

Belmont County Common Pleas Drug Court Program
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Program Description

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Drug Court

From a single drug court in Miami in 1989, the Nation's drug court network has grown to include at least 550 drug courts that are operational or are in the planning process. Drug courts vary somewhat from one jurisdiction to another in terms of structure, scope, and target populations but they share common objectives: to relieve congestion in traditional criminal courts by placing non-violent drug offenders in a cooperative, non-adversarial court setting, where they can take responsibility for both their crimes and their futures and who are subjected to long-term treatment and counseling, sanctions and incentives, and frequent hearings before a judge, who is essential to every step of the program. Offenders who take part in these innovative judicial experiments are provided the tools they need to turn their lives around. (NDCI, 1999)

If outcomes of early drug court evaluations are representative of the drug court field as a whole, the signs are positive: drug courts are achieving their goals, as are the program participants. (NDCI, 1999)

From evaluations this is known about drug courts:

- Drug courts are successful in engaging and retaining felony offenders.
- Drug courts provide closer and more comprehensive supervision of drug-using offenders than other forms of community supervision.
- Drug courts are successful at reducing drug use and criminal behavior both during and after program participation.
- Judicial supervision is a key factor in program stability.
- Sanctions are instrumental in influencing the defendant's accountability to adhere to the drug court contract.
- Drug courts are bridging the gap between the courts and treatment systems.
- Drug courts have mandatory periodic drug testing.
- Drug courts are cost-effective.

Rationale:

Addiction is not created overnight and therefore it cannot be cured overnight. Drug rehabilitation is a difficult, demanding, and lengthy process. In order to motivate defendants to complete the process, it is necessary to offer them substantial positive as well as negative consequences to do so.

Belmont County Common Pleas Drug Court began on September 1, 2000, with our first drug court hearing.

Chapter 1 Policies & Procedures

Belmont County Common Pleas Drug Court- Advisory Board-Standard 1 (B)

The Belmont County Common Pleas Drug Court Advisory Board shall be comprised of key community stakeholders. This Board shall serve as the policy-making authority for the Belmont County Common Pleas Drug Court.

Role of the Advisory Board-Standard, Recommended Practice (A)(1)

The Belmont County Common Pleas Drug Court County Advisory Board provides input on and approves new or proposed changes to existing policies and operations of the specialized docket by the Belmont County Common Pleas Drug Court Team or Advisory Board members as well as communicates regularly with local officials.

IMPLEMENTATION RESPONSIBILITIES

The Belmont County Common Pleas Drug Court has been in operation since our first drug court hearing in September 2000. An initial planning group first met in 1999 to discuss the feasibility of creating a Drug Court which would serve the addicted clients who commit lower-level felonies as a result of this problem so they could get help instead of punishment. This group worked together to outline the mission of Drug Court, its goals and measurable objectives, the target population, the program design, and the makeup of a Drug Court team. In time an Advisory Board was established to definitively outline the policies and procedures of the Belmont County Common Pleas Drug Court Program. The Advisory Board met on an ongoing basis during the first few years of the program. They participated in defining the program's goals and objectives, the target population, and the admission criteria. The Board created a participation agreement and a handbook for the participants that included a list of phase requirements and possible incentives and sanctions. **Standard 1(C) & (D), Standard 3 (A), Standard 1 Recommended Practice (A)(2).** The original Advisory Board stopped meeting after the program was in operation for approximately two years. A county corrections advisory board that was meeting many of the same advisory committee members replaced our regular advisory board panel. In June of 2013, a new Advisory Board was established. This Board will continue to meet on a regular basis. **Recommended Practice A2**

DRUG COURT ADVISORY COMMITTEE Membership-Standard 1(A)

The Belmont County Common Pleas Drug Court Advisory Board is comprised of key community stakeholders. The positions represented on the Advisory Board include:

Drug Court Judge

Drug Court Prosecutor

Other Common Pleas Judge

Drug Court Public Defender

Drug Court Belmont County Probation Officer	Other Belmont County Probation Officer
Law Enforcement Representative	Court Administrator to the Judge
Crossroads Counseling's Executive Director	Drug Court Coordinator/or Program Manager
Crossroads Counseling's Court Services Manager	Representative of the Health Department
Member of the Mental Health and Recovery Board	Representative from Tri-County Help Center
Representative from Connections (employment)	Representative from Southeast Behavioral

ROLES OF ADVISORY COMMITTEE

The Drug Court Advisory Committee is a collaboration of individuals that work closely with and provide proposals for all of the services for drug court participants. This committee has meetings to discuss policy change, to notify updates in treatment provider and personnel status. The Drug Court Coordinator or Drug Court Program Manager will provide this committee with updates of the day-to-day operations of the program set agenda and discuss policy and or procedural rules and is a general forum to discuss procedural or conditional issues, develop written policies and procedures that define the goals and objectives, identify the target population, detail program entry, and case flow, and provide the written roles and responsibilities of each team member. This committee also creates a written participation agreement and participant handbook detailing the rights and responsibilities of the participants, while collaboratively developing, reviewing, and agreeing upon written legal and clinical eligibility, completion, termination, and neutral discharge criteria.

This committee will meet periodically when issues of policy are in need of revision to assure adherence to recommended practices. Communications will be held with all parties to discuss specialized docket operations. A Memorandum of understanding was signed on July 10, 2013, with all key stakeholders with terms of the specialized docket and responsibilities of all parties. This committee will regularly review a community outreach and education plan.

Recommended Practice 1D It will also develop and review a written sustainability plan and assess team functionality. **Recommended Practice 1E** The Drug Court judge will attend all the hearings and be the chair of the advisory committee. **Standard 1B**

Our core team did make a commitment to have some of our core team members attend the yearly conference and we had the coordinator attend the technical assistance meetings at the Supreme Court in the year 2013.

- Re-evaluate and amend Program Documents
- Develop an agreement setting forth terms of the docket's operations-**Standard 1 (A)**
- Develop written policies and procedures that define the goals and objectives, identify target population, details program entry, and case flow, and provide the written roles and responsibilities of each treatment team member-**Standard 1(C)**
- Create a written Participation Agreement detailing the rights and responsibilities of the participants in the specialized docket-**Standard 1(D)**
- Collaboratively develop written legal and clinical eligibility, completion, termination, and neutral discharge criteria-**Standard 3(A)**

Our current Board has reviewed and approved these documents as well as our Program Description and Participant Handbook.

Post-Implementation Responsibilities

On an ongoing basis, the Belmont County Advisory Board will:

- Meet regularly as determined by the Board but no less frequently than 2-4 times a year.
- Develop and regularly review a community outreach and education plan-**Standard 1, Recommended Practice (D)**
- Develop and annually review a written sustainability plan-**Standard 1, Recommended Practice E**
- Assess specialized docket team functionality, review policies and procedures, and assess the overall functionality of the specialized docket at a minimum of every two years-**Standard 11, Recommended Practice B**
- Review the target population
- Review the use of graduated sanctions
- Review treatment resources
- Review any statistical reports or performance evaluations
- Review financial expenditures and prepare a sustainability plan.
- The Treatment Team will be a part of the Advisory Board; this is explained in chapter 4.

**A contact roster for the Advisory Board is attached in the Appendix.

MISSION STATEMENT

The primary goal of the Belmont County Common Pleas Drug Court is to provide non-violent chemically dependent offenders, with the necessary tools and life skills to live an alcohol and other drug-free life.

GOALS AND OBJECTIVES- Standard 1 (C)

Goal: To improve the living circumstances of participants who successfully complete the program.

Objective: The client will explore financial, educational, and employment opportunities to improve daily living

Goal: Participants will take responsibility for actions and ongoing health.

Objective: The client will eliminate all forms of illicit substance use and develop a daily healthy plan of recovery.

Goal: Reduce participants institutional bed days

Objective: To improve daily quality of life providing staff will work with the client to collaborate with resources, assess needs, monitor progress, advocate for needs, and assist with referrals to community resources and services to clients ADL's and quality of life.

Chapter 2 Target Population

TARGET POPULATION – **Standard 1 (C)**

The target population of the Belmont County Drug Court is individuals who have been charged with a felony four or five drug-related offenses, assessed as chemically dependent or in danger of becoming chemically dependent due to the abusive use of the following substances: opiates, sedatives/hypnotics, heroin, alcohol, cannabis, and cocaine. Many of the participants have had previous misdemeanor arrests and convictions for AOD related incidents including DUI. The age group served by drug court has been primarily in the range of 18-40 years of age, largely male comprising (64%), with over 98% being Caucasian. The most prevalent ethnic background is Northern and Central European. The population resides in small towns and rural areas of Belmont County, mostly on the eastern portion of the county near the Ohio River. Cultural values reflect the Appalachian setting with strong local identities, suspicion of outsiders, independence, self-reliance, and the abusive use of alcohol and other drugs. Of the current participants, 77% are employed with 34% gaining employment while in the program. 82% of the participants have a high school diploma or equivalency. 98% percent are receiving assistance from the Ohio Department of Job and Family Services and no participants are involved with Children's Services. (Crossroads statistics date June 2021.)

ELIGIBILITY

The Belmont County Common Pleas Drug Court Program is a voluntary program. There are certain legal and clinical criteria you must meet in order to be eligible for the program. Meeting these criteria alone does not give you the right to enter the program. The Drug Court Judge has the discretion to decide the admission into and termination from the program in accord with the written criteria. **Standard 3B**

Candidates shall not be denied admission to the docket based on financial ability. The Judge shall consider a participant's ability to pay fees and/or other financial obligations and make reasonable accommodations based on financial ability.

WRITTEN LEGAL CRITERIA – **Standard 3 (A)**

- Those charges with a felony four or five drug offense or drug-related offense.
- Those who have no sex, arson, or weapons offenses in their criminal history.
- Those who are not serious violent offenders.
- Those who are diagnosed as chemically dependent.
- Those who are a resident of Belmont County.
- Those who are a resident of Harrison or Monroe counties will be considered on a case by case basis.
- Those who voluntarily commit to participation in the program.

- Those with drug trafficking history will be considered on a case-by-case basis.
- Those who are recommended by the Prosecutor’s Office as eligible candidates. **Standard 3B Recommended Practice 3A**

WRITTEN CLINICAL CRITERIA – Standard 3 (A)

- A substance dependency diagnosis is required.
- You can be excluded if a severe mental illness or medical condition makes it unlikely that you can complete the program.
- You can be excluded if you do not have the developmental capacity to complete the program.
- You can be excluded if a person has multiple variables deeming it unlikely that they could actively participate in a reasonable fashion. (This must be presented to the team and all agree this is appropriate)
- Clients who are actively suicidal, homicidal, or delusional will not be admitted until those conditions have been assessed by a certified mental health professional as being adequately controlled by medication and/or mental health treatment.

CAPACITY

Capacity can be an excluding criteria as that current funding only support 12 candidates and we receive about 50 referrals a year. Our program has been active since September 2000 and has fluctuated from 10-60 participants. Funding opportunities at times have allowed us to fluctuate past an average 30-40 served clients yearly. Starting in fiscal 2012 our funding was cut and then cut again in fiscal 2013 to decrease funding capacity to 12-17 participants served per year. Efforts to restore capacity to 30-40 needed by this community are being addressed through grant writing and searching for additional funding opportunities.

Chapter 3 Program Entry and Case Flow

REFERRAL

Referrals to the program may come from the following:

- Defense attorney
- Common Pleas Court Judge
- Participant identified through Jail booking sheets at the jail
- Police officer identifies client at arrest, notifies probation or Drug Court Coordinator
- Client refers self to Crossroads
- Identified by Crossroads court liaison
- Prosecuting Attorney

Once a referral is made by the referral source the prosecutor’s office (if not the referral source) must be notified of the request to ensure an official Drug Court Screening is completed.

SCREENING AND ASSESSMENT

The Drug Court Coordinator or Drug Court Counselor contacts the eligible participant and schedules the assessment appointment. At the assessment, the offender is informed of his/her rights of confidentiality regarding substance abuse treatment. The client signs a release of information participation/progress in treatment and compliance with the provisions of relevant law, including the “Health Insurance Portability and Accountability Act of 1996. **Standard 4B.** All participants must sign a release of information for a family member and for the police department that arrested them. This allows for some collateral information regarding the client’s use of drugs and or alcohol, the need for treatment as well as additional information regarding criminal behavior. **Standard 4A**

Crossroads employees only Chemical Dependency licensed or other appropriate licensed staff to provide services. Crossroads is a certified treatment agency with the Ohio Department of Alcohol and Drug Addiction Services and has been since before the inception of drug court. (ODADAS is now combined with Ohio Department of Mental Health and part of the Ohio Mental Health Addiction Services Board)

The entire process from the prosecutor’s screen to entering a guilty plea into the drug court program should optimally occur within 14 days. However, it should be noted that delays might occur due to conflicts in schedules. The court would be notified promptly should this occur. The Drug Court Coordinator is responsible for overseeing the entire process and ensuring time-efficient standards have been met. Once the client is deemed to be eligible and appropriate for the drug court program, the Drug Court Prosecutor notifies the Defense Attorney/ Public Defenders Office of a plea date and the treatment recommendation. The defense attorney is responsible for explaining to the defendant their rights within the Drug Court Program. Placement and participation into an identified treatment agency are immediate. Once the judge has approved entry into the program, the participant is placed under-reporting supervision immediately to monitor compliance with court requirements.

If the candidate is deemed legally eligible by the Drug Court Prosecutor and decides that he/she would like to be considered for the Drug Court Program, then the Drug Court Coordinator will within **3 working days** of notification conduct an assessment/screening and evaluate the probability of a drug and/or alcohol dependency. Often, this time limit may not be possible due to the candidate’s lack of transportation and difficulty scheduling around employment

Once the client is deemed to be eligible and appropriate for the drug court program, the Drug Court Prosecutor notifies the defense attorney of a plea date and the treatment recommendation. This hearing is generally scheduled to occur during the Drug Court docket as soon as possible. **Standard 4C**

Screening is done to determine if there is a chemical dependence, to see if the client is willing to participate, can understand the rules they must accept and follow and reasonably have the capacity to complete the program.

INELIGIBLE CANDIDATES

If it is found out after a referral is made to the treatment provider that they are legally ineligible treatment needs can still be met by the provider providing the candidate is not incarcerated, it just will not be drug court. If they are ineligible because they tell the treatment provider, they did not commit the actual crime or do not have a chemical dependency diagnosis, they are referred back to counsel for alternative options because they cannot be seen clinically as part of a diversion or in lieu of case. If their ineligibility is due to medical issues/ mental health issues an appropriate treatment plan that the client could comply with occurs and they are also referred to counsel, possible an alternative without jail could be agreed upon in the court.

PROGRAM ADMISSION

The entire process from the prosecutor's eligibility screen to entering a guilty plea into the drug court program should optimally occur within 14 days. The Drug Court Coordinator is responsible for overseeing the entire process and ensuring time-efficient standards have been met.

The program is considered officially started once the participant has signed a plea agreement and a drug court/intervention in lieu of a conviction agreement. The Judge accepting the plea provides an explanation to the post-plea agreement candidates what accepting the plea means with a discussion of reporting supervision to monitor compliance with court requirements, including the waiver of rights, being on time, attending appointments, completing urine screens following the rules, and the consequences of termination.

Participant has a right to the written participant agreement and participant handbook outlining the process of the drug court. The participant also has a right to request the attendance of defense counsel during portions of the treatment team meeting concerning the participant. The specialized docket attaches the participant agreement to the appendix of the program description.

PROSECUTOR MUST MAKE A REFERRAL

Prosecutor must make a formal referral for clients to be admitted into the drug court program. The Drug Court Coordinator is responsible for ensuring that a copy of the request is placed in the Drug Court judicial file and in the treatment provider file. The form used is called the Drug Court Referral Fax Form. The Judge shall have discretion to decide the admission into and termination from the drug court program in accord with the written criteria.

DRUG COURT POLICY ON ASSURING A NON-ADVERSARIAL APPROACH

1. Will do a formal needs assessment every other year pertaining to minority and ethnic population served.
2. Compare Drug Court statistics with overall statistics to see if a discrepancy in minority populations being offered services and retention of services compared to other group served by our own drug court.
3. Require one hour minimum of training to enhance cultural competency yearly for all on the drug court team, proof of training to be provided to the judge's administrative assistant and kept for three years.
4. Treatment providers (all staff) to receive training to enhance cultural competency yearly with proof of training kept with administrative assistant to Executive director.
5. Make efforts to provide linkages to minority organizations, churches, CBO's or other institutions that serve minority groups.
6. Make efforts to seek improving relationships between and among culturally-based organizations throughout the larger community.
7. Make sure that all participants have the right to offer evaluation on court program effectiveness by requiring the exit questionnaires are shared with all team members.
8. Make efforts to assure that service hours reflect client's accessibility.
9. The prosecutor's distinct role in pursuing justice and protecting public safety, victim's rights, and the integrity of the treatment program. **Standard 2A**
10. A defense counsel's distinct role in preserving the constitutional rights of the drug court participant while preserving the integrity of the treatment program. **Standard 2B**
11. The drug court team will respect the right for the participant to request the attendance of defense counsel during the portion of the drug court team meeting concerning the participant. **Standard 2C**
12. All participants will be provided a written participation agreement and participant handbook outlining the requirements and process of the drug court. **Standard 2D**

CASE FLOW SUMMARY

1. A criminal charge is filed where it is believed that a drug and alcohol problem is a concern.
2. An individual is referred to Crossroads Counseling as a Drug Court Referral.
3. A counselor at Crossroads meets with the individual for an intake evaluation to determine treatment needs and meet's the clinical criteria.
4. Then sees a counselor or case manager to go over rules and expectations and complete SUDDS IV testing, Drug Testing Contract and, and Release of Information.
5. If the customer meets all the legal and clinical criteria, the drug court team makes a recommendation for the customer to enter Drug Court.
6. If the individual opts not to enter the specialized docket, the case proceeds in the traditional manner.
7. If the individual decides to enter drug court, he/she meets with his/her attorney to complete all program paperwork including but not limited to a Drug Court Plea and Participation Agreement.
8. The individual voluntarily enters the program and is ordered to successfully complete the Drug Court Program. The Judge shall have discretion to decide the admission into and termination from the program in accord with the written criteria.
9. The individual attends the first Drug Court Hearing.

DRUG COURT FILE MAINTENANCE POLICY

In regard to all treatment documents and information shared between team members, the protocol as to how records are to be stored and maintained is as follows:

The drug court review documentation is originally generated by the Drug Court Coordinator or other designated treatment representative. Reports are generated for the court reviews and to coordinate sharing of information between reviews with the Drug Court Team (prosecutor, probation officer, treatment staff, public defender, and Judge). Two official files are kept specifically for all drug court participants -- one with the Judge, and the other with the treatment provider. The official drug court review files are kept in a locking filing cabinet in the Judge's area. The drug court treatment review file is located in the coordinator's or other treatment representative's office in a locking desk or cabinet.

During the pre-court meeting and court reviews, the Judge and coordinator are responsible to transcribe notes of what is discussed in said meeting and review.

After court is adjourned the Judge's files are returned to the designated locked cabinet for the Judge's drug court files. The treatment provider brings the drug court review files back to the treatment office and they are placed in the drug court filing cabinet while another copy is placed in the treatment provider file as well.

Files may contain the signed Release of Information, Program Rules, Agreed Order, Participation Agreement, Drug Testing Contract, status reports, drug testing results, and orders and journal entries issued by the Court.

It should be noted that there is a separate judicial drug court file that is kept in the records office of the Courthouse, these are the legal length red criminal file. Only entries from the court hearings are placed in this official judicial file -- no specific treatment information is included.

All treatment team members are required to comply with Part 2 of Title 42 of the Code of Federal Regulations governing the confidentiality of alcohol and drug abuse patient records and that recipients of any disclosures may only re-disclose within the scope of the signed Release of Information. The Release of Information authorizes disclosure of protected health information pursuant to the Health Insurance Portability and Accountability Act, 42 U.S.C. 300 gg—42, as amended, and sections 2151.421 and 2152.99 of the Ohio Revised Code.

Chapter 4 Treatment Team –Standard 1 B

Duties of the Treatment Team Members

1. The Treatment Team is responsible for the daily operations of the specialized docket. **Standard 1, Recommended Practice B**
2. Treatment Team members agree to serve on the treatment team for a minimum of one year. **Standard 1, Recommended Practice C**
3. Treatment Team members agree to work with local community leaders to ensure the best interests of the community are considered. **Standard 1, Recommended Practice D**
4. Treatment Team members should engage in community outreach activities to build partnerships that will improve outcomes and support specialized docket sustainability. **Standard 1, Recommended Practice (D)**
5. The specialized docket incorporates a non-adversarial approach while recognizing the roles of prosecutors and defense counsel. **Standard 2 A and 2 B**
6. Treatment team members engage in ongoing communication including frequent exchanges of timely and accurate information about the participants' overall performance. Team members maintain this communication outside of treatment team meetings through the use of email and phone calls. **Standard 6 C**
7. Mechanisms for decision-making and resolving conflicts among treatment team members have been established and are utilized. The Judicial Officer is the final decision maker and resolves all conflicts. **Standard 6, Recommended Practice B**
8. Treatment team members maintain professional integrity, confidentiality, and accountability. **Standard 6, Recommended Practice B**

9. Treatment Team members should make reasonable efforts to observe required specialized docket service provider programs in order to have confidence in services provided and to better understand the treatment and programming process. **Standard 9, Recommended Practice A**
10. The treatment team works with the Belmont County Common Pleas Drug Court Advisory Board to assess the team functionality, review all policies and procedures, and assess the overall functionality of the Drug Court. **Standard 11, Recommended Practice (B)**

Specific Roles and Responsibilities of Treatment Members-Standard 1(B)

The treatment team consists of the Drug Court Judge, Drug Court Coordinator, Probation Officer, Drug Court Case-Manager, Drug Court Counselor /Program Manager, Prosecutor(s), and Defense Counsel. **Standard 1, Recommended Practice (B) (1)-(12)**

Next is a list of treatment team members and their responsibilities. **Standard 1 (C)**

DRUG COURT TREATMENT PROVIDER ROLES AND RESPONSIBILITIES

Crossroads Counseling Services is the drug court treatment provider and provides rehabilitative therapy sessions, drug screening, case management, and monitoring for drug court participants in keeping with the holistic recovery of the drug court participant. Additionally, within the bounds of ethics and legalities, Crossroads shares information regarding the progress of a participant in appropriate settings with all drug court team members. Crossroads provides a counselor, program manager, drug court coordinator, and case-manager (roles overlap). At times, clerical and tech staff support are utilized for drug court business. Our executive director attends some policy meetings and other critical areas of need as it pertains to fiscal need and general advocacy of our agency.

A Participant fully as a Drug Court team member, committing him or herself to the program mission and goals, and works as a full partner to ensure their success.

- Agrees to serve on the treatment team for a minimum of one year
- Attends regularly scheduled staffing
- Provides information regarding drug court participant's progress to each team member
- Productively communicates with the team so each member can make informed choices regarding drug court participants
- Protects the integrity of drug court programs by providing competent treatment
- Remains abreast of best practices of the field **Standard 5**
- Maintains the up-to-date record of participant performance

Ensures that the participant receives the highest level of care available, at a reasonable cost, by all contracted and ancillary service providers. Develops post-program services, client outreach, mentor programs, and alumni associations.

- Conducts regular quality assurance of all treatment and ancillary services **Standard 5**
- Performs case autopsy on charts of participants who are discharged from the program as a method of quality improvement
- Creates treatment environment that is encouraging and restorative
- Maintains competent staff
- Regularly reviews all client charts and maintains an up-to-date records of participant performance

Ensures that offenders are evaluated in a timely and competent process and that placement and transportation are effectuated in an expedited manner.

- Promptly processes referrals to drug court by completing treatment screens efficiently
- Secures assistance from ancillary services as needed for participants

Develops effective measures for drug/alcohol testing and treatment progress reporting that provides the team with sufficient and timely information to implement incentives and sanctions systems.

- Implements a random system of screening for drug court participants
- Conducts visually monitored screens for each participant
- Maintains up-to-date records of all screens
- Shares information regarding screens with all team members

Assists in providing advanced training in substance abuse, addiction and treatment methodologies so as to provide the team with a meaningful basis to implement incentives and sanctions systems and design program protocols and procedures.

- Provides ongoing training to all team members
- Supports the most therapeutic application of incentives and sanctions

As part of the Drug Court team, in an appropriate, non-court setting (i.e. staffing), the treatment provider advocates for effective incentives and sanctions for program compliance.

- Assures incentives and sanctions are given on a consistent and fair basis
- Recommends therapeutic incentives and sanctions
- Considers client behavior and shares relevant information with team
- Is knowledgeable of gender, age and cultural issues that may impact the offender's success.
- Continues to attend training opportunities to inform team members about cultural competence **Standard 5**

Is knowledgeable about addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner.

- Continues to research effective treatment modalities
- Conducts regular quality assurance
- Actively participates in staffing
- Attends all court sessions and staffing

Contributes to the team's efforts in community education and local resource acquisition.

- Ongoing research of potential funding streams

Contributes to the education of peers, colleagues, and judiciary in the efficacy of Drug Courts.

- Maintains integrity of drug court program through quality assurance
- Disseminates information about drug court as frequently as possible

DRUG COURT JUDGE ROLES AND RESPONSIBILITIES

The drug court judge presides over non-adversarial court appearances for drug court reviews and leads the drug court team in creating a participant-focused recovery program.

Participates fully as a Drug Court team member, committing him or herself to the program, mission and goals and works as a full partner to ensure their success.

- Regularly revisits program mission and goals and objectives with the team to assure their efficacy and application
- Attends Community Advisory Board Meetings and Drug Court Advisory Meetings
- Acts as Chair for Advisory Board and Treatment Team, attends all meetings, **Standard 1-B**

As part of the Drug Court team, in an appropriate, non-court setting (i.e. staffing), the judge advocates for effective incentives and sanctions for program compliance or lack thereof.

- Participates in scheduled staff meetings to review progress of participants
- Presides over court sessions
- Solicits information regarding participant's progress from every team member in attendance
- Remains abreast of research regarding behavior modification and the imposition of incentives and sanctions

- Imposes incentives and sanctions that are consistent while considering the individual needs of each drug court participant
- Establishes separate meetings to ensure that policy and staffing issues are discussed
- Delivers coordinated responses to participants in the courtroom that are fair, consistent, and administered in accord with evidence-based principles.

Is knowledgeable of addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner

- Participates in regular cross-trainings with the treatment team
- Focuses on strength-based approaches

Is knowledgeable of gender, age and cultural issues that may impact the offender's success.

- Participates in ongoing cultural awareness training
- Promotes cultural competency among entire team through outside and cross-training activity

Initiates the planning process by bringing together the necessary agencies and stakeholders to evaluate the current court processes and procedures and thereafter collaborates to coordinate innovative solutions.

- Acts as a mediator to develop and maintain resources and improve interagency linkages

Becomes a program advocate by utilizing his/her community leadership role to create interest and develop support for the program.

- Acts as a spokesperson for the drug court at various community events

Effectively leads the team to develop all the protocols and procedures of the program.

- Regularly reviews protocols and procedures to assure their continued applicability and effectiveness
- Monitors drug court process to ensure protocols and procedures are utilized

Aware of the impact that substance abuse has on the court system, the lives of offenders, their families and the community at large.

- Assist in collection of data regarding drug court's impact on offender population
- Request and review process evaluation, ensure to reference original goals and objectives when doing so

- Request and review outcome evaluation, share positive information, and address negative information resulting therefrom

Contributes to the education of peers, colleagues, and judiciary in the efficacy of Drug Courts.

- Oversees integrity of drug court program through quality assurance
- Disseminates information about drug court as frequently as possible

COMMUNITY SUPERVISION (DRUG COURT PROBATION OFFICER) ROLES AND RESPONSIBILITIES

A drug court community supervision officer actively monitors drug court participants outside of the drug court setting including conducting home and job visits. All client contact is documented and visits logged to help encourage positive participant behavior.

Participates fully as a Drug Court team member, committing his or herself to the program mission and goals and works as a full partner to ensure their success.

- Promptly recommends offenders to drug court when appropriate
- Executes criminogenic risk needs assessment and assessments ongoing and ensure that case plan is developed and modified based upon the assessments
- Shares the criminogenic risk needs assessment with the team
- Advocates for prompt incentives and sanctions in response to client behavior
- Maintains the up-to-date record of participant performance shares with the coordinator (Crossroads) to make the sure case is accurate. Daily weekly contact with coordinator.
- Attends and participates in client staffing by providing progress reports, making recommendations, and identifying supervision and ancillary services needed

Provides coordinated and comprehensive supervision so as to minimize participant manipulation and splitting of program staff. Encourages post-program activities for participants.

- Coordinates continuum of care through regular contact with the treatment provider
- Advocates for a continuum of care beyond treatment continuum to be inclusive of other community-based sources

Develops effective measures for drug testing and supervision compliance reporting that provides the team with sufficient and timely information to implement incentives and sanctions systems.

- Provides progress reports prior to client staffing
- Conducts home and field visits using strength-based approaches

- Collects alcohol and drug testing in accordance with policy and reports results to team in a timely fashion
- Recommends appropriate incentives and sanctions based upon information gleaned from supervision
- Continually assesses and reviews supervision and drug testing protocols and terms and conditions of supervision/probation regularly to ensure they are still working for the target population

Coordinates the utilization of community-based services such as health and mental health services, victims' services, housing, entitlements, transportation, education, vocational training, job skills training, and placement to provide a strong foundation for recovery.

- Makes ongoing referrals for target population that is consistent with the treatment case plan

Is knowledgeable about addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner.

- Continues to participate in ongoing cross-training to remain knowledgeable about addiction, alcoholism, and pharmacology
- Utilize "thinking for a change" techniques when interacting with the target population
- Note relapse triggers and behaviors in the target population and report in a timely manner to the team

Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.

- Continues to participate in ongoing cross-training to remain knowledgeable about gender, age, and cultural issues of the community and target population

Contributes to the team's efforts in community education and local resource acquisition.

- Acts as a spokesperson to community leaders and organizations
- Provides statistical information to use for grant writing or other funding acquisition

Contributes to the education of peers, colleagues, and judiciary in the efficacy of Drug Courts.

- Acts as a spokesperson to peers, colleagues, and the judiciary.

DRUG COURT PROSECUTOR ROLES AND RESPONSIBILITIES

The drug court prosecutor is the referring agent and refers offenders for participation in the program; he/she obtains prior criminal histories, participates in team meetings, and attends non-adversarial court proceedings.

Participates fully as a Drug Court team member, committing his or herself to the program mission and goals and works as a full partner to ensure their success.

- Promptly conducts legal screens on offenders recommended to drug court
- Promptly provides treatment provider with official referrals
- Assists in executing all participant waivers and contracts
- Advocates for prompt sanctions in response to negative client behavior
- Protects integrity of drug court program by monitoring effectiveness of community supervision
- Maintains up-to-date record of participant performance
- Moves for dismissal of participant from program based on factual history of non-compliance (when appropriate)

The prosecutor, while in Drug Court, participates as a team member, operating in a non-adversarial manner, promoting a sense of a unified team presence.

- Attends regularly scheduled court staffing
- Solicits information regarding participant progress, or lack thereof, from all team members
- Share information regarding status of the drug court and individual clients with drug court team members
- Maintains up-to-date record of participant performance

As part of the Drug Court team, in appropriate non-court settings (i.e. staffing), the prosecutor advocates for effective incentives and sanctions for program compliance or lack thereof.

- Attends regularly scheduled staffing
- Requests appropriate incentives and sanctions based on participant behavior
- Researches efficacy of drug court's behavior modification techniques
- Argues for swift response to participant behavior
- Maintains up-to-date record of prior incentives and sanctions given to assure consistency

Ensures community safety concerns by maintaining eligibility standards while participating in a non-adversarial environment which focuses on the benefits of therapeutic program outcomes.

- Moves for dismissal of drug court participants who no longer meet eligibility criteria

- Monitors participant behavior for compliance and continued eligibility

Monitors offender progress to define parameters of behavior that allow continued program participation and suggest effective incentives and sanctions for program compliance.

- Attends regularly scheduled staffing
- Solicits information from team members regarding client compliance
- Vehemently encourages sanctions for client noncompliance and seeks incentives for client compliance
- Files motions or other legal documents in order to remove non-compliant participants
- Offers encouragement to participants while reminding them of consequences of noncompliance

Is knowledgeable about addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner.

- Continues to research effective treatment modalities
- Attends and actively participates in all court sessions and staffing

Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.

- Continues to attend training opportunities to inform team members about cultural competence

Contributes to the team's efforts in community education and local resource acquisition.

- Assist in researching any potential funding streams

Contributes to the education of peers, colleagues, and judiciary in the efficacy of Drug Courts

- Oversees integrity of drug court program through quality assurance
- Disseminates information about drug court as frequently as possible

DRUG COURT DEFENSE COUNSEL ROLES AND RESPONSIBILITIES

A public defender (defense counsel) informs the drug court participant about the rigors of drug court, preserves all legal rights of the client, advocates for fair and equal treatment of the client, participates in team meetings, and attends non-adversarial court proceedings.

Participates fully as a Drug Court team member, committing himself or herself to the program mission & goals, and works as a full partner to ensure their success.

- Promptly recommends offenders to drug court when appropriate.
- Advocates for prompt incentives and sanctions in response to client behavior.
- As counsel, serves as “voice of the client” in pointing out deficiencies of drug court program; as team member, seeks productive means of addressing deficiencies.
- While never breaching attorney-client privilege, when appropriate, encourages clients to be forthcoming and honest regarding their recovery process.
- Solicits information from drug court team members regarding clients and share relevant information with team members in an appropriate and ethical manner.
- Evaluates the offender’s legal situation and ensures that the offender’s legal rights are protected.
- Ensures prompt admittance into the program and the start of rehabilitative treatment.
- Advises client regarding all rights waived as a participant in drug court in contrast to rights waived in traditional criminal proceedings.
- Assure the client understands all waivers and contracts prior to execution of said documents.
- Encourages the client to promptly schedule an evaluation to start rehabilitative treatment.
- Advocates for the client to have every opportunity for recovery before involuntary dismissal from the program.

While in Drug Court, participants as team members operate in a non-adversarial manner while in court, promoting a sense of a unified team presence.

- While in court, allow the client to address the court.
- Attends regularly scheduled staffing, when possible, for a serious sanction or termination.

Effectively advises the defendants on their legal rights, legal options, treatment options, program conditions, and sentencing outcomes while developing a relationship with the offender that promotes the offender’s long-term best interest.

- Prior to recommending the client to drug court, discuss legal options with the client in an unbiased manner
- Goes through contracts with client advising the client about the appropriate course of action
- Monitors client progress to support full participation and ensure the appropriate provision of treatment and other rehabilitative services.

The following items are done on an as-needed basis:

- Questions client regarding effectiveness of treatment and ancillary services

As part of the Drug Court team, in an appropriate, non-court setting (i.e. staffing) defense counsel advocates for effective incentives and sanctions for program compliance or lack thereof.

- Advocates for prompt incentives and sanctions in response to client behavior
- Advocates for client's general well-being and productive recovery without mitigating and defending client's behavior
- Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.
- Continues to attend training opportunities to inform team members about cultural competence
- Is knowledgeable about addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner

The following items can be added on an as-needed basis:

- Continues to research effective treatment modalities
- Actively participates in staffing
- Attends court sessions and staffing, if possible, for a serious sanction or termination
- Contributes to the education of peers, colleagues, and judiciary in the efficacy of Drug Courts.
- Disseminates information about drug court as frequently as possible

DRUG COURT COORDINATOR ROLES AND RESPONSIBILITIES

A drug court coordinator oversees the activity of the team, conducts quality assurance of each team member, maintains client data, remains informed regarding budgetary concerns of the drug court, and coordinates service from each discipline, and the local community, in a manner that is most therapeutic to the drug court participant. Depending on the training and education of the coordinator some of these duties may be done by the Drug Court Program Manager unless they are the same person. (see*)

Participates fully as a Drug Court team member, committing him or herself to the program mission and goals and works as a full partner to ensure their success.

- Continues to help schedule regular meetings, focused on program structure only
- Regularly revisits program mission, goals, and objectives with the team to assure their efficacy and application*
- Remains watchful and informed on team development
- Conducts regular quality assurance of all services from each discipline and the local community (yearly questionnaires)

- Shares exit questionnaires and exit interview information promptly to the team

As part of the Drug Court team, in an appropriate, non-court setting (i.e., staffing), the coordinator reports on previous incentives and sanctions or lack thereof.

- Creates file for each drug court participant, including the current treatment plan
- Maintains an ongoing log of incentives and sanctions given to each participant including the date and reason given
- Assures consistency of incentives and sanctions while ensuring each participant is treated as an individual

Is knowledgeable of addiction, alcoholism, and pharmacology generally and applies that knowledge to suggest responses.

- Continues to research effective treatment modalities
- Conducts regular quality assurance to ensure appropriate treatment
- Actively participates in staffing

Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.

- Continues to seek out and arrange training opportunities to inform team members about cultural competence
- Conducts regular quality assurance to assure application of cultural competence by all team members

Develops team resource strategy to acquire funding. Writes grant applications and manages the program's budget. Creates opportunities to obtain funding and build linkages by supporting team in community outreach and lobbying activities.*

- Prepare and submit grant applications*
- Keep bookkeeping system up-to-date

Participates in the planning process to create and memorialize program eligibility standards, operating procedures, and rules. Assist in the development of the client contract, confidentiality releases, and entry procedures. Create memoranda of understanding and linkage agreements.*

- Tailor each required document, including client contract, to the needs of the drug court program
- Work with each discipline to assure all documented procedures, contracts, releases, etc. reflect the best, most therapeutic, interest of the client
- Periodically reviews all documents and procedures for continued applicability and efficacy

Negotiates and monitors treatment and ancillary service contracts. Conducts site visits, reviews progress reports, and assists in audits and certification monitoring. Creates and monitors standards for urine collection and compliance reporting. Ensure gender, age, and culturally specific treatment services.

- Conducts regular and ongoing quality assurance
- Attends cultural competence training

Creates and maintains a data collection system to monitor client compliance, identify trends and provide a basis for evaluation.

- Consistently inputs data
- Reviews information collected and shares with team members
- Works with Evaluator to interpret statistical relevance

Create interagency linkages to address the client's ancillary needs in the areas of culture, age, and gender needs, medical and mental health provision, educational, vocational, skills training, and employment training and placement.

- Develop memoranda of understanding with providers willing to offer services to drug court clients
- Monitor drug court participant's involvement with ancillary services
- Develop police and corrections linkages to improve supervision and agency coordination.
- Share statistical data showing the positive impact of drug court on the local community

Educate referral sources and the community on eligibility standards and program goals. Encourage team members to educate in their fields and in the community. Develop team-building activities and conduct staff replacement training.

- Maintain community outreach

Manage daily operations and filing systems. Develop and maintain fee systems.

- Coordinates with fiscal staff in the collection of fees
- Maintains and updates drug court participant files

DATA COLLECTION: Is involved in the effective data collection and evaluation components that collect relevant information that can help with continued funding and retention.

- Promptly recommends offenders to drug court when appropriate
- Assists in executing all participant waivers and contracts
- Advocates for prompt incentives and sanctions in response to client behavior

- Provides up to date information on drug court clients
- Attends and participates in client staffing by providing progress reports, making recommendations, and identifying supervision and ancillary services needed

Utilizes the knowledge and resources of the team to develop a data collection/operating system.

- Maintain data collection and operating system
- Train support staff on how to collect data and store data

Ensures that the information system assists the team in monitoring the progress of the participant in the program and enhances the ability of the team to act immediately when there is noncompliance.

- Provide reports to the team based upon information gleaned from the management information system

The data collection/operational system assists the team in monitoring program protocols and procedures to allow the team to react quickly to program deviations and the development of trends.

- Continuously provides feedback to the team on progress toward goals and trends

DRUG COURT COUNSELOR ROLES AND RESPONSIBILITIES

Drug Court Counselor will provide rehabilitative therapy sessions, urine screening, group counseling, and case management services to drug court participants. Drug Court Counselor will share information regarding the progress of a participant in an appropriate, setting to all drug court team members

Ensure the participant receives the highest level of care available at a reasonable cost, by all contracted and ancillary service providers

- Reviews charts of clients who are discharged from the program as a method of quality improvement
- Creates treatment that is encouraging and restorative
- Maintains appropriate charts by keeping documentation turned in to assure accuracy, including the current treatment plan

Participates fully as a Drug Court team member, committing him or herself to the program mission and goals and works as a full partner to ensure their success.

- Attends regularly scheduled staffing
- Provides information regarding drug court participant's progress to the coordinator

- Productively communicates with the team so each member can make informed choices regarding drug court participants
- Protects the integrity of drug court programs by providing competent treatment
- Maintains the up-to-date record of participant treatment

Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.

- Continues to attend training opportunities to inform team members about cultural competence

Is knowledgeable about addiction, alcoholism, and pharmacology generally and applies that knowledge to respond to compliance in a therapeutically appropriate manner.

- Continues to research effective treatment modalities
- Conducts regular quality assurance
- Actively participates in staffing

DRUG COURT CASE MANAGER ROLES AND RESPONSIBILITIES

Drug Court Case Manager will provide urine screening, and case-management services to drug court participants. Drug Court Case Manager will share information regarding the progress of a participant in an appropriate setting with all drug court team members. Participates fully as a Drug Court team member, committing him or herself to the program mission and goals and works as a full partner to ensure their success.

- Attends regularly scheduled staffing
- Provides information regarding drug court participant's progress to the coordinator
- Productively communicates with the team so each member can make informed choices regarding drug court participants
- Protects the integrity of drug court programs by providing competent case management
- Maintains the up-to-date record of participant case management attendance

Is knowledgeable of gender, age, and cultural issues that may impact the offender's success.

- Continues to attend training opportunities to inform team members about cultural competence

Chapter 5 Participant Monitoring

TREATMENT TEAM MEETINGS AND STATUS REVIEW HEARINGS

Treatment Team Meetings are held one (1) hour before the status review hearings on scheduled Mondays, or in the event, Monday is a Holiday, the following Tuesday. All members of the Drug Court Team, Drug Court Treatment Team, and the County Probation Officer are in attendance.

The drug court status review hearings will be held on scheduled Mondays at 12:00 p.m., or in the event, Monday is a Holiday, the following Tuesday at 12:00 p.m. Hearings are held every other week. Drug Court adjourns upon the completion of appearances by current participants and after any new pleas into drug court by potential participants. All members of the Drug Court Treatment Team consisting of the Drug Court Judge, Program Manager/ counselor, Drug Court Coordinator/Case-Manager/Counselor defense counsel, Prosecutor, and Belmont County Probation Officer are at the pre-meetings and consecutive court review hearings.

Drug Court docket reviews will incorporate ongoing judicial interaction with each participant as an important component of the docket. A Drug Court participant shall appear on the docket before the judge a minimum of once every two weeks in phase one and continue to be reviewed throughout the progress of the program. Progression through the Drug Court Program is based upon the participant's performance in the treatment plan and compliance with the requirements of each phase. **Standard 7 A&B**

SUMMARY OF CASE-MANAGEMENT SERVICES

- Facilitate a participant's release from an inpatient treatment facility to the outpatient level of care. An appointment will be made with the patient's counselor
- Develop a treatment plan and discharge summary for any client that is moving from one treatment program to another
- Work with area treatment agencies in aiding participants in obtaining a G.E.D. and job placement when needed
- Work with the court in placing participants in community service agencies when sanctions are given
- Make referrals and set up appointments for participants that may need mental health services or additional counseling outside of Crossroads counseling
- Health-related referrals
- Job skills enhancement referrals
- Life Skills enhancement that may include the following:
 - help with procrastination
 - budgeting
 - credit debt
 - listening skills

- decision making
- dealing with failure
- assertiveness
- setting goals
- priorities
- dealing with criticism
- developing a schedule
- being organized
- Resume writing, interviewing techniques, and how to fill out applications
- Help participant to find employment

SUMMARY OF TREATMENT

The Belmont County Common Pleas Drug Court shall coordinate all of the treatment through the services of Crossroads Counseling Services. The Ohio Department of Mental Health and Addiction Services (OhMAS) has certified Crossroads as a treatment provider. All OhMAS protocols for levels of care are to be observed. Participants will receive a treatment plan based on their individualized needs and provided treatment services will incorporate evidence-based strategies. Treatment services will be gender-responsive; culturally appropriate; and will address co-occurring disorders.

The Drug Court Program also utilizes the services of Southeast, Inc., and Tri-County Help Center for most mental health services, both are certified by the Ohio Department of Mental Health, now the OHMHAS Board. Mental Health Providers vary from participant to participant depending on medical coverage and other needs. For example, some clients may utilize a MAT (Medicated Assisted Treatment) physician also as a psychiatrist or a primary care doctor may prescribe a participant medication needed.

Clients in need of detoxification will be referred to Trinity Health Systems in Steubenville or other providers when necessary. Participants shall have prompt access to a continuum of approved treatment and rehabilitation services. All treatment and programming are provided by programs or persons appropriately licensed and trained to deliver such services according to the standards of their profession.

Residential Treatment

Participants placed in a residential facility shall comply with agency rules and treatment plans developed on the initial drug court assessment.

Upon release from a residential facility, the participant shall be referred to Crossroads Counseling Services for outpatient services. The client will enter into Phase I for a short time to stabilize/familiarize them with the program. As soon as stabilization occurs, the participant will graduate to phase II.

Crossroads Counseling Services provides residential treatment for women at the Awakenings program – a Women’s Residential Treatment Facility in Belmont, Ohio and a residential program for men at New Outlook, a Men’s Residential Treatment Facility located in Belmont, Ohio.

PHASES

PHASE I (ORIENTATION) Pre-contemplation

Weekly Drug Court Coordinator Case management

A minimum of 2 community support meetings weekly OR submit 2 journal exercises weekly about an assigned substance use related topic

1 Individual session weekly w/ counselor.

1 Group session per week (1.5 hours)

A minimum of every two weeks reporting at Drug Court

Participants will be tested for substance use an average of twelve (12) times monthly on a random basis.

100% Compliance with all programming recommended for advancement.

[To advance into Phase II, compliance with above, appropriate score on URICA (stages of change), and treatment team recommendation.]

PHASE II (TREATMENT) Contemplation

Weekly Drug Court Coordinator Case management – this includes turning in meeting sheets and keeping appointments between reviews.

A minimum of 2 community support meetings weekly OR submit 2 journal exercises weekly about an assigned substance use related topic

A minimum of every two weeks reporting at Drug Court

Treatment based on the diagnosis. (Residential, IOP, Group, Individual)- weekly treatment sessions.

Participants will be tested for substance use an average of twelve (12) times monthly on a random basis.

100% Compliance with all programming recommended for advancement.

[In order to move to Phase III compliance with above, 60 days of consecutive negative urine screens, and treatment team recommendation.]

PHASE III (TRANSITION) Preparation

Bi-Weekly treatment sessions

Weekly Drug Court Coordinator Case management – this includes turning in meeting sheets and keeping appointments between reviews.

Monthly reporting at Drug Court during the Phase - (progress could limit or increase the reporting).

A minimum of 2 community support meetings weekly Or submit 2 journal exercises weekly about an assigned substance use related topic

A minimum of 20 hours of original community service hours completed.

Completion of Support and Recovery Plan

Administrative fees paid to advance.

Participants will be tested for substance use an average of six (6) times monthly on a random basis.

100% Compliance with all programming recommended for advancement.

[In order to move to Phase IV compliance with above, 60 days of consecutive negative urine screens, and treatment team recommendation.]

PHASE IV (AFTERCARE) Action

Aftercare Group per week (1.5 hours) or 1 Individual session every other week

Monthly Drug Court Coordinator Case management

Weekly phone check-in with the Drug Court Coordinator

Monthly reporting at Drug Court during the Phase (progress could limit or increase the reporting)

A minimum of 2 community support meetings weekly OR submit 2 journal exercises weekly about an assigned substance use related topic

A minimum of 20 hours completed of original community service hours.

Administrative fees paid to advance.

Participants will be tested for substance use an average of six (6) times monthly on a random basis.

100% Compliance with all programming recommended for advancement.

[In order to move to Phase V compliance with above, 60 days negative urine screens, and treatment team recommendation.]

PHASE V (MONITORING) Maintenance

Monthly Drug Court Coordinator Case management or Treatment contact

Weekly phone check-ins with the Drug Court Coordinator as requested.

2 reports to Drug Court during the phase

Completion of Community Justice/Community Involvement Plan

Completion of the Exit Questionnaire with an exit interview.

Participants will be tested for substance use an average of two or three (2-3) times monthly on a random basis.

100% Compliance with all programming recommended for graduation from the program.

[In order to GRADUATE compliance with above, 6 consecutive months of negative urine screens, and treatment team recommendation.]

All requirements must be completed for phase completion. The Committee can waive compliance only in special circumstances, or with special alternative compliance options.

All minimums can be increased by drug court team recommendations, provided the client is not meeting expected standards of abstinence and compliance.

Treatment is based on the need of the client and minimums can be more than the minimums to start into treatment. Some clients may start phase 2 in Detoxification Center, In-patient treatment, intensive out-patient, less intensive out-patient, individual weekly, or individual bi-weekly. Treatment recommendations will be determined from screening, assessment, counselor, and treatment team recommendations. All are based on an individualized treatment plan. Services provided will meet the individualized needs of each participant. The Team and Phase recommendations are charted on the Bi-Weekly progress report used in the Treatment Team meetings and Judicial Reviews.

Report for legal reviews can be minimized on a case-by-case basis.

Special circumstances may allow for paper reviews of individuals, however all issues of non-compliance and/or drug use will be dealt with on a face-to-face interview with the Judge.

Each client is responsible for:

- Attending all groups and individual appointments at the recommended time.
- Scheduling your individual appointments.
- Calling the agency daily for color and showing up to supply the sample if it is your color. All special arrangements need to be made in advance.
- Providing a signed medical excuse for any missed appointment or group, unless you have prior approval from drug court staff to be excused.
- Rescheduling any missed or canceled appointment, all are important.
- Sign all previewed Drug Screen Results.
- Complete the Support and Recovery Plan and Community Justice /Community Involvement.
- Completing 40 hours of community service, to be verified and approved by the Drug Court Coordinator.
- Participants are expected to be employed (looking for work) or be in school. Community Service may be instituted for non-compliance.
- Any contact with law enforcement, for any reason, is to be reported to the Drug Court Coordinator as soon as possible after the fact.
- Written excuses need to be turned in promptly or will not be accepted.
- Be familiar with and follow all Drug Court Rules and Expectations.

SANCTIONS

While in the Drug Court Program the participant will face sanctions. Sanctions are immediate, graduated, and individualized based upon the participant's non-compliance. The magnitude of the sanction will be fair, consistent, and administered in accord with evidence-based principles of effective behavioral modification. Non-compliance with any condition of treatment will result in sanctions. Non-compliant acts include: refusal to submit a random or

requested urine screen, absence from counseling or support group sessions, positive urine screens, re-arrests, or failure to comply with the rules and regulations of the treatment agency at which the offender is participating. The Judge, following consultation with the drug court team, will impose sanctions. Sanctions will include one or a combination of the following:

- Verbal warning and admonishment from the Drug Court Judge
- Day of court observance
- Increased urine screens
- Community Service
- Refusal of specific requests (travel)
- Increase probation monitoring
- Impose court fees or fines
- Report Writing
- Increased Court Appearances
- Day reporting
- House Arrest
- Jail which should not exceed six days.
- Probation violation
- Termination from drug court

INCENTIVES

While in the Drug Court Program the participant can obtain incentives. Compliance with any condition of treatment and program rules can result in incentives. Incentives are immediate, graduated and individualized based upon the participant's compliance. Compliant acts include: obtaining employment, educational attainment, paying child support and rebuilding relationships with family, Incentives can include any of the following:

- Modifying requirements
- Praise from the Judge
- Advancement in phase
- Reduced supervision
- certificates
- Decreased court appearance
- Opportunity to avoid probation violation proceeding and jail
- Tickets or gift cards
- First position on docket
- Early court dismissal
- Waived supervision fee or court cost
- Graduation

Chapter 6 Program Completion

WRITTEN CRITERIA FOR SUCCESSFUL COMPLETION

The counselor of the participant will recommend graduation to the entire treatment team, with final consent from the Judge.

- A participant must have served a minimum of 12 months in the program.
- A participant must have 6 consecutive months of negative urine screens before graduating.
- The participant must have completed/ attended all of the required treatment meetings.
- A participant must have fulfilled all the treatment requirements identified in the participant treatment plan. This may have included obtaining a G.E.D., obtaining employment...
- Participant must make full restitution as stipulated by the judgment entry signed by the Judge at the plea hearing.
- Participants must complete an exit questionnaire and meet with the entire treatment team prior to graduation.
- The participant must agree to be contacted following the graduation.
- Have all administrative fees, fines, restitution, and costs paid in full. The Judge will address and consider the participant's ability to pay fees and other financial obligations and shall make reasonable accommodations based upon each participant's financial ability. If a participant is found to be indigent, the Court will consider waiving any balance of drug court fees, fines, and court costs.

TERMINATION CLASSIFICATIONS- Standard 3-A

Participants can be terminated from the Drug Court Program at the discretion of the Drug Court Judge using criteria developed by the advisory committee. Standard 3(B)

There are two types of termination:

WRITTEN CRITERIA FOR UNSUCCESSFUL TERMINATIONS

Termination may be recommended by the Drug Court Judge, treatment provider, probation officer, or the Drug Court Prosecutor. And the entire drug court team will consider the recommendation. A participant may be terminated for the following reasons:

- Arrest for a violent offense.
- Arrest on a Drug Trafficking charge
- Numerous positive urine screens.

- Multiple or repeat sanctions for non-compliance with treatment.

Upon termination recommendations, counsel will be notified and a termination hearing will be scheduled.

The court will notify the participants' attorney and provide the defense counsel with reasons why the individual is being considered for termination.

The Drug court Prosecutor, defense attorney, and counselor will be present at the hearing.

Participants may choose to self-terminate and waive the right to a hearing.

The sentencing Judge then oversees the termination hearing can accept or deny the termination. If terminated will be set for sentencing.

WRITTEN CRITERIA FOR NEUTRAL TERMINATION

Neutral discharge is requested by the participant.

Evidence is presented by the participant.

Evidence is presented by the treatment team.

Evidence is presented by medical / Mental Health Providers to establish the participant's inability to participate.

The Drug Court Judge can request additional information before a decision is made.

The Drug Court Judges make the decision to neutrally discharge or not.

In some cases, if the medical condition is of short duration the program may be suspended for a period of time if that is the Judge's decision. A hearing date will be set to review the status monthly.

Suspended Status

There are times during which participants are suspended from active status on the Drug Court Docket. Such a suspension may be due to placement in a residential facility that cannot transport the individual for drug court hearings or that there exists an outstanding warrant for noncompliance from the Drug Court and the issue has not be resolved. During these times, these individuals are suspended until they return to attending hearings on a regular basis. Drug Court staff does communicate with the staff at the treatment facility and maintains communication with the participant as if he/she were an active participant even when suspended.

Chapter 7 Substance Monitoring

URINE SCREENING POLICY AND PROCEDURES

Belmont County Adult Drug Court shall monitor the participant's substance use by random, frequent, observed individualized alcohol and other drug testing protocols. The mechanism for selection is providing a color code to each participant which generates the random drug and alcohol test selections, notifications, and management of random pools for participants. All colors are assigned a testing schedule by utilizing RANDOM.ORG. Participants will be notified of testing through a combination of telephone contact with the client calling a number every morning to hear the colors for the day and/or announced and unannounced home visits with participants. Testing will include the participant's primary substance of dependence, as well as a sufficient range of other common substances. The Court will follow, and the participant will abide by the Court's written policies and procedures for sample collection, sample analysis, and result reporting as included in the Drug Testing Policy attached as Appendix 9a and b.

Said policies address elements that contribute to the reliability and validity of testing process. There are clearly established plans for addressing a participant who tests positive at intake or relapses that include treatment guidelines and sanctions. These (when appropriate) are enforced and reinforced by the Adult Drug Court Judge. Specifically, at intake, a baseline will be taken, followed by an individualized treatment plan and guidelines and relapse response put into place, with individually issued sanctions as may be appropriate and any approved treatment adjustments. **Standard 8 (A), (B), (C) & (E).**

Our tests are all standard 15-panel Lab-based immuno-assay screens which allow the Court to test for participants' primary substance of dependence as well as a sufficient range of common substances. We also have access to GC/MS confirmation with the Lab-based testing when results come into question. EtG testing is done at every drug screen. In addition, we have the ability to add additional testing panels for designer drugs such bath salts. **Standard 8, Recommended Practice**

The court will immediately be informed of the following:

- Lab confirmed positive tests
- Fails to submit to testing
- Submission of an adulterated sample
- Submission of the sample test of another individual
- Diluted sample
- Any other test that is not in compliance with the testing protocol. **Standard 8(D)**

The following are deemed positive and will be immediately sanctioned:

- Participant failure to submit to testing;
- Participant submission of an adulterated sample;
- Participant submission of a sample of another;
- Participant producing a diluted sample.

Sup. R., Appx. I, Std. 8(D)

- Random urine tests may be conducted during the Monday court sessions. If a participant submits a urine test in court and they were required by the code-a-phone to test that day they are still required to do so. A missed urine screen is the same as a positive.
- All drug screens will be frequent, random, and observed following the procedures utilized by Crossroads Counseling Services.
 - A participant who tests positive at intake are advised about sanctions etc. and treatment options that are available including detox if needed. **Standard 8B**
 - Failing to submit a test, submitting an adulterated sample or the sample of another, dilute samples are all treated as positive tests. **Standard 8- D**
 - All test results will be shared with the treatment team and testing positive will result in a sanction and treatment adjustment.
 - The participant is responsible for traveling to the test location and being there for the designated time frame, arriving promptly, and producing specimen within a certain time frame.
 - All other testing protocols are also listed in the participant handbook
 - Testing for participants shall include the participant's primary substance of dependence as well as a range of other substances. **Standard 8E**
 - A policy and procedure for staff to follow for accuracy reliability and validity of the testing process. To be followed (see appendix 9b) **Standard 8A**

Chapter 8 Professional Education- Standard 11

Due to the specialized nature of the Belmont County Common Pleas Drug Court, the Court recognizes the need for continuing interdisciplinary education of the treatment team members. The Advisory Board will develop and maintain a continuing education plan for docket personnel based upon team member requests and surveys. **Standard 11, Recommended Practice (A); Standard 9, Recommended Practice (A)**

All members of the team must have a thorough understanding of:

- Specialized docket model and processes
- Key components of drug courts
- Non-adversarial approach in drug court
- Incentives and sanctions as used in drug courts
- Drug and alcohol treatment services available within the community
- Drug trends
- Drug and alcohol addiction
- Drug testing methods and interpreting drug testing
- Common mental and emotional disabilities
- The range of treatment available in the community for such illnesses

In order to enhance the effectiveness of the Drug Court, each team member and defense attorney participating in the Drug Court shall make every reasonable effort to attend the Ohio Specialized Dockets Annual Conference on a yearly basis. Additionally, team members and defense attorneys practicing in Drug Court should participate in the Ohio Specialized Dockets sub-network meetings and training. **Standard 11, Recommended Practice (F)**

The Belmont County Common Pleas Drug Court is additionally committed to receiving team training on a national level. When appropriate, the Court will apply for grants to defray the expense of such national training for the team. If the court is awarded a grant for team training, then each team member shall make every reasonable effort to attend the training.

The Belmont County Common Pleas Drug Court understands the value of sharing information and ideas with other drug courts. In an effort to enhance this learning opportunity, the Belmont County Common Pleas Drug Court intends to build a relationship with a mentor court. Additionally, when feasible, the team will visit other drug courts within the state for an opportunity to observe their procedures. **Standard 11, Recommended Practice (D) & (E)**

When possible and appropriate, the Belmont County Common Pleas Drug Court shall create training opportunities for the Court, treatment team, and community. Such training shall include, but not be limited to, addiction and mental health education, drug trends, treatment services available in the community, and the Belmont County Common Pleas Drug Court mission and processes.

The Belmont County Common Pleas Drug Court team shall meet quarterly to discuss team functionality, policies, and procedures as well as the overall functioning of the docket. Such meetings will provide a forum to discuss general issues relating to Drug Court and planning for upcoming events. Additionally, community partners may be invited to these quarterly meetings for educational and informational purposes. **Standard 11, Recommended Practice (B)**

Team members are expected to serve on the team for a minimum of one year. It is expected that each team member will make every effort to notify the Belmont County Common Pleas Drug Court of the intent to leave their current position on the team at their earliest possible convenience. Such early notification will ensure that the incoming team member has the opportunity to observe several team meetings and status review hearings as well as to review the Belmont County Common Pleas Drug Court's policies and procedures in order to become familiar with the specialty docket's model and processes prior to the transition onto the team. Any new team members will attend all relevant training available in the community as outlined above. **Standard 11, Recommended Practice (C)**

DRUG COURT TREATMENT STAFF PROFESSIONAL EDUCATION POLICY

(This policy is for the Drug Court Personnel that work for Crossroads Counseling Services)

- (A) The purpose of the rule is to assure continuing interdisciplinary education of treatment team members.
- (B) The provisions of the rule are applicable to all treatment members that are part of the drug court treatment team and may include any of the following
 - (1) Drug Court Coordinator
 - (2) Drug Court Counselor
 - (3) Drug Court Case-Manager
 - (4) Drug Court Program Manager
- (C) An interdisciplinary continuing education plan must review every two years for the relevance of topics and appropriateness for the drug court treatment staff.
- (D) Crossroads Counseling makes it mandatory to have yearly training in the following and all drug court treatment members must follow in completing these mandatory yearly training:
 - (1) Safety
 - (2) Ethics
 - (3) Cultural Sensitivity/ Cultural diversity
 - (4) Infection Control

(The above training are tracked by the HR representative at Crossroads Counseling Services)

 - (5) One drug court-specific training- Ohio Specialized Dockets Practitioner Network training acceptable.
 - (6) Best Practices training (one training every two years)
 - (7) Yearly Education of what community resources have to offer
 - (8) Attend Drug Court Advisory Committee Meetings if possible.
 - (9) Attend all policy or other special meetings for the Drug Court Program.
- (E) Every effort must be made to have one treatment team member attend the OHIO SPECIALIZED DOCKET PRACTITIONER NETWORK ANNUAL CONFERENCE, with every effort made to have all Treatment Team members attend the yearly conference. Treatment team members that

do not attend the conference should have a meeting with those that did attend to get a briefing on updates, and this should be documented. The Drug Court Coordinator should keep a file on who has attended such training. It is the responsibility of each staff person to turn in documentation of training to the Drug Court Coordinator and the HR Representative of Crossroads Counseling Services.

- (F) The Drug Court Coordinator is required to attend OSDPN Sub-Network meetings for program coordinators and bring back any and all information that can be helpful to the treatment team. The coordinator should also note anything that can be helpful to the overall running of the drug court and bring relevant, important information to the Drug Court Team at the next scheduled review. Other information can be noted for the yearly Drug Court Team Meeting. If the coordinator cannot attend then the Program Manager or another treatment team staff can go in her/his place. (This should be approved by the Drug Court Program Manager to assure appropriateness). Every effort will be made to attend as many of these as possible.
- (G) New treatment team members should be provided with appropriate Drug Court Training to include a review of current rules and policies and general Drug Court Training such as The National Drug Court Institutes Online eLearning Course: Essential Elements of Adult Drug Courts), currently all treatment staff has completed this training. Documentation of such training should be made available to the Drug Court Coordinator and the HR Representative of Crossroads Counseling Services.
- (H) Crossroads Counseling Services will provide representation in relation to the Professional Education standards set forth for the judicial staff for personnel in regards to building a relationship with a mentor court. The Drug Court Coordinator will be in charge of making sure that the treatment provider participates in this process as it is outlined by the Drug Court Judicial Personnel.
- (I) Crossroads Counseling Services will provide representation in relationship to the Drug Court Standard in relationship to observing a mentor court as necessary.
- (J) Crossroads Counseling is a certified provider through the Ohio Department of Alcohol & Drug Addiction Services. A copy of this certification can be made available to The Drug Court Judge or the Ohio Supreme court of Ohio upon request.

Effective: July 1, 2013

Review Date: November 14, 2018

Statutory Authority: Sup. R., Appx I, Std 11

Prior Effective Dates: none

Chapter 9 Effectiveness Evaluation

DRUG COURT DATA COLLECTION PROCEDURE POLICY

A quarterly report will be generated through data collection of Crossroads by the Drug Court Coordinator or other treatment provider representative as required by the Supreme Court. The data is collected by Crossroads Counseling and Probation department and the prosecutor's office. Each quarter the data listed will be compiled by Crossroads and submitted to the Team Members for review prior to the second pre-treatment meeting of the month preceding the quarter's end, or the next subsequent pre-treatment meeting. A binder will be kept with the compiled data and stored with the judicial review reports folders at the courthouse and another at Crossroads Counseling Services. All data will be kept in a locked cabinet to assure confidentiality. This report will be to ensure that outcomes are measured and statistics can be reviewed quarterly and yearly by treatment team and provided annually to the advisory committee.

Table 1-Referrals

Referrals generated
Screened/Assessments only (not referred)
Assessments completed admitted to Treatment
Assessments completed and admitted to Drug Court
Previous Case Load (at end of previous quarter)
Discharges

Table 2- Demographics

(Male/Female and Ethnicity of referrals accepted into Drug court)

Table 3 – New Participants admitted

Table 4 – Charges

(Drug Alcohol, Property, violence)

Table 5 – Preferred substances

(First, second and tertiary choices)
Information on those discharged

Table 6 – Discharges

(Successful, Neutral, Unsuccessful)

Table 7 – Urinalysis results

(positive / negative screens)

Table 8 – CJ Involvement

(Any arrests while in Drug Court / Any convictions while in Drug Court)

Table 9- Reasons for unsuccessful terminations

Table – 10 Outcomes Tracked

Attended School
Obtained stable housing
Obtained employment
Completed treatment
Remained in compliance with CJ system
Abstinent at discharge
Increased self-help contacts (supportive contacts)
Number of Jail days reduced

Provide a number of days reduced by listing the number of days on sentence minus the number of hours' service in jail. As clients graduate the probation department will provide the jail time numbers to Crossroads for the statistics.

A detailed summary will be kept by Crossroads in a locked filing cabinet. The statistical information will be used to generate statistical information minus the names used. This information will be dispensed to the advisory board team members within 20 days of the end of the quarter. When the advisory board meets discussion regarding the statistics and effectiveness of what we are doing should be discussed. Minutes to these meetings should be recorded and kept with the Judge's administrative assistant.

Also, an exit questionnaire is generated by each graduating participant and this information will also be provided quarterly to the Judge with the statistical report. Every measure to keep the participants' names confidential should be made.

Data collection will be utilized by the Advisory board and the team as part of the functionality reviewed and described in the Chapter 8 Professional Education- Standard 11, recommended practice (B). This practice will assure an ongoing evaluation process and an ongoing data collection to evaluate whether the specialized docket is meeting its goals and objectives. This will allow for the supplying any required reporting to the Supreme Court including compliance with the Supreme Court Standards.

Our specialized docket judge shall evaluate the effectiveness of the specialized docket by doing each of the following:

(A) Reporting data as required by the Supreme Court, including information to assess compliance with these standards;

(B) Engaging in on-going data collection in order to evaluate whether the specialized docket is meeting its goals and objectives.”

Sup. R., Appx. I Std. 12(A)

Effective: July 10, 2013

Review Date: November 15, 2018

Statutory Authority: Sup. R., Appx I, Std 12

Prior Effective Dates: none

APPENDIX
To Program Description

1. Local Rule or Administrative Order
2. Memoranda of understanding with relevant parties
3. Advisory Committee Contact Roster
4. Participation Agreement
5. Treatment Team Contact Roster
6. 6a. CJ Releases of Information
 - 6b. Regular release of information
 - 6c. Rules agreement that is signed
 - 6d. Probation rules signed
 - 6e. Policy on low creatinine
 - 6f. Policy on appointments
 - 6g. Policy on prescription medications
 - 6h. Health Care Contract Form
 - 6i. Policy regarding use of alcohol
7. Sample of Bi-weekly progress report
8. Participant handbook
9. 9a. Urine screen Policy and Procedure
 - 9b. Staff Urine screen procedure
10. All standard Court orders and journal entries utilized in regard to specialized docket