

Seventh District Adult Drug Court

Participant Handbook

And

Policy and Procedures Manual

Welcome to the Seventh District Adult Drug Court Program. This Participant Handbook & Policy Manual will provide overall information, answer general questions and inform you of the rules of the Drug Court. As a participant, you will be required to follow the instructions contained in this handbook and the orders given to you by your drug court staff (Trackers, AP&P, Treatment, Prosecutor) and the court, and comply with the treatment plan designed for you by your counselor. Participants are encouraged to share this handbook with their families and friends.

Table of Contents

Section	Topic	Page
1	Mission	3
2	Description of the Drug Court and Entry to Drug Court	3
3	Drug Court Program Rules	4
4	Drug Court Monitoring and Supervision	6
5	Attendance at Drug Court Sessions	6
6	Attendance at Group and Individual Therapy Sessions	6
7	Support Group and Self-Help Attendance	6
8	Requesting Advancement in Phase	7

9	Search and Arrest Requirements	8
10	Association	8
11	Work, School, Community Service Hours	8
12	Communication with Drug Court Staff	9
13	Drug Testing	9
14	Urinalysis Procedure	9
15	Sanctions/Incentives/Termination	10
16	Drug Court Fines/Fee	11, 12
17	Treatment Procedures	13
18	Treatment Plan	13
19	The Five Phases of the Treatment Program	13
20	Confidentiality	20
21	Community Service and Job Search Records	20
22	Summary of Drug Court Tracker Responsibilities	20
23	Motion Policy	20
24	Community Service Project	20
25	Conclusion	21
26	Appendix	21
	Important Resources List	21
	Emery County Supplement	23
	Participant Agreement	24
	Weekly Tracking Sheet	26
	Four Corners Fee Reduction Form	28
	Community Service Project	30
	Drug Court Sanction Matrix	31

	Drug Court Incentive Matrix	32
	Phase up packets	34
	Medical Disclosure Form	57

A Drug Court Binder (self provided) is required for all participants to record, track and verify their compliance while in Drug Court. Said binder is to accompany you to all of your meetings enabling you to show your compliance to the court, Trackers, AP&P and treatment providers.

1. Mission

"The Seventh District Adult Drug Court is a judicially-supervised substance abuse treatment program for nonviolent offenders. Through frequent court appearances, intensive therapy and learning life skills, the defendant receives an opportunity for a drug-free life. Our primary goal is to treat drug addicts by engaging them in personal treatment plans to strengthen their recovery program, restore them back to health, and help them achieve total abstinence from all illicit, illegal, and legal drugs."

2. Description of the Drug Court and Entry into the Court

The Drug Court is a court-supervised, comprehensive treatment program for high risk/needs participants. Serious current or prior offenses may disqualify candidates from participation in the Drug Court if they demonstrate that the applicant cannot be managed safely in a drug court without a substantial risk to drug court staff or other participants. This is a voluntary program that includes regular appearances before the assigned drug court judge. Treatment includes but is not limited to individual and group therapy, and may include life skills, stress management, relaxation skills and anger management classes. Active participation in prosocial, self help and 12-step recovery groups is a key component of the Drug Court. Drug Court participants will be given regular and random urine tests to determine whether they are abstaining from illicit and illegal drugs. Treatment is provided by Four Corners Community Behavioral Health Inc. (Four Corners). A Four Corner’s counselor will help you with referrals for job training, education and skills assessment and life skills classes, as needed. The program length is designed to be completed within 34 months and may be completed at a minimum of 17 months through incentives, and may be longer than 34 months through sanctions. The program includes five phases before graduation, with each phase being set at 30 weeks with the possibility of being completed in as little as 15 weeks through incentives. You must complete each phase in order to successfully complete the program.

Following arrest or referral from probation, if you are eligible, you will be offered a choice of prosecution of the pending charge(s) or participation in drug court. You may request entry into the Drug Court through your defense attorney. Participation in drug court requires that you enter a guilty plea to be held in abeyance, or in some cases as a condition of probation, or they may be reduced in severity, depending upon the terms of your particular agreement. Your defense attorney may advise you of your choices and discuss the Drug Court program with you. If you

are accepted into the Drug Court program, your private attorney may continue to represent you in drug court at your own expense. A public defender is available in drug court to assist you if you cannot afford an attorney. Failure to successfully complete the program will result in reinstatement of your guilty plea and sentencing, or the imposition of the sentence that was stayed when you were sentenced.

- A. Entry into the Drug Court program requires completion of a participant application, completion of a validated clinical assessment evaluating symptoms of substance dependence or addiction, certification of eligibility by the defense attorney and assigned prosecutor and acceptance by the Drug Court coordinators.

District and Juvenile Judges of the Seventh Judicial District serve as the Drug Court Judges. Participants will be assigned to a particular judge and will continue to appear before that judge during the program. The Drug Court is administered by the Four Corners treatment workers, AP&P, the Carbon County Sheriff's Office and drug court trackers. The Drug Court staff will make final determination of entry into, and expulsion from, the Drug Court treatment program.

3. Drug Court Program Rules

As a drug court participant, you must comply with the following rules:

- (1). Attend all court appearances and treatment sessions. Treatment sessions include individual and group treatment sessions, self-help groups such as AA or NA and Pro-social groups as ordered, education sessions and other meetings as ordered. If you are unable to attend a scheduled counseling session you must contact Four Corners prior to the session and receive approval to be excused from your treatment center.
- (2). Be on time, if you are late you may not be allowed to participate in the treatment session or court hearing and you will be in violation of drug court rules.
- (3). Do not make threats towards other participants or staff, or behave in a violent manner. Violent or inappropriate behavior will not be tolerated and will be reported to the Drug Court. Violent threats or acts may result in termination from the program.
- (4). Do not possess drugs, alcohol or weapons.
- (5). Dress appropriately for court and treatment sessions. Shoes must be worn at all times. Clothing, jewelry or accessories advertising alcohol or drugs, or have alcohol or drug use themes, will not be allowed. Sunglasses and hats are not to be worn into court or the treatment facility. Speak with a member of the drug staff if you have any questions about the appropriate dress code. Cell phones must be turned off during treatment programs and court appearances or they will be confiscated during that time.
- (6). Inappropriate sexual behavior or harassment will not be tolerated be it toward any staff or any other participant.
- (7). You will not knowingly associate with any person who is involved in criminal activity or who has been convicted of a felony without approval from the drug court staff. With permission from the staff, you may be allowed to travel to and from treatment with another participant.

(8). You must immediately notify yourself as a drug court participant to any law enforcement officer with whom you speak. You must also notify your tracker and AP&P within 48 hours of any contact with law enforcement officers for any reason, regardless of the day or time.

(9). You must notify (present Medical Disclosure form, see page 57) your healthcare provider that you are a drug court participant before receiving any prescriptions. You must choose only one doctor as your primary physician and use only one pharmacy while participating in drug court (a second doctor requires staff approval). Absent an emergency, you must also receive the judge's permission to take any controlled substances. In addition, you must inform the health care provider that you have a history of substance abuse. If the provider still wishes to issue you a prescription for a substance that would result in a positive UA, you must ask your provider to write a note for the drug court staff on letterhead or the prescription pad stating that you did inform him/her of your substance abuse history, your current addiction, and the fact that you are a participant of the Seventh District Adult Drug Court. Also the note should state the prescription is medically necessary and that there is no alternative non-narcotic medication that could be prescribed in its place. Prior to filling the prescription, you must immediately inform your drug court staff and substance abuse counselor about the prescription and provide the note from your provider. You must also immediately sign a release of information necessary to allow the drug court staff to contact your healthcare provider.

A positive UA, even if it is the result of a doctor's prescription, is a violation of drug court rules unless an emergency exists or prior court approval is obtained. Prescriptions for similar drugs from more than one healthcare provider may be grounds for termination from the program unless approved by the court. While taking an approved narcotic prescription your time for advancement within the program may be frozen. There are no prohibitions against participating in an evidence based model of Medication Assisted Treatment (MAT) while in the drug court program.

(10). Appear for drug tests as scheduled and when ordered by the staff. In the early phases of the program, you will be randomly tested for drug use. The drug tests will consist of UA's plus any other legal investigative test, tool, or means that the drug court staff feels is appropriate.

(11). Payment of court ordered obligations are to be paid in full and failure to stay current will result in a payment plan being implemented. Failure to stay current may result in your termination from, or extension in, drug court.

Fees must be paid on a weekly basis, unless other arrangements have been made. The court will be notified of any delinquent payments. Drug court fees must be paid no later than five p.m. the day prior to your court appearance. Your fees must be paid down to a zero balance prior to completion of drug court. If your fees are not paid down to zero the consequence is that this will extend your total time in drug court.

(12). Maintain regular contact with the drug court staff while turning in weekly reports. The court may modify the curfew that you are required to follow and may authorize modifications in the travel limitation.

(13). Any request to modify or alter any rule or obligation must be made by a [hand written motion that is electronically filed with the court so that your motion can be reviewed by the](#)

entire drug court staff. This requires that all non-emergency motions must be submitted no later than 48 hours prior to court.

(14). Obey all provisions of the drug court plea agreement and this policy handbook.

4. *Drug Court Monitoring & Supervision*

As a drug court participant, you are required to appear in drug court on a regular basis. In addition to your assigned AP&P officer you will be assigned to a drug court tracker. The staff will review your progress, including attendance at treatment, self-recovery meetings, drug test results, employment or schooling progress, and attitude. The judge may ask you and the staff questions about your progress and needs. If you are doing well incentives may be provided. The judge will encourage you and help you progress to the next phase in the program. If you have missed counseling, self-recovery meetings, have shown a positive drug test, or failed to progress in some other fashion, the judge may sanction you. The judge may also change the treatment program according to your needs, progress, and recommendations from the staff.

Failure to appear in drug court will result in a warrant and incarceration. If you cannot appear in court you must notify the staff and file a motion to excuse your absence. Please notify AP&P, your tracker, and your treatment provider of your absence. If you choose to motion the court for any reason, it must be in writing and filed no later than one day prior to court. If you have any questions about your scheduled appearances contact a member of the drug court staff.

As you succeed in drug court and advance through the five phases, your court appearances and counseling obligations will decrease.

5. *Attendance at Drug Court sessions*

A drug court participant is required to appear in drug court on a regular basis. You will need to appear twice monthly in phase one and two, and at least monthly during phases three, four and five.

The following people will attend the staffing meeting before the weekly drug court session: the drug court tracker, treatment representatives, drug court clerk, prosecutor, defense counsel, drug court coordinator, AP&P, and the District Court Judge.

6. *Attendance at Group and Individual Therapy Sessions*

Attendance at all group and individual therapy sessions assigned by the therapist, tracker, AP&P or judge is mandatory. In the event of an emergency absence, the participant must immediately contact Four Corners Community Behavioral Health by telephone and leave a message on their therapist's voice mail. Please talk directly to a treatment team member. The participant must also immediately notify their tracker and AP&P of their absence.

Attendance at NA and/or AA sessions is mandatory as scheduled in the individual treatment plan, or as directed by the therapist, tracker, AP&P or the court. Failure to attend any therapy or NA and/or AA session may result in a sanction. The participant must be on time for all meetings, and stay for the duration of the meeting, in order to attain credit for attendance. Attempts to have the participant's card signed without attending the entire meeting will result in a sanction.

7. *Support Group and Self-help Attendance.*

Drug court participants are required to attend a specified number of approved pro-social support or self-help groups each week. Some of the pre-approved groups you can attend are:

- 12-Step fellowships
 - ✓ Alcoholics Anonymous
 - ✓ Narcotics Anonymous
 - ✓ Al-Anon, or Narc-Anon
 - ✓ Church based 12-step meetings
- Other recovery meetings
 - ✓ Rational Recovery
 - ✓ Church based recovery or support groups
- Pre-approved pro-social support group
 - ✓ The alumni group
 - ✓ Church and bible studies
 - ✓ Approved organized team sports
 - ✓ Approved community clubs
 - ✓ Approved volunteer programs
 - ✓ Approved political meetings
 - ✓ Approved community events

All group attendance must be documented and signed off by the appropriate person, like the 12-Step meeting chair or secretary, the group leader, the therapist, or a pastor. They must provide the date, the location of the group attended, their signature, and their phone number. A good rule of thumb is if you are not 100% sure if it is acceptable for a person to sign your card, don't have them do so. Go back to court next week and make sure it is an approved signature.

There are also many other prosocial and self-help groups we encourage you to find, re-search and attend. For example, Carbon Recreation is an excellent resource as well as the online Church of Jesus Christ of Latter Day Saints Addiction Recovery Program website <https://addictionrecovery.lds.org/home?lang=eng>, and the online Welcome to Alcoholics Anonymous website <https://www.aa.org>, and the online Texas Christian University Institute of Behavioral Research website <https://ibr.tcu.edu>. USU Eastern and AP&P also have various classes you may attend that could count towards the requirement. In order for you to receive credit for additional classes not listed please have your treatment provider submit a letter of completion.

8. Requesting Advancement in Phase

You are required to complete the phase up packets located at the end of this manual, [pages 34-56](#). Signatures from your treatment provider, tracker and AP&P must be obtained. This is your responsibility to keep track of your own phase up dates, ask for the phase up packets in advance, complete the form, and hand the completed form into the drug court staff during the weekly check in prior to your advancement. You may only phase up, transition, or commence on your regularly scheduled court appearance date.

9. Search and Arrest Requirements

Please be aware that you are bound by the search and arrest requirements outlined in your Probation Agreement.

10. Association

You may not associate with drug users or convicted felons, unless that felon has been in recovery for three years or more, is approved by the staff, or has commenced from the drug court program. You may not associate with other drug court participants outside of treatment or meetings without prior written approval by the staff. The staff may further restrict associations as deemed appropriate. You are not allowed to hang around or be associated with any individual who is using, or in possession of, illegally controlled substances or alcohol. You may not be in any bars, taverns, or clubs where alcohol is sold and served, unless you have approval from the court to attend a specific function there.

11. Work, School, and Community Service Hours

You must engage in 40 hours of work, school, community service hours, or a combination of these each week. Any change in your employment status must be reported to AP&P within 48 hours. During times of unemployment you will report weekly to AP&P. You will provide written verification of hours to the drug court staff no later than the Monday prior to your drug court appearance at 4:00 p.m. If you do not turn in your hours by this deadline, they will not count towards your weekly requirement.

- a. Full-time enrollment and completion of courses with passing grades at a certified college or university constitutes 40 hours of school. You must provide the drug court staff with a copy of your class schedule at the beginning of each term, and a copy of your final grades at the end of each term. If you change your schedule you should immediately provide the drug court staff with a copy of the changed schedule.
- b. Actual seat-time at a preparatory school or technology center will count as school hours. You will have the supervisor/teacher of the program that you are working in sign a tracking sheet, which accurately reflects the number of hours you attended the program each week and what you did during your time there.
- c. Employment must be tax paying employment verified by either (1) a work schedule signed by the supervisor or (2) a paycheck which reflects hours worked and the length of the pay period.
- d. Community service hours must be done through a non-profit organization, school, church, government agency, or other philanthropic organization. No credit will be given for community service provided to friends or relatives. All community service hours must be accounted for hourly. The participant may not attain all their weekly work hours from one community service location, and must seek approval of the location with the trackers prior to completing hours.

If you cannot work due to disability you must provide verification from a doctor stating what your disability is, how long it is expected to last, what effect it has on your ability to work, and whether or not there is any type of work that you can do. If you fail to provide such verification, you will be required to complete the work, school, or community service hour requirement as written above.

12. Communication with the Drug Court Staff

You are required to communicate with the drug court staff every Monday. All check-ins with the drug court staff are only by appointment, and need to be scheduled the week before during the prior check-in. You must contact the staff prior to any cancelations, tardiness, or to change appointment times. You must come prepared with your weekly check in report. Please report any change in employment, living arrangements, family status, schooling, medication, or any failures to meet or fulfill policy and non-compliance with the drug court staff. (AP&P requires your new address prior to moving.) If you are arrested or contacted by law enforcement officers for any reason you must report this to the drug court staff within 48 hours.

The drug court staff cannot excuse you from taking a U.A. or attending any meetings required by the drug court program. You must file a motion with the court to miss your call in. Only if the court grants your motion are you able to miss a U.A. or a meeting without incurring a sanction.

13. Drug Testing

You will be tested on a random basis. Drug screenings range in the variety of techniques used, including, but not limited to, urinalysis, breathalyzer, hair test, and blood test. Any and all drugs are suspect for screening. You are subject to random and deliberate alcohol testing with or without notice of the sample being screened. Upon a positive alcohol or urine screening test you may be required to pay for the screening test in full. Requests for confirmation tests require immediate payment in the form of a money order to pay for the amount of the test. You may be required to pay for continuous alcohol testing and or monitors at the discretion of the court.

You are required to provide a sufficient amount (70 ml) of urine for complete testing. Any insufficient sample may be cause for a sanction.

A refusal or inability to produce urine for any reason will be treated as a positive test. Late and missed UA's will also be treated as a dirty UA.

Failure to produce, or producing a sample deemed to be of an insufficient and/or diluted amount, may result in the above sanctions or as determined by the drug court staff.

Any positive urine test will result in a ten week addition to your phase.

14. Urinalysis Procedure (Emery County participants see supplement on page 34)

a. Monday through Sunday

You are required to call the number provided to you between 8:00 am to 8:30 am. When calling in, you are to state your first and last name. ***If you are unable to get through to the number provided (Power failure/Time change/Phone machine failure) you shall report in person to the jail.*** If you are directed to drug test, you have exactly 30 minutes to produce a sample at the Carbon County Jail **FROM THE TIME OF CALL IN.** If you fail to produce a sufficient

amount of urine in the **30 minute time frame and/or by 9:00 am**, the test will be considered a failure to produce, which is equivalent to a positive drug test.

b. Exceptions to call-ins

No exceptions shall be made for any drug court policy, including the call-in times, dates, and frequency without a filed motion that is approved by the drug court judge.

15. Sanctions / Incentives / Termination

Violations are addressed on an individual basis using a sanction matrix. There are three levels with each level consisting of varying sanctions that may be imposed when you are not in compliance. Please refer to the sanction matrix located at the end of this packet for further details. The sanction matrix consists of guidelines only, as they do not create any right or expectation on behalf of the offender. They are a non-exhaustive list of options which may or may not be available dependent upon resources.

Although jail time may be used as a sanction for a violation of any drug court rule, it is the practice of the Seventh District Drug Court to consider alternative sanctions first, while taking into consideration the individual client's short and long term goals for recovery. Please note, any jail time served during the program will not count towards your minimum 17 month obligation; therefore, additional time spent in the phases may be required.

Participants will be required to attend the next scheduled court date after any violation of law, and/or policy, regardless of their phase. Failure to appear at your scheduled drug court hearing will result in a warrant and incarceration. Failure to progress or cooperate with court or treatment workers may result in sanctions.

Incentives

Implementation Plan - Each week at your drug court appearance the judge will specifically ask you to report on the five target behaviors:

- All clean Urine Analysis test results.
- 100% attendance at all required treatment meetings (IOP, Aftercare, individual/group).
- 100% attendance at all required self help meetings.
- Current on all court ordered obligations (fine, treatment, AP&P, prior sanctions or assignments).
- Satisfied required work/school/community service hours.

When you report compliance on all five behaviors, which have been previously verified by the tracker, the court may reward you by awarding a two-day reduction for each behavior met; thus, the participants in phases one and two can reduce their time in the drug court program by ten days at their twice monthly court appearance. The court will reward participants in phases three, four, and five with a four-day reduction for each behavior met at their monthly court appearance. *The maximum amount of time all participants can reduce their time in each phase of drug court, by meeting their target behaviors each month, is 20 days.*

In each phase, there are thirty-two additional days that may be awarded by the drug court staff for positive behaviors the staff feels the judge should consider in regards to your overall progress. Examples of such behaviors include:

- Obtaining employment
- Job promotions
- Obtaining your own residence
- Clean time milestones
- Educational advancement GED/Diploma/Degree/Certificates
- Treatment advancement completing a specific class such as MRT, REBT, Family Group
- Paying off or making a large payment towards a court ordered debt such as your fine, restitution, public defender fee
- Obtaining your Driver's License
- Getting custody of children back
- Buying a vehicle or getting a home

Individuals who are compliant with all five target behaviors are eligible to file motions for:

- Travel permits outside the county (Phases 2-5)
- Curfew modifications to attend movies and or special events, such as a concert
- 12, 24, 48, and 72 hour passes to attend family events such as weddings, birthdays, camping and or vacation trips

The drug court staff will inform the judge of participants' behaviors that merit special recognition and recommend that such participants draw from the fish bowl, or be awarded an incentive prize given to the drug court program. Prizes range from gift cards to local businesses to additional time reductions.

Fines - Credit towards your fine will be determined and documented in your phase up packet and awarded when you advance or commence. This must be reviewed with, and turned into, your supervising AP&P agent in order for you to receive credit on your fine. You can earn up \$750 towards your fine on the following time line:

- \$50 fine credit at completion of phase 1
- \$100 fine credit at completion of phase 2
- \$150 fine credit at completion of phase 3
- \$200 fine credit at completion of phase 4
- \$250 fine credit at commencement (completion of phase 5) of program

If your case(s) has a fine over \$750 you can receive an additional \$50 credit for every treatment class you complete, for example the following classes can add up to an additional \$500 credit toward your fine. *(Must be documented in your phase up packet and turned in for credit with your Supervising AP&P Agent.)*

- \$50 for Morale Recognition Therapy
- \$50 for REBT
- \$50 for Dialectical Behavioral Training

- \$50 for Women's TREM group
- \$50 for Men's group
- \$50 for Living in Balance
- \$50 for Co-Dependency Group
- \$50 for PIG & SOC
- \$50 for Maintenance group
- \$50 for Relapse Prevention
- \$50 for Mind Over Mood

402 Motion to Reduce Original Criminal charge - In phase five participants should seek out and research the necessary paperwork required for receiving a 402 Motion to Reduce criminal charges. Paperwork cannot be filed until you have successfully completed drug court and probation. A one step reduction may be requested on all cases after you successfully complete probation. A request for a two step reduction must be approved by the prosecutor.

Termination

Warrants and/or new arrests could result in your termination from the drug court program. There are other violations which may subject you to termination from the program, including repeated positive drug tests, beat the test systems or drinks, missing or appearing late for court (classes / groups / sessions) or treatment, any violation of the drug court plea agreement or rules, dishonesty to the court or its staff, and any violence or threat toward court staff, treatment staff or other participants. [Participants who fail to advance to the next phase after 30 weeks are in jeopardy of being considered for termination, the participants attitude and progress will be intensely monitored anytime they are beyond 30 weeks in a particular phase.](#)

A termination hearing will be held where in the judge will make a decision regarding whether your further participation may be allowed. The county attorney will file an order to show cause which will lead to the hearing. At the hearing, your counsel will represent you and the county attorney will put on evidence showing why you should be considered for termination.

16. Drug Court Fees / Supervision Fees

All participant fees (treatment, case management, drug testing, and Drug Court, etc.) shall be assessed on a discounted fee scale. No participant shall be refused entry into treatment because of an inability to pay. Your place on the scale is determined by your household income. You will need to provide documentary proof of your household income to qualify for this discounted fee. Your drug court supervision and testing fee is a separate fee and is assessed by your place on a different discounted fee scale.

Your assessed treatment, supervision and testing fees are required to be paid weekly. Failure to do so may result in a sanction. These fees are less than the fine amount normally assessed for felony drug charges. Your assessed fees will cover only a portion of the cost of your drug court supervision, testing and treatment. The remainder is paid by the county and state government. Payment of all drug court fees will be made to Four Corners. Participants are excused from drug court fees while they are incarcerated, unless participating in the work release program.

A waiver of your treatment and testing fee is available in special circumstances as decided by your drug court treatment team. To access this waiver, you need to speak to your case manager and complete a Four Corners Fee Reduction Request Form (see page 28) in which you explain in writing the circumstances resulting in the need for a waiver beyond that offered by the discounted fee schedules.

Supervision Fees

AP&P obligations require monthly payments at the Price AP&P Office. AP&P reduces your monthly supervision from \$30 to \$15 while you are a participant in drug court. Your monthly billing statements from AP&P along with your paid receipts are to be kept in your drug court binder.

17. Treatment Procedures

Four Corners has established a treatment program for drug court participants. You will be assessed for the severity of your addiction to determine both your eligibility for the drug court program and to help design your treatment program. The treatment program contains assessment, evaluation, individual and group counseling, relapse prevention, self-help through NA and AA, and ancillary services that may include Vocational Rehabilitation, Workforce Service, family counseling, medical services, educational, recreational, spiritual, and community support services.

18. Treatment Plan

Four Corners will conduct a mental health and addiction severity assessment for each drug court participant and will design an individual treatment plan. You are expected to comply with the treatment plan and participate in all scheduled therapy sessions and activities. The following phases will serve as a general outline.

19. The Five Phases of the Drug Court Treatment Program are:

Phase I – (Life Foundation Phase) 30 week benchmark with a minimum of 15 weeks. Advancement is determined by your progress and compliance.

1. Be current on all fines and fees, have receipts in binder, have a written plan for payment of all drug court, AP&P and non-drug court balances.
2. Chemical dependency evaluation.
3. Regular attendance to individual and group counseling sessions.
4. Attend the Intensive Outpatient Program and/or Aftercare at the court's direction. Develop a recovery plan.
5. Self-help and pro-social meeting attendance:
 - a. Seven meetings each week before you enter IOP unless modified by the court, six meetings must be self-help and one meeting maybe a pro-social support group.
 - b. Two meetings each week while in IOP and while in phase one, the meetings must be self-help and/or a prosocial activity.
6. Attend Drug Court twice monthly.

7. Drug test as directed.
8. Means to communicate: All drug court participants regardless of phase shall possess a means of immediate communication (cell phone). Straight Talk phones are not approved. Immediately upon obtaining a new cell phone you must text your name and cell # to the drug court staff. Only one cell phone is allowed.
9. All drug court participants will provide all members of the drug court staff accurate records of all electronic communication upon request. All devices are subject to search.
10. Complete and submit ten applications a week (if not currently working).
 - a. 30 minutes of work hours are rewarded for each application up to 5 hours
 - b. 15 minutes of work hours are rewarded for each follow up to an application up to 2.5 hours.
 - c. 1 hour of work is rewarded for each face to face interview with an employer.
 - d. Enroll and complete the 40 hour Workforce employment class as taught by Workforce Services.
 - e. Weekly reporting to AP&P if unemployed.
11. Phase One Work Hours: In phase one all individual and non IOP therapy counts towards work hours, including Vocational Rehabilitation and Workforce Service scheduled appointments as approved by the drug court team.
 - a. 1st week- 20 hours (Job Search – 10 Hours per week.)
 - b. 2nd week- 30 hours
 - c. 3rd week- 30 hours
 - d. 4th and all succeeding weeks- 40 hours
12. Parents must attend parenting group as scheduled.
13. Meet with the Department of Workforce Service as prescribed.
14. Observe a curfew of 8:00 p.m. The curfew may be extended until 10:00 p.m. if working or excused by drug court staff.
15. Meet with the drug court staff weekly and turn in weekly report.
16. Upon becoming homeless immediately contact the drug court staff.
18. Travel – no travel out of Carbon / Emery County without an approved motion by the judge.
19. Participants are to keep their residence clean and orderly.

To advance to Phase II, the participant must achieve the following:

1. Recommended by drug court staff for advancement.
2. Successfully completed treatment as directed by the court; attended After Care weekly after commencement.
3. Attended two self-help and pro-social meetings each week.

4. Attended individual therapy weekly or as directed by the treatment team.
5. Ten consecutive weeks of negative drug tests, including no dilutes, missed call ins, positive tests or failures to produce.
6. Attended drug court twice monthly.
7. GED/Diploma or enrolled in GED course.
8. Comply with all work hour requirements.
9. Phase I packets completed, approved and signed by the drug court staff. They should be submitted on Monday with your weekly report one week prior to the next scheduled drug court date.

Phase II – (Life Establishment Phase)

1. 30 week benchmark with a minimum of 15 weeks. Advancement is determined by your progress and compliance.
2. Be current on all fines and fees, have a written plan for payment of all drug court and non-drug court balances.
3. Attend individual counseling twice monthly or as prescribed by the treatment team.
4. Attend self-help and pro-social meetings. Two meetings each week participants choice of a self-help meeting and/or a prosocial activity.
5. Attend drug court twice monthly.
6. Meet with the drug court staff weekly.
7. Drug test as directed.
8. Means to communicate: All drug court participants regardless of their phase shall possess a means of immediate communication (only one cell phone).
9. All drug court participants will provide all members of the drug court staff accurate records of all electronic communication upon request. All devices are subject to search.
10. Attain at least 40 hours a week of work/community service, or attend full time education.
11. Enrollment in a GED course (if no diploma).
12. Observe a curfew of 9:00 p.m., unless working or excused by drug court staff.
13. Travel outside of the county is authorized with an approved motion.
14. Participants are to keep their residence clean and orderly.

To advance to Phase III, a participant must achieve the following:

1. Received drug court staff approval.
2. Attended two self-help and pro-social meetings each week.
3. Regular attendance at treatment as prescribed by the treatment team.
4. Ten consecutive weeks of negative drug tests, including no dilutes, late call ins, or failures to produce.
5. Diploma or enrolled in GED course.
6. Obtained a drug-free living environment.
7. Continued 40 hours a week of work/community service, or full time education.
8. Phase II packets completed, approved and signed by trackers, AP&P and counselor. Submitted on Monday with your weekly report one week prior to the next scheduled drug court date.
9. Participants are to keep their residence clean and orderly.

Phase III – (Life Perseverance Phase)

1. 30 week benchmark with a minimum of 15 weeks. Advancement is determined by your progress and compliance.
2. Attend individual counseling once every three weeks or as prescribed.
3. Attend three prosocial groups or self-help meetings each week, consisting of two prosocial activities and one self-help group.
4. GED or high school diploma.
5. Educational training as recommended.
 - *Parenting course (if children under age 18 are living in the home).
 - *Vocational skills training (as recommended).
 - *Educational skills training (if no H.S. Diploma is held).
 - *Attend Adult Education and take a placement test.
 - * Submit Transcript to Adult Education.
 - *Enroll in H.S. diploma classes.
6. Stay current with drug court and treatment fees.
7. Attend drug court monthly.
8. Means to communicate: All drug court participants regardless of phase shall possess a means of immediate communication (only one cell phone).
9. All drug court participants will provide all members of the drug court staff accurate records of all electronic communication upon request. All devices are subject to search.
10. Meet with the drug court staff weekly.
11. Drug test as directed.

12. Attain at least 40 hours a week of work/community service, or full time education.

*Sustain a drug-free living environment.

*Seek full-time employment or schooling.

*Seek independent housing.

*Work / School / Community Service Requirement – 40 Hours per week.

13. Observe a curfew of 10:00 p.m., unless working or excused.

14. Travel outside of the county is authorized with an approved motion.

15. Participants are to keep their residence clean and orderly.

To advance to Phase IV, a participant must achieve the following:

1. Received drug court staff approval.

2. Attended three self-help and pro-social meetings each week.

3. Regular attendance at treatment as prescribed.

4. Ten consecutive weeks of negative drug tests, including no dilutes, late call ins, or failures to produce.

5. Attained GED/Diploma.

6. Continued living in a drug-free living environment.

7. Completed or enrolled in educational training, as recommended.

8. Continued 40 hours a week of work/community service, or full time education.

9. Phase III packet completed, approved and signed by the trackers, AP&P and counselor. Submitted with your weekly report on Monday the week before the next scheduled drug court date.

Phase IV – (Life Transition Phase)

1. 30 week benchmark with a minimum of 15 weeks. Advancement is determined by your progress and compliance.)

2. Have a written payment plan for all drug court and non-drug court balances.

3. Attend treatment as prescribed:

*Develop a recovery plan

*Participation in a ASAM-PPC recommended treatment (minimum 2 groups)

*ASAM-PPC recommended treatment re-evaluated every 90 days

*Complete parenting course

*Vocational training (as needed)

4. Attend three prosocial groups or self-help meetings each week, consisting of two prosocial activities and one self help group.
5. Be current with drug court fees and current with all other fines. (AP&P, Four Corners, court restitution, and all court obligations and commitments)
6. Attend drug court monthly.
7. Meet with the drug court staff.
8. Drug test as directed.
9. Means to communicate: All drug court participants regardless of phase shall possess a means of immediate communication (only one cell phone).
10. All drug court participants will provide all members of the drug court staff accurate records of all electronic communication upon request. All devices are subject to search.
11. Attain at least 40 hours a week of work/community service, or attend full time education.
12. Complete a service project for a non-profit organization in order to advance to phase five. The project needs to be written up and then approved by the drug staff. The project will be completed on an individual basis. Joint projects will not be approved. Submit the proposal for the project with a motion to the court, so that the entire drug court staff may review your proposal.
13. Observe a curfew of 11:00 p.m., unless working or excused.
14. Travel outside of the county is authorized with an approved motion.
15. Participants are to keep their residence clean and orderly.

Completion of Phase IV will make the participant eligible for drug court transition or drug court commencement. In order to transition or commence a participant must achieve the following:

1. Received drug court staff approval.
2. Current on drug court fee's and current on all fines or follow written payment plan (AP&P, Four Corner's, court restitution, and all court obligations and commitments).
3. Attended three self-help and pro-social meetings each week.
4. Regular attendance at treatment as prescribed by the treatment team.
5. Six months of negative drug tests, including no dilutes,positives tests, missed call ins, or failures to produce.
6. Complete a service project for a non-profit organization in order to advance to phase five. The project needs to be written up and approved by the drug staff. The project will be completed on an individual basis. Joint projects will not be approved. Submit the proposal for the project with a motion to the court, so that the entire drug court staff may review your proposal.
7. Continued living in a drug-free living environment.
8. Continued 40 hours a week of work/community service, or full time education.

9. Recommendation letter from sponsor for transition or commencement.
10. Phase IV packet completed and approved and signed by the trackers, AP&P and counselor. Submitted on Monday with your weekly report one week prior to the next scheduled drug court date.

Phase V (Autonomous Life Initiation)

1. 30 week benchmark with a minimum of 15 weeks. Advancement is determined by your progress and compliance.
2. Check ins with staff and AP&P: You will meet with the drug court staff and with AP&P monthly. You must provide a detailed work schedule to the drug court staff weekly, and you must provide any changes in your work schedule immediately. You cannot leave the county without approval. You must let the drug court staff know when you are leaving the county. You must have a travel permit from AP&P anytime you leave the state. Travel outside of the county is authorized with an approved motion.
3. Call in's and UA's: You are subject to daily random UA's, and will drug test as directed. You will have 30 minutes to produce a urine sample if selected. Complete six months of being sober.
4. Treatment Requirements: As prescribed by treatment team.
5. 12 Step Meeting Attendance: Four meetings a week, combination of prosocial and self-help.
6. Fee's: Your drug court fees must be paid in full in order to commence. Supervision fees must be settled with AP&P. Credit towards your fines must also be submitted through AP&P.
7. Must maintain 40 hours /week.
8. Participants are to keep their residence clean and orderly.

Commencement of Phase V will make the participant eligible for commencement from drug court. To successfully complete, a participant must achieve the following:

1. Received drug court staff approval.
2. Completed phase five in the time designated.
3. Current on drug court fees and all fines (AP&P, Four Corner's, court restitution, and all court obligations and commitments).
4. Attended combination of four self help meetings and or prosocial meetings a week.
5. Regular attendance at treatment as prescribed.
6. Regular attendance at check in's with drug court staff.
7. Six months consecutive negative drug tests, including no dilutes, late call ins, or failures to produce.

8. Must complete community service project and present completion of the project two weeks before commencement.

20. Confidentiality

Federal law requires that your privacy be protected. Four Corners has developed guidelines and procedures, which comply with federal law and protect your confidentiality. You will be asked to sign a release authorizing the drug court staff to receive information about your progress in therapy and treatment. Information about your attendance, drug tests, employment, living conditions, and general progress in the drug court program may be discussed in open court. When you complete drug court, you may ask that your court file be sealed. The drug court staff are not permitted to share information they have about you in social or community settings not associated with your treatment.

21. Community Service and Job Search Records

You will document your community service and job search hours on your weekly tracking sheet.

22. Summary of Drug Court Staff Responsibilities

The drug court staff is responsible to be available for participants to contact on a daily basis. The drug court staff meets with each participant on a weekly basis, attends drug court, act as an emissary of goodwill and positive attitude for the drug court program, completes case management forms, regularly reports drug court participants' progress, meets with the drug court judge prior to drug court sessions, and maintains reasonable accessibility by telephone.

All drug court staff members shall comply with the provisions of Utah Code Ann. sections 67-16-1 et seq., "The Utah Public Officers and Employees Ethics Act." Drug court staff members shall also comply with the Utah Peace Officers Code of Ethics promulgated by Peace Officer Standards and Training.

23. Motion Policy

Motions, regardless of phase, shall be electronically filed with the court. They should be filed no less than **two** days prior to the court date you will present the motion to the court. Motions are reviewed by the drug court staff on a daily basis with recommendations forwarded to the judge as to whether or not the motions should be granted. This takes time and is why we require **48** hours notice. Only the court can grant requests for exemptions.

24. Community Service Project

You are required to complete a community service project to commence ([see form on page 30](#)). The project must benefit the Carbon/Emery County community and be approved by the drug court staff. You will first review your proposed idea for your planned project with your counselor. After receiving approval from your counselor, your community service proposal must be presented to the drug court staff at least four weeks prior to the project date. Your proposal will be submitted through a motion enabling them opportunity to review and approve

your project online. Upon approval you can commence your Community Service Project as planned.

You will prepare an outline for the project, how it will give back to the community, the effect you expect it will have, your part in the project, and your plan to make it a success. The proposal must be typed, neatly placed in a folder with any research, print-outs, plans, show pictures (before/after) of outcome, or any supporting material for the project.

Your presentation must be professional in nature, a minimum of five minutes and presented when all four phases are in attendance at drug court. Rehearsing is recommended. A obviously unplanned presentation will be required to be redone on a different day when further prepared.

25. Conclusion

The Seventh District Drug Court Program in Carbon County is designed to treat drug addicts by engaging them in a personal treatment plan to strengthen their recovery program, restore the addict back to health, and help them achieve total abstinence from illicit, illegal, and legal drugs. The program is designed to promote self-sufficiency and to return them to the community as a productive and responsible citizen. The program is voluntary. The judge and the drug court staff are here to help, but in the end you choose to live drug-free. The drug court staff wants you to succeed.

All drug court policies are subject to change based on the discretion of the drug court team.

26. Appendix

The Participant Handbook and the forms contained herein represent policies of the Seventh District Adult Drug Court programs in Carbon and Emery Counties. Each county has its own unique reporting and day-to-day operations. The appendix is set up by each county, so that they may fulfill their drug court mission.

I: Important Resource List

Carbon County	Emery County
<i>Adult Probation & Parole: 636-2800</i>	<i>Adult Probation & Parole: 381-2143</i>
<i>Child & Family Services: 636-2360</i>	<i>Child & Family Services: 381-4730</i>
<i>Children’s Justice Center: 637-0281</i>	<i>Children’s Justice Center: 637-0281</i>
<i>Dept of Workforce Services: 636-2300</i>	<i>Dept of Workforce Services: 381-6100</i>
<i>District Court: 636 -3400</i>	<i>District Court: 381-5419</i>
<i>Drug Task Force: 636-3176</i>	<i>Drug Task Force: 381-2404</i>

<i>Food bank: 637-9232</i>	<i>Food bank: 381-5410</i>
<i>Four Corners: 637-2358</i>	<i>Four Corners: 381-2432</i>
<i>Health Dept.: 637-3671</i>	<i>Health Dept.: 381-2252</i>
<i>Jail: 637-1621</i>	<i>Jail: 381-5500</i>
<i>Mental Health After Hours Emergency/Crisis: 637-0891</i>	<i>Mental Health After Hours Emergency/Crisis: 381-2404</i>
<i>Prosecutor: 636-3240</i>	<i>Prosecutor: 381-2543</i>
<i>Public Safety Dispatch: 637-0890</i>	<i>Public Safety Dispatch: 381-2404</i>
<i>Sheriff: 636-3251</i>	<i>Sheriff: 381-2404</i>
<i>Trackers: Aaron Powell 650-3740, Angie White 650-3259, Victor Turner 630-4607</i>	<i>Tracker - Shaun Bell: 749-9379</i>
<i>UA Call-in #: 637-0647</i>	<i>UA Call-in #: 381-2111</i>
<i>Vocational Rehabilitation: 636-2822</i>	<i>Vocational Rehabilitation: 636-2820</i>

II. Drug Court Staff:

Carbon County	Emery County
<i>Judge: Douglas B. Thomas</i>	<i>Judge: Douglas B. Thomas</i>
<i>Prosecutor: Jeremiah Humes</i>	<i>Prosecutor: Brent Langston</i>
<i>Defense Attorney: Don Torgerson</i>	<i>Defense Attorney: Mckette Allred</i>
<i>Drug Court Coordinator: Kara Cunningham</i>	<i>Drug Court Coordinator: Jennifer Thomas</i>

<i>Treatment Provider: Four Corners Community Behavioral Health</i>	<i>Treatment Provider: Four Corners Community Behavioral Health</i>
<i>AP&P Agent: Joseph F. Tryon</i>	<i>AP&P Agent: James Weaver</i>
<i>Trackers: Aaron Powell, Angie White, Victor Turner.</i>	<i>Trackers: Shawn Bell</i>

Emery County Supplement

1. Urinalysis Procedures for Emery County participants (supplements page nine of this manual):
 - Do not call the Sheriff's office to UA during visiting hours which are Tuesdays and Thursday between the hours of 7pm & 9pm and Sundays between 1pm and 5pm.
 - All female drug court participants must UA between the hours of 8:30am and 4pm Monday through Friday and between 8am & 10am on Saturday and Sunday.
 - You must appear at the jail and give your UA sample within one hour of being told to UA.
 - Please be aware of the times that you may UA, failure to do so may result in sanctions.

**Seventh District Adult Drug Court
Participant Agreement**

Please review this document carefully and sign your initials next to each of the following paragraphs.

1. _____ I have read each paragraph of the foregoing Seventh District Adult Drug Court Participant Handbook and Policy Manual.

2. _____ I understand that participation in the Seventh District Adult Drug Court is entirely voluntary.

4. _____ I understand that my failure to appear at a hearing without prior approval of the court will result in the court issuing a bench warrant.

5. _____ I understand and agree that by participating in the drug court I am waiving or limiting a number of constitutionally guaranteed rights. I understand and agree that I will be subject to searches of my person, residence, vehicle and effects, including electronic devices. I understand that my advanced notice of any allegation of a violation of drug court rules will be limited, however, I also understand and agree that I have the right to be represented by an attorney and that I will have the opportunity to respond to allegations against me.

6. _____ I understand that if I violated any of the requirements contained in the handbook and policy manual that I may be sanctioned which may include, but are not limited to: incarceration in jail, imposition of a fine, community service hours, additional individual counseling, additional self-help meetings, in-patient treatment, written assignments, bench warrant, demotion in Phases, dismissal from the program, or any other sanction the court deems appropriate.

7. _____ I agree to keep the drug court staff advised of my current address and telephone number at all times during my involvement with the drug court program. I understand that it is my responsibility to maintain regular contact with the drug court staff.

8. _____ I hereby authorize and consent to the release of diagnostic and treatment information to my attorney, the local county attorney, AP&P and the court, including drug test results. I agree to sign any releases necessary to release my health information from mental health counselors, substance abuse counselors, or health care providers. I understand that at drug court staffing my case will be discussed by all members of the drug court team.

9. _____ I understand that I will hear confidential information during the drug court session and that this information is not to be discussed with non-drug court members or others.
10. _____ I understand and agree that if I am unsuccessfully discharged or quit the drug court program, I will thereafter be incarcerated as determined by the court.
11. _____ I voluntarily agree to participate in and successfully complete the drug court program offered through the Seventh District Court and agree to comply with the terms and conditions of the program, as set out in the Participant Handbook and Policy Manual which are attached to this Agreement and are a part of the Agreement. I understand that the Seventh District Adult Drug Court reserves the right to add or change any policies listed above at any time to benefit the program
13. _____ I have reviewed this document and understand and know that I can review the agreement with my counsel before signing the document. I am voluntarily and knowingly signing the document due to my desire to participate in the drug court program.

Participant Signature: _____ Date: _____

Defense Attorney: _____ Date: _____

ORDER

The court finds that the defendant has knowingly executed this Agreement, and accepts the defendant into the Seventh District Adult Drug Court Program and orders the defendant to comply with the terms of this Agreement.

Dated _____, 20__.

By the court:

District Court Judge

Revised 06/28/2016

Weekly Drug Court Report
(This form is required to be with you at court)

Name: Address: Cell #: Facebook account: Email: Employer/shift/wage:	Drug court start date: Total # of weeks in program: Current phase: Next court appearance:
---	--

Phase advancement history

Phase	Started:	Completed:	# wks	Incentives earned:	# sanctions
1					
2					
3					
4					
5					

Notes for eligibility on requesting next phase up packet

--

Payments - (Receive additional incentives for cumulative fine payments presented before phasing up/commencement)

Original Debt/amount	Date/amount last receipt	Balance	Current (Y / N)
Fine:			
AP&P:			
Treatment:			

Daily call in and UA history

1. Describe/date any late or insufficient samples.	2. Describe and date any missed check in.	3. Describe/date your last illicit and or prescription use.	4. Record number of years/months/week /days of your sobriety.
--	---	---	---

Honesty towards your substance abuse is reflected here

1.
2.
3.
4.

Record your 40 hour weekly accumulation of:

1. Work/Job Search	2. Community Service	3. Prosocial meetings
--------------------	----------------------	-----------------------

Include location and the total number of hours

1.
2.
3.

Treatment/Pro Socials/Self Help/AA or NA

Date/Class/Program/Type/Group:	Attendance/Assignments current:	Counselor/Instructor Signature:

Incentives/Sanctions

Record what incentives you will request at your next drug court appearance:	Document any pending violation/assignment here that will be reviewed at drug court:
# of weeks without a sanction:	# of consecutive weeks being 100% compliant:

Results/status of motions I submitted this week and or plan to submit NLT 48 hrs before court:

Date/Time motion submitted to court ____ / ____ / ____ @ _____. Brief description/purpose of motion:

I affirm that all of the above questions have been answered truthfully.

Date/Signature of participant

Signature Drug Court Coordinator

Four Corners Fee Reduction Request Form

Applicant & Family size (# =)	Household Monthly Budget	\$ Amount
1. Applicant name:	Wages 1(gross-income taxes)	
2. Family member:	Wages 1(gross-income taxes)	
3. Family member:	Workforce Services	
4. Family member:	Unemployment	
5. Family member:	Pell Grant/scholarships	
6. Family member:	Other income resources: _____	
7. Family member:	Total Income	\$

(Household monthly budget must be completed in order to apply for a reduction in fees.)

Monthly Expenses

Expense Name	A: \$ amount	Expense Name	B: \$ amount	Expense Name	C: \$ amount
1. Mortgage/rent (portion you pay)		10. Cable/Satellite TV		19. Entertainment	
2. Car/lease payment		11. Internet/cell phone		20. Gifts	
3. Loan payment - list type: _____		12. Food, dining out, groceries (portion you pay)		21. Clothing	
4. Insurance - auto		13. Gasoline		22. Other	
5. Insurance - homeowner's		14. Pet supplies		23. Other	
6. Child support		15. Schooling/you		24. Other	
7. Childcare		16. Schooling/dependents		25. Other	
8. Electric/Gas		17. Medical/health care		26. Other	
9. Telephone		18. Personal care		27. Other	
Total Column A =		Total Column B =		Total Column C =	

Total of column A + B + C = \$ _____. Balance available is your income minus expenses \$ _____.

For Office Use Only		
Fee based on income:	Program Director recommended fee:	Fee Reduction Committee approved fee:
Level I SA \$ _____ per visit	Level I SA \$ _____ per visit	Level I SA \$ _____ per visit
Level II SA \$ _____ per week	Level II SA \$ _____ per week	Level II SA \$ _____ per week
DC \$ _____ per week	DC \$ _____ per week	DC \$ _____ per week
Level II SA \$ _____ per week	Level II SA \$ _____ per week	Level II SA \$ _____ per week

All requests will be reviewed by Program Director or designee and then forwarded to the fee reduction committee for approval. All approved fee reductions are subject to change when income changes.

Client signature _____ Date: ____/____/____

Program Director/Designee _____ Date: ____/____/____

Feed Reduction Committee _____ Date: ____/____/____

If you have other information that you would like the fee reduction committee to consider please write your comments below:

SEVENTH DISTRICT ADULT DRUG COURT
Community Service Project
Presentation Instruction and Requirements

PART I: The planning and proposal.

1. Your community service proposal must be presented to the drug court staff at least four weeks prior to the project date.
2. You must prepare your proposal outlining the project, how it will give back to the community, the effect you expect it will have, your part in the project, and your plan to make it a success. The proposal must be typed, neatly placed in a folder with any research, print-outs, plans, or any supporting material for your project.
3. Your community service project must be approved in staffing.

PART II: Completion of community service project

4. Upon approval you can commence your community service project as planned and or amended.

PART III: Community Service project presentation

5. Your community service project presentation is required to be a minimum of five minutes and must be presented first to your counselor. The presentation **MUST** be professional, rehearsing is recommended. A obviously unplanned presentation will be required to be redone on a different day when further prepared. Thereafter upon staff approval your project will be presented when all four phase are in attendance at drug court.
6. You must prepare your presentation outlining the project, reporting on the outcome and results. The presentation must be professional in nature, If applicable, show before and after pictures of the project outcome. Any read material must be typed, neatly placed in a folder with any research, print-outs, plans, or any supporting material for your project you attained in the proposal phase and any documents, pictures, or any things else attained as a result of your project.

Sanction Matrix, levels of graduated responses

(These are guidelines only, they do not create any right or expectation on behalf of the participant)

Level 1	Level 2	Level 3
Community Service up to 15 hrs	Advancement frozen	Com. Service greater than 30 hrs
Court Staffing	Community Service up to 30 hrs	Hold for drug court
Curfew Reduction 1-3 hrs	Double hrs (work, CS, education)	Incarceration
Letter of Apology	House arrest/GPS monitor	Medical /Medication
Make up hrs (work, CS, education)	Increased supervision/structure	Missed appointment fee \$50
Make up hrs (Group, Social)	Planner/meet with case manager	Pay for confirmation tests
Make up payments	Provide \$25 drug court incentive	Provide \$50-100 in incentives
Writing Assignment	Restart phase level	Reduction to lower phase
Provide a monetary drug court incentive		Termination

Sanction Matrix, violations

Phase Level	Violations <i>(listed alphabetically)</i>	1st	2 nd	3 rd
All	Absconding, failure to report	3	3	3
1,2,3	Association	2	2	3
4,5	Association	2	3	3
All	Conduct – New Felony or Misdemeanor Person Crime including DUI	3	3	3
All	Conduct – New Felony or Misdemeanor Non-Person Crime	2	3	3
All	Conduct – Public Safety Threat, Assaultive behavior	3	3	3
1,2,3	Curfew	1	1	2
4,5	Curfew	1	2	3
All	Disrespect	1	2	3
All	Financial Obligations – Court fine, supervision, treatment	1	1	2
1,2,3	Hours (short) – Community Service, Education, Work	1	2	3
4,5	Hours (short)– Community Service, Education, Work	1	2	3

All	Hours (short)- 12 Steps, AA/NA, Pro-Social	1	1	1
All	Honesty – Drug screening tests, lying behavior	1	2	3
All	Missed – Call in, weekly reporting	1	1	2
All	Missed – Group counseling	1	1	2
All	Missed - Individual counseling	3	3	3
All	Releasing information about participants	1	2	3
All	Sexual Harassment	2	3	3
All	Substances – Positive test result, failure to produce	2	3	3
All	Urine sample - Contested	3	3	3
All	Urine sample – Diluting, Tampering	3	3	3
All	Urine sample – Insufficient (less than 70 ml) and or late submission	1	1	2

Incentive Matrix, reward levels

(These are guidelines only, they do not create any right or expectation on behalf of the participant)

Level 1	Level 2	Level 3
Two day program reduction	Four day program reduction	1-32 day program reduction
1-12 hour special event and or travel pass (Court/Movie/Wedding/Etc.)	1-2 day special event and or travel pass	3-5 day special event and or travel pass
One hour curfew advancement	Two - three hour curfew advancement	No curfew
\$50 fine credit	\$100 fine credit	\$150 plus fine credit
Eligible to file motions	Approval for family association	402 Motion to Reduce charges
		Selection as drug court mentor
		Approval non-family association

Phase Level	Positive compliant behavior	1	2	3
1-2	Court report of all clean UA's since last appearance	Yes	-	-

3-5	Court report of all clean UA's since last appearance	Yes	Yes	-
All	Court report of all clean UA's throughout entire phase	Yes	Yes	Yes
1-2	Court report of 100% treatment/meeting attendance	Yes	-	-
3-5	Court report of 100% treatment/meeting attendance	Yes	Yes	-
All	Court report of 100% treatment/meeting attendance throughout entire phase	Yes	Yes	Yes
1-2	Court report of 100% self help meeting attendance	Yes	-	-
3-5	Court report of 100% self help meeting attendance	Yes	Yes	-
All	Court report of 100% self help meeting attendance throughout entire phase	Yes	Yes	Yes
1-2	Court report of being current on drug court fees,court fines, supervision fees	Yes	-	-
3-5	Court report of being current on drug court fees, court fines, supervision fees	Yes	Yes	-
All	Court report being current on drug court fees/fines throughout entire phase	Yes	Yes	Yes
1-2	Court report 40 hour completion of work/school/cs hours	Yes	-	-
3-5	Court report 40 hour completion of work/school/cs hours	Yes	Yes	-
All	Court report 40 hour completion of work/school/cs hours for entire phase	Yes	Yes	Yes
All	Education advancement or achievement diploma/certificate/license	Yes	Yes	Yes
All	Obtaining employment and or receiving a job promotion	Yes	Yes	Yes
All	Milestones of 60, 120, 180, 240, 300, 365+ days clean	Yes	Yes	Yes
All	Paying off a large court debt such as restitution, Public Defender fee	-	-	Yes
1	Fine credit up to \$50	Yes	-	-
2	Fine credit up to \$100	-	Yes	-
3-5	Fine credit \$150 plus	-	-	Yes
All	Treatment class completion, up to an additional \$50 credit towards fine	Yes	Yes	Yes
3-5	Approval for family association	-	Yes	-
5	Approval for drug court mentor	-	-	Yes
4-5	Approval for non-family association	-	-	Yes
1-2	Curfew advancement	Yes	-	-
3-5	Curfew advancement	-	Yes	Yes

SEVENTH DISTRICT ADULT DRUG COURT, PHASE TWO REQUEST

Today's Date: ____/____/____.
 Name: { }
 Date of entry into drug court: ____/____/____.
 Counselor: { }
 Tracker: { }
 Probation Officer: { }
 Present phase: Phase One, start date of ____/____/____.
 Number of weeks/months you have been in drug court _____.
 Phase Two Start date: ____/____/____

Phase One length is 30 weeks or through incentives a minimum of 15 weeks. Number of weeks you have been in this phase: { }

ADVANCEMENT CRITERIA

	Targeted behaviors	Yes	No	Incentive Approval
1.	Recommended by therapist and/or counselor for advancement.			
2.	Recommended by Drug Court Trackers for advancement.			
3.	Current on drug court fees and other court ordered obligations.			
4.	Completed order in rolled in level two or level one treatment.			
5.	Attended individual therapy as recommended.			
6.	Ten consecutive weeks of negative drug tests.			
7.	Continued 40 hours a week of work – community service – self help.			
8.	Attended meetings and pro social events as required.			
9.	Enrolled in adult education or GED preparation course.			
10.	Obtained drug-free living environment.			
11.	Completed educational training as recommend.			

I have attained { } positive drug screens and or failure to produce since my acceptance into the court.

Sanctions I received in phase one were: { }

Incentives/number of days off program, I will be requesting at advancement will be: { }

Fine credit you have earned during this phase that you would like the court to consider granting credit for include the following dates/receipts: { }

Fine credit you have earned during this phase that you would like the court to consider granting credit for include the following dates/receipts: { }

Additional incentives I would like the court to consider are: { }

FIVE AND FIVE ASSIGNMENT

List five reasons that make you eligible to advance in the Seventh District Adult Drug Court Program (SDADCP). Do not list requirements of the program as your five reasons! Take this opportunity to think about your personal progress and growth that exceeds above and beyond the basic requirements of the program.

Five reasons that make me eligible to advance are:

- 1. { }
- 2. { }
- 3. { }
- 4. { }
- 5. { }

List five things you have learned in treatment that support and make you eligible for advancement in SDADCP.

Five things I have learned in treatment:

- 1. { }
- 2. { }
- 3. { }
- 4. { }
- 5. { }

SCENARIO

Think of a scenario that has likelihood of occurring sometime in the future of your recovery. Describe an action taken that will assist you in preventing a possible relapse or other negative consequence in your recovery.

Scenario: { }

Action taken: { }

PERSONAL RECOVERY PLANNING

There are many ways to maintain a healthy lifestyle, free of self-defeating addictive behavior. Your recovery plan will be your creation, not exactly like anyone else's. It won't be a finished product when you're done, but it will give you a method to fall back on when things get difficult and confusing. You may have tried on one or more occasions to cut back or abstain from addictive behavior and discovered that some things work and some things do not. Please draw on that experience as you work through this exercise.

1. When you think about recovery, what do you want to accomplish? Beyond abstinence, some goals may include self respect and dignity, peace of mind, healthy relationships, improved health, career progress, and improved finances. Please list the three things most important to you?

- a. { }

- b. { }
- c. { }

2. For each goal, how would a return to your addiction affect your chances of success?

- a. { }
- b. { }
- c. { }

3. For each goal, what successful result will show that you've achieved that desired outcome?

- a. { }
- b. { }
- c. { }

4. For each goal, what specific warning signs will tell you if you're getting off track?

- a. { }
- b. { }
- c. { }

5. Success in staying in recovery has positive and negative parts: Finding *things to do* that help you remain abstinent, and finding *things not to do* because they may lead to relapse. Drawing on all you have learned and the experiences of others, please fill out the following:

A. Recovery activities

- 1. What individual and/or group treatment sessions will I attend each week? When and where? { }
- 2. What support group meeting(s) will I attend during the week? When and where? { }
- 3. When, where, and for how long will I meet with my sponsor each week? { }

B. Creating a daily structure and routine?

- 1. What things will I do as part of my routine each day, and when will I do them? { }
- 2. Each Week? { }
- 3. Each Month? { }

C. Basic self care. Living compulsively, we often neglect the basics (e.g., proper nutrition, health care, adequate rest, and exercise). Building these into your life will help you cope with stress. What can you do in each of these areas to take care of yourself?

- 1. Proper nutrition: { }
- 2. Medical care: { }
- 3. Rest: { }
- 4. Exercise/physical activity: { }

D. Relationships and support systems. Relationships with loved ones and friends can have a tremendous effect on recovery, either helping or hurting. You'll need to analyze past and current relationships and keep some, end some, and develop some new ones.

1. **Old relationships.** What relationships are likely to support your recovery, and what will you do to strengthen them? { } What relationships will probably undermine your efforts, and how will you end or distance them? { }

2. **New relationships.** Where can you meet people to start some new, healthy, supportive relationships, and how will you go about finding them? { }

3. **How you can get support from relationships.** Please list some people with whom you can talk when you feel troubled, confused, or discouraged, and write about how you will approach each of them to ask for this support:

Name: { } How I will ask for support: { }
Name: { } How I will ask for support: { }
Name: { } How I will ask for support: { }
Name: { } How I will ask for support: { }

E. **Spirituality.** Whether or not you're religious, recovery involves making changes in your values; people who include spiritual resources in recovery are usually more successful.

1. How will I address this component of my recovery?
2. What questions do I have about this, and whom can I ask for assistance?

F. **Work.** Your job can be a major source of satisfaction, self-esteem, security, and sometimes great stress. Recovering people are prone to workaholism and burnout, either because we want to make up for lost time or because we aren't used to moderation.

1. What will do to keep my work within healthy, moderate limits? { }
2. What will I do if something about my work is posing a risk to my recovery? { }
3. How do I plan on dealing with stress related to work? { }

G. **Legal issues.** Dealing with the legal consequences of addictions is important to be a responsible person, to reduce long term stress, and to gain self-respect. What am I doing to get any unfinished legal matters settled? { }

H. **Finances.** This is another part of life with great impact on self esteem and stress levels. Many newly recovering people are intimidated by financial problems when they get clean and sober, but with steady effort they can clear the difficulties up faster than expected.

1. What financial problems do I have and what am I doing to resolve them? { }
2. What is my long term plan for financial stability? { }

I. **Recreation.** Early recovery is a time to start having healthy fun with activities you have enjoyed in the past or with new activities to help you cope with stress and enjoy life.

1. What old healthy recreational activities will I take up again? { }
2. What new activities will I try and or am I interested in learning more about? { }
3. What steps will I take to incorporate this into my weekly schedule? { }

Other areas of life.

1. What other things do I see that I should focus on? { }
2. What is one step I can take today to make progress on one of these issues? { }

Crisis management. Your plan must include steps to handle crises. Please list things you'll do to handle an unexpected (or expected) crisis without relapsing into addictive behavior. { }

PHASE 1 ANALYSIS FOR ADVANCEMENT INTO PHASE 2

1. How do you feel (self-esteem, mentally, spiritually and physically) compared to pre-acceptance into Drug Court? { }
2. How well did you transition into the court from your old life style? { }

- a. What aspects of the court were easy transitions and why? { }
 - b. What aspects of the court were difficult to transition into, why do you think they were difficult, and how could we change it to make it easier? { }
3. What aspects of the SDADCP helped you the most in this phase? { }
 4. What aspects of the SDADCP did you not like and what do you feel had no influence in your recovery? { }
 5. What incentives and sanctions help you the most and why? { }
 6. What incentives and sanctions did not help you and why? { }
 7. What do you feel we could add or do differently in the drug court to make it better? { }
 8. How effective was the staff in informing you as to what was required, and how did they do in helping you make the requirements? { }
 9. Did the staff make you feel like part of our team, and do you feel all staff members are caring towards your individual needs? { }
 10. Was it difficult to communicate with any of the staff members over the phone, making appointments, and answering your questions? { }
 11. Any other additional comments or ideas? { }

PHASE TWO

LENGTH: 30 week, a minimum of 15 weeks through earned incentives.

REQUIREMENTS:

1. Attend individual counseling as recommended.
2. Attend group treatment as recommended.
3. Attend educational training as recommended.
4. Be current with drug court fees and other court ordered obligations.
5. Attend SDADCP bi-weekly.
6. Check in with trackers weekly.
7. Submit to random urinalysis test each week.
8. Adhere to curfew of 9 PM or 2100.
9. Attain at least 40 hours a week of work and/or community service, or attend full-time education.
10. Obtain GED or diploma.
11. Attend three meetings or prosocial activities per week.
12. Maintain drug-free living arrangement.

SEVENTH DISTRICT ADULT FELONY DRUG COURT PHASE 3 REQUEST

Date: { }
 Name: { }
 Date of entry into drug court: { }
 Counselor: { }
 Tracker: { }
 Probation Officer: { }
 Present phase: Phase 2, start date of { }
 Projected phase 3 advancement date: { }
 Number of weeks/months you have been in drug court: { }

Phase two length is 30 weeks or through incentives a minimum of 15 weeks. Number of weeks you have been in this phase: { }

ADVANCEMENT CRITERIA

	Targeted behaviors	Yes	No	Incentive Approval
1.	Recommended by therapist and/or counselor for advancement.			
2.	Recommended by Drug Court Trackers for advancement.			
3.	Current on drug court fees and other court ordered obligations.			
4.	Completed order in rolled in level two or level one treatment.			
5.	Attended individual therapy as recommended.			
6.	Ten consecutive weeks of negative drug test.			
7.	Continued 40 hours a week of work – community service.			
8.	Attended meetings and pro social events as required.			
9.	Enrolled in adult education or GED preparation course.			
10.	Obtained drug-free living environment.			
11.	Completed educational training as recommend.			

I have attained { } positive drug screens and or failure to produce since my acceptance into the court.

Sanctions I have earned in phase 2: { }

Incentives/number of days off program, I will be requesting at advancement will be: { }

Fine credit you have earned during this phase that you would like the court to consider granting credit for include the following dates/receipts: { }

FIVE AND FIVE ASSIGNMENT

List five reasons that make you eligible to advance in the Seventh District Adult Drug Court Program (SDADCP). Do not list requirements of the program as your five reasons! Take this opportunity to think about your personal progress and growth that exceeds above and beyond the basic requirements of the program.

Five reasons that make me eligible to advance are:

1. { }
2. { }
3. { }
4. { }
5. { }

List five things you have learned in treatment that support and make you eligible for advancement in SDADCP.

Five things I have learned in treatment:

1. { }
2. { }
3. { }
4. { }
5. { }

SCENARIO

Think of a scenario that has likelihood of occurring sometime in the future of your recovery. Describe an action taken that will assist you in preventing a possible relapse or other negative consequence in your recovery.

Scenario: { }

Action taken: { }

BALANCING RECOVERY, FAMILY, AND WORK

One of the most important parts of recovery is balance in our lives. Three of the most important parts of our lives are (1) recovery activities, (2) family life, and (3) work life. We may find them in conflict, and by trying to do all we feel we should in one area we may neglect the others. This may make balance hard to achieve. Why is balance so difficult? Well, one key characteristic of an addictive lifestyle is lack of balance. In other words, in anything we do, we tend to either go overboard or fail to do enough.

1. What are some ways in which you went overboard and did too much in your life before you began your recovery? { }

2. What are some aspects of your life that you neglected before recovery doing too little? { }

3. We often go to extremes in recovery programs too, especially in early sobriety. If you have seen this in your life, what tells you you're going overboard? { }

4. Since we may have neglected our families, we may go overboard with them too. This can cause problems they've gotten used to getting along without much help from us, and now we feel they are shutting us out. On the other hand, our families may feel we continue to neglect them to spend time with our newfound friends and activities in recovery. There may be some truth to this, as some of us get so absorbed in rebuilding our lives at work and in our recovery programs that we still have trouble finding time for our families. If things have gone either way with your family life, please describe how it's out of balance. { }

5. With work, too, it's easy to get carried away. We want to repair our reputations, and we may also fall into workaholism, a pattern in which we lose ourselves in work the way we used to lose ourselves in drinking, drugging, or other addictions, as a way to numb ourselves. If this happens, we may find we feel we need to put so much into work we resent the demands of both our families and our recovery programs. If you see signs of workaholism in your life, what has happened to make you suspect you are working too much? { }

6. Our families are among those who know us best, but they may be too emotionally involved to see clearly how we are doing. The more they understand about what we are doing, the more helpful their feedback will be and the more likely they are to be supportive. How well does your family understand your addiction and your recovery? What parts don't they understand? { }

7. How could they be more helpful to you if they understood more about what you were doing? { }

8. We may see that our family members could benefit from a support group such as Al-Anon or Ala-Teen. However, they might feel they've been doing a better job of dealing with life than we have, and resent us to tell them what they need to do. Often, our families stay angry or mistrustful of us for a long time after we begin recovery, and they may be skeptical about any aspect of that recovery including 12 Step groups. It's best not to be pushy. Here are ways many people have help family and friends understand their recovery programs.

- A. Ask them to come to meetings with you and explain that you need their help to recover.
- B. Introduce them to friends from the program, especially your sponsor.
- C. Take them to program social functions.
- D. Leave program literature where they can find it and read it.
- E. Tell them about meetings.
- F. Introduce them to family members of other members of the program.

If for a while they don't seem to understand, believe, or appreciate the change in you, be patient. List here some people who might be able to help you in helping your family and friends to understand your 12 Step program. { }

9. Regarding work, this may be easier than you think. Most people with addictions are excellent workers when they are clean and sober, and often find they expect more of themselves than anyone else would ask of them. The chances are that your supervisor already knows about your problem, or at least knows you had some serious problem affecting your work. If you explain what you are doing now to overcome the problem, your supervisor may be supportive, and you might not have to push as hard as you think to regain your good standing on the job, as long as you follow through. List some people Who can help you prepare to talk with your supervisor about your recovery and what you need to do to take care of yourself. { }

Remember, even people who aren't newly recovering from addiction have trouble balancing work, family, and self-care in today's world. The fact that you're having difficulty with this doesn't mean you're doing it wrong, it just means that you're human.

Be sure to bring this handout back to your next therapy session, and be prepared to talk about your thoughts and feelings about the exercise.

DRUG/ALCOHOL AND FINANCES ASSIGNMENT

1. List all of the drugs you have abused (illegal, prescriptions, over the counter, alcohol, etc.) { }
2. Which is/are your drug(s) of choice? (choose up to three) { }
3. At what age did you become addicted to your drug(s) of choice? { }
4. How much of this drug(s) do you need to achieve the feeling you want? { }
5. What is/are the cost of this/these drug(s) on the street? { }
6. How much does it cost you to get high? { }
7. How often did you get high before entering SDADCP? (Per day or week) { }
8. Write down the total number of years you have used any substance. { }
9. Write down how often you got high during this time period (e.g. once per week, every day, etc.) { }
10. Estimate the cost of your total lifetime of drug usage. { }

PHASE 2 ANALYSIS FOR ADVANCEMENT INTO PHASE 3

1. How was this phase different for you? { }
2. How do you feel now (self-esteem, mentally, spiritually and physically) compared to your defenseman in Phase 2? { }
3. What aspects of the SDADCP helped you the most in this phase? { }
4. What aspects of the SDADCP did you not like and what do you feel had no influence in your recovery? { }
5. What incentives and sanctions help you the most and why? { }
6. What incentives and sanctions did not help you and why? { }
7. What do you feel we could add or do differently in the drug court to make it better? { }
8. How effective was the staff in informing you as to what was required, and how did they do in helping you make the requirements? { }

9. Did the staff make you feel like part of our team, and do you feel all staff members are caring towards your individual needs? { }

10. Was it difficult to communicate with any of the staff members over the phone, making appointments, and answering your questions? { }

11. Any other additional comments or ideas? { }

PHASE 3

LENGTH: Minimum 15 weeks.

REQUIREMENTS:

1. Attend individual counseling as recommended.
2. Attend group treatment as recommended.
3. Attend educational training as recommended.
4. Be current with drug court fees and other court ordered obligations.
5. Attend SDADCP bi-weekly.
6. Check in with trackers weekly.
7. Submit to random urinalysis test each week.
8. Adhere to curfew of 10 PM or 2200.
9. Attain at least 40 hours a week of work and/or community service, or attend full-time education.
10. Obtain GED or diploma.
11. Attend three meetings or prosocial activities per week.
12. Maintain drug-free living arrangement.

SEVENTH DISTRICT ADULT DRUG COURT PHASE 4 REQUEST

Date: { }
 Name: { }
 Date of entry into drug court: { }
 Counselor: { }
 Tracker: { }
 Probation Officer: { }
 Present phase: Phase 3, start date of { }.
 Projected phase 4 start date: { }
 Length of time in drug court, weeks/months: { }

Phase four length is 30 weeks or through incentives a minimum of 15 weeks. Number of weeks you have been in this phase: { }

ADVANCEMENT CRITERIA

	Targeted behaviors	Yes	No	Incentive Approval
1.	Recommended by therapist and/or counselor for advancement.			
2.	Recommended by Drug Court Trackers for advancement.			
3.	Current on drug court fees and other court ordered obligations			
4.	Completed order in rolled in level two or level one treatment.			
5.	Attended individual therapy as recommended.			
6.	Ten consecutive weeks of negative drug test.			
7.	Continued 40 hours a week of work – community service.			
8.	Attended meetings and pro social events as required.			
9.	Enrolled in adult education or GED preparation course.			
10.	Obtained drug-free living environment.			
11.	Completed educational training as recommend.			

I have attained { } positive drug screens and or failure to produce since my acceptance into the court.

Sanctions I have earned in phase 3: { }

Incentives/number of days off program, I will be requesting at advancement will be: { }

Fine credit you have earned during this phase that you would like the court to consider granting credit for include the following dates/receipts: { }

FIVE AND FIVE ASSIGNMENT

List five reasons that make you eligible to advance in the Seventh District Adult Drug Court Program (SDADCP). Do not list requirements of the program as your five reasons! Take this opportunity to think about your personal progress and growth that exceeds above and beyond the basic requirements of the program.

Five reasons that make me eligible to advance are:

1. { }
2. { }
3. { }
4. { }
5. { }

List five things you have learned in treatment that support and make you eligible for advancement in SDADCP.

Five things I have learned in treatment:

1. { }
2. { }
3. { }
4. { }
5. { }

SCENARIO

Think of a scenario that has likelihood of occurring sometime in the future of your recovery. Describe an action taken that will assist you in preventing a possible relapse or other negative consequence in your recovery.

Scenario: { }

Action taken: { }

CONSEQUENCES OF CONTINUING ADDICTIVE LIFESTYLES

This assignment will help you see more clearly what your limits are when it comes to suffering negative consequences of substance abuse or other addictive behaviors. Once you finish this, it will be helpful to talk about it with your therapist and or your program sponsor.

1. Have you ever made a "Yet List" before, or heard of the idea? A "Yet List" is simply a list of negative consequences of addiction that we know could happen, but which we have not experienced yet. How can a list like this be useful? { }

2. As you may have heard or figured out, a "Yet List" is used to define your personal definition of being out of control. This is a list of experiences you feel would show you that you needed to quit drinking, using, or practicing other addictive behaviors. First, if you truly believe your behavior was out of control, would you quit? Why or why not? { }

3. Now to make your list. Write down all the negative consequences of drinking, using other drugs, or practicing other addictive behaviors that you can think of, which you have never experienced. If you have a group to work with, you can have everyone brainstorm and make a shared list.

Now look at the list. If there are experiences you simply escaped through luck for example not being caught driving while impaired, what are they? { }

4. What experiences have you never risked (for example if you never drive while impaired, you've never been in danger of arrest for driving under the influence)? { }

5. Which experiences from your list that haven't happened yet would you consider to be definite evidence that your behavior wasn't safe or out of control, and why? { }

6. The experiences you listed for question five are your "Yet List". They've happen to others but haven't happened to you yet. Since you've decided these events would mean your behavior was out of control, what will you do if one of them does happen? { }

7. If you truly feel that the items on your list are unacceptable and would mean you had to quit drinking, using, gambling, or practicing some other compulsive behavior, how do you plan to quit if one of these things does happen as a result of your actions? { }

8. If you are willing to make a formal commitment to follow through on the decision you wrote about in question seven, how can you get started and how can others help you? { }

9. Review your responses to questions five and seven. Describe the potential benefits of working to address behavior to prevent those negatives from happening altogether (not waiting for the negatives before getting started). { }

10. Who can help you with this? It is a good idea to talk to them ahead of time, now while you're calm and rational, and explain what you were asking them to do for you. We suggest specifically asking them how they would feel if you came to them for help. Use this space to record who you will ask for this help, Wayne, and how. { }

Be sure to bring this handout back to your next therapy session, and be prepared to talk about your thoughts and feelings about the exercise.

PHASE 3 ANALYSIS FOR ADVANCEMENT INTO PHASE 4

1. How was this phase different for you? { }

2. How do you feel now (self-esteem, mentally, spiritually and physically) compared to your defenseman in Phase 2? { }

3. What aspects of the SDADCP helped you the most in this phase? { }

4. What aspects of the SDADCP did you not like and what do you feel had no influence in your recovery? { }

5. What incentives and sanctions help you the most and why? { }

6. What incentives and sanctions did not help you and why? { }

7. What do you feel we could add or do differently in the drug court to make it better? { }
8. How effective was the staff in informing you as to what was required, and how did they do in helping you make the requirements? { }
9. Did the staff make you feel like part of our team, and do you feel all staff members are caring towards your individual needs? { }
10. Was it difficult to communicate with any of the staff members over the phone, making appointments, and answering your questions? { }
11. Any other additional comments or ideas? { }

PHASE 4

LENGTH: Minimum 15 weeks.

REQUIREMENTS:

1. Attend individual counseling as recommended.
2. Attend group treatment as recommended.
3. Attend educational training as recommended.
4. Be current with drug court fees and other court ordered obligations.
5. Attend SDADCP monthly.
6. Check in with trackers weekly.
7. Submit to random urinalysis test each week.
8. Adhere to curfew of 11 PM or 2300.
9. Attain at least 40 hours a week of work and/or community service, or attend full-time education.
10. Obtain GED or diploma.
11. Attend three meetings or prosocial activities per week.
12. Maintain drug-free living arrangement.

SEVENTH DISTRICT ADULT DRUG COURT PHASE 5 REQUEST

Date: { }
 Name: { }
 Date of entry into drug court: { }
 Counselor: { }
 Tracker: { }
 Probation Officer: { }
 Present phase: Phase 4, start date of { }
 Project phase 5 start date: { }
 Length of time in drug court, weeks/month: { }

Phase five length is 30 weeks or through incentives a minimum of 15 weeks. Number of weeks you have been in this phase: { }

ADVANCEMENT CRITERIA

	Targeted behaviors	Yes	No	Incentive Approval
1.	Recommended by therapist and/or counselor for advancement.			
2.	Recommended by Drug Court Trackers for advancement.			
3.	Current on drug court fees and other court ordered obligations.			
4.	Completed order in rolled in level two or level one treatment.			
5.	Attended individual therapy as recommended.			
6.	Ten consecutive weeks of negative drug test.			
7.	Continued 40 hours a week of work, community service.			
8.	Attended meetings and pro social events as required.			
9.	Enrolled in adult education or GED preparation course.			
10.	Obtained drug-free living environment.			
11.	Completed educational training as recommend.			

I have attained { } positive drug screens and or failure to produce since my acceptance into the court.

Sanctions I have earned in phase 4: { }

Incentives/number of days off program, I will be requesting at advancement will be: { }

Fine credit you have earned during this phase that you would like the court to consider granting credit for include the following dates/receipts: { }

FIVE AND FIVE ASSIGNMENT

List five reasons that make you eligible to advance in the Seventh District Adult Drug Court Program (SDADCP). Do not list requirements of the program as your five reasons! Take this opportunity to think about your personal progress and growth that exceeds above and beyond the basic requirements of the program.

Five reasons that make me eligible to advance are:

- 1. { }
- 2. { }
- 3. { }
- 4. { }
- 5. { }

List five things you have learned in treatment that support and make you eligible for advancement in SDADCP.

Five things I have learned in treatment:

- 1. { }
- 2. { }
- 3. { }
- 4. { }
- 5. { }

SCENARIO

Think of a scenario that has likelihood of occurring sometime in the future of your recovery. Describe an action taken that will assist you in preventing a possible relapse or other negative consequence in your recovery.

Scenario: { }

Action taken: { }

A DIFFERENT APPROACH

Impulsivity means having difficulty resisting urges or delaying behavior. Some people think of it as being impatient or not thinking things through. Acting impulsively can cause social, legal, academic, relationship, work-related, and other types of problems. It can lead to physical fights,

addictive behavior, and alienation from others. Acting and reacting less impulsively is a skill that can be learned and used to avoid these painful consequences and to get the outcomes you desire. Acting less impulsively involves two components: First, it requires being able to observe your own behavior. Second, it involves developing self management skills. This exercise will help you work through the steps of self observation and find ways to get what you want without the painful consequences that often accompany acting without thinking first.

1. Choose a situation, recently or sometime ago, in which you acted impulsively. You may want to select an event related to your diction, since this is often connected with acting impulsively.

Describe that event in the following format:

- A. What happened first? { }
- B. Then what? { }
- C. What next? { }
- D. Next, and so on to its conclusion? { }

2. Now assess your motivation for your behavior by asking yourself, "What did I want to have happen? What was the purpose of this behavior?" { }

3. Third, finished analyzing the consequences by asking yourself, "What were the outcomes or results of this behavior? And or they what I wanted to happen?" { }

4. Assess alternatives. Ask yourself "What else could I have done to get what I wanted? "List as many other options as you can think of. { }

5. Last, pick one alternative and identify five actions you will take to practice this alternative. {
}

Be sure to bring this worksheet back to your next therapy session, and be prepared to discuss any questions you may have and to talk over your thoughts and feelings about this activity.

PHASE 4 ANALYSIS FOR ADVANCEMENT INTO PHASE 5

1. How was this phase different for you? { }

2. How do you feel now (self-esteem, mentally, spiritually and physically) compared to your defenseman in Phase 2? { }

3. What aspects of the SDADCP helped you the most in this phase? { }

4. What aspects of the SDADCP did you not like and what do you feel had no influence in your recovery? { }

5. What incentives and sanctions help you the most and why? { }

6. What incentives and sanctions did not help you and why? { }
7. What do you feel we could add or do differently in the drug court to make it better? { }
8. How effective was the staff in informing you as to what was required, and how did they do in helping you make the requirements? { }
9. Did the staff make you feel like part of our team, and do you feel all staff members are caring towards your individual needs? { }
10. Was it difficult to communicate with any of the staff members over the phone, making appointments, and answering your questions? { }
11. Any other additional comments or ideas? { }
12. What is the greatest tool in recovery you have learned in drug court? { }
13. Would you be willing to participate in an alumni group? { }
14. Would you be willing to speak to court members after your graduation? { }
15. Any other additional comments or ideas? { }
16. How do you feel about Phase 5? Will it help you? Do you think it is beneficial? { }

PHASE 5

LENGTH: Minimum 15 weeks.

REQUIREMENTS:

1. Trackers will call participant for random UAs.
2. Pay for UAs, \$20 per test.
3. Attend individual counseling as recommended.
4. Checking in with Trackers and Probation Officer monthly.
5. Attend SDADCP once per month.
6. Attend four meetings or prosocial activities per week with at least one meeting for self help.
7. Complete community service project for nonprofit agency.

SEVENTH DISTRICT ADULT DRUG COURT COMMENCEMENT PACKET

Date: { }
 Name: { }
 Date of entry into drug court: { }
 Counselor: { }
 Tracker: { }
 Probation Officer: { }
 Present phase: Phase 5, start date { }
 Project commencement date: { }
 The total number of months/weeks/days you spent in drug court { }

COMMENCEMENT CRITERIA

	Targeted behaviors	Yes	No	Incentive Approval
1.	Recommended by drug court team for advancement.			
2.	Current on drug court fees and other court ordered obligations.			
3.	Attended individual therapy and exit session with therapist.			
4.	Attended court monthly.			
5.	Checked in with Trackers monthly.			
6.	Six months of consecutive weeks of negative drug tests.			
7.	Attend meetings and pro social events as required.			
8.	Completed community service project.			

Incentives I will be requesting at commencement will be: { }
The total fine credit you earned during your participation in drug court amounts to: { }

FIVE AND FIVE ASSIGNMENT

List five reasons that make you eligible to advance in the Seventh District Adult Drug Court Program (SDADCP). Do not list requirements of the program as your five reasons! Take this opportunity to think about your personal progress and gross that exceeds above and beyond the basic requirements of the program.

Five reasons that make me eligible to advance are:

1. { }
2. { }
3. { }
4. { }
5. { }

List five things you have learned in treatment that support and make you eligible for advancement in SDADCP.

Five things I have learned in treatment:

1. { }
2. { }
3. { }
4. { }
5. { }

SCENARIO

Think of a scenario that has likelihood of occurring sometime in the future of your recovery. Describe an action taken that will assist you in preventing a possible relapse or other negative consequence in your recovery.

Scenario: { }

Action taken: { }

What have you learned while you have been in SDADCP? { }

How has SDADCP helped you? { }

What are your plans for the future? { }

What are your plans to maintain your recovery? { }

RELAPSE PREVENTION PLAN

Relapse is common for alcoholics and addicts. We do not have to relapse. Preventing relapse requires an awareness of our own denial process and the willingness to do something about it. We need to be vigilant about exposing our denial to ourselves and others. You have the information within yourself that tells you the circumstances which can set you up for relapse. Answer the following questions honestly to increase your benefit.

Who are the five people you are most likely to use with?

1. { }
2. { }
3. { }
4. { }
5. { }

What places put you at risk of using?

1. { }
2. { }
3. { }
4. { }
5. { }

What thoughts/feelings/behaviors put you at risk for using?

1. { }
2. { }
3. { }
4. { }
5. { }

What Situations put you at risk for using?

1. { }
2. { }
3. { }
4. { }
5. { }

Who can you call on in your support system?

1. Name: { } Phone#: { }
2. Name: { } Phone#: { }
3. Name: { } Phone#: { }
4. Name: { } Phone#: { }
5. Name: { } Phone#: { }

What are some other solutions that you can try when triggered? How do they help prevent relapse?

1. { }
2. { }
3. { }
4. { }
5. { }

What will be the top three consequences if you relapse?

1. { }
2. { }
3. { }

WARNING SIGNS

Relapse warning signs are usually problems that start to occur that can take a person stable in recovery down the road to potential relapse. It is important to be aware of personal relapse warning signs in an effort to stay on track and prevent relapse. Identify your relapse warning signs. Look at your feelings, thoughts, behaviors, and decide what you will do about it.

EXAMPLE:

Warning sign: Hanging around using environments.

Thoughts: I miss my friends.

Feelings: I feel bored and lonely.

Behavior: I go to a party at the bar. I had a coke.

Recovery Action:

- a. Call my sponsor and talk to him/her about it.
- b. Go to treatment/meeting and talk about it.
- c. Make plans with a clean/sober friend.

Warning sign: Hanging around using environments.

Thoughts: { }

Feelings: { }

Behavior: { }

Recovery Action:

- a. { }
- b. { }
- c. { }

Phase Five analyses for Drug Court completion.

1. How smooth did this phase transition you from frequent and constant monitoring to increased freedom over personal choices? { }
2. Are there any aspects of the phase we could change to make the transition easier? { }
3. Do you think that phase five helped you in your recovery compared to the scenario of there being no phase five and all drug court services and requirements being dropped suddenly? { }
4. How do you feel now (self-esteem, mentally, spiritually and physically) compared to how your advancement into phase five? { }
5. What aspects of the drug court help you the most in this phase? { }

6. What aspects of the drug court did you not like and what do you feel had no influence in your recovery in this phase? { }
7. What do you feel we could add or do different in the drug court to make it better? { }
8. If you could change one thing about phase five to custom tailor this phase to your needs what would the change be? { }
9. How do you feel compared to your acceptance into drug court? { }
10. What is the greatest tool in recovery you have learned in drug court? { }
11. Would you be willing to participate in and alumni group? { }
12. Would you be willing to speak to court members after your commencement? { }
13. Any other additional comments or ideas? { }

MEDICAL DISCLOSURE

SEVENTH DISTRICT ADULT DRUG COURT

Patient Name: _____

I am a participant in the Seventh District Drug Court Program. I have agreed to inform all treating physicians that I am a newly recovering addict, and I have agreed that I will not take narcotics, benzodiazepines, medications containing alcohol, or any prescribed medications that are potentially addictive, unless medically necessary and there are no other suitable substitute medications.

I must disclose all medications that I have taken in the last ten days on the drug-testing forms.

I cannot take any prescribed medication until it has been approved by the court. To obtain court approval, I must submit this form, a copy of my prescription, and a motion to the court for approval.

Treating Physician:

Please initial and sign below, indicating that you have read the above information.

_____ I understand the above guidelines for Drug Court participation.

_____ The medications I have prescribed are medically necessary and there are no effective non-addictive alternatives.

Treating Physician: _____

Printed Name

Signature

Date: ____/____/____