

Summary of Program Rules Cont.

- ◆ Do attend all ordered treatment sessions. This may include individual and group counseling, educational sessions, and community support meetings.
- ◆ Do notify any doctor, dentist, ER, hospital or medical clinic providing treatment that you are a recovering addict and may not take narcotic or addictive medications or drugs.
- ◆ Do have your doctor fill out the Prescriber Medication Notice Form if there are any prescribed medications from any prescriber outside of Drug Court.
- ◆ Do have your doctor fill out the Medical Professional Excused Absence Letter if there are any medical exemptions from program obligations.
- ◆ Do provide Drug Court staff with current address, phone number and contact information during the program.
- ◆ Do take medications as prescribed by Drug Court doctor and/or by an attending physician (if approved by Drug Court team).



Rock County Drug Treatment Court Program Participant Manual



Date: March 2024

Contact Information

For General Information Call

Sergeant Jay Williams
(608) 757-8018

Case Management and Treatment Services

Rock County Human Services
1717 Center Avenue, Janesville
(608) 743-2258 - Office
(608) 741-5219 - FAX

Averhealth Testing Facilities

Janesville: 1717 Center Avenue, Suite 100
Beloit: 64 Eclipse Boulevard



Summary of Program Rules

Drug Court participants will be required to abide by the following rules. Requirements of the program may change from time to time to ensure the program adheres to best and evidence-based practices for treatment courts. Such changes will be discussed with the participants.

- ◆ Do not use or possess any drugs or alcohol. Sobriety is the primary focus of this program. This includes mood altering prescription drugs including, but not limited to: benzodiazepines (Xanax, Valium), stimulants (Ritalin, Adderall), opiates (Percocet, Tylenol 3), and narcotics (Morphine). This also includes certain cough medication, and other over the counter medications. Do not use any product containing alcohol, including non-alcoholic beer, and mouth wash. Do not use products containing CBD. Use of any of these substances may result in sanctions and continued use may result in being discharged from the program. You must report any use immediately to the Drug Court Case Manager. This includes all prescription drugs and over-the-counter medications.
 - ◆ Do not consume other mind altering substances – this includes synthetic marijuana, bath salts, etc.
 - ◆ Do not associate with people who use or possess drugs.
 - ◆ Do not be present while drugs or alcohol are being used by others.
 - ◆ Do report police contact of any sort within 24 hours to your counselor.
 - ◆ Do not go into places that primarily serve alcoholic beverages. You must stay away from environments that may trigger relapse. Alcoholic beverages are a known trigger. Your presence in establishments that serve alcohol puts your future at risk!
- * Exceptions may be made at the discretion of the Drug Court Team. ***

Termination Criteria & Voluntary Removal

AUTOMATIC TERMINATION

Failure to complete the Global Appraisal of Individual Needs (GAIN) Assessment within 30 days of entry into the program, or absconding from the program and not attending four court sessions in a row, are grounds for automatic termination from the program and do not require a hearing.



VOLUNTARY REMOVAL

A Drug Court participant who is wanting to voluntarily withdraw from the Drug Court program must follow a written protocol that can be obtained from the treatment team or court team. Voluntary removal requires a written request to the judge and discussion with the team, as well as the participant's attorney regarding consequences of program withdrawal.

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Mission Statement

The mission of the Rock County Drug Treatment Court Program is to improve the overall quality of life in our community, reduce crime and its costs, and improve the lives of participants with substance use disorders and their families. We will do this through integrated, evidence-based treatment and court supervision of participants, regardless of and respectful to race, cultural identity, sex, gender identity, ability and socio-economic class.



Termination Procedure

Throughout the termination process, the participant will have the following rights:

- To be represented by an attorney. If the participant does not have an attorney, one will be appointed by the State Public Defender's Office subject to its eligibility criteria.
- To written notice of the alleged violations prompting the termination hearing.
- To disclosure of the evidence against the participant.
- To present evidence and to testify at the hearing.
- To call witnesses and to confront and cross examine any adverse witnesses.
- The decision of a neutral judge setting forth his/her findings, the evidence relied upon and the reason for the decision.

At the hearing, the State will have the burden of showing, by a preponderance of the evidence, that the participant has violated the terms of his/her Drug court contract and that termination is appropriate.

The participant may stipulate to any or all of the violations without waiving the right to contest the termination itself. The participant may also waive the right to the termination hearing in its entirety. If the participant chooses to stipulate to a violation or to waive his/her right to the termination hearing, the Court will engage the participant in a discussion, while on the record, designed to ensure the Court that the participant is making a knowing and voluntary stipulation or waiver. Said stipulation and/or waiver will occur before an uninvolved Judge.



Termination Criteria

A Drug Court Participant may be terminated from the Drug Court Program for the following:

- ◆ Evidence the participant is involved with selling drugs
- ◆ New arrests
- ◆ Violent offenses
- ◆ Tampering with drug tests
- ◆ Exhibiting threatening behaviors/violence
- ◆ Pattern of non-compliance
- ◆ Abandonment of the Drug Court Program
- ◆ A determination by the Drug Court Team that the participant is unable to benefit positively from any further treatment/continuation in the Drug Court Program and the continuation would undermine the ability of other Drug Court Participants to succeed in the program.
- ◆ Any other grounds that the Drug Court team finds sufficient for expulsion.

If the Drug Court Team determines a participant should be terminated from the program, the State will file a Notice and Motion to Terminate from Drug Court. The motion will set forth the Team's reasons for seeking termination and will be scheduled for a hearing before a judge who is not currently assigned to preside over Drug Court.



Drug Court Participant General Information

Participants are referred through a “Drug Court” contract – a written agreement between the referred participant, their attorney and the District Attorney’s Office. This contract may specify that current charge(s) may be dismissed, significantly reduced, or other sentencing concessions made upon successful completion of this program. Enrollment is voluntary. Participants may also enter Drug Court as an Alternative to Revocation (ATR) through the Department of Corrections.

Treatment will be individualized based on various criminogenic and clinical assessments. Programs include, SUD treatment, MRT groups, Anger Management, and Trauma Intervention groups, if needed. Participants will be required to attend groups, and meet with their counselor for individual counseling sessions. To assist participants further, we may make referrals for employment, housing, education or other specialized needs.

If participants are employed, attempts will be made to schedule classes and case management meetings around work hours.

Throughout the program it is the participant’s responsibility to obtain suitable transportation to and from their obligations on a daily basis, Monday through Sunday.



Participants will be required to attend and be on time for all groups, scheduled drug tests, treatment sessions and Court appearances. Failure to comply may result in sanctions.

Case management may occur at the Drug Court office, the participant’s home or in the community.

Program Structure & Fees

Structure

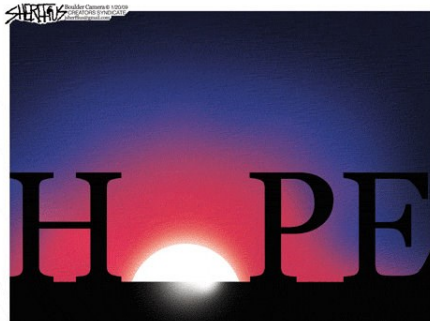
The Drug Court Program is designed to last a **minimum of 14 months**. Client progress is assessed on a case-by-case basis by the Drug Court Team, and some participants may need more time to reach their goals.

The Drug Court Program consists of 5 phases. Court appearances, drug testing (including breathalyzer tests), “check-ins” at the office, and case manager meetings take place through all phases. Case and treatment plans are created and continually re-assessed on an individual level.

Fee Schedule

In order to participate in Drug Court, there is a program fee of \$100.00 upon entry and \$10.00 per week thereafter.

(Fees waived for DOC clients-paid by DOC)



Graduation Criteria

In order to be eligible for graduation, all participants must complete a minimum of fourteen (14) months in the program and the following expectations must be met:

- Attained individual treatment goals, jointly developed and refined by Drug Court staff and the client.
- Compliant with supervision.
- Engaged in treatment.
- Maintain pro-social activities and recovery network.
- Maintain employment/vocational training/school.
- Identified necessary ancillary services.
- Remained drug and alcohol free for a minimum of 3 consecutive months.
- No missed drug tests for a minimum of 3 months.
- No new legal charges/arrests in the past 3 months.
- No missed treatment obligations in past 5 weeks (waiver may be granted depending on circumstances).
- No violations within the past week.
- Completed a minimum of 3 months in phase 5.
- Completed primary course of treatment.
- Able to articulate continuing care plan.
- Fulfilled any additional conditions set by the Court or Case Manager.
- Completed application for graduation.

*** A graduation ceremony will take place at the participant’s final drug court session. Family members, friends, sponsors, and other supportive individuals are encouraged to attend the graduation ceremony.*



Treatment Phases

Phase 5– Continuing Care (90 days)

- Minimum of court once per month
- Engaged in treatment
- Comply with supervision
- Review case plan
- Case management meetings as needed
- Home visits as needed
- 2 sign-ins per week
- Complete all treatment programs
- Develop continuing care plan
- Maintain recovery network
- Random Drug testing
- Maintain housing
- Address financial issues
- Address medical issues
- Maintain employment, vocational training, or school
- Demonstrate changing people, places, and things.
- Maintain 3 pro-social activities per week
- Complete any other obligations set forth by the case manager or court.

Please note, in order to progress to each phase, an application must be filled out by the participant and approved by the team prior to being eligible to phase.



Confidentiality

The participant’s identity and privacy will be protected consistent with federal confidentiality laws; 42 United States Code (USC) Section 2990dd-2, and the regulations implementing these laws at 42 Code of Federal Regulations (CFR, Part 2) and Wisconsin law. Drug courts and confidentiality laws are designed to achieve the shared goal of encouraging substance abusers to obtain and remain in treatment. The Rock County Drug Court can only function if information is shared among team members.

Participants will be required to authorize the release of pertinent information to selected persons or agencies, including the Drug Court Team members referenced on page 9 of this manual. The purpose of this communication is to facilitate treatment



coordination between treatment providers and the designated person or agency. Counselors shall communicate any information regarding a participant’s progress, or lack of progress, improvements, and any renewed criminal activity or violations to the Team. Specific details of treatment sessions are not provided to the court team.

Drug Court Proceedings

The Drug Court Calendar is specialized, separate docket held on Thursdays at 8:00 AM, except as ordered by the Court.

All Drug Court participants must be in attendance at 8:00 AM, unless otherwise excused by the Drug Court Judge or the participant’s counselor.

At the staffing prior to court, the Team will advise the Judge on the progress of each Participant. During the Drug Court Hearing, the Judge will discuss with each participant the progress they are making. Incentives and sanctions may be imposed for behaviors in or out of compliance with the Drug Court rules.



Treatment Phases

Phase 3– Pro-Social Habilitation (90 days)

- Court appearances minimum of every 3 weeks
- Engaged with treatment
- Comply with supervision
- Minimum of bi-weekly case management meetings
- Home visits as determined by team
- 3 sign-ins per week
- Random drug testing
- Address life skills
- Participate in 3 pro-social activities weekly
- Address medical issues
- Maintain housing
- Address financial issues
- Demonstrate changing people, places, and things

Minimum of 45 consecutive days sober, no missed treatment obligations in past 3 weeks, 90 days in phase 3, engaged in treatment, compliant with supervision, pro-social activities established, and established recovery network to apply for Phase 4

Phase 4– Adaptive Habilitation (90 days)

- Court appearance minimum of once per month
- Engaged with treatment
- Comply with supervision
- Review case plan
- Minimum bi-weekly case management meetings
- Home visits as determined by team
- 3 sign ins per week
- Maintain 3 pro-social activities per week.
- Random Drug testing
- Maintain housing
- Address financial issues
- Maintain recovery network
- Begin job, vocational training, job search, or schooling
- Address ancillary services (eg parenting, family support, DBT, trauma, anger management groups, etc.)
- Demonstrate changing people, places, and things.

Minimum of 60 consecutive days sober, 90 days in phase 4, engaged in treatment, compliant with supervision, engaged in pro-social activities and recovery network, addressing employment/education/job training etc., and addressing ancillary services to apply for Phase 5

Treatment Phases

Phase 1– Acute Stabilization (60 days)

- Court weekly
- Engaged with treatment
- Comply with supervision
- Develop case plan
- Monday-Saturday sign-ins
- Home visits as deter-
- Weekly case management meetings
- Random drug testing
- Address housing
- Complete GAIN assessment (within first 30 days)
- Start changing people, places, and things

Minimum of 14 consecutive days sober, 60 days in program since intake, engaged in treatment and compliant with supervision to apply for Phase 2

Phase 2– Clinical Stabilization (90 days)

- Minimum of bi-weekly court appearances
- Engaged with treatment
- Comply with supervision
- Review case plan
- Weekly case management meetings
- Monday-Saturday sign-ins
- Home visits as deter-
- Random drug testing
- Begin developing a plan for pro-social activities
- Continue Addressing/ Maintain housing
- Address financial issues
- Address medical issues
- Demonstrate changing people, places, and things.

Minimum of 30 consecutive days sober, 90 days in Phase 2, engaged in treatment, and compliant with supervision to apply for Phase 3

Drug Court Hearing

Rules & Expectations

- **No** cell phones shall be permitted. Phones may be confiscated if they make noise during court proceedings.
- **No** children may be present unless prior approval is given by the Court.
- Be on time.
- Pay attention during proceedings — you can learn from others’ mistakes and successes.
- Dress appropriately – Attire shall **NOT** include tank tops, halter tops, hats, sunglasses or excessively baggy clothing. Shorts and skirts are expected to be of reasonable length. Additionally, **NO** clothing that displays offensive language; advertising alcohol or other drugs will be permitted.
- Behave appropriately – loud and boisterous behavior is unacceptable. Talking should be minimal.
- Speak clearly and directly to the Court.
- Attend all court sessions as ordered – failure to appear will result in a warrant being issued.

Drug Court Team

- Drug Court Judge Barbara McCrory
- Assistant District Attorney
- State Public Defender’s Office
- Rock County Sheriff’s Office
- Rock County Human Services-Treatment Services
- WI Dept. of Corrections, Probation & Parole
- Justice System Strategist

Incentives Used by the Court

Incentives -

When clients are following the rules of the program, progressing in their treatment, and making healthy, positive lifestyle changes, they will receive incentives to recognize these behavioral changes.



Examples of Incentives:

- Praise from the Judge
- Gift cards
- Spin-to-Win (chance to win prize, inspirational quote, or gift card)
- Certificates of recognition/completion
- Permission for special events
- Approval for travel
- Excused court appearance
- Applause/Special recognition
- Phase advancement
- Early dismissal from court
- Star Board



Averhealth Testing Protocol

It is the client's responsibility to call in daily during the designated times and to know if they must test that day.

You must pay attention to the PIN you enter and listen all the way until you hear the confirmation number at the end of the message.

It is the client's responsibility to inform their individual case manager AND averhealth collectors of use PRIOR to test results. Failure to do so will be considered an issue of honesty.

Weekday Testing

MONDAY THROUGH FRIDAY

Janesville testing at 20 S. Main Street 1717 Center Avenue #???:
12:00 pm to 7:00 pm

Beloit testing at 64 Eclipse Boulevard: 10:00 am to 11:00 am

Weekend and Holiday Testing:

SATURDAY, SUNDAY, & HOLIDAYS

Janesville testing at 1717 Center Avenue, Suite 100: 9:00 am to 10:00 am

Beloit testing at 64 Eclipse Boulevard: 11:00 am to 12:00 pm



Averhealth Testing Protocol

Confirmation Tests

When a participant has a positive drug screen, they have the right to contest the drug screen if they believe it is inaccurate. In order to contest a drug screen, the participant must let their case manager know that they wish to contest the drug screen. They then have 24 hours from the time they decide to contest to bring \$16 to the treatment office, at which time the drug screen will be pushed to the lab for confirmatory testing. If the test is returned confirmed negative, the participant will be refunded their \$16 and will receive no sanctions. If the test is returned confirmed positive, the participant will forfeit their \$16 to pay for the confirmation test and they may be sanctioned for dishonesty.

Chain of Custody

Averhealth follows a specific protocol known as the chain of custody that details the testing procedure from collection of the sample all the way through the eventual destruction of the sample after testing. Upon admission, you will review this document with your case manager and sign off that you understand the information.



Sanctions Used by the Court

Sanctions - Any violation of the rules may result in the immediate imposition of sanctions as determined by the Drug Court Judge. Sanctions are administered following evidence-based principles of effective behavior modification and are applied in a graduated fashion. Sanctions may be different for each participant, even when circumstances seem to be similar. Each person has different needs and concerns.

Behaviors that May Result in Sanctions:

- Using alcohol and/or other substances
- Missing court
- Missing treatment
- Missing drug tests
- Missing sign-ins/check-ins
- Not following program rules
- Failing to report medications or missed medication obligation
- New arrests
- Dishonesty
- Failing to report police contact
- Dilute (tampering) drug tests
- Any other violation as determined by the Drug Court Team

Examples of Sanctions

- Judicial verbal warning
- Imposed curfew
- Increased court appearances
- Electronic monitoring
- Round Table
- Written assignment
- Presentation to the court
- Community service
- Increased time in a phase
- Imposition of jail time
- Lock-up
- Termination



Therapeutic Adjustments

Therapeutic Adjustments- Therapeutic adjustments may be ordered by the Judge when a participant who is otherwise compliant with their treatment and supervision requirements is not responding to treatment interventions. Therapeutic adjustments are not sanctions and will be informed by treatment staff.

Examples of Treatment Responses:

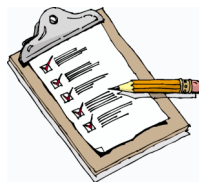
- Referral to additional treatment group
- Increased treatment hours
- Office hours at the treatment office to increase structure
- Writing assignment or project
- Imposed/increased community support attendance

Check-Ins

Participants are required to check-in at the Drug Court office throughout all phases. A check-in consists of coming into the office, signing the daily sign-in sheet, and completing the check-in form. If a client is on medication that requires counting or observation, this may also be done during the check-in.

A check-in can take a few minutes or an hour or more, depending on the needs of the client. As participants progress through the program, the frequency of check-ins will be lessened but will still be considered mandatory throughout all levels of supervision.

The office is open from 8:00 a.m. to 7:00 p.m., Monday through Friday and 9:30 a.m. to 1:30 p.m. Saturday.



Averhealth Testing Protocol

Upon admission to the program, clients are assigned a PIN for random drug testing with Averhealth, and will be directed to go to the Janesville Averhealth office to complete an orientation. Clients will be asked to bring their insurance card to this orientation.

All urine drug screening is observed by same-sex staff members and follows a specific protocol designed to prevent tampering of the test. If a participant is not able to complete the urine analysis test in time, the test will be considered a "missed" test. If a test is returned with a low creatinine level, it is considered a dilute test and an attempt to tamper with the testing.

A missed test, dilute test, or being unable to provide a sample will be treated as a positive test and may result in a sanction and/or delay in phasing.

Procedure

Clients will call **608-713-8034** every day between the hours of 7AM and 6PM, including weekends and holidays.

Clients are required to listen to the entire message **until they hear the confirmation number at the end.**

It may be a good idea to record this confirmation number in a secure location.

If the client is called to test, then the client needs to report during the drug testing times for their random drug test.

Clients will be required to bring an ID, and proof of any prescriptions.

