

**SNOHOMISH COUNTY SUPERIOR COURT
FAMILY DRUG TREATMENT COURT
PARTICIPANT HANDBOOK**

By signing below, you acknowledge that you have received this handbook and have been instructed to read or have someone read to you its entire contents. This handbook contains the rules of FDTC. Failure to comply with these rules may result in sanctions up to and including termination from the program.

Date: _____

Participant Signature

Print Participant Name

Coordinator Signature

SNOHOMISH COUNTY SUPERIOR COURT

FDTC
Family Drug Treatment Court



PARTICIPANT HANDBOOK

Updated 2019

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WELCOME TO FAMILY DRUG TREATMENT COURT

Family Drug Treatment Court (FDTC) can give you the chance to address your drug problem and get into recovery as you work to get your child(ren) back into your care. This handbook will give you information and program rules about FDTC. Please share the information about the program with your family and friends who support your recovery. Remember, you are required to follow all the rules in the program at all times.

NOTE: The information contained in this handbook may change from time to time; participants will be kept informed of any changes.

**Please read this Handbook carefully.
You are responsible for understanding it and will be sanctioned up to and including termination if you fail to follow the rules and requirements in this handbook.
Please contact the Drug Court Coordinator if you have any questions.**

Three Simple Rules to Success in FDTC:

1. Show Up
2. Be Honest
3. Try Hard

WHAT IS A DRUG TREATMENT COURT?

FDTC handles cases where children are taken away from their parents and placed with the Department of Children, Youth and Families (DCYF) because of their parents' drug or alcohol problems.

This is a special program where you are supported by a team that includes a judge, assistant state attorney general, parent's counsel, drug court coordinator, treatment professionals, and DCYF social workers. This program can help you by giving your life structure, helping you get into treatment, providing you with random UA testing to show the courts you are staying clean, and incentives and sanctions to reinforce positive behavior changes.

As part of this program, you will have to participate in substance use disorder treatment to help you address your drug and alcohol problems and other issues. Some of this treatment will be in a group settings and some will be one on one meeting with counselors.

You will also have to attend sober support meetings (like AA or NA). Based on your treatment assessment, you may also be referred to inpatient treatment.

You must follow all the rules of your Dependency case and follow the instructions of your social worker.

Equal Opportunity

You have the right to participate in this program without discrimination as to your age, sex, race, creed, color, religion, national origin, sexual orientation, marital status or physical disability.

Safety

Safety is everyone's responsibility. Safety rules are posted on bulletin boards at service agencies and in the courthouse for your convenience. You must obey all court orders and rules/regulations regarding weapons. You may be terminated if safety concerns are felt by the team to outweigh your continued participation in this program.

Confidentiality

Your rights to confidentiality are protected by Federal laws. Information will not be released by the team without your written consent. You will be asked to sign a consent form allowing the exchange of information between treatment providers, program staff, and the rest of the team, as well as others identified by the court, in order to participate in the program. Exchange of information is necessary and in your best interest.

The release of confidentiality will extend to others who may be present or participate in staffing or other discussions that relate to your participation, including the possible presence of the press or public. We will take what steps we can to respect your privacy and not discuss sensitive personal information in open court.

Confidentiality is also essential in group sessions. Anything that is discussed in group must not be repeated outside of group. Do not discuss any information about any participant outside of group. Confidentiality also applies to things said in the courtroom. Outside group and court, do not talk about any information you hear from or about any other participant.

GETTING STARTED – YOUR FIRST WEEK OF FDTC

If at any point you are confused about what to do next, talk to any team member for guidance.

Your main weekly contact will be with your DCYF Social Worker and treatment counselor. There is more information about team member roles and responsibilities in this handbook.

Once you have signed your Opt-In paperwork, you will begin the program requirements.

TO-DO LIST FOR YOUR FIRST WEEK OF FDTC

<p align="center"><u>For Treatment</u></p>	<p>If you are in treatment or set to start - proceed as planned. If you are not sure about how you are supposed to proceed, call _____ @ (425) _____-_____ on <u>Monday</u> for further instructions. If you leave a voicemail message, PLEASE leave an accurate contact number so treatment can call you back.</p>
<p align="center"><u>Sober Support Meetings</u> (done every week)</p>	<p>Attend at least 3 sober support meetings. Turn in your meeting verification slips by the <u>next Thursday</u> at <u>12pm</u> to the Treatment Liaison. You can deliver the slips to the Treatment Liaison’s office or fax them to (425) _____-_____.</p>
<p align="center"><u>For DCYF</u></p>	<p>Call your new FDTC Social Worker on <u>Monday</u> to schedule a 1-1 appointment. Your Social Worker is _____ and their phone number is (425) _____-_____.</p>
<p align="center"><u>Court</u> (done every week)</p>	<p>Be sure to attend court <u>Friday</u> at <u>3:00 p.m.</u> Take your <u>Entry UA Immediately After Court</u> (See Handout). Follow all instructions from Cordant Reference Lab about how to take your <u>Weekend UAs</u>.</p>

PROGRAM REQUIREMENTS

Group and Individual Treatment:

Your treatment program will consist of scheduled group and individual counseling sessions with your assigned treatment counselor. You are required to actively participate in all sessions. Failure to participate will result in a sanction from the court and can lead to termination from the program.

You are responsible to be on time for all treatment sessions and any missed sessions will result in a sanction from the court. You may not be allowed to enter a treatment group that has already started. If you are more than 10 minutes late, it will be considered a missed treatment group. If you miss an individual meeting with your treatment counselor, without being excused or cancelled within 24 hours of the session, it will be considered a missed treatment session.

You may be required to participate in other programs that may include, but not limited to: job readiness, family education, anger management, Moral Reconciliation Therapy (MRT), mental health treatment, domestic violence counseling, or others as deemed necessary.

Treatment Phases:

You are required to successfully complete all phases of treatment before you are eligible to graduate. Your initial substance use disorder assessment will determine which treatment level of care is appropriate for you to start in Phase I.

You need to complete your individual treatment plan as created by your treatment counselor.

Suspension from treatment:

You must be enrolled in treatment while in this program. Suspension from treatment or leaving inpatient treatment against medical advice may result in termination.

GENERAL PROGRAM RULES

There are general program rules you need to follow throughout the program. The following is a list of Do's & Don'ts:

Do's:

- ✓ Complete a "Medication Form" for any & all prescription medicines. Be aware of over the counter medicines that are prohibited in the program.
- ✓ Reside in Snohomish County
- ✓ Call the UA line and be ready to take a UA test 7 days a week, 365 days a year.
- ✓ Attend court as scheduled. If an emergency occurs and you cannot attend court (medical, accident, family, etc.) please call the Drug Court Coordinator as soon as possible and leave a message stating why you will not be present in court. If you fail to appear in court and fail to call the Drug Court Coordinator, a warrant will be issued for your arrest.
- ✓ Attend treatment each week as scheduled and complete all treatment requirements.
- ✓ Attend three (3) sober support meetings each week and turn in your verification slips to your treatment counselor by noon on the Thursday before court. If you have completed treatment, you will turn in your verification slips to your social worker. **(Please see next section about Sober Support Meetings).*
- ✓ If you change your address or phone number, complete a "Change of Address Form" and submit it within 24 hours to the Drug Court Coordinator and your social worker.
- ✓ If you are planning a trip, complete a "Trip Request Form" and submit it to the Drug Court Coordinator seven (7) calendar days prior to your planned trip. Permission to leave the area and miss program requirements will be reviewed by the team.
- ✓ Immediately contact a team member and your treatment provider if you have relapsed. Success requires you to be honest about any continued use or relapse.

Don'ts:

- ✓ Do not use any non-prescribed mood or mind-altering substances or medications (including alcohol).

- ✓ Do not deliberately consume large amounts of liquid to dilute your urine or add anything to the urine to attempt to manipulate the test results.
- ✓ Do not associate with known drug users, dealers, manufacturers or deliverers, and you cannot go to drug houses, bars, or taverns. You must live in a residence that supports a recovery lifestyle.

SOBER SUPPORT: MEETINGS AND SPONSOR

MEETINGS: You are required to attend and participate in a minimum of three (3) sober support meetings per week (on different days). This is in addition to your other required treatment sessions. Attendance at these meetings is designed to help you identify community resources that will support your recovery.

You may substitute 1 of the 3 meetings with a pro social activity (examples: parenting groups, DV Support Groups, etc.). Please check with your treatment counselor (or social worker if you have completed treatment) for approval if you want to substitute a regular sober support meeting with a pro-social meeting. If you have questions about the times & locations of sober support meetings, please check with your treatment counselor for schedules.

The following rules apply to your meetings each week:

- You must attend each of these meetings on different days during the week (example: Friday, Monday and Tuesday).
- Your meetings cannot conflict with your treatment appointment, DCYF requirements or court.
- You are responsible for checking that your name, date, name of the group and location are accurately written on your sober support verification slip. Other FDTC participants cannot sign your slip, even if they are the chair of the meeting. You do not write the date, name of group, and location on the slip. This information will be completed by the meeting chairperson.
- Verification Slips are due by 12:00 PM every Thursday (or sooner). Please turn your slips in to your treatment counselor or treatment liaison.
- Slips may be faxed but they must be legible. If we can't read them, they won't be counted toward your required meeting total.
- Once you have fully completed all substance use disorder treatment, your sober support meeting slips must be turned into your social worker weekly (by 12:00 PM on Thursday). Please see your social worker for more information.
- If your verification slip is turned in late or not turned in for the week, you will receive a sanction.

Failure to attend the full duration of the meeting and/or forging your sober support verification slip may result in a sanction up to and including termination.

SPONSOR: You are required to obtain and maintain a sober support sponsor during your participation in this program. You will not be able to advance from Stage 2 without a sponsor.

COURT APPEARANCES (REVIEW HEARINGS)

You are required to attend all of your court review hearings. You must arrive on time and be appropriately dressed (see Rules & Responsibilities) for court. You are expected to remain until the end of the court session each week.

If you are a Stage 3 or Stage 4 participant and are in compliance, you will be called at the top of the court calendar and allowed to leave after your hearing with the Judge has finished.

If you do not appear in court, and have not made prior arrangements with the court or do not have a verifiable emergency, a bench warrant will be issued for your arrest. If you are picked up on the bench warrant you will remain in custody until the next court hearing. You will be terminated from the program if you are on warrant more than two weeks.

COURTROOM RULES

You are expected to follow the courtroom rules at all times:

DO:

1. Turn off all electronic devices and cell phones, before entering the courtroom.
2. Pay attention during the court hearing. When the Judge calls your name, walk quickly to the front of the courtroom for your hearing. Once your hearing has ended, return quickly to your seat.
3. Wear appropriate clothes for court
 - Loose fitting slacks, skirts, shorts, and jeans are acceptable. Pants must be worn **at** the waist, not around the hips. Shorts and skirts (including those with slits) must be no more than five inches above the knee.
 - Appropriate footwear must be worn, i.e. no flip flops.
 - Participants must wear shirts at all times. No bare midriffs, plunging necklines, or see-through fabric for men or women. No clothing displaying alcoholic beverages, drugs, nude pictures, obscenities, or other words or images that may be offensive to other participants or staff.
4. Call the Judge "Judge" or "Your Honor." Stand at the podium when talking with the Judge. Remain seated at the end of court until the Judge stands.

DON'T:

1. Use the internet, record video (or sound) or text in the courtroom.

2. Tank tops, muscle shirts, halters, and undershirts (worn as outer garments) cannot be worn in the courtroom.
3. Hats, caps, bandanas, sweatbands, sunglasses or other non-religious headgear cannot be worn in the courtroom.
4. Leave the courtroom once court has started, except for emergencies (illness or to attend to a crying child). Take care of any personal needs (bathroom, phone calls, smoking, etc.) before entering the courtroom.
5. Bring infants and/or small children to court if there is any chance that they may be disruptive. Do not bring children to court if there is any chance that you may be ordered to go to jail that day. Having children in court will not delay or impact your sanction. If no immediate arrangements can be made for their care, CPS will be called.
6. Use the courtroom for socializing; side talking is disrespectful and distracting.
7. Chew gum, or bring any food or drink, except water, into the courtroom.
8. Use any profanity or disrespectful language.

CONDUCT

You are expected to be polite to everyone and show respect to staff, providers and peers at all times.

Inappropriate sexual behavior, comments, language or harassment toward staff, your providers and/or other participants will not be tolerated and may result in termination.

LIFE CHOICES

If you are seriously committed to breaking the cycle of addiction, you will need to change the people, places and things in your life that may be linked to your use of drugs and/or alcohol. You will be in violation of your agreement with this program if you don't change those aspects of your life that promote the lifestyle of a drug addict. If you ignore this, it will simply be a matter of time before you relapse.

Places you are NOT ALLOWED to go to include:

- Bars, taverns, lounges and pubs
- Hookah bars
- Marijuana shops
- Casinos
- Adult entertainment establishments

DRUG AND ALCOHOL TESTING
REQUIREMENTS/UA LINE/COLLECTION SITE PROCEDURES

You will have to provide urine samples to monitor your progress. Urinalysis results will be documented and made available to the court. Any positive urine tests, missed, tampered or diluted samples, or refusal to provide a sample can be grounds for sanctions up to and including termination.

Drug and alcohol testing will be required on a random basis throughout your participant in FDTC. All drug and alcohol testing will only be accepted and performed by a collection site approved by the court. You may also be told at any time, either in person or by phone (including voicemail), that you are required to submit a UA test that same day. It is your responsibility to provide the Drug Court Coordinator with a working phone number to reach you at and is set up with voicemail if you cannot be reached. You must check your voicemail regularly while in the program. Saying that you did not check your voicemail messages is not an excuse.

Observed UA testing is a requirement of the UA testing protocol. A same sex collection site staff will directly observe the collection of urine specimens. Collection site staff will inform you of the UA testing collection procedures. It is your responsibility to review these procedures and ask for clarification if you don't understand.

All testing results are confirmed. Specimens below 90 degrees, above 100 degrees, or that have a creatinine level below 20 mg/dL will be presumed to be diluted or fraudulent. DO NOT drink excessive fluids before UA testing.

Any missed, unable to provide, diluted or tampered tests will be treated as a positive result. Any attempt to falsify a UA test is grounds for immediate termination from the program.

You must avoid contaminants or foods that can conflict with UA testing results. You are responsible to check all labels.

These include but are not limited to:

- **Products containing alcohol** (*Hand sanitizer, mouthwash, medications, etc.*)
- **Foods cooked or prepared with alcohol**
- **Fermented beverages** (*kombucha tea*)
- **Poppy Seeds** (*Sometimes hidden in breads, muffins, bagels, pastries, salad dressings, etc.*)
- **Energy Drinks**
- **Supplements containing Creatine**

There are certain prescription medications, over-the-counter medications and supplements that will conflict with UA testing. Be sure to follow the Medication procedure in this handbook and discuss with the Drug Court Coordinator prior to taking any medications/supplements.

If you receive a positive UA test because you were exposed to or ingested one of the above substances, without prior approval, it will be treated as a positive UA and you will receive a sanction from the court. Again, you are responsible for anything that your body consumes or is exposed to.

When in doubt, do not use, consume or apply!

UA CALL LINE:

You will be assigned a unique Client ID Number while in this program. **It is your responsibility to not lose this important number.**

You are responsible to call the UA Call Line each day (*including weekends and holidays*) to see if you need to provide a UA specimen that day. The UA Call Line is only open from 5:00am – 3:59pm. It closes at 4:00pm daily. **The number is: 425-953-1346.** Please realize that everyone that tests calls the number listed above. If you fail to get through the UA Call Line the first time due to excessive volume, continue to call until you get through.

When calling the UA Call Line, be sure to follow the prompts as directed. The message will either tell you that you **ARE REQUIRED** to test today or **NOT REQUIRED** to test today.

If you are required to test on that date, you will need to report to the approved collection site within the following collection times:

Monday – Friday
7:00am – 11:30am or 1:00pm – 5:30pm
Saturday or Sunday
7:00am – 11:30am only

You can also check online to see if you need to test on any given date by going to the following website: **www.mycallin.com**.

If for some reason the UA Call Line and online notification systems are down; you must call the Collection site at: 425-252-5656 to see if you need to report for a UA. If you cannot get through to anyone, you must go down to the collection site that day (*during collection times*) and ask if you need to provide a UA specimen on that day. You will receive a sanction for a missed UA if you do not follow these directions.

SEVERE WEATHER PROCEDURE:

In the event of severe weather (snow, flooding, power outages due to wind, etc.), do not call the UA line until after 8:00 a.m. If you call after 8:00 a.m. and you are told to report, proceed as normal to submit your sample.

COLLECTION SITE PROCEDURES:

Once you enter the collection site, collection site staff will sign you in and you will be asked to initial next to your name on the sign-in sheet.

After signing in, **DO NOT** leave the waiting room until you have provided your UA specimen for that day. If you do leave, you will not be able to come back in to UA that day and it will be counted as a missed UA. Signs are posted at the collection site notifying you of this policy.

Please be respectful to collection site staff, property and other donors at the collection site. Any inappropriate behaviors will be reported to FDTC, such as but not limited to: inappropriate language (profanity/drug talk/sexual comments/etc.), destruction of property, loitering, etc.

If you are taking any medications and/or supplements:

- You must inform collection site staff of any medications that you are taking (including over-the-counter, prescription and supplements) and have them listed on your donor form for **every day** that you are taking the medication. **When in doubt, list the medication.**
- You must adhere to the Medication Policy in FDTC and notify the Drug Court Coordinator of any and all over-the-counter, prescription medications, and supplements.

If you are unable to provide a UA Sample:

- The collector will offer you an 8 ounce glass of water every ½ hour.
- You will have 3 chances to provide a sample or 3 hours, whichever comes first. However, please be mindful of UA testing times as you may not be given up to 3 chances or 3 hours if they are closing.
- You will need to let the collector know when you are ready for your 2nd or 3rd chance to provide your sample.

DESIGNER DRUGS:

You are **NOT** to use any designer drugs or any drugs sold as “Not for human consumption” or “novelty collector’s item” while in FDTC. **You will be sanctioned for using these types of substances.**

Examples include, but are not limited to:

- Synthetic Cannabinoids (Marijuana): *Spice, K2, etc.*
- Designer Stimulants: *Bath Salts, Khat, Molly, etc.*
- Other Designer Drugs: *DMT, Kratom, Krokodil, Benzo Fury, BZP, Fly, BDO, Flakka, Gravel, Smiles, etc.*

Always contact your treatment provider if you have questions about your UAs

MEDICATIONS

You are expected to refrain from use of substances that may be habit forming, have abuse potential, be harmful to your recovery or may conflict with UA testing while participating in this program. You must inform your treatment provider or social worker of **all** prescribed and over-the-counter medication use. Certain over-the-counter medications, such as Sudafed and Nyquil are not permitted. You must check with treatment before taking any over-the-counter medications that could interfere with UA results.

If you have chronic pain or mental health issues requiring ongoing use of prescription medication (opiate, stimulant, benzodiazepine or other mood altering medications), you may not be a good candidate for the program. If you have such a condition and choose to participate in this program, you will have to discontinue all addictive medications.

Medications identified as habit forming, having abuse potential, harmful to your recovery, or conflict with UA testing include, but may not be limited to:

- ⊗ **Central Nervous System (CNS) Stimulates** (*e.g. Adderall, Concerta, Ritalin, Dexedrine*)
- ⊗ **Barbiturates** (*e.g. Seconol, Butisol Sodium, Phenobarbital*)
- ⊗ **Benzodiazepines** (*e.g. Xanax, Klonopin, Valium*)
- ⊗ **Hallucinogens** (*e.g. Dextromethorphan-DXM, Cannabis, Marinol*)
- ⊗ **Sedative-Hypnotic** (*e.g. Ambien, Soma, Lunesta*)
- ⊗ **Opioids** (*e.g. OxyContin, Vicodin, Codeine, Tramadol*)
- ⊗ **Over the Counter Medications** including ingredients of pseudoephedrine, ephedrine, dextromethorphan, phenylephrine, and alcohol (*e.g. Nyquil, Sudafed, Robitussin*)
- ⊗ **Supplements that contain Creatine**

Use of any of the above medication/supplements, either prescribed or non-prescribed, will be reviewed by the Drug Court Coordinator and may effect program eligibility and participation.

If you have an acute pain episode requiring pain medication that may be mind or mood-altering, you must have your prescriber complete the Medication Form. The form must be given to your prescriber at the time of service so they can provide the program with this information: medication prescribed, amount prescribed (including refills), reason for prescription, duration of treatment, and acknowledgment that you disclosed you are a substance abuser and the prescriber feels this is the best course of treatment. The Medication Form must be completed by your prescriber within 24 hours after receiving the medication and they must fax it directly to the Drug Court Coordinator. You are required to use only one prescriber and one pharmacist for all prescribed medications taken while in the program. Any medications may result in a change to your clean and sober date as it applies to drug court graduation requirements.

It is your responsibility to notify the Drug Court Coordinator of any and all prescribed and over the counter medications and supplements prior to taking the medication. You must fill out an over the counter medication form for every medication and supplement you are taking, even ibuprofen. The

Drug Court Coordinator will review the medication/supplement and let you know if it is approved to take.

You must notify the Drug Court Coordinator when you stop taking a previously approved medication or supplement. When in doubt, please talk with the Drug Court Coordinator and/or your treatment liaison.

MEDICATION ASSISTED TREATMENT (MAT)

If your treatment agency recommends MAT, they will work with you to find a suitable MAT provider. You must have your MAT provider fill out a Prescription MAT Form prior to beginning MAT. This completed form must then be faxed directly from the MAT provider to the Drug Court Coordinator. The Prescription MAT Form can be given to you by the Drug Court Coordinator. If you are on any MAT, you are responsible for making sure your MAT provider fills out the FDTC Treatment Ongoing MAT form and provides this form to your provider, your treatment liaison and Drug Court Coordinator can give you this form. If you are applying to FDTC and already on MAT, you cannot opt in to the program until this form is completed by your MAT provider and sent to the Drug Court Coordinator.

HOUSING

You must live in a clean and sober residence within Snohomish County at all times while participating in this program.

You are not to have any drugs (*including marijuana and designer*), alcohol, and/or paraphernalia in your home. **This rule applies to everyone who lives in the home, regardless if they are participating in drug court.**

If you choose to live in a clean and sober housing community, please check with the Drug Court Coordinator for approved sites.

TRIP REQUESTS

If you need to travel for a family or pro social event, you will need to complete a Trip Request form and provide it to the Drug Court Coordinator.

To be eligible:

- You must have at least 60 days of no UA violations. This means no positive, missed, dilute, unable or tampered UA tests.
- If you had a jail sanction, it has to have been more than 30 prior to your trip request.
- You cannot have any outstanding sanctions, for example no outstanding community service work hours, DOC work crew, etc.
- You have to be current on your required sober support meetings.

Rules for requesting travel:

- Your request must be submitted at least 7 calendar days in advance of the travel.
- The trip can be no longer than 4 days in length.

- You are limited to 10 days of trip requests total during your participant in FDTC.
- The Drug Court Coordinator will screen your request. If you have not met the edibility requirements, the Drug Court Coordinator will decline your request.
- All trip requests are approved for only the dates/times and location detailed on the form. Once approved, you are not allowed to change the dates/times and/or location of the trip request without prior approval by the team.
- If you leave later than the date/time on the approved request, you must notify the Drug Court Coordinator and get approval for any changes prior to leaving. You are required to comply with all program requirements until changes to your trip request are approved by the team.
- If you return earlier than the date/time listed on your approved trip request, you must notify the Drug Court Coordinator immediately and must follow all requirements from the moment you return.
- You may be sanctioned if you fail to complete program requirements (such as UAs) when you leave late and/or return early from an approved trip request.

If you have a family emergency, please contact the Drug Court Coordinator to discuss. You cannot leave the state of Washington, for any length of time, unless you have prior approval.

STAGES OF PARTICIPATION

The program is divided into four stages. They are Intensive, Keeping Pace, Transition and Aftercare. Your progress in each stage will be monitored by the team.

General criteria for stage advancement include your sobriety, progress in treatment, progress in your dependency case, continued compliance with court orders, and team recommendations.

STAGE 1: INTENSIVE

Stage 1 Compliance Requirements

- Participate in treatment as recommended
- Appear in court as directed
- Appear for all drug testing.
- Comply with all court orders
- Attend sober support meetings as required
- Visit and support children while they are in out-of-home care
- Follow dependency case treatment plan
- Attend all Shared Planning Meetings
- Attend all court hearings for the dependency case

Advancement Requirements

- In program compliance
- Minimum of 30 days demonstrated clean and sober time at the time of promotion to Stage 2.

- Obtain and maintain safe and stable housing (even if temporary) in order to focus on treatment.
- Actively engaged in substance use treatment
- Identify medical resources
- Have a safety plan in place if there are DV issues
- Attend child/children's visits
- Attend court as required
- Attend and engage all required DCYF services and meetings
- Other individual requirements (if applicable)

STAGE 2: KEEPING PACE

Stage 2 Compliance Requirements

- Actively engaged and making progress in treatment and following treatment plan
- Appear in court as directed
- Attend all drug testing
- Comply with all court orders
- Attend sober support meetings as required
- Visit and support children while they are in out-of-home care
- Follow dependency case treatment plan
- Attend Shared Planning Meetings
- Attend all court hearings for the dependency case
- Attend court-approved parenting classes

Advancement Requirements

- In program compliance
- Minimum of 45 days demonstrated clean and sober time at the time of promotion to Stage 3.
- Complete psychological or psychiatric evaluation, if required
- Advancing in substance use treatment and making progress on treatment goals
- Start individual and/or family counseling (if required)
- Apply for subsidized and transitional housing (if required)
- Obtain a sponsor
- Identify a home sober support group
- Follow your safety plan if there are DV issue
- Attend child/children's visits
- Attend court as required
- Attend and engage in all recommended DCYF services and meeting
- Other individual requirements (if required).

Stage 3 – TRANSITION

Stage 3 Compliance Requirements

- Complete treatment goals and/or comply with aftercare plan
- Appear in court as directed
- Attend all drug testing
- Comply with all court orders
- Attend sober support meetings as required
- Keep children in a safe and drug free home
- Participate in educational or vocational training or maintain employment
- Attend all Shared Planning Meeting.
- Attend all court hearings for the dependency case
- Complete court-approved parenting classes

Advancement Requirements

- In program compliance
- Minimum of 60 days demonstrated clean and sober time at the time of promotion to Stage 4.
- Complete treatment goals and/or comply with aftercare plan
- Actively participate in individual and/or family therapy (if required)
- Present Relapse Prevention Plan to team
- Obtain and/or maintain safe and stable housing
- Attend one WorkSource session or complete Life Skills Program
- Update your safety plan if there are DV issues
- Schedule and attend child's appointments
- Attend and engage in all required DCYF services and meetings
- Attend court as required
- Other individual requirements (if required)

Stage 4 – AFTERCARE

Stage Four Compliance Requirements

- Complete treatment and/or comply with aftercare plan
- Appear in court as directed
- Attend all drug testing
- Compliance with all court orders
- Attend sober support meetings as required
- Maintain reunification with children
- Maintain safe and drug free home for children
- Continue to participate in educational or vocational training or maintain employment
- Attend all Shared Planning Meeting

- Attend all court hearings for the dependency case
- Present Sustainability Plan to the team

Graduation Requirements

- In program compliance
- Minimum 90 days continuous demonstrated clean and sober time
- Successful discharge from a substance use treatment program
- Maintain safe and stable housing
- Demonstrate appropriate permanency plan for children is complete
- Demonstrate support system and safety plan for children
- Present sustainability plan to the team
- Attend and engage in all required DCYF services and meetings
- Attend court as required
- Other individual requirements (if required)

INCENTIVES

As you progress in the program, you **may** receive incentives. The purpose of an incentive is to give you a positive acknowledgment that you are meeting the requirements of the program and demonstrating and maintaining positive behavior changes.

Incentives can be applause in the courtroom, verbal praise from the Judge, a decrease in required court appearances, gift cards to local retailers, or sobriety gifts.

The program offers a variety of incentives based upon your individual needs and interests.

The Judge may choose from any of the below listed incentives after considering your accomplishment and program history.

Achievements	Types of Incentives
<ul style="list-style-type: none"> ✓ Attendance at court appearances ✓ Attendance at Drug Testing ✓ Attendance, participation & engagement in treatment ✓ Attendance at sober support meetings ✓ Honesty ✓ Follow through and engagement with ancillary services (e.g. Mental health, MRT) ✓ Housing ✓ Sponsor ✓ Positive feedback from community ✓ Participant specific goals 	<ul style="list-style-type: none"> ✓ Recognition and Praise by the Judge ✓ Certificates of achievement ✓ Gift Cards ✓ Movie/Event Passes ✓ Decreased court appearances ✓ Stage Advancement ✓ Expedited in court ✓ Recovery Box ✓ Keychain ✓ Tokens ✓ Books ✓ Trip Requests Granted

SANCTIONS

A sanction is a consequence for a failure to meet program requirements. Sanctions are a reminder that you need to be in full compliance, and also to help you stay engaged and encourage you to continue working through the program with the goal of graduation.

The seriousness of the program violation determines the severity of the sanction imposed. Sanctions increase in severity if program violations continue and/or occur during later stages in the program. Some examples of sanctions include: reprimand from the Judge, increased court appearances, community service hours, Department of Corrections (DOC) work crew, essay writing, jail time, or termination from the program.

PROGRAM VIOLATIONS AND SANCTIONS

Please note that as you progress through the program, the same behavior may result in a different sanction depending on what stage you are in. The Sanction Chart is intended as a guide only; the Judge decides on the sanction based on feedback from team members.

Violations	Sanctions
<ul style="list-style-type: none"> ✓ UA Violations (Missed, Positive, Dilute, Unable, D/A Use) ✓ Sober Support Meetings Attendance (Late turn in s/s slips, missing meetings) ✓ Treatment and Mental Health(Missed Sessions, Failure to comply with treatment plan) ✓ Dishonesty ✓ Forgery ✓ Violation of court order ✓ New criminal charges ✓ Failure to perform/complete Sanctions ✓ Court (Lateness, inappropriate behavior, missing court, failure to update contact information) ✓ Inappropriate behaviors at treatment/UA site 	<ul style="list-style-type: none"> ✓ Verbal Reprimand from the Judge ✓ Verbal Warning from the Judge ✓ Letters of Apology ✓ Writing Assignments ✓ Daily Activity Logs ✓ Increased Sober Supports ✓ Enhanced Sober Supports ✓ Community Service Work ✓ DOC Work Crew ✓ Increased Court Hearings ✓ Good-bye letter ✓ Jail ✓ Round-Table Meeting ✓ Termination

GRIEVANCES

There is always the potential that treatment you receive by another person or this program may not be perceived by you as either fair or appropriate. To safeguard against any mistreatment or failure to provide quality care, this program has a procedure for addressing your complaint or concern.

1. Discuss the issue with the person you feel has treated you unfairly or inappropriately.
2. If your concern is not resolved, you may file a formal grievance with the program.
3. To file a formal grievance, complete the Grievance Form and submit to the Drug Court Coordinator.
4. Complaints and grievances will be forwarded to the Program Administrator who will investigate your issue.
5. You'll be notified of the outcome within 10 business days.

TERMINATION

Due to many reasons, there are instances when your progress is unproductive for you, the program or both.

In making the decision whether to terminate someone from the program, the court may consider your past efforts regarding compliance and progress in the program.

Examples of violations that may result in termination include, but are not limited to:

- UA violations
- Non-compliance with treatment
- Falsifying documents (*such as meeting slips, Community Service Forms*)
- Dishonesty
- Failure to abide by the terms of the contract, program rules or handbook
- Threatening, harassing or assaultive behavior
- New dependency or criminal charge
- Not being able to meet any one the graduation requirements within the designated program length
- Bench warrant more than two weeks

Termination may be voluntary or involuntary. You may decide to terminate from the program because the program no longer meets your needs (*voluntary*) or, the team may, at any time during the program, request your termination (*involuntary*) for non-compliance or violation of any of the rules of the program.

For self (voluntary) termination, you must give one (1) week notice, with an appearance in court, before self-terminating from the program.

You will be terminated if you have been in warrant status for over 14 days or may be terminated if you are unable to successfully complete the program within 18 months.

If the team recommends termination, and you disagree with that decision, you may have a fully contested, adversarial hearing before another judge.

GRADUATION

After you have completed all program requirements, you will be eligible to graduate. Family and friends are encouraged to attend your graduation. At graduation, the Judge will present you with a certificate of completion, a card from the team and the FDTC graduation coin. Team members and others will be invited to speak on your behalf as well.

All scheduled graduation dates are tentative and subject to change. You should not make plans that would impact your ability to continue your participation in the program should your graduation date be extended. All program participants are encouraged to attend graduations, regardless of whether or not they are scheduled to be in court that day.

GRADUATION REQUIREMENTS

- In program compliance
- Minimum 90 days continuous demonstrated clean and sober time
- Successful discharge from a substance use treatment program
- Maintain safe and stable housing
- An appropriate permanency plan for children has been completed
- Demonstrate support system and safety plan for children
- Present sustainability plan to the team
- Attend and engage in all required DCYF services and meetings
- Attend court as required
- Other individual requirements (if required)

CONCLUSION

The program provides you with the knowledge, tools and skills needed to maintain your recovery. However, the responsibility to complete this program is yours. You are the one who has to make the necessary changes in your life. If you have any additional questions or concerns about this program, please do not hesitate to contact any team member.