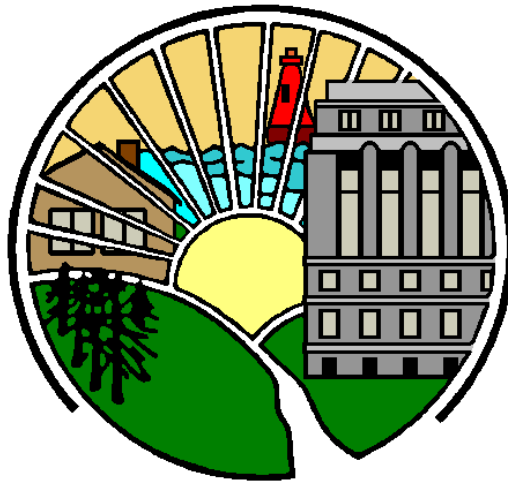


Sheboygan County Drug & Alcohol Treatment Court

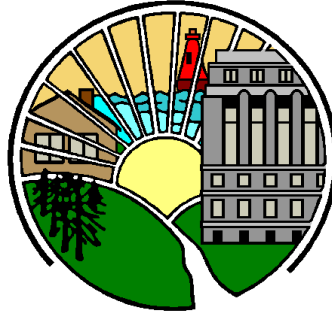
Participant Handbook



**Sheboygan County Drug & Alcohol Treatment Court
Sheboygan County Health & Human Services
1011 North 8th Street
Sheboygan, WI 53081
920-459-6414**

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OUR MISSION

The mission of the Sheboygan County Drug & Alcohol Treatment Court is to provide a comprehensive diversion program of supervision, treatment, and rehabilitation to break the cycle of substance abuse and criminal behavior. The program is designed to enhance public safety, reduce recidivism, and decrease substance abuse in our community by using a respectful, trauma-informed approach and evidence-based, individualized treatment that supports lifelong recovery from addiction.

WELCOME TO TREATMENT COURT

CONGRATULATIONS!

You have been accepted into the Sheboygan County Drug & Alcohol Treatment Court. Our program is voluntary. To be a participant you must have a history of and continued struggles with drugs and/or alcohol that have resulted in legal trouble and serious consequences. The Drug & Alcohol Treatment Court program provides participants with community supervision, intensive treatment, and rehabilitation. This program is designed to help you change your lifestyle, behavior, and even the way you think, so that you can enjoy life and stay out of trouble. It is an opportunity that can help you leave your using past behind and look forward to a brighter future. There will be challenges and hard work ahead, but members of the Drug & Alcohol Treatment Court Team will be working closely with you to support your success.

This *Participant Handbook* is designed to answer your questions and provide overall information about the Drug & Alcohol Treatment Court program. As a participant, you will be expected to follow the instructions given by the Judge and comply with the case plan developed for you by the Drug & Alcohol Treatment Court Team. If at any time you need help to read or understand something within the forms, treatment assignments, or recovery literature, please do not hesitate to ask anyone from the Drug & Alcohol Treatment Court Team for help.

Please read this handbook carefully. It is your responsibility to be familiar with its contents. We encourage you to share this information with your family and friends who support your recovery. The information in this handbook may change from time to time, without prior notice, and should not be considered a binding agreement between you and the Treatment Court Program.

This *Handbook* will also detail what is expected of you as a Treatment Court participant including general program information. We are excited to have you in the Drug & Alcohol Treatment Court program and confident that the program will help you to learn how to live a crime-free lifestyle and make successful choices, free of the influence of drugs or alcohol.

We look forward to working with you!

The Drug & Alcohol Treatment Court Team

MULTI-DISCIPLINARY TEAM APPROACH

The Sheboygan County Drug & Alcohol Treatment Court operates under the direction of a multi-disciplinary team. This means that your participation in this program is supported by several professionals from a variety of fields. The Judge will make all decisions regarding your participation in the Program with input from the Drug & Alcohol Treatment Court Team. In addition to the Treatment Court Judge, our team is made up of the following:

- A representative from the District Attorney's Office
- A representative from the Public Defender's Office
- A probation Agent from the Department of Corrections
- A Treatment Court Coordinator, Program Evaluator, and Treatment Providers from Sheboygan County Health & Human Services
- A representative from Sheboygan Police Department
- A representative from Sheboygan Sheriff Department

Each week, the Team meets prior to court to review your case. We discuss your progress in treatment, results of drug/alcohol screens and whether you are engaging in activities identified in your case plan. These case reviews are designed to inform the Team of your overall progress and any struggles you may be having. This information will be used to adjust your case plan and help you be successful. We are here to support you. The treatment court team receives overview and guidance from the Sheboygan County Criminal Justice Advisory Committee. This Committee assists with the following: data evaluation, policy and procedures reviews, program document updates and community outreach.

PROGRAM OVERVIEW

Eligibility Criteria

- a. Be an established Sheboygan County resident
- b. Be evaluated as high risk-high needs using a validated risk and needs assessment tool
- c. Assessed as having a severe Substance Use Disorder
- d. Charged with and/or convicted of a felony in Sheboygan County involving the possession, use, or sale of a controlled substance or other crime motivated by substance use
- e. Be at the post-conviction state of criminal proceeding at the time of entry in the treatment court program
- f. Have a minimum of 24 months of supervision available
- g. Agree to sign all releases of information, as requested, and comply with the Treatment Court Conditions/Terms of Participation

Exclusionary Criteria

- a. Be a violent offender by Federal definition. “Violent offender” is defined as an individual who: Is charged with or convicted of an offense (presenting offense) that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct:

The person carried, possessed, or used a firearm or dangerous weapon;
There occurred the death of or serious bodily injury to any person; or
There occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (a) or (b) is an element of the offense or conduct of which or for which the person is charged or convicted; or

An offense that has as an element of attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

- b. Have a history of any offense, within the past 10 years that includes: manufacture, delivery, possession with intent or conspiracy to commit these offenses involving 5 or more grams of cocaine, 1,000 grams of marijuana or 20 plants, 3 or more grams of heroin or 3 or more grams of methamphetamine.

All persons, including those who have experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, sexual identity, physical or mental disability, religion or socioeconomic status shall have the same opportunity to participate in treatment court. (VADCP, Vol.1, 2013)

Consents and Confidentiality:

Once accepted but before you get started, you will be asked to sign an authorization to release information to the entire Drug & Alcohol Treatment Court Team. This is extremely important. The Team needs to understand what is going on with you and communicate with each other throughout the program. It would be difficult for them to support you if they don't have all of the facts. Remember, our goal is to help you, not to put you in jail or send you to prison. All information shared with the Team is confidential. That is, no Team member will share any personal information about you to anyone outside of the Team without your expressed and written permission. All team members utilize secured email systems through their place of employment. If any confidential information needs to be shared with a team member who does not have secure email, those emails are to be encrypted.

Although court records are ordinarily available to the public, Drug and Alcohol Treatment records are protected. The records of your treatment in the Drug & Alcohol Treatment Court program are confidential and will be securely maintained by Sheboygan County Mental Health & Substance Abuse Treatment Center. The authorization to release information to the entire Drug & Alcohol Treatment Court Team explained above allows your treatment providers to share information during staffing meetings to support your success in the program.

There will be times when individuals outside of the Treatment Court Team will attend the staffing or meeting before court to observe the process for educational or treatment purposes. For example, observers may include members from other Treatment Court Teams, professionals planning to start a Treatment Court, members of the Sheboygan County Treatment Court Planning Committee, the Wisconsin Association of Treatment Court Professionals, and representatives from the Wisconsin Department of Justice. All invited observers must sign an agreement to keep confidential all information obtained through the Sheboygan County Drug and Alcohol Treatment Court staffing session.

Assessments:

Upon entering the Drug & Alcohol Treatment Court program, you will be evaluated by one or more members of the Drug & Alcohol Treatment Court Team. This comprehensive assessment will provide information to the team that will help them build an individualized case plan for you. Your honesty and willingness to share information about your life, including your history of substance abuse, will support the Team's ability to understand you, your lived experience, and what has been difficult for you. During this assessment, it will be important to share information about emotional problems, mental illness, and any history of trauma. With this information, the treatment providers on the team can make sure that you receive specialized services, if needed, to support your success in the program.

Treatment Court Hearings:

One important part of the Drug & Alcohol Treatment Court program is your participation in Treatment Court hearings. You will be required to appear in court on a regular basis, how often depends primarily on what phase of the program you are currently in and your progress. Participants in Phase 1 attend the Treatment Court hearing every week while those in Phase 5 participate once per month. Failure to appear may result in a warrant for your arrest and detention in jail until you can appear in court. In court, you will speak for yourself. You are encouraged to ask questions and voice any concerns you may have about the program or your case plan. The judge may ask questions and discuss with you any problems you are having as well as recognize your achievements. If you are doing well, you will be encouraged to continue with the program and work with your treatment team toward graduation. If you are not doing well, the Judge will discuss this with you and the treatment team and determine further action. If you commit program violations, the Court will impose sanctions. With repeated violations of program expectations or a failure to progress satisfactorily, the court may impose the ultimate sanction of termination from the program. If you have questions about court appearances, you may contact the Treatment Court probation Agent and/or the Treatment Court Coordinator. Their numbers can be found in the back of this handbook.

Treatment:

Treatment for your Substance Use Disorder is the main focus of this program. It is absolutely vital that you participate fully in this program which includes following all instructions and recommendations of your treatment providers and participating actively in all therapy sessions and groups. Your treatment providers will communicate with the rest of the Drug & Alcohol Treatment Court Team about your attendance, participation, and progress in treatment. Your progress will be closely monitored and your case plan may be modified to meet your needs if they change, throughout the program. Your treatment provider will assess what level and intensity of treatment will best meet your needs and a recommendation will be made to the court. This recommendation may include: detoxification, residential, or outpatient treatment. Your outpatient substance dependence treatment and case management services will be provided with the resources of *Sheboygan County Mental Health & Substance Abuse Treatment Center*.

Drug & Alcohol Testing:

The Drug & Alcohol Treatment Court program uses alcohol and drug testing as a tool to support the sobriety of all participants. You will be assigned a 6-digit number and be given a phone number to call. It is your responsibility to call the number each morning, 7 days per week. When you call the number, you will enter your 6-digit assigned number and be informed whether you will be tested that day. If you are to be tested, you must go to the Alternative to Incarceration (ATI) Office at the Sheboygan County Detention Center (located at 2923 South 31st Street, Sheboygan) and provide a sample for urinalysis.

Officers will be available to assist with testing:

Monday- Friday: 6am to 3pm

Saturday- Sunday: 6am-12pm

HOLIDAYS: 6am-12pm

(HOLIDAYS INCLUDES: Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, and New Years day)

You must report within these time frames unless a specific arrangement has been **pre-approved** for you. If you report outside these times and correctional staff does not have time or is unable to conduct a UA it will be considered a missed UA. Prior to providing a urine sample, you will be asked about whether your sample will test positive

for illicit substances, non-prescribed medication, or alcohol. If the sample tests positive for any substance and you dispute the results, it will be sent to our lab for confirmation. You may also be tested by other members of the Treatment Court Team including the coordinator, probation agent, and treatment providers. You will provide the results of urinalysis testing to the Treatment Court Judge at each hearing. Your abstinence is important.

Please review the following expectations for your participation in the Sheboygan County Drug & Alcohol Treatment Court program alcohol and drug testing:

1. I will be tested for the presence of drugs in my system on an unannounced, random basis according to procedures established by the Sheboygan County Drug & Alcohol Treatment Court.
2. I will comply with each drug and/or alcohol screening test, urine analysis or breathalyzer including reporting any substance use prior to testing. I understand that sanctions may be imposed following incidents in which I am not forthcoming or lie about my substance use.
3. I will be given a location and time to report for my drug test.
4. It is my responsibility to get to the location (ATI Office) where the drug test will be administered. Participants in residential treatment may be tested on site, at the residential placement.
5. If I am late or miss a test, it will be considered a positive test and I may be sanctioned.
6. If there is not sufficient quantity of urine in the sample for the drug test, it will be considered a positive test and I may be sanctioned.
7. If I drink excessive liquids to dilute the urine sample, it will be considered a positive test and I may be sanctioned.
8. If I substitute or alter my urine sample or try in any way to modify my body fluids for the purposes of changing the drug test results, it will be considered a positive test and I may be sanctioned.

9. If I test positive for any substance and I dispute the results, the test will be sent to the lab for confirmation. If the lab confirms the positive test results, I will be responsible for covering the cost of the confirmatory testing. This cost will not exceed \$150.00.

Rule of 40:

All participants in Phases I-III in the Drug & Alcohol Treatment Court program will be required to document 40 hours per week of productive activity. At least 10 of these hours must be dedicated to treatment services each week. You can obtain Rule of 40 log sheets on the Reconnect App or for a paper copy from the Treatment Court Coordinator. You must turn them in weekly before court on the Reconnect App or in on paper to the Treatment Court Coordinator.

Treatment Focused activities (minimum of 10 hours/week) include Treatment Court hearings, individual and group therapy sessions, contact with your sponsor, community support meetings, 12-Step work, and reading recovery literature. Other approved activities include Community Service at a pre-approved site, work or applying for employment, exercise, appointments with your probation agent and the coordinator, time spent in alcohol and/or drug testing, educational classes/school, and educational or therapy homework. What will not count toward the rule of 40 is time spent traveling, daily chores, volunteer work or community service that is not pre-approved and recreational activities (i.e. disc golf, bowling).

Weekly Report Form:

Each week, Treatment Court Program participants will also be responsible for completing a Weekly Report Form on the Reconnect App. If participant choose for paper copy, the Treatment Court Coordinator can provide them with that upon request. The Report Form includes basic information such as current phase, days in current phase, and total number of days abstinent. A checklist is provided that identifies several basic obligations of the program to support compliance with program expectations. In addition to completing the checklist, participants are asked to provide information on areas of their lives in which they learned something or made progress since their last court date. These Report Forms are designed to help participants by focusing on several key responsibilities they have in the program each week and also provides a framework for reporting on their week to the Judge.

House Arrest

There are various times in the program that a client may be placed on house arrest. Clients are expected to follow the rules of house arrest. This includes creating a weekly schedule and submitting it to the Treatment Court Coordinator and/or other chosen team member by the designated date that is provided by the Coordinator. This the schedule will then be reviewed by the Coordinator and/or other designated team member and the schedule will be approved or denied. If schedule is denied, the Coordinator and/or other team member will provide suggested changes to the schedule. If a client wants to change anything in their schedule after approval, they must provide 24-hour notice and the Coordinator and/or designated team member will review the change request.

If any changes occur over the weekend (Saturday and Sunday) or designated County Holidays, the change request must be submitted to the Coordinator and/or other chosen team member by the closest business day prior to the weekend and/or holiday.

If the client is outside of approved hours, meaning left early, returned late, and/or went somewhere outside of their approved schedule the client must inform the Coordinator immediately.

Allowed Actives:

- Support meetings (AA, NA, CA, SOS, SMART Recovery, sober events, etc)
- Individual/group treatment
- Doctor appointments
- Work
- Appointments with Probation/Parole Agent
- Grocery Shopping: 2 hours total per week
- Church
- Work Search: provide applications
- Education: this includes high school/college/vocational school. School schedule is required and must be submitted.
- Appointment with Coordinator
- Appointment with CCS and/or IPS
- Court Appearances
- Fitness Center

Any other requests must have prior approval from the Treatment Court team. Failure to follow any of the above rules may cause suspension or revocation of privileges.

Dress Code

Our choice of dress and attire may communicate any variety of messages, can influence how we are perceived by others, and can pose either barriers or possibilities in human interaction. All Drug Court participants shall strictly adhere to the following basic dress code at all court appearances, treatment sessions, probation meetings, groups and any community activities associated with the program. If you need assistance with appropriate clothing, please speak with your coordinator, counselor, case manager or probation agent.

- No clothing is allowed bearing any alcohol/drug advertisement or message.
- No clothing with gang symbols or words.
- No profane language or graphics on clothing.
- Tops of pants must meet the bottom of shirts with no bare skin or under garments showing.
- Hats, sunglasses, and headphones are not to be worn.

Pregnancy Policy

If a participant enters the program pregnant or gets pregnant during their time in the Treatment Court program it is important for the participant to stay in communication with the team. Participants will engage in all programming until they give birth (unless doctor orders state otherwise). Once the participant gives birth, they may choose to have programming paused for two weeks. A discussion with the Coordinator and Treatment provider will determine the parameters of this pregnancy leave. After the two-week paused programming, the participant is expected to re-engage with the expectations and rules of Treatment Court.

This is subject to change on a case by case basis. Participants will need to provide doctor documentation if the above guidelines are to be adjusted.

PROGRAM RESPONSIBILITIES & RULES

You will be required to follow the rules outlined in the Participation Agreement which includes, but is not limited to the following:

1. Always tell the truth. Overcoming alcohol or drug addiction is not easy, yet thousands of individuals do it every year with the help of others. Your success will

take your best effort, including a commitment to honesty.

2. Do not possess or consume illegal drugs, paraphernalia, any controlled substance not currently prescribed to you, alcohol or any substance that contains alcohol.
3. Muddling, sharing or giving drugs to others is considered drug dealing, regardless if you take money or not, and may result in termination from the program. This may be a different understanding of dealing and therefore want to stress the importance of this point.
4. Do not tamper with alcohol or drug testing. Tampering with urine or interfering with testing is a very serious offense and may result in termination from the program.
5. Inform all treatment providers (including doctors) that you are enrolled in the Sheboygan County Drug & Alcohol Treatment Court program and should not be taking medications that are addictive in nature (e.g. opioids, benzodiazepines, amphetamines).
6. Tell the Drug & Alcohol Treatment Court Team about any medications, including over-the-counter, that you are taking. Avoid all over-the-counter medications that contain alcohol or ephedrine.
7. Cooperate with all alcohol and/or drug tests. Be responsible for what goes into your body; **NO** poppy or hemp seeds; **NO** non-alcoholic beer or wine; **NO** CBD products; **NO** mouthwash and/or cough syrup or other over the counter medications that contain alcohol.
8. Do not associate with or remain in the presence of others who are using illegal drugs, non-prescribed medications, or alcohol.
9. Follow the treatment/case plan created for you and attend all treatment sessions, including individual and group therapy.
10. Be on time to court, all Treatment Court related appointments, and treatment sessions.

11. Always comply and cooperate with curfew checks and other check-ins by law enforcement.
12. Obey the law.
13. Do not drive a vehicle without a valid driver's license.
14. Report any police contact to your Probation Agent and coordinator immediately, whether or not you are arrested.
15. Tell your Probation Agent **and** coordinator any time you have a change of address, employment, schooling, or child care situation.
16. Pay all fines, court fees and any other court ordered financial obligations.
17. No gambling of any kind is permitted. This includes scratch-offs or playing the lottery.
18. Behave appropriately in court, at all Treatment Court related appointments and treatment sessions.
 - a. Inappropriate behavior will not be tolerated and may result in your termination from the program. Do not make threats toward other participants, counselors, or any members of the Drug & Alcohol Treatment Court Team, nor behave in a threatening, aggressive, disrespectful or profane manner.
 - b. Do not bring your children to court.
 - c. Do not have cell phones or other electronic devices turned on in court. Cell phones will be confiscated if they ring during court.
 - d. No food or gum is allowed in the courtroom. The only beverage permitted is water.
 - e. Use the restroom before court. Do not leave court during a hearing.
 - f. Dress appropriately for court and all appointments. Clothing displaying inappropriate language, drugs, alcohol, gang symbols or colors, is prohibited. Hats or hoods are not to be worn in court.

Absconding Policy- Absconding/ elopement is grounds for termination. Failure to

appear for a period of 60 days, when required to do so, will result in termination proceedings.

TREATMENT

Intensive treatment for substance use disorders is the primary focus of the Drug & Alcohol Treatment Court program. The type, intensity, and length of treatment included in the Program is designed to provide you with the knowledge and skills you need to become abstinent from substance use and remain in recovery.

Your treatment will include:

A Treatment Plan: An initial treatment plan will be developed by your counselor following a thorough assessment of your strengths and needs. This plan will act as a guide for your substance dependent treatment. You will be attending treatment sessions and therapy appointments several times each week. The plan will be reviewed changed as needed to support your recovery.

Counseling: Substance dependent counseling consists of two separate therapies: individual and group. As part of your treatment plan, you will be required to participate in both types of counseling. Together they are designed to develop self-awareness, self-worth, and self-discipline. Your attendance and participation in counseling sessions will be reported weekly to the Court as part of your progress report. You must have prior permission from your counselor to be excused from a counseling session. Failure to report to treatment could result in a sanction.

Participation in Treatment: Treatment is the most critical feature of the Treatment Court Program. To make sure that you get the most out of treatment, your ACTIVE participation is required. Active participation includes:

- Listening attentively during treatment sessions
- Sharing honestly in group and individual meetings
- Being willing to consider all information provided in treatment
- Being willing to take risks, try new things, and practice new skills
- Completing all reading assignments, in-session activities, and homework assignments (Please note that support will be provided to you if learning

disabilities interfere in your ability to complete any reading or writing assignment.)

Active participation is required during every treatment session. If you are not actively participating in treatment activities, you will not receive credit for that day toward phase advancement. That is, the day that you do not participate actively in treatment will not be counted toward days required for you to move to the next phase.

Community Support Meetings: During the Drug & Alcohol Treatment Court program, you will be required to attend community support meetings. Attendance at community support meetings is an important part of recovery. Participation in these meetings will help you get to know the community support philosophy and help you develop a sober support network with other people in recovery. At the beginning of the program, you will be strongly encouraged to attend meetings. Your counselor will provide you with information regarding the times and locations of community support meetings. You will be required to obtain a community support sponsor, mentor or recovery coach before you advance to Phase 3 of the program. Your counselor will tell you how to go about finding a sponsor or recovery coach and will verify that you have one. Your sponsor or recovery coach will then be encouraged to provide information about your progress to your counselor and may possibly attend all or some of the treatment court hearings.

THE PHASES

The Drug & Alcohol Treatment Court Program is divided into 5 Phases. Each Phase has specific goals, responsibilities, and expectations for your participation. You must successfully complete all requirements in each phase before moving to the next phase. You will graduate from the program when you have completed all requirements for Phase 5. It should be noted that participants must have 90 days of success in the community before advancing to Phase 4 or 5. That is, if incarcerated or participating in residential treatment, the participant must have 90 days following their release from jail or completion of the residential program before moving to the higher-level phases.

PHASE 1

Assess & Stabilize – 90 Days (minimum)

The goal of the first phase is to help you stabilize both physically and emotionally after you stop using substances, learn to manage withdrawal symptoms and clear your mind and body of the effects of the substance(s). During this phase, you will be assessed, a case plan will be created, and you will begin treatment. During this first phase, you will learn how the Treatment Court works and what is needed to be successful in the Program.

Phase 1 Expectations:

1. Weekly Court Hearings.
2. Develop a Treatment Plan and Comply with Treatment Recommendations.
3. Comply with Conditions of Supervision.
4. Develop a case plan.
5. Weekly office visits with Coordinator.
6. Weekly office visits with Probation Agent.
7. Identify community support group meetings to attend and begin attending.
8. Participate in at least two unannounced home visits per month.
9. Explore looking for work, a volunteer opportunity, or explore educational options as identified in your case plan.
10. Complete Weekly Report Form.
11. Weekly random drug/alcohol testing.
12. Assess housing needs.
13. Assess medical needs.
14. Change people, places and things.
15. 9pm curfew/curfew lifted at 5:00am.

Requirements to Advance to Phase 2:

1. Attendance at all scheduled treatment sessions and office visits (within the last two weeks of your application to phase up)
2. Abstinent from substances for 14 consecutive days at the time of application
3. Follow Case Plan
4. Demonstrate honesty
5. Attending at least one community support meeting per week
6. Identify a mentor/sponsor/recovery coach
7. Completion of Weekly Report Form with the Rule of 40 documentation

8. Weekly participation in pro-social activities
9. Begin thinking about a realistic budget
10. Complete the Phase Advancement Application
11. Submit a letter stating you believe phase advancement is beneficial to your treatment and recovery

PHASE 2

Strengthen & Motivate – 90 days (minimum)

The goal of phase 2 is to strengthen the mind, body, and spirit for treatment. You will engage in treatment, learn about addiction, and begin to make behavioral and lifestyle changes to avoid relapse and move toward recovery. You will learn how past behavior and thought patterns led you to criminal activity and begin to realize that there are alternative ways to live.

Phase 2 Expectations:

1. Weekly court hearings.
2. Attend and participant in treatment.
3. Comply with conditions of Supervision and your case plan.
4. Follow case plan.
5. Bi-weekly office visits with Treatment Court Coordinator.
6. Bi-weekly office visits with Probation Agent.
7. Attend at least one community support meeting weekly.
8. Complete Rule of 40 each week documentation including employment, volunteering or educational classes.
9. If not employed, begin looking for work, a volunteer opportunity or explore educational options.
10. Consistent completion of Weekly Report Form.
11. Participate in at least two unannounced home visits per month.
12. Begin pro-social activities.
13. Weekly random drug/alcohol testing.
14. Secure (or maintain) sober housing.
15. Address medical needs.
16. Assess financial needs; participate in financial/budgeting consultation.
17. Change people, places and things.
18. 10pm curfew/curfew lifted at 5:00am.

Requirements to Advance to Phase 3:

1. Attendance at all scheduled treatment sessions and office visits (within the last two weeks of your application to phase up)
2. Abstinent time minimum of 30 consecutive days
3. Follow Case Plan
4. Weekly attendance at community support meetings

5. Identify mentor/sponsor/recovery coach
6. Consistent completion of the Rule of 40 documentation including employment, volunteering or educational classes
7. Consistent completion of Weekly Report Form
8. Weekly participation in pro-social activities
9. Complete a realistic budget
10. Complete the Phase Advancement Application
11. Submit a letter stating you believe phase advancement is beneficial to your treatment and recovery

PHASE 3

Learn, Build and Repair – 90 days (minimum)

The goal of Phase 3 is to learn skills that will support recovery and improve your quality of life. Activities may include evaluating long term vocational and/or educational goals, participating in educational or job training programs; improving budgeting skills and maintaining sober, stable housing. Identifying and addressing personal issues that have interfered in your life will also be important. This may include recognizing negative patterns of thinking, learning to make better decisions, repairing relationships, and exploring other things that are getting in the way of your ability to be happy and effective in the world.

Phase 3 Expectations:

1. Weekly Court Hearings.
2. Comply with Treatment.
3. Comply with Conditions of Supervision.
4. Consistent completion of Rule of 40 documentation including employment, volunteering or educational classes.
5. If not employed, volunteering or in school, must document applying for 5 jobs per week.
6. Consistent completion of Weekly Report Form.
7. Continue weekly participation in pro-social activities.
8. Review and follow case plan.
9. Bi-weekly office visits with Coordinator.
10. Bi-weekly office visits with Probation Agent.
11. Continue weekly attendance at community support meetings.
12. Weekly contact with mentor/sponsor.
13. Participate in at least two unannounced home visits per month.
14. Weekly random drug/alcohol testing.
15. Obtain or maintain sober housing.
16. Review and maintain realistic budget.
17. Change people, places, and things.
18. 11pm curfew/curfew lifted at 5:00am.

Requirements to Advance to Phase 4:

1. Attendance at all scheduled treatment sessions and office visits (within the last two weeks of your application to phase up)

2. Abstinent time minimum of 45 consecutive days
3. Create list of current pro-social activities
4. Adherence to Case Plan
5. Obtain or maintain independent sober housing
6. Demonstrate evidence of creating a sober support network (with collateral report)
7. Consistent completion of the Rule of 40 documentation including employment, volunteering or educational classes
8. Consistent completion of Weekly Report Form
9. Begin to develop After Care Plan
10. Consistent weekly attendance at community support groups
11. Continue weekly contact with sponsor/mentor/recovery coach
12. Demonstrate compliance with developed budget
13. Complete the Phase Advancement Application
14. Submit a letter stating why you believe phase advancement is beneficial to your treatment and recovery

PHASE 4

Prepare, Plan and Practice – 90 days (minimum)

The goal of Phase 4 is to utilize what you have learned to establish healthy living habits and positive relationships that support recovery. Creating a network of sober social supports, taking care of obligations, participating in healthy leisure activities, and fine tuning an aftercare plan will all be important during this phase. These activities will help you build confidence, strengthen your recovery, and improve your quality of life.

Participant's Expectations:

1. Bi-weekly Court Hearings.
2. Comply with Treatment.
3. Comply with conditions of Supervision.
4. Review and follow case plan.
5. Monthly office visit with Coordinator.
6. Monthly office visit with Probation Agent.
7. Participate in at least two unannounced home visits per month.
8. Weekly random drug/alcohol testing.
9. Develop After Care Plan.
10. Attend community support meetings weekly.
11. Maintain sober housing.
12. Demonstrate compliance with budget.
13. Consistent completion of the Rule of 40 documentation including employment, volunteering or educational classes.
14. If not employed, volunteering or in school, must document applying for 5 jobs per week.
15. Thorough completion of Weekly Report Form Areas of Progress.
16. Consistent completion of Weekly Report Form.
17. Maintain weekly contact with sponsor/mentor/recovery coach.
18. Maintain new people, places and things.
19. Midnight/12 am curfew/ curfew lifted at 5:00am.

Requirements to Advance to Phase 5:

1. Consistent attendance at scheduled treatment sessions and office visits (within the last two weeks of your application to phase up).
2. Abstinent time minimum of 60 consecutive days.

3. Demonstrate maintenance of pro-social activities (rule of 40, collateral report).
4. Follow Case Plan.
5. Demonstrate sober support network (with collateral report).
6. Consistent completion of the Rule of 40 documentation including employment, volunteering or educational classes.
7. Consistently thorough completion of Weekly Report Form Areas of Progress.
8. Consistent weekly attendance at community support groups.
9. Demonstrate use of After Care Plan.
10. Create plan for alumni activities.
11. Successfully implemented budget.
12. Complete the Phase Advancement Application.
13. Submit letter from employer, family member, or friend identifying positive changes and giving support for advancement to final phase of program.
14. Submit a letter stating why you believe phase advancement is beneficial to your treatment and recovery.

PHASE 5

Live the Dream – 90 days (minimum)

The goal of Phase 5 is to finalize an aftercare plan and prepare for graduation from the Treatment Court Program. By this phase, you have worked hard, come a long way, and achieved a lot. You are contributing to the community, becoming a positive example to participants new to the program, and feel more comfortable with all of the impressive changes you have made during the program.

Participant Expectations:

1. Monthly Court Hearings.
2. Comply with Treatment.
3. Comply with conditions of Supervision.
4. Review and follow case plan.
5. Monthly office visit with Coordinator and/or Probation Agent.
6. Participate in at least one unannounced home visit per month.
7. Weekly random drug/alcohol testing.
8. Consider how to and begin actively supporting the effort of newer participants of the program.
9. Continue to attend community support meetings weekly.
10. Demonstrate success in implementation of After Care Plan.
11. Maintain independent sober housing.
12. Maintain employment, academic schedule and/or volunteer hours.
13. Maintain new people, places and things.
14. No curfew.

Requirements to GRADUATE:

1. Regular attendance at treatment sessions and office visits.
2. Abstinent time minimum of 90 consecutive days.
3. Maintain pro-social activity.
4. Maintain sober support network.
5. Continue to complete rule of 40.
6. Adherence to After Care Plan.
7. Begin alumni and/or mentoring activities.
8. Maintenance employment, academic schedule, or volunteer hours.
9. Maintain budget.
10. Complete the Graduation Application.

11. Write and submit a *letter to a new participant*, identifying what factors will increase their success in the program.
12. Submit a letter summarizing your experience in the program, what you have learned and how the program has been beneficial to your recovery.



GRADUATION

Upon successful completion of all five phases of the Treatment Court, you will successfully graduate from the Sheboygan County Drug & Alcohol Treatment Court! Your graduation ceremony will be a celebration of completing all requirements of the program.

Graduation is a very important event. Your family and friends will be invited to join you at a special ceremony as the Treatment Court Judge and Team recognize you for your accomplishments and encourage you to continue in a substance free lifestyle.

Following your graduation, you will be invited to join an Alumni Group and be considered for mentoring new Treatment Court participants.

MENTORING & ALUMNI ASSOCIATION

Participants in the 5th and final Phase of the Drug & Alcohol Treatment Court program will be encouraged to assist Phase 1 participants in their adjustment to the Drug & Alcohol Treatment Court program. Upon recommendation of the Team, a Phase 5 participant will be assigned to a new Phase 1 participant. This opportunity allows the Phase 5 participant to assist the Phase 1 participant with treatment, transportation, and other areas of rehabilitation.

Drug & Alcohol Treatment Court program graduates and current participants will be invited to join the Alumni Association. The rules of the association shall be established by the members of the Alumni Association and with the approval of the Drug & Alcohol Treatment Court Team.

COST OF THE PROGRAM

You will be responsible to pay for treatment services provided during your participation in the Drug & Alcohol Treatment Court program. If you have health insurance, you may be able to use it to pay for treatment services. Otherwise, the amount you will be asked to pay will be determined based on your ability to pay (ATP). Prior to your admission to the program, you will meet with a representative of the Business Office of Sheboygan County Health & Human Services (SCHHS). This representative will obtain your insurance information if you have health insurance. In addition, the Wisconsin Uniform Fee System will be used to determine your ATP. It is important to note that there will be support during the program for learning effective money management and budgeting skills.

If you dispute the results of a positive urinalysis, you will be responsible for the cost of confirmatory testing, ONLY if the test is confirmed as positive. This cost shall not exceed \$150.00. That is, if you test positive on a drug screen for one or more substances AND you disagree with the results, the test will be sent out to a lab for confirmation of the results. If the positive results are confirmed, you will be responsible for the cost of this lab testing. If the lab indicates that the results were a false positive or further testing does not confirm the presence of the substances identified in the initial test, then you will not be held financially responsible for the testing.

Your financial responsibility is likely to change during the program. One of the goals of the Drug & Alcohol Treatment Court program is to support you in finding a job. After you begin work, your ATP will be reassessed to determine your financial responsibility based on the change in your income. Reassessments of your ATP will occur with each change in your income thereafter.

INCENTIVES

The Sheboygan County Drug & Alcohol Treatment Court Judge and Team Members will recognize participants for meeting expectations and following the rules of the program. Incentives are to be determined and implemented as soon after the positive behavior as possible. See addendum A for Incentive & Sanction Matrix.

Incentives can include but are not limited to:

Recognition/Praise from the Treatment Court Judge

Certificate of Recognition/Completion

Transition to the next Phase

Later Curfew

Applause in Court

Gift Certificate (movies, food, gas cards, grocery store items, etc.)

Bus passes

Books

Travel privileges

Opportunity to be a peer mentor (not a sponsor) to a new participant

Integrity Punch Cards

Motivational Bracelets

Reward Basket

Snack from the basket

SANCTIONS

Any violations of the Drug & Alcohol Treatment Court program rules may result in immediate sanctions, or consequences, as determined by the Treatment Court Judge and Team. Sanctions are to be determined and implemented as soon after the violation as possible. In an effort to treat each participant fairly, the Treatment Court Team uses a Sanctions Grid, or chart, which provides options for how to respond to various violations. This provides the Treatment Court Team with a basic framework that supports consistency and fairness when delivering sanctions to participants. You may find a copy of the Sanction Grid at the Sheboygan County Drug and Alcohol Treatment Court website. See addendum A for Incentive & Sanction Matrix.

*Sanctions can include, but are not limited to:

Warnings – Verbal and/or written
Increased alcohol and drug testing
Increased supervision (by probation agent and/or coordinator)
Changes in curfew
Jail time (does not count toward days of abstinence)
Community service hours
Loss of travel privileges
Loss of day(s) toward Phase Advancement
Written assignments (essays, letter to the court, etc.)
Verbal/written apologies to the Treatment Court
Electronic monitoring
Sober Link
House Arrest
Increased court appearances
Behavior Contract
Round Table meeting

**Based on the seriousness of the violation, termination from the program may be recommended.*

TERMINATION

A Treatment Court participant may be terminated from the Treatment Court Program for the following:

- Committing a crime
- Failing to attend scheduled Treatment Court hearings.
- Chronically failing to meet the requirements of the Treatment Court Program.
- Evidence indicating that the Treatment Court participant is involved in drug dealing or assaultive behavior.
- Undermining the program or the progress of other participants.
- Any other grounds that the Treatment Court finds sufficient for termination.

Any member of the Treatment Court Team may make a “Motion for Termination”, which will be discussed at the next staffing of the Treatment Court Team. At that next staffing, the Treatment Court Team shall assess the merits of the motion for termination by reviewing the participant’s participation in the program and the events leading to the motion to terminate. Judge is excluded in staffing’s regarding

termination once a “motion for termination” is brought to the table. During this staffing, the team will also determine if a roundtable with the participant would be beneficial. If the team decides to have a roundtable with the participant, the Judge will be excluded from involvement. Next, during this staffing the Team participates in a vote. The following agencies/roles have one vote: District Attorney office, Public Defenders office, SUD Treatment team, Treatment Court Coordinator, Department of Corrections, and Law Enforcement. If needed, the Evaluator will have the tiebreaker vote.

Upon a majority vote, if the Treatment Court Team proceeds with termination, a notice containing the allegation(s) for termination shall be sent or given to the participant. The participant will be given one week to request a termination hearing. If a hearing is requested, the matter will be set for a termination hearing before the Treatment Court Judge as soon as practical to meet the interests of all parties, respecting the participant’s right for assistance of counsel. The termination hearing will be on the record and in open court.

To initiate the termination hearing, the Treatment Court Coordinator shall compose a termination summary and provide a copy of Notice of Motion for Termination and Termination summary to participants' attorney and District Attorney’s office. The Treatment Court District Attorney representative will file the termination summary with the court. The termination summary will serve as the summary of allegations to be

presented at a termination hearing; however new allegations learned following the filing of the termination summary and/or additional information prior to filing termination summary shall be admissible at the termination hearing, and may be referenced as an additional basis for termination of the participant.

The Court shall admit hearsay evidence at this hearing. The District Attorney will have the burden of showing, by a preponderance of evidence, the factual basis for the participant’s termination from Treatment Court. The participant and his/her attorney has the right to cross examine the witnesses testifying against him/her, as well as present his/her own testimony or witnesses to dispute the evidence presented. The participant and his/her attorney may admit evidence or testimony that Treatment Court can still benefit the participant by suggesting a specific course of treatment within the Treatment Court’s purview. After all testimony and evidence has been admitted, the District Attorney and the participant will be allowed time for argument before the Court. The Court will decide A) whether a violation occurred and B) whether the participant can benefit from remaining in Treatment Court in accordance with the suggested plan of treatment.

All testimony will be conducted under oath. At the hearing, Treatment Court Team Members may answer questions or offer statements of fact pertaining to the participant’s participation, progress, and/or infractions during the program if within

their professional scope of practice and role in the Treatment Court Program. If called to testify, Treatment Court Team Members should refrain from offering personal opinions about the recommendation for and action of termination of any participant. The participant may offer in-person statements of support from family members, friends, employers, etc, at the Court's discretion. Those providing statements can do so absent of swearing an oath, but the District Attorney may ask follow-up questions, answered under oath, at the discretion of the Court. If the Treatment Court Judge finds that there is a factual basis to terminate the participant from the Treatment Court Program and that the participant will not benefit from continued participation in the Program, and terminates the participant, the participant will be terminated from the program and remanded to the custody of Probation and Parole for further processing.

Administrative Discharge

If it becomes apparent to the team that the Treatment Court program is unable to meet the treatment needs of a participant, through no fault of the participant, the team may pursue Administrative Discharge of the participant, based on one or more of the following conditions:

- The team, in consultation with the treatment provider(s), determines the participant has reached a maximum therapeutic benefit
- The available resources would not appropriately and effectively meet the participant's needs
- The participant is unable to engage in recommended treatment, despite multiple efforts to adjust treatment to fit the needs
- The participant is unavailable to the treatment court team; reincarceration, medical, etc.

If the team, in consultation with the treatment provider, deems the participant is appropriate for Administrative Discharge, that decision will be communicated to the participant by a Treatment Court team member. The participant will receive a letter stating the decision of administrative discharge. Participants will also receive an Administrative Discharge Waiver where they can agree with the administrative discharge or deny it. If the participant agrees to Administrative Discharge, signed paperwork will be sent to the courts, probation agent/office, and the participant will receive a copy. If the participant opposes the Administrative Discharge, the participant may request a hearing on the team's decision, which will be handled similarly to the

Termination procedures.

Readmission

The purpose of Treatment Court is to develop life skills in order to move into a life of recovery. It is not intended to be a life-long program. It is also understood that involvement in the Treatment Court does not guarantee a lifetime of sobriety. Relapse and re-arrest are something that can occur at any point while a participant is in the program or after graduation. Participants seeking readmission will be eligible for consideration after 1 year from their Treatment Court separation date. Violation date shall be at least 1 year after the Treatment Court separation date. Participants wishing to re-enter the program will need to meet the same eligibility requirements as those applying for the first time. The participant's referral will be reviewed and evaluated by the team for readmission.

PROGRAM EVALUATION

The Treatment Team is interested in making the Treatment Court Program the best it can be. We hope to positively change the lives of participants by using what research tells us is effective. We also want case planning to be individualized to meet the needs of each participant. As part of this process, the team welcomes positive and critical feedback about the program from participants. We will get this information from talking to you and from surveys we ask you to complete. It is important to understand that parts of the Treatment Court Program will change during the time that you are in it. Program expectations, procedures, rules, sanctions, and incentives may all change in big or small ways during your participation. We may make changes based on your feedback and suggestions and if we discover a new, better way to do something that will make the program stronger or more effective. Changes are part of life and we hope that you will be patient and understanding when changes are being made to the Program.

PARTICIPANT'S RIGHTS AND GRIEVANCE PROCEDURE

When a participant has a complaint, or feels their rights are being violated, he/she may initiate the following grievance procedure without fear of reprisal, retaliation or discrimination:

Step One – Informal Discussion:

The complaint procedure may start with the participant's request of the Treatment Court Program Coordinator for an informal discussion between the parties involved. This request must be made within 30 days of the incident or problem causing the grievance. However, if the grievance is regarding treatment related services, the participant may choose to file their grievance through the Sheboygan County Health and Human Services process.

Step Two – Written Complaint:

If no resolution is obtained through Step One, within 45 days of the incident, the person making the complaint should fill out a written complaint form and send it to the Treatment Court Program Evaluator. The Program Evaluator will study the complaint, make an investigation, and report the findings to the participant and the Treatment Court Team. The Program Evaluator will make a formal written decision within seven days and send it to the Participant.

Step Three – Hearing and Administrative Decision:

Within 15 days of Step Two decision, the complainant may request that the complaint be forwarded to the County Criminal Justice Advisory Committee Chair (CJAC). The CJAC Chair or their appointed designee will hold a hearing within 15 days.

Step Four – Final Hearing and Decision:

An impartial decision maker will be appointed by the CJAC Chair to hear and make a decision for grievances in the final stage. The impartial decision maker will not have participated in making or reviewing the initial appeal and may be an individual, a board, or a commission.

The Final Stage Hearing shall be available only after exhaustion of remedies available in Steps One and Two.

The request for a final determination shall be made within 15 days after a Step Three decision. Within 20 days of conducting a hearing under Step Three, the decision maker shall mail or deliver to the Participant a written determination, stating the reasons for the findings.

The participant may, at any time, choose to use the Court instead, in which case the grievance procedure will end.

IMPORTANT PHONE NUMBERS

Sheboygan County Health & Human Services

Mental Health & Substance Abuse Treatment Center
1011 N. 8th Street, Sheboygan

Treatment Court Coordinator	920-459-6414
Morgan Rohde	920-207-1331
Treatment Providers	920-459-3207
Cindy Maxwell	920-459-3892
Sam Weber	920-459-3163
Lindsay Rick, Supervisor	920-459-6402

Sheboygan County Probation Department

3422 Wilgus Ave, Sheboygan

Treatment Court Probation Agent	
Amy Kober	920-918-7905

Alternative to Incarceration (ATI) Office

Sheboygan County Detention Center
2923 South 31st Street, Sheboygan

Corrections Officer	
Rich Wassink	920-459-1319

Testing Line-Reconnect App/ 920-779-1044

Individual ID # - _____