

**15<sup>TH</sup> JUDICIAL CIRCUIT/PALM BEACH COUNTY DRUG COURT  
CO-OCCURRING TRACK STANDARD OPERATING PROCEDURES**

SECTION   C                      NUMBER   05b      DATE ISSUED   10/01/09  

TITLE   Agency Progress Report  

This is a new procedure.

This procedure:             Supersedes             Rescinds             Amends

SOP#                     , Dated                     

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**PURPOSE/SCOPE:**

The Agency Progress Report is the instrument by which feedback is provided to the Drug Court by the Treatment Provider. This procedure explains how the Agency Progress Report is to be completed.

**PROCEDURES:**

Treatment providers will report the progress of all referred participants in the following manner:

- Participants shall have an Agency Progress Report submitted to the Drug Court Program Office on a regular basis, in order that the information contained therein will be available for the participants' scheduled court appearance.
- List the participant's name, date on which the form is being completed, Drug Court I.D. #, and the Referral Agency I.D.#, on the lines provided.
- List the Name of the Program/Service providing the Progress Report on the line provided **(A)**.
- Circle the number which best describes the participant's progress in each applicable service area **(B)**.
- Note the dates of any scheduled individual counseling session(s) as well as any scheduled group counseling session(s) on the line(s) provided **(C)**.
- Under Section **(D)**, note all information about drug testing, if any, conducted by the treatment provider since the last progress report. Include date(s) of testing, types of drugs tested for, and results of test(s).
- Note any comments, dates of missed group or individual sessions, and treatment plan progress and/or lack of progress, on the line provided **(E)**.

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- The form is to be signed by the service provider representative on the line provided.
- The form shall be faxed to the Drug Court Program Office.

(Attachment: Agency Progress Report)