information:

* Written consent of the participant.
* Internal treatment program communications and communications among treatment team members.
* Information that does not identify the client.
* Information disclosed as a result of a medical emergency.
* Information disclosed as required by a properly authorized court order.
* Information relating to a crime committed on the program premises or against program personnel.
* Information disclosed as a result of a suspicion of child abuse or neglect.
* Information disclosed as required for research or audit purposes.

The scope of disclosure required for participation in ACDC is limited to information necessary to carry out the purpose of disclosure. An ACDC participant must sign a written consent allowing disclosure of reports of the participant’s eligibility or acceptability for substance abuse treatment services and reports of treatment attendance, compliance and progress. The purpose of these disclosures is to first determine whether the participant is appropriate for acceptance into the ACDC Program.

The second purpose of these disclosures is to allow the court and the treatment team to monitor a participant’s compliance with the treatment plan goals and the extent of the consent shall include disclosure of necessary information by written or oral report or oral testimony. Individuals must give informed written consent for disclosure of confidential information. The duration of the consent must be included on the written consent form. The consent may expire based on the passage of a specific amount of time or the occurrence of a specific event. When a participant graduates from ACDC his or her consent to disclosure will expire. A participant may revoke his or her consent for disclosure at any time; however, if a participant revokes the consent, the participant will be terminated from ACDC.

ACDC is an open court meaning that ACDC hearings, not the team staff meetings, are open to the public. You must understand that information relevant to your treatment progress will be reviewed in open court and that while every attempt will be made by the treatment team to protect your confidentiality, there may be information about you and your substance abuse treatment that is discussed in open court.

If a participant refuses to sign the written consent, he or she will not be able to participate in the ACDC Program.The court will maintain all written substance abuse information in the participant’s court file under seal. Access to the court file by non-team members will require a court order.

**Community Involvement:** An important part of yourtreatment will be for you to become a part of a sober community that you feel you can trust and that you feel cares about you and supports you. For some people, this may be sober communities found at 12-step meetings (e.g. Narcotics Anonymous and/or Alcoholics Anonymous). Being a part of a sober community will be a very important part of your treatment.

**Breaking off contact with known active users:** We know it is going to be very hard for you to stop using drugs and alcohol if you are hanging around other people who still use them. For this reason, you should not see these people, nor communicate with them. You will also be required to carry with you, at all times, a description of what you will do if you happen to run into any of these people or if they try to call you as this will help you to maintain your compliance with this part of your sobriety plan.

**Planning out your days:** Large chunks of unstructured time can be bad news for people who are trying to stop using drugs and alcohol. For this reason, you will also be required to plan out your days and to show the judge every week how you spend your time. We will give you daily planners to help with this as well.

**Court Room Rules, Dress Code and Behavior:** You will have help with obtaining education and/or skills needed to get a job. Wearing appropriate clothing is part of getting a job and ACDC’s program for preparing for the workplace includes dressing appropriately for court. If you violate any of the following rules, you will be sent home and it will be counted as a court absence, with appropriate sanctions imposed.

Rules for court attire:

* No tank tops, muscle shirts, crop-tops, any article of clothing with obscene words or pictures.
* No clothing with words or pictures that promote tobacco, drug or alcohol use.
* No hats, caps, or bandanas.
* No gang attire or colors of any kind as determined by the ACDC staff.
* Bring Participant Handbook and Journal to each court appearance.
* Show the upmost respect to the judge, speaking appropriately and so everyone is able to hear you.
* Do not bring children to ACDC.
* Remain in the courtroom until dismissed by the judge (excluding an emergency situation).

**The ACDC Team:** The ACDC judge and ACDC team work together to make all decisions about your participation in the program. Prior to ACDC sessions, the team meets to discuss the progress of all participants. In addition to the judge, the ACDC team includes the following members:

* ACDC Coordinator
* Supervising probation officer
* Probation Supervisor/Designee
* Law Enforcement Representative
* Substance Abuse Treatment Provider
* Deputy District Attorney
* Deputy State Public Defender

**Program Components:** To successfully complete ACDC, you will be required to be involved in several activities which will help you and sustain your recovery. These activities will include but may not be limited to:

* Substance abuse counseling
* Frequent court review sessions
* Meeting with ACDC Staff
* Frequent and random substance testing (may be responsible for testing costs)
* Home visits conducted by staff
* Self-help and/or support meetings
* Employment and/or educational programming
* Obtaining a high school degree or equivalent if appropriate
* Pay fines and restitution as applicable
* Submit yourself, your residence, and your vehicle to search
* Pay treatment costs or co-payments as determined appropriate (after 60 days)
* Meeting with your probation officer

**Search and Arrest Requirements:**

**Court Appearances:** You must appear in Court on a regular basis. At your Court appearance, the judge will ask you to report on your progress including your sobriety, drug test results, attendance at counseling sessions, participation in treatment and any other matters concerning your progress. The judge may ask you questions about your progress and discuss any problems you have been having.

**IF YOU ARE DOING WELL –** You will be encouraged to continue working with your treatment team towards graduation. You may also be rewarded in creative ways intended both to help you stay motivated in your treatment and also to help you learn how to feel good because of the activities and events that naturally feel good. These rewards could include things like fun sober activities to do with your family, gift certificates, tokens of appreciation, opportunities to do service, invitations to join other sober community members doing these activities, etc.

**IF YOU ARE *NOT* DOING WELL –** The Judge will discuss this with you and determine whether any further action needs to be taken. If you have committed one or more of the program violations listed in your contract you will then be required to complete an approved sanction by the ACDC Team. Some sanctions may include jail time, community service, writing essays, sitting through other court cases, or reading certain materials. You could also lose out on some of the rewards you would have received had you been working your program properly.

**IF YOU CANNOT APPEAR IN COURT –** You must notify your Probation Officer as soon as possible in order to get permission from the Judge to miss court. An unexcused failure to appear in court on the date and time you are scheduled will result in the Judge issuing a bench warrant and imposing a sanction. It could also result in you being terminated from the program.

**Drug Testing:** You will be drug tested throughout the entire program at least twice per week and possibly more. Testing will be on a RANDOM basis and will involve providing urine, saliva or a small amount of hair for a hair follicle test. Your Probation Officer will provide you with the location of the testing company.

**Treatment:** Every ACDC participant will be assessed. The Treatment Team will assess what level and intensity of treatment will best meet your needs and then recommend this to the Judge. While you may be referred for detoxification or residential treatment, most of your treatment will be through outpatient services. This is so you learn stay sober while you are living at home. The focus of your treatment will always be how to help you get the skills and resources needed for you to live a sober and safe life with your family in your home community. We know this will require that you make many changes in your life. While the ACDC Judge, the ACDC Team and your treatment provider will do everything they can to help you make those changes, in the end they are changes that only you can make.

**Progress Reports:** Before each ACDC review hearing, the Judge will be given a progress report from your treatment provider and ACDC staff. The report will provide current information about how you are doing in ACDC including but not limited to drug testing results, attendance, participation, cooperation, employment, or other requirements. The judge may ask questions about your progress and discuss any problems you may be having.

If you are doing well, you may be rewarded with reduced program requirements or, at times, other incentives like receiving gift cards and raffle tickets. If your progress reports show that you are not doing well, the judge will discuss this with you and determine what needs to happen, which could include a sanction in order to help you remember your goals in the program. Sanctions can be anything from increased program requirements to jail time.

**ACDC Hearings:** As an ACDC participant, you will be required to appear for ACDC hearings on a regular basis. The frequency depends upon your program level. Initially, you will be required to appear every other week. Hearings are currently regularly scheduled at 1:30pm every other Thursday in Courtroom 605. However you are expected to appear at any time you are notified the court wishes to review your case. Failure to appear will result in sanctions and a warrant being issued for your arrest and detention in jail until you can appear before the court.

**ACDC RULES**

**ACDC PHASES**

**ACDC REWARDS AND SANCTIONS**

**TERMINATION FROM ACDC**

**GRADUATION**

**AFTERCARE**

**IMPORTANT CONTACT INFORMATION**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge that I have received, read, and understood the contents of the Adams County Drug Court Client Handbook. I hereby voluntarily enter into this agreement.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

**Client Signature DateACDC Contract/Conditions of Drug Court/Probation:**

**CLIENT RESPONSIBILITIES**

You will be advised of and required to sign a client contract acknowledging that you understand and agree to comply with all conditions of the ACDC program.

Phases of ACDC

**PHASES**

The Adams County Drug Court has five phases. The program takes a minimum of 18 months to complete and we expect that you may stay in one phase longer based on your recovery. You will be expected to meet the graduation criteria prior to successfully completing the program.

**Phase One (1 month minimum)**

After you decide to participate in the drug court program you will meet with probation, treatment provider, and drug court team for an orientation. You are expected to:

* Attend court hearings every two weeks.
* Complete the drug and alcohol assessment and evaluation.
* Meet as required with probation (2x/week) and participate in any programs or groups (3x/week) as assigned by probation officer.
* Submit to drug screens as ordered (at least 3x/week).
* Develop a comprehensive treatment plan including steps for addressing relapse.
* Attend ACDC graduation ceremonies (exceptions to be considered on an individual basis).
* Maintain 30 days of sobriety prior to transitioning to Phase II.

**Phase Two (2 months minimum)**

You are expected to:

* Attend court hearings every two weeks.
* Attend probation meetings (1x/week).
* Attend treatment appointments as identified in the treatment plan. After 60 days in the program, you’re responsible for treatment co-payments. These may include:
  + Individual Therapy
  + Group Sessions (3x/week)
  + Family Group Sessions
  + Community Support Groups
* Submit to drug screens as ordered (3x/week).
* Obtain a physical and address health issues.
* Explore issues pertaining to benefits, employment, housing.
* Must be employed for 2 or more weeks prior to transitioning to Phase III.
* Attend ACDC graduation ceremonies IF not employed (exceptions to be considered on an individual basis).
* Maintain 60 days of sobriety prior to transitioning to Phase III.

**Phase Three (3 months minimum)**

You are expected to:

* Attend court hearings every two weeks.
* Attend probation meetings (1x/week).
* Attend treatment appointments as identified in the treatment plan. These may include:
  + Individual Therapy
  + Group Sessions (2x/week)
  + Community Support Groups
  + Family Group Sessions
  + Other Treatment
* Submit to drug screens as ordered (3x/week).
* Maintain stable and sober housing and employment.
* Maintain 90 days of sobriety prior to transitioning to Phase IV.

**Phase Four (3 months minimum)**

You are expected to:

* Attend court hearings every two weeks.
* Attend probation meetings as required in treatment plan.
* Attend treatment appointments as identified in the treatment plan. These may include:
  + Group Sessions (1x/week)
  + Community Support Groups
  + Family Group Sessions
  + Other Treatment
* Submit to drug screens as ordered (2-3x/week).
* Maintain stable and sober housing and employment.
* Maintain 90 days of sobriety prior to transitioning to Phase V.
* Prepare proposal for Phase V “Restorative Justice Project” and obtain approval of proposal from probation officer.

**Phase Five Graduation and Maintenance (six months minimum)**

* Attend all scheduled court appearances.
* Mentor Phase I and II clients.
* Participate in community support groups and aftercare treatment as contained in treatment plan.
* Attend regular probation meetings per treatment and case plan for six months.
* Submit to drug screens as ordered (2-3x/week).
* Complete paying or setting up agreement with collections for payment of court costs, fines, and restitution.
* Complete Restorative Justice Project.
* Maintain 180 days of sobriety prior to graduation.

**Graduation Criteria:**

You must have completed all required treatment and phases of the program.

You must have completed all the terms and conditions of probation.

You must be mentally and emotionally stable.

You must have a comprehensive Relapse Prevention Plan.

You must have demonstrated a significant and consistent period of sobriety as determined by the treatment team.

You must have obtained all medical, dental, community, and other support assistance.

You must have maintained a stable living situation and employment that supports sobriety.

You must have developed a support system that can help you maintain sobriety and assist you with any problems that arise.

You must have developed a long term sobriety plan that has been approved by the Court.

You will verbally petition the court for graduation and include reasons as to why you are ready for graduation. Once accepted, the court will formally terminate probation and graduation from ACDC will be celebrated.

**Termination Criteria:**

The Adams County Drug Court Team will assess termination criteria for participants on a case by case basis. The following will be considered:

* You fail to complete assessments and evaluations within the determined timeframe.
* You are charged with an offense that disqualifies you from participation in the program, due to prolonged incarceration or disqualification under the original eligibility criteria.
* You fail to appear for court appearances other than those truly beyond your control after seeking assistance from the ACDC probation officer. A no-bond warrant will issue and if you are not arrested within 120 days, you will be terminated from ACDC and the case will be referred back to the original division for resentencing.
* You make threats or engage in acts of violence toward treatment providers or others while in the program.
* You request termination from ACDC or abscond.
* If a probation revocation complaint is filed and ACDC is being reconsidered as a sentencing option, the ACDC team will re-staff the case, but the formal re-screening process will not be conducted.

**Interventions, Incentives, and Sanctions**

1. **Assess Risk/Needs**
2. **Enhance Motivation**
3. **Target Intervention**
   1. ***Risk Principle***
   2. ***Need Principle***
   3. ***Responsivity Principle***
   4. ***Dosage***
   5. ***Treatment Principle***
4. **Skill Train with Directed Practice**
5. **Increase Positive Reinforcement**
6. **Engage Ongoing Support in Natural Communities**
7. **Measure Relevant Processes/Practices**
8. **Provide Measurement Feedback**

**Examples of possible interventions, incentives, and sanctions:**

**Interventions: these are services or actions by the team that may not be perceived as a punishment or reward/incentive but rather a necessary step in order to address motivation to change, non-compliance, or render more assistance. Some interventions by the team may be:**

* + **Mental health evaluation/services**
  + **Life skills coaching**
  + **Family/parenting Counseling**
  + **Additional Cognitive behavioral skill training classes**

**2. Incentives:/rewards These are tools used by the team in a graduated process to provide motivation for the participant to attempt new behaviors. We access the stage of change each participant is in regards to the target behavior that requires change. Some examples of Incentives are:**

* + - **Verbal praise**
    - **Group leader, co-facilitates with counselor/PO**
    - **Decreased supervision**
    - **Case called first in Court**
    - **Paid urine test or other offender services such as bus passes, etc.**
    - **Gift cards**
    - **Reduced curfew restrictions**
    - **Pick from incentive bag in Court, treatment, or probation appointment.**
* **Sanctions: These are the responses used by the team to address non-compliance and promote accountability. A good treatment/supervision strategy has a balance of interventions, incentives, and sanctions as a rapport and trust should be strived for to help promote sustained behavior change, however, never abandoning a focus on accountability and community/victim safety. Some examples of sanctions our team will utilize are:**
  + **Verbal reprimand by Judge/team in Court**
  + **Increased supervision by Probation**
  + **Increased home visits**
  + **Curfew and call-ins**
  + **Electronic Home Monitoring**
  + **Community / Useful Public Service– verification due to probation by Tuesday before the next docket.**
  + **Increased or added types of drug/alcohol monitoring**
  + **Less financial assistance**
  + **Short jail sentences**
  + **30 Day “Performance” Contract**
  + **Increased treatment or residential treatment**
  + **Cases will be presented first or last on court docket depending on participant impact**