

Ramsey County Adult Substance Abuse Court

POLICIES AND PROCEDURES MANUAL

Second Judicial District

**900 Courthouse
15 W. Kellogg Boulevard
Saint, Paul, Minnesota 55102**

**Phone: 651.266.9254
Fax: 651.266.8185**

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RAMSEY COUNTY

Adult Substance Abuse Court

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I. Program Overview

Introduction

Ramsey County Adult Substance Abuse Court (ASAC) was established in October of 2002 as a pilot program. It has since become institutionalized as a standard business practice within the court system, following the national drug court model. The program represents a collaborative effort of criminal justice stakeholders working together to break the cycle of substance abuse. The partners in the effort have a closer working union than is traditionally seen in criminal courts.

ASAC provides individuals the opportunity to change life circumstances and become alcohol and drug free. This is accomplished by comprehensive assessment and treatment (chemical and mental health), intensive supervision, random drug and breath testing, regular court appearances and immediate sanctions and incentives. Honesty and individual accountability are at the foundation of the program.

Ramsey County Adult Substance Abuse Court utilizes evidence-based practices in its delivery of services and works in collaboration with community providers for chemical health and ancillary services. Cognitive behavioral programming and enhanced mental health services are inherent pieces of the program.

The program is a minimum of 12 months, and is divided into three major phases, each minimally four months in length. Movement through phases is based on accomplishment of goals and requirements. Advancement through the phases will result in reduced responsibilities.

Components for the abstinence-based program include: chemical dependency assessment and treatment, assessment for participation in other programming (cognitive learning groups, mental health interventions), random alcohol and drug testing, regular court appearances, case management meetings, attendance of community support groups, obtain employment or pursue education, participate in pro-social activities, pay program fees.

Persons who suffer from co-occurring disorders (chemical and mental health issues) present a growing challenge for the program. In response, the Psychiatric Court Clinic (PCC) was established. The PCC provides comprehensive screening, case planning, medication management and referral to community-based mental health agencies. It is staffed by a psychiatric doctor and nurse who coordinate their efforts with program case managers.

By providing coordinated substance abuse interventions with judicial oversight, the likelihood of re-arrest for any offense decreases, resulting in safer communities and reduction in crime.

Mission Statement

The mission of the Ramsey County Adult Substance Abuse Court is to enhance public safety by reducing criminal activity and assist substance abusers to become drug and alcohol free, productive and law-abiding citizens.

Goals and Objectives

Ramsey County Adult Substance Abuse Court Goals

- Reduce criminal recidivism among chemically addicted offenders.
- Increase the number of offenders who remain alcohol and drug free.
- Increase the benefit and reduce the cost to the County for providing services to chemically addicted offenders
- Establish a systemic response to substance abuse issues among all involved agencies in Ramsey County

Founding Members

Joanne M. Smith – Judge, Second District Court

Kim E. Bingham – Prosecutor, Ramsey County Attorney’s Office

Patrick Kittridge – Public Defender, Ramsey County Public Defender’s Office

Niki Leicht – Chemical Assessor, Project Remand

Megan Koeppen – Case Manager, Project Remand

Alison Griebel – Screener, Project Remand

Mark Gangl – Case Manager, Ramsey County Community Corrections

Lisa Portinga - Twin Town Treatment Center

Anne McDiarmid – Coordinator, Second Judicial District Court Administration

Current Court Team

The Adult Substance Abuse team is a collaborative effort of criminal justice stakeholders. The team is led by the judge and is responsible for the day to day supervision and treatment of participants. The individuals listed directly below meet once per week prior to court.

Joanne M. Smith – Judge, Second District Court

Kim E. Bingham – Prosecutor, Ramsey County Attorney’s Office

Noreen Phillips – Defense Counsel

Michael Ronayne – Case Screener, Project Remand

Diane Cartony – Chemical Assessor, Project Remand

Erin Wessman – Case Manager, Project Remand

Shannon Fette – Case Manager, Ramsey County Community Corrections

Pamella McGuire- Case Aide, Ramsey County Community Corrections

Lisa Portinga – Twin Town Treatment Center

Brigid Chase – Psychiatric Nurse, Court Clinic

Heidi Heinzl – Coordinator, Second District Court

Supportive Services

Dr. Brad Dupre – Psychiatrist, Court Clinic

Heather Eide – Alumni Group Volunteer

Keri Zehm – Research and Evaluation, Second Judicial District Court Administration

II. Program Plan

Model

The Ramsey County Adult Substance Abuse Court is a program designed to provide individuals the opportunity to address their addictions and move beyond criminal behavior. It is a voluntary program, with entrance occurring pre-conviction (Tracks 1 & 2-Diversion; Track 3-Probation) and post-conviction (Track 4, Probation Violators). The program is abstinence based and intensive in nature. Requirements include mandatory chemical dependency treatment, random drug testing, on-going appearances before the judge, case management meetings, attendance of support groups (AA, NA, CA, Health Realization, other). Participants are also required to obtain employment or pursue educational opportunities, participate in pro-social activities, pay restitution and program fees.

The program is a minimum of 12 months and divided into three phases, each minimally four months in length. Movement from phase to phase is contingent on the completion of phase requirements and case plan goals. An application process is utilized for phase movement and graduation.

Target Population

The target population includes non-violent, adult felons who are residents of Ramsey County and have a substance dependency or abuse problem as defined by the Minnesota Rule 25 Assessment.

Eligibility Criteria

All offenders will be screened for substance abuse problems, residency and offense status for the Adult Substance Abuse Court Program when they make their first appearance in court after being charged with a felony offense. The offender's race, gender, religious affiliation, creed color, sexual orientation and national origin will not be considered when determining his or her eligibility.

Eligibility criteria for **all** offenders:

- Ramsey County resident
- Non violent offense
- Substance dependency or abuse diagnosis and need for treatment
- Voluntary participation in program

Eligibility criteria for **Track I** (Diversion) include:

- No prior offenses
- Low level alcohol/drug and/or drug-related property charge

Essentially, the same criteria as traditional diversion cases (which has some exceptions) except that the offender has an identified substance abuse problem

Eligibility criteria for **Track II** (Pocket Plea) include:

- Offender with multiple misdemeanor offenses
- Low-level alcohol/drug or drug-related property charges, including felonies
- Offender must admit elements of crime in front of judge

Eligibility criteria for **Track III** (Post-Plea) include:

- Some prior felony offenses
- Commission of a 3rd, 4th or 5th degree drug offense or drug-related property offense (e.g. felony theft, forgery or some burglaries). First, Second and Third degree drug offense(s) may be eligible on a case-by-case basis.
- Offender pleads guilty

Eligibility criteria for **Track IV** (Probation Violator) include:

- Technical violation
- Recommendation of probation officer and approval by sentencing judge

Disposition

- Tracks I (Diversion) offenders are placed on the Ramsey County Attorney's Diversion Program and directed to the Adult Substance Abuse Court for treatment and other conditions. There is no finding of guilt and no conviction unless the participant fails to complete the program.
- Track II (Pocket Plea) offenders plead guilty to the charges but the court withholds accepting the guilty plea. If the participant successfully completes the ASAC program, the plea of guilty is not accepted and the charge(s) is (are) dismissed.
- Track III (Post-plea) offenders enter the substance abuse court program after the plea and the sentence is pronounced and stayed, and the offender enters the Substance Abuse Court program.
- Track IV (Probation Violator) participants enter the Substance Abuse Court program at the recommendation of the probation officer and the approval of the sentencing judge.

The offender is fully informed of his/her options and the likely sentence if not processed through substance abuse court. The offender must waive a speedy trial and provide a release of information for substance abuse court personnel. The probation violator must waive his/her right to a violation hearing. The offender can withdraw that waiver but will be withdrawn from substance abuse court.

Disqualification Criteria:

Offenders are disqualified from ASAC using the following criteria.

The offender's current charge is:

Assault I, II, III and IV
Assault V – Felony Level
Domestic Assault – Felony Level
Terroristic Threats
Burglary I, II, III (no dwelling)
Sale/Intent/Distribution of Drugs I & II
Arson I & II
Homicide (All Levels)
Criminal Vehicular Homicide
Criminal Vehicular Injury
Kidnapping/False Imprisonment
Criminal Sexual Conduct (All Levels)
Robbery (All Levels)
Aggravated Robbery
Crime Committed to Benefit a Gang
Possession/Reckless Use of Weapons (All Levels)
Drive by Shooting
Violation of Order for Protection-Felony Level
Failure to Register as a Sex Offender
Fugitive from Justice
Malicious Punishment of a Child-Felony Level
Possession of Pictures of Minors
Witness Tampering

The offender's prior record has any of these convictions within the last seven years:

Assault I, II, III, IV
Assault V – Felony (Assault – GM, M are OK in prior record)
Domestic Assault – Felony
Terroristic Threats
Burglary I
Burglary II – Dwelling (If it was not a dwelling it's OK)
Arson I & II
*Homicide
*Criminal Vehicular Homicide
*Criminal Vehicular Injury
Kidnapping/False Imprisonment
Criminal Sexual Conduct (All Levels)
Robbery (All Levels)
Aggravated Robbery
*Crime Committed for the Benefit of a Gang
Possession/Reckless Use of Weapons (All Levels, Misd – Fel)
*Drive by Shooting
*Violation of Order for Protection-Felony Level
Failure to Register as a Sex Offender
Malicious Punishment of a Child – Felony Level (GM, M are OK)
Witness Tampering

Offenses are subject to County Attorney's Office for approval even if offense occurred within the last seven years

Referral, Screening and Entry Process

There is no difference in the processing of diversion, pocket plea, or plea defendants/offenders in the entry process. An adult offender who is arrested for a drug or alcohol offense or a drug or alcohol –related offense will undergo the following basic process in the criminal justice system:

In-custody: Offender is arrested and goes to arraignment court within 36 hours. A bail evaluation is completed.

Released: Offenders are released pending investigation. They are charged within 2 weeks. The first court appearance is scheduled 3 weeks after the charging date. The court appearance date is set when the Complaint is filed. About ½ do not appear and a warrant is issued at their scheduled first appearance.

Process:

Step 1: Project Remand interviews all offenders in custody. Remand staff conduct a bail evaluation in the jail and ask questions related to defendant's use of alcohol and/or drugs.

Step 2: Using the bail evaluation and the complaint or police report, the "criminal justice system staff" (county attorney, public defender, Remand staff) conduct an initial screening of all cases for eligibility for ASAC at first appearance using the ASAC eligibility criteria and disqualification criteria (e.g. non-violent felony offense, Ramsey County resident, voluntary participation). An initial determination of whether the case will be pre or post-plea will be made. The court clerk will set a date for an Omnibus hearing which will be cancelled for those who are accepted into the ASAC program.

Step 3: For those offenders who meet the initial criteria, Remand will administer an Alcohol and Drug Screening instrument (CAGE) at the first appearance to determine whether or not the individual has a problem with chemical use and is in need of a full-blown chemical dependency assessment.

Step 4: If the offender meets the eligibility criteria and the screening instrument indicates a problem with alcohol or drugs, then Remand (with support from county attorney and public defender) will ask the court for:

1. Conditional release to Project Remand;
2. Nine day continuance;
3. Conditions to include;
CD full assessment (Rule 25 or defendant's health plan assessment);

Appearance in ASAC court on scheduled date. The public defender and/or Project Remand staff will also inform the offender about the ASAC program and elicit his/her agreement to participate.

Step 5: During the 9 day continuance

1. Remand gets input from the victim, the police, and the county attorney to obtain their position on eligibility for ASAC (Note: The county attorney makes the final decision on eligibility for pre-plea (Diversion) ASAC participants);
2. Remand completes a Rule 25 assessment or facilitates completion of assessment by private insurer;
3. Remand provides pre-trial supervision and obtains a baseline urinalysis full screen from the offender;
4. Remand gathers together all the information and forwards it to the ASAC team for staffing before defendant's first appearance in ASAC.

Step 6: The ASAC team meets weekly, reviews the Remand assessments, the input from the county attorney, victim and police along with the UA results. A decision is made at that time (Judge has final determination) to accept or reject the individual for ASAC.

Step 7: The offenders who are accepted into the ASAC program appear in substance abuse court and stipulate to the facts (diversion), pocket plea, or plead guilty (post-plea and violators). Pre-plea and pocket plea participants will be supervised by Project Remand and post-plea and violator participants will be supervised by Community Corrections. If accepted, the offender will meet with the ASAC case manager to complete a risk/needs assessment, a case plan (identifying and prioritizing educational, family, medical, housing and employability needs) and begin treatment. Track III and IV participants will be referred to the PSI Unit for a full investigation or updated PSI; the case manager will review probation conditions with the participant.

Step 8: Within the next month, the case manager will complete an LSI-R/ PSI. If it is discovered that the defendant does not meet the eligibility criteria, at defendant's next ASAC appearance, he/she will be returned to the regular court process for sentencing.

- If the candidate is found NOT eligible or approved at any point, he/she is referred back to the regular court process.

Probation Violators: The process for accepting offenders who are referred by their probation officers to the Substance Court because they are in violation of the conditions of their probation follow a somewhat different track. These offenders will be screened for chemical dependency treatment need by their probation officer who will also update the LSI-R and PSI information. The probation officer presents the information collected to the ASAC Team members at a staffing who decide to accept or reject the offender. If the offender is accepted, the PO schedules a court hearing and requests the sentencing judge to authorize a transfer to the ASAC program. If the sentencing judge approves, the matter is transferred to ASAC. If the offender does not comply with the conditions of ASAC, the ASAC judge will execute the sentence.

Case Management

Each participant is referred to a case manager/probation officer specifically assigned to substance abuse court for case planning, monitoring accountability, and direct service. Case managers will conduct an LSI-R (Level of Service Inventory—Revised, a prescreening and a risk/needs assessment) and a PSI (Pre-Sentence Investigation) on each program participant. The PSI must be approved by the supervisor of the PSI Unit prior to submission.

Information gathered through the administration of the LSI-R (Level of Service Inventory), a risk/needs instrument for those involved in the criminal justice system, and the pre-sentence investigation, includes alcohol and drug use history and psychosocial information. Information about the participant's family history is collected. Women especially are strongly impacted by histories of family violence and abuse.

The two case managers assigned to ASAC have a maximum total caseload of 80 (40 cases each) and work together with the other members of the ASAC Team to provide services to all of the cases. Staff from other agencies are involved as necessary (e.g. public health, child protection).

The foundation of supervision is individualized case management which means that a comprehensive, individualized case plan is developed with and signed by each client. The case plan (or participation contract) is reviewed at monthly intervals for changes and modifications. The case plan is based on the LSI-R and includes the client's arrangement to repair the harm done to the victim and the community (including community work service); his/her plan for education and employment; housing; a plan for relapse prevention and a pro-social support system in the community. The case manager is expected to facilitate the client's accomplishment of his/her objectives and assist the participant in obtaining the **collateral services** that he/she needs such as supportive housing, employment skills training, GED classes, child care, transportation and other needs. As with substance abuse treatment, Ramsey County is rich in resources to serve under-advantaged populations. The participant's longer-term goals and plan for attainment will be discussed after primary treatment.

Initially, the case manager meets with the participant at least once per week and random urinalysis tests are collected twice per week. As the participant progresses through the program, the contacts and the number of random drug tests decrease according to phase.

The case manager provides information on each participant to the team and attends weekly judicial staffings and reviews. In the initial phase of a participant's entry into ASAC, the case manager may ask for a staffing with Social Services, Public Health, a Housing representative, a Workforce representative, and a representative from Adult Basic Education.

Case managers are expected to be familiar with a wide diversity of resources available to their clients in the community and assist participants in obtaining the necessary services and programs.

The role of the local medical and mental health community is critical to the success of this program. Health education, parenting programs, pre-natal and post-natal services are provided by the Public Health Department which is a committed partner in this project.

Medical exams and assessment are provided at the community clinics upon request. The Director of Public Health in Ramsey County is a member of the Steering Committee and encourages his staff to provide health education and screening for infectious diseases as appropriate. Nursing staff are located in several women's treatment programs and provides services to participants.

Since cognitive behavioral groups are offered to participants during the second phase of the ASAC program by community corrections facilitators. Cognitive impairment will be assessed by the case manager using a literacy tool to avoid admitting inappropriate participants. The case manager also assesses the individual's employment history, interests and skills and assist in placing him/her in a job that pays a meaningful wage, using community resources such as Workforce Solutions, Inc.

Drug Testing

Drug testing is one of the most important components to program integrity. The tests have to be frequent, random and credible; accuracy is essential. ASAC team uses urine tests to measure a participant's progress in the program, and hold that person accountable to the requirements of the program. The team believes alcohol testing is just as important as drug testing and uses breathalyzers, ETG testing and an electronic device called SCRAM (Secure Continuous Remote Alcohol Monitoring) for this purpose.

All persons involved with ASAC are informed about drug testing policies and procedures as well as other issues which may surface during the program. Staff explain the drug testing procedure to ASAC participants upon entry to the program. Participants will sign an agreement to comply with the ASAC testing requirements, including direct observation of the sample submission and reporting of results to the ASAC Team. Therapeutic and/or punitive responses are determined by the ASAC Team for positive UAs.

Drug Testing occurs through Ramsey County local contract vendor, RS Eden, who conducts and analyzes the tests. The vendor has established testing protocol and provides training to staff on proper testing procedures. All urinalysis tests are observed. The participants are placed on a Code-A-Phone System which instructs them via means of a recorded message when a test has been scheduled. Participants are assigned a color(s) which dictates the when they are to report to RS Eden for testing. Participants are required to call a certain number each day to find out whether he/she is scheduled to submit a UA that day. All ASAC participants are given a five panel drug screen (cocaine, THC, amphetamine, methamphetamine, and opiates). In addition, participants are randomly given EtG test(s).

Positive test results: If a participant admits that the urine will be positive for drugs or alcohol, a confirmation test is not necessary. However, if the participant denies using drugs or alcohol and the test results are positive, the sample will be submitted to RS Eden for confirmation. Payment for confirmation testing where the offender denies using will be the responsibility of the ASAC participant. Sanctions will be imposed for positive tests, diluted samples, tampered samples and missing tests.

ASAC staff may use immunoassay testing for a quick, qualitative result or spot check during office visits, field visits, or court. Participants will also be tested by their treatment programs. SCRAM will be ordered on a case-by-case basis as a sanction in ASAC. SCRAM testing will be monitored by the ASAC case manager.

Testing is conducted at random two times per week for the first phase of the program. Subsequently, depending on the participant's progress and phase, the number of tests are reduced.

Participants choosing to enter the Ramsey County Adult Substance Abuse Court Program must agree to cease the use of all mood-altering substances that would test positive during a drug test (including but not limited to narcotics, tranquilizers, sedatives, stimulants, opiates, opiate-based medications). If during the course of participation it becomes necessary for a participant to take prescription medication, prior approval must be sought by the ASAC Team with appropriate medical documentation provided. The use of the medication may be approved on a conditional, time-limited basis based on the established facts. Any use of doctor monitored prescription drugs is determined on a case-by-case basis by the ASAC Team.

Phases

The Adult Substance Abuse Court program is a three-phased, highly structured program lasting a minimum of 12 months; the length of time varying on a participant's individual progress.

Each phase consists of specific requirements for transition into the next phase. Phase movement will be the result of accomplishing the following: goals as determined by a case plan along with the specific phase requirements and other responsibilities as discussed with the case manager. Participants apply for phase moves and graduation by filling out an application packet. A review of their ASAC contract will occur to ensure total program compliance; the ASAC team will review their status and then make a recommendation for phase movement base on performance.

Phase I

All entering participants being in Phase I.

Minimum four months with requirements of:

Weekly court hearings

Primary treatment and continuing care

Attend support group/12-step meetings as directed

Random drug testing (twice weekly, minimum); breathalyzer and ETG tests as directed

Establish payment plan for program fees and begin paying

Create case plan goals and begin working on them

Phase Advancement

- A) Minimum 30 days sober immediately prior to advancement abstaining from all mood-altering chemicals
- B) Completion of Phase Move Application
- C) Satisfactory treatment progress or completion
- B) Satisfactory compliance with all program requirements
- C) Approval of ASAC Team.

Phase II

Minimum four months with requirements of:

Twice monthly court hearings

Individual and group treatment, if required

Attendance of support group/12 step meetings as directed

Random drug testing (1-2 tests per week); breathalyzer and ETG tests as directed.

Cognitive skills programming as directed

Weekly attendance in a structured activity as directed by ASAC Team such as: seeking or maintaining employment, attending school/vocational training, performing unpaid community work assignments or other activity approved by ASAC cases managers

Payments made toward restitution (you must have made ½ your restitution payments in order to move to Phase 3)

Payment of program fees

Ongoing review and updating of case plan with goals accomplished

Phase Advancement

- A) Minimum 90 days sober immediately prior to advancement, abstaining from all mood-altering chemicals
- B) Completion of Phase Move Application
- C) Satisfactory treatment progress or completion
- D) Satisfactory compliance with all program requirements

- E) Payment of towards restitution fees (if applicable)
- F) Payment of ½ of ASAC program fees
- G) Approval of ASAC Team.

Phase III

Minimum four months with requirements of:

Monthly court hearings
Attend monthly Alumni Group meeting
Individual and group treatment, if required
Attendance of support group/12 step meetings as directed
Random drug testing (1-3 tests per month); breathalyzer and ETG tests as directed
Payment in full of restitution (or docketed)
Payment in full of program fees
Stable living arrangements
Stable employment or participation in an educational/vocational program
Completion of all case plan goals and supervision conditions
Submit Pre-Graduation Life Plan Packet

Graduation Requirements

The specific graduation requirements include:

- ✓ Minimum six months sober immediately prior to advancement, abstaining from all mood-altering chemicals
- ✓ Approval of the ASAC Team after participant completes a written “Life Plan” and presents it to the ASAC Team
- ✓ Completion of all phase requirements and case plan goals
- ✓ Completed work toward high school diploma or GED
- ✓ Employed
- ✓ Participating in a recovery support group
- ✓ Living in a safe, stable residence
- ✓ Program fees and restitution has been paid

Any of these requirements can be waived by the judge under special circumstances

Termination Criteria

Participants may be terminated for failure to comply with program requirements after all attempts have been made to improve attendance and motivation without success. In that event, the ASAC judge will adjudicate and sentence. Short of termination, the judge may take the following actions:

- Continuance in current phase and reprimand from the bench;
- Schedule more frequent court appearances;
- Schedule a termination hearing in several weeks with specific tasks to perform to avoid termination;
- One or more days in jail;
- Allow client to voluntarily withdraw;
- Adjudicate and sentence.

Termination may also occur if the client commits a new offense while in the program or is found to be in possession of a weapon. Input from the police will be a consideration. If the offense occurred prior to program participation, the team will review and determine an appropriate action. If terminated, the court clerk will schedule an Omnibus hearing in the Law Enforcement Center (LEC) the following week.

Incentives and Sanctions

Incentives Defined: A positive consequence that is the direct result of and is a reward for the offender's positive behavior.

Sanctions Defined: the imposition of negative consequences in response to undesirable behaviors. They must be predictable, consistent and immediate.

The sanctions and incentives will be applied as soon as possible after notice of the participant's behavior. The principle applied is that the participant should receive the least restrictive sanction based upon earlier behavior and sanctioning.

Incentives may include:

- **Fishbowl drawing**
- **Gift certificates**
- **Encouragement and praise from the bench in open court**
- **Medallions for sobriety benchmarks**
- **Early call in court**
- **Recovery materials (books, mugs, key chains, etc)**
- **Phase movement acceleration**
- **Decreased frequency of court appearances, supervision, and/or drug testing**
- **Reduced fines or fees**
- **Reduced or suspended incarceration**
- **Bus Passes or tokens**
- **Dismissal of or reduction in criminal charges**
- **Graduation**
-

Sanctions include:

- **Verbal warnings and admonishments from the bench in open court**
- **Written warnings**
- **Increased supervision reporting**
- **Demotion to earlier program phases**
- **Increased frequency of drug testing**
- **Writing assignments**
- **Curfew**
- **Loss of sobriety date**
- **House arrest**
- **Electronic monitoring or SCRAM**
- **Sentence To Service or community service**

- **Restricted supervision privileges**
- **Escalating periods of jail confinement**
- **Termination from the program and reinstatement of regular court processing**

Program Fees

Upon formal admittance in to the Ramsey County Substance Abuse Court (ASAC), the case manager will impose a program fee as follows; Track I and II \$300.00 and Tracks III and IV \$200.00. Participants make payment arrangements with their case manager. Participants are required to have half of their participant fees paid before advancing to Phase III and must be paid in full before a participant will be approved for graduation.

Staffing and Court

Ramsey County Substance Abuse Court (ASAC) staffing occurs each week for approximately two hours. The disciplines represented at the staffing table include: judge, county attorney, public defender, case managers (Project Remand, Tracks 1-2, Ramsey County Community Corrections, Tracks 3-4), case screener, chemical health assessor, treatment provider, psychiatric nurse, and coordinator.

Case managers prepare brief, written updates on each participant which is provided to and reviewed with the entire team. Input on sanctions, incentives or other program related responsibilities imposed on participants is provided, with decisions arrived at by consensus.

Judicial review sessions are held weekly with participants' attendance linked to their current Phase. Members of the staffing team are present during court.

III. Confidentiality

Any program that specializes, in whole or in part, in providing treatment counseling, or assessment and referral services for offenders with AOD (Alcohol or Drug) problems must comply with the Federal confidentiality regulations (42 C.F.S.2.12(e)). The Federal regulations apply to programs that receive Federal funding.

Two Federal laws and a set of regulations guarantee the strict confidentiality of information about persons - including offenders- receiving alcohol and drug abuse assessment and treatment services. The legal citation for these laws and regulations is 42 U.S. C. SS 290dd-3 and ee-3 and 42 C.F.R. Part 2.

These laws and regulations are designed to protect patients' privacy rights in order to attract people into treatment. The regulations restrict communications more tightly in many instances than, for example, either the doctor-patient or the attorney-client privilege. Violation of the regulations is punishable by a fine of up to \$500 for a first offense or up to \$5,000 for each subsequent offense.

Federal confidentiality laws and regulations protect any information about an offender if the offender has applied for or received any AOD-related services from a program that is covered under the law. Services applied for or received can include assessment, diagnosis, individual counseling, group counseling, treatment or referral for treatment. The restrictions on disclosure apply to any information that would identify the offender as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the offender makes an appointment. It applies to offenders who are mandated into treatment as well as those who enter treatment voluntarily. It also applies to former clients or patients. The rule applies whether or not the person making an inquiry already has the information, has other ways of getting it, has some form of official status, is authorized by State law, or comes armed with a subpoena or search warrant.

Information that is protected by Federal confidentiality regulations may always be disclosed after the offender has signed a proper consent form. The regulations also permit disclosure without the offender's consent in

several situations, including medical emergencies, program evaluations and communications among program staff. Offenders who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

IV. Roles and Responsibilities of key Operation Team players

Judge: The Honorable Joanne M. Smith, Second Judicial District Court

Supervises client progress through the substance abuse court continuum based on regular judicial supervision hearing, team input and client behavior. Leads the ASAC Team in decision-making; holds the participant accountable for his/her progress by use of sanctions and incentives.

Coordinator: Heidi Heinzel, Second Judicial District Court

Responsible for the operation and appropriate and timely completion of proposed substance abuse court program activities. Facilitates case flow, activities of participating agencies, monitors the meeting of goals, objectives, and timelines; provides monitoring and contractual service quality assurance; writes grants.

Prosecutor: Kim E. Bingham, Ramsey County

Gatekeeper/screener for access to treatment through the substance abuse court. Attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process.

Defense Counsel: Noreen Phillips

Advocate for client's access to and continued participation in the substance abuse court; assists in screening; assures confidentiality requirements are met. Attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process.

Case Managers: Shannon Fette (Probation), Erin Wessman (Project Remand)

Provide individual, intensive supervision and a broad range of rehabilitative and case management services within the substance abuse court continuum. Attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process. Organize and present progress/adjustment information at staffing.

Case Aide: Pamela McGuire (Probation)

Identifies and screens eligible probation violation cases (Track 4) and refers the cases to the ASAC Team for admission consideration. In addition, provides case management services within the ASAC Program.

Screener: Michael Ronayne, Project Remand

Screens all felony offenders at first appearance using the CAGE.

Chemical Health Assessor: Diane Cartony, Project Remand

Conduct Rule 25 chemical health assessments and facilitates rapid entry into treatment. Attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process. Organize and present progress/adjustment information at staffing.

Treatment Provider: Lisa Portinga, Assistant Director-Twin Town Treatment Center

Attends all staffings and provides input on various and appropriate modalities of treatment.

Psychiatric Court Clinic: Psychiatrist Dr. Brad Dupre and Psychiatric Nurse, Brigid Chase

Provide screening/assessment/diagnosis/case planning and community referrals for co-occurring disordered participants. Nurse attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process

V. Chemical Dependency Treatment

ASAC uses multiple treatment resources to provide substance abuse services to ASAC participants. They must be Minnesota licensed treatment programs in the metro-area counties. These include private not-for-profit agencies, private for-profit agencies, and hospitals. The treatment providers are required by contract with the Department of Human Services to follow all local, state, federal confidentiality laws. They are also required by the ASAC program to provide regular progress reports to the judge and the ASAC case manager on each client in their program as well as functional assessment results at discharge.

All clients are matched to the treatment program that appears to be most able to meet their needs. Assessment will identify what type of treatment is appropriate (e.g. inpatient, outpatient, primary and combinations of the two; extended care, ½ way house; detox). Aftercare and relapse prevention will be a part of any treatment program selected for inclusion in the ASAC program. Treatment will be provided as soon as possible after assessment—no more than 9 days. Our goal is to get the participant into treatment within a week. If that is not possible, the ASAC case manager and participant will develop an interim care plan (for housing, weekly court and weekly support group meetings).

The treatment plans that are developed for each participant in the treatment program will vary somewhat depending on the needs of the client and the particular model or philosophical foundation of the treatment program. Generally, however, each treatment program participating in the SAC program will:

- ✓ provide on-going group and individual counseling sessions. They may provide family sessions as needed;
- ✓ develop a treatment plan based on an individual assessment of the client's strengths, assets and needs. Certain decisions regarding treatment are made based on the strengths and needs of the client including outpatient treatment for those who have strong family relationships, or stable housing or employment;
- ✓ address the level of severity of the problem in the treatment plan, the level of care needed, and specific situational needs, including language, literacy, housing, medical and psychological;
- ✓ use peer groups and support circles to promote recovery;
- ✓ provide aftercare services, including continued case management, relapse prevention strategies and counseling and other supportive services. Clients will attend AA, Women in Sobriety and/or NA during and after treatment.

The treatment plan is revised or modified if necessary every week for the first phase of the substance abuse court program since the participant is required to appear in court weekly. During the second phase, the plan should have stabilized and should not have to be reviewed more than once per month.

When a client is completing treatment, the ASAC case manager, treatment staff and the client will meet to develop an aftercare plan based on real-life needs of the client. Clients can receive formal aftercare services for 6-12 months after completion of treatment. However, the SAC case manager continues to work with the client until he/she has completed the SAC program.

Treatment phases are goal-oriented and not based on time, although approximate duration of treatment is estimated. Generally, treatment protocol is based on the least restrictive level of care possible to address the individual's particular problem. It is abstinence – based for the most part, although the ASAC Team is also considering harm/risk reduction as an achievement of the program. Clients may progress from inpatient to outpatient to extended care if necessary. The progression is based on the results of UA tests, compliance with program requirements, severity of the problem and provider, case manager, and client agreement. The length of stay varies

based on individual need; the extended care criteria are used to determine the need for continued care (e.g. clinical assessment of individual's progress through treatment and the prognosis).

The frequency and intensity of treatment services depends on the level of care identified in the Rule 25 or private insurer assessment. However, the standard number of hours for each type of treatment is as follows:

- **Inpatient Primary: 30 hours of programming weekly; group counseling daily; individual counseling sessions once or twice weekly.**
- **Outpatient Primary: 60-120 hours total, 10 sessions minimum, 10-12 hours per week**
- **Extended care: 15 hours of programming per week.**
- **½ Way House: 5 hours of programming per week**

There are three payment procedures: Private insurance, PMAPP (Pre-paid Medical Assistance Provider Program), and County paid (participants are eligible for Consolidated Funds).

Treatment providers are required to develop treatment case plans, maintain client records, monitor clients during treatment, and continue to provide case management as the client moves into recovery in the community. The ASAC program case manager is also involved in case planning and supportive services with the counselor and the client during treatment, aftercare and to successful completion of the ASAC program.

Many treatment programs have a cognitive component such as Anger Management and/or Violence Prevention and/or victimization groups (especially domestic violence). The women's programs focus on trauma recovery. ASAC program can also rely on Community Corrections to provide cognitive behavioral groups, usually 36 sessions, twice per week when the client is ready.

The types of treatment utilized include gender-specific and culturally sensitive programs. Since Ramsey County has a wide variety of diverse cultural and ethnic treatment resources, it usually is not difficult to place a client into the appropriate cultural program. The staff in these treatment programs are reflective of the ethnicity of the participants. Programs for monolingual, Hispanic and southeast Asian communities include in and outpatient services that are only targeted to specific populations and include staff from various ethnic backgrounds. Examples are: Hispanos en Minnesota, CLUES, African-American Family Services, My Home, Inc. Lao Family Community, and Jules Fairbanks Native American Chemical Dependency Services.

VI. Ancillary Services

Psychiatric Court Clinic

The Psychiatric Court Clinic (PCC) provides internal psychiatric services to participants that is intended to bridge the gap between immediate intervention and the lack of community resources. Any participant may be referred to the PCC by their case manager, regardless of their insurance status, if there is a belief psychiatric intervention is necessary or would be beneficial.

Services include: screening and assessment, case planning, medication management and referral to community-based mental health agencies.

The PCC is staffed by a psychiatrist and psychiatric nurse with intakes occurring on a weekly basis. Participants meet with the doctor and nurse during judicial review hearings for case review and medication checks. Verbal updates regarding participant progress are provided to the team during staffing by the nurse.

Alumni Group

All Phase Three participants are mandated to attend the Alumni Group once per month. The goal of the Alumni group is to provide a supportive environment give participants a chance to be mentored by a graduate of the program. The foundation of the group is honesty.

The format is support, not structured around the traditional twelve-step model. The content of the meeting promotes honesty and self-disclosure away from the court process, case managers, ASAC team and is a confidential and safe place.

Ideas and topics of discussion are introduced by the community facilitator, which are then talked about with the group at large. Graduates rotate in and facilitate the meetings as well.

Cognitive Groups

All participants must attend gender-specific Cognitive Programming after primary treatment is completed. Male participants are required to attend Thinking for a Change which is a program that teaches offenders how to change their thinking patterns and behavior. Thinking for a Change (T4C) consists of 22 lessons including cognitive restructuring, social skills development, and development of problem solving skills. Female participants are required to attend Helping Women Recover which is a 17 lesson program focusing on women's psychological development, addiction and trauma.

Appendix A Waiver of Medical Privilege

STATE OF MINNESOTA
COUNTY OF RAMSEY

DISTRICT COURT
SECOND JUDICIAL DISTRICT

State of Minnesota,

_____ Plaintiff,

WAIVER OF MEDICAL
PRIVILEGE

V.

_____ Defendant

My name is _____ My date of birth is _____

My address is _____

- 1) I have been told by my attorney and I understand that in order to be considered for participation in ASAC Court, I must allow my medical and treatment providers to furnish medical information about me to the Ramsey County Court for as long as I am participating in ASAC Court.
- 2) I have been told by my attorney and I understand that the purpose of releasing this medical information is for the Ramsey County Court to determine my eligibility for the program, to determine the proper treatment placements and regiment, and to judge my progress in the programs.
- 3) I have been told by my attorney and I understand that my medical information may be discussed in the ASAC Court where other participants and observers may hear it.
- 4) I have been told by my attorney and I understand that I may revoke this authorization for the release of medical information at any time through a written notice that my attorney would provide. However, I understand that if I revoke the authorization, I will be discharged from the ASAC Court program and my case will be returned to Adult Court for further disposition.
- 5) I have read this document, or my lawyer has read it to me, and I understand it. By signing this waiver, I am telling the court that I understand the rights I am giving up and that I wish to be accepted into ASAC Court.

DATE _____

Defendant

DATE _____

Appendix B Waiver of Probation Violation Hearing Privilege

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

State of Minnesota,

File No. 62-_____

Plaintiff,

VS

WAIVER OF PROBATION VIOLATION HEARING

Defendant.

1. I have been told by my attorney and I understand that as a probationer, whenever there are allegations that I have violated the terms of my probation, I have a right to a hearing under Rule 27.04 of the Minnesota Rules of Criminal Procedure.

2. I have been told by my attorney and I understand that at the hearing the state has the burden of proving by clear and convincing evidence that I have violated the terms of my probation. At that hearing I have the right to confront witnesses, subpoena my witnesses and to testify but I could not be compelled to testify.

3. I have been told by my attorney and I understand that in Adult Substance Abuse Court (ASAC), when it is alleged I violated the terms of ASAC, I will not have a formal hearing pursuant to Rule 27.04.

4. I have been told by my attorney and I understand that if the ASAC Team determines that I violated any condition of my probation, the ASAC Judge can impose a consequence. The consequence could include, among other things, a stay in the Law Enforcement Center. I understand I can present an explanation but I will not have the right to a hearing.

5. I understand that if I choose to leave ASAC or if I am terminated from ASAC, my case will no longer be in a specialty court and I would be entitled to a hearing pursuant to Rule 27.04.

6. I have read this document, or my attorney has read it to me, and I understand it. I also understand that by signing this waiver, I am agreeing to give up the right to a hearing and all of the rights that go with a hearing. I wish to be accepted into ASAC.

Dated this ____ day of _____, 20____.

Dated this ____ day of _____, 20____. _____
Attorney for Defendant

Appendix C Participant Contract



Ramsey County Adult Substance Abuse Court Participant Contract

I have chosen to voluntarily participate in the Ramsey County Adult Substance Abuse Court and agree to the following conditions:

- 1) **I agree to attend** all court sessions, office appointments with case manager and be on time; I agree to maintain contact with case manager as directed and sign all necessary releases of information.
- 2) **I will fully participate** in drug and/or alcohol chemical dependency treatment and/or education as directed by the court. I will comply with all other programming requests, pay restitution (if ordered) and all program fees.
- 3) **I agree to comply** with random home visits by my case manager or other team member and provide drug or breathalyzer tests as directed.
- 4) **I agree to random drug and breathalyzer testing** as directed by my case manager or other team member. I will report any use of drugs and/or alcohol to my case manager.
- 5) **I will not engage in behavior** to dilute, substitute or adulterate any urine sample I may provide
- 6) **I will not possess or consume** any mood-altering chemicals (illegal drugs, alcohol or controlled substances). I must provide medical proof of any medications I am taking and make sure the medication will not result in a "false-positive" drug test.
- 7) **I will not use** any prescription drug (i.e. muscle relaxer, pain medication as example) or over-the counter medications **without prior verification and approval** from my case manager.
- 8) **I agree to keep the court, treatment provider and case manager informed** of my current contact information (address and telephone number(s) to include work, cell and pager) and that changes in contact information will not occur without the knowledge and consent of my case manager.
- 9) **I must obtain permission** from the court or my case manager **prior** to traveling outside the state of Minnesota.
- 10) **I understand that I am to remain law-abiding** in all respects, obeying state, federal and local ordinances.
- 11) **I understand that any breach** of this contract will result in a review of my case to determine my continued participation in the ASAC program or the imposition of court ordered sanctions including incarceration or termination.

Participant _____

Date _____

Case Manager _____

Date _____

Appendix D Eligibility Form

RAMSEY COUNTY ADULT SUBSTANCE ABUSE COURT ELIGIBILITY FORM

Name: _____
Last First Middle

Bail evaluation date: _____ District Court File #(s) _____

DOB: _____ Race: _____ Gender Male Female

1) Current Charged Offense(s): _____

Violent?:  Yes No

2) Resident of Ramsey County: Yes  No

3) Substance Abuse Problem Indicated: Yes  No

4) Violent Offense History (convictions): Violent Misd/GM?:  Yes No

Review Misdemeanor/Gross Misdemeanor history on case by case basis

Violent Felony?:  Yes No

Cage Score: _____ Mental Health Score: _____

If ANY of your answers above have an arrow next to them, the answer to Question #5 MUST BE NO"

5) Initially Eligible for ASAC: Yes No

6) Is Defendant Willing to Participate? Maybe Yes No

If no, why not: _____

7) Continued for ASAC Team screening? Yes No

Include bail evaluation, cd assessment and UA results

Drug Court Intake/Exit Form

Name: _____ Start Date: _____

Entry Information:

Military Status: Veteran Never in Military

Highest Grade in School Completed: 8th grade or less Completed 9th grade Completed 10th grade
 Completed 11th grade Diploma/GED Attended College Technical Degree 4 year Degree
 Technical Degree 4 year degree Post graduate

Employment Status: PT FT Not employed, student N/A Unemployed

Housing Status: Rent Own Facility Transient Temporary

Chemical Health Assessment Date: _____

Tool: Rule 25 Private Other _____

Level: Abuse Dependency

Substance of Choice: Alcohol Cocaine THC Methamphetamine Heroin OTC Drugs
 Prescription Inhalants LSD Ecstasy Other: _____

Current on Child Support: Yes No Not Applicable

DL Status: Valid Suspended Revoked Never acquired Canceled-IPS
Other _____

Court Case Point of Entry: Diversion Pre Plea Post Adjudication PV PV with new offense

Admission Type: First Time Admission Re-Admitted

LSI Risk Level and Score _____

UPON EXIT

Exit Date: _____

Outcome: Graduate Termination: Reason for Termination: _____

Total Days in Inpatient _____ **Total Days in Outpatient** _____

Referral to 1st Treatment Date _____ **1st Treatment Date** _____ **Final LSI Risk Level and Score** _____

Mental Health Diagnosis Yes No **Diagnosis** _____

Current on Child Support: Yes No Not Applicable **Compliance with treatment** Yes No

Highest Grade in School Completed: 8th grade or less Completed 9th grade Completed 10th grade
 Completed 11th grade Diploma/GED Attended College
 Technical Degree 4 year degree

Employment Status: PT FT Not employed, student N/A Unemployed

Housing Status: Rent Own Facility Transient Temporary

Current on Child Support: Yes No Not Applicable

DL Status: Valid Suspended Revoked Never acquired Canceled-IPS
Other _____

Appendix E Phase II Movement Application



Ramsey County Adult Substance Abuse Court

Application for Phase Movement – Phase 2

General Information

As a prospective Phase 2 participant, you must follow the checklist below and verify you have completed all requirements of Phase 1 three weeks prior to moving phases.

You may be asked to revise your application if the team feels it is not complete.

Your application to move phases is an important aspect of your program. Answer all the questions completely and as thoroughly as possible. The time and attention you give to completing this application will indicate your level of commitment to your sobriety and the ASAC program. Your application is intended to assist the ASAC Team in making a fair determination of your readiness to move phases.

Participant Information

Participant: _____ Date Issued: _____

Address: _____

Telephone: _____ Cell Phone: _____

Case Manager: _____ Turn in date _____ On time ___yes ___
no

Requirements for moving from Phase 1 to 2 and Checklist

Minimum 30 days sobriety: Anniversary date _____ # of months

Continue in treatment at _____ Completion date

- Completed treatment at _____ on _____
 - Regular attendance of support meetings
 - Verified by _____
 - Sponsor/Mentor _____ Contact # _____
 - Case plan created with case manager on _____
 - ASAC fee payment schedule completed on _____
- Making payments ___yes ___no Balance owed _____

RAMSEY COUNTY ADULT SUBSTANCE ABUSE COURT

Application for Phase Move

Using these forms and separate pieces of paper, answer all of the following questions. Answers must be completed on white standard size paper, single-sided only. Please use a pen or type your responses. Nothing else will be accepted. It is to your advantage to provide as much detail and information as possible when answering these questions. *If you need assistance in completing your application, please let your case manager know.

- 1) List the case plan goals you have accomplished while in Phase 1
- 2) What outstanding case plan goals will you address during Phase 2 (with permission from your case manager); what new goals have you developed
- 3) Report on your progress while you have been in treatment
- 4) Have you had any relapses while in Phase 1; if so what happened and what did you learn
- 5) What has your attendance been like with: office appointments, treatment, drug testing, court
- 6) Why do you believe you are ready to move to Phase 2
- 7) What other factors should the team consider in granting your phase move

Turn in your entire application to your Case Manager

Appendix F Phase III Movement Application



Ramsey County Adult Substance Abuse Court

Application for Phase Movement – Phase 3

General Information

As a prospective Phase 3 participant, you must follow the checklist below and verify you have completed all requirements of Phase 2 three weeks prior to moving phases.

You may be asked to revise your application if the team feels it is not complete.

Your application to move phases is an important aspect of your program. Answer all the questions completely and as thoroughly as possible. The time and attention you give to completing this application will indicate your level of commitment to your sobriety and the ASAC program. Your application is intended to assist the ASAC Team in making a fair determination of your readiness to move phases.

Participant Information

Participant: _____ Date Issued:

Address:

Telephone: _____ Cell Phone:

Case Manager: _____ Turn in date _____ On time ___yes ___
no

Requirements for moving from Phase 2 to 3 and Checklist

- Minimum 90 days sobriety: Anniversary date _____ # of months _____
- Continue in treatment at _____ Completion date _____

Completed treatment at _____ on _____

Regular attendance of support meetings Verified by _____

Sponsor/Mentor _____ Contact # _____

Case plan created with case manager on _____

Started cognitive program at _____ on _____

Completed on _____

Will still be attending in Phase 3 –need case manager’s signature _____

ASAC fee payment schedule completed on _____

Making payments ___yes ___no Balance owed _____

Restitution payment schedule completed on _____

Making payments ___yes ___no Balance owed _____

RAMSEY COUNTY ADULT SUBSTANCE ABUSE COURT
Application for Phase Move

Using these forms and separate pieces of paper, answer all of the following questions. Answers must be completed on white standard size paper, single-sided only. Please use a pen or type your responses. Nothing else will be accepted. It is to your advantage to provide as much detail and information as possible when answering these questions. *If you need assistance in completing your application, please let your case manager know.

- 8) List the case plan goals you have accomplished while in Phase 2
- 9) What outstanding case plan goals will you address during Phase 3 (with permission from your case manager); what new goals have you developed
- 10) Report on your progress while you have been in treatment
- 11) Have you had any relapses while in Phase 2; if so what happened and what did you learn
- 12) What has your attendance been like with: office appointments, treatment, drug testing, court
- 13) Why do you believe you are ready to move to Phase 3
- 14) What other factors should the team consider in granting your phase move

Turn in your entire application to your Case Manager

Appendix G Life Plan for Graduation



Ramsey County Adult Substance Abuse Court

Pre-Graduation Life Plan

General Information

As a prospective ASAC graduate, you must follow the checklist below and complete all requirements of the pre-graduation Life Plan one month prior to your graduation date.

You may be asked to revise your Life Plan if the team feels it is not complete. It is also possible that you will be asked to attend a meeting with the team to answer questions about your Life Plan.

Your Life Plan is an important part of the graduation process. Answer all the questions completely and as thoroughly as possible. The time and attention you give to completing your graduation tasks and the in depth information you provide in your Life Plan will be considered indicators to the level of your commitment to your sobriety. The Life Plan is intended to assist the ASAC Team in making a fair determination of your readiness to graduate from the Ramsey County Adult Substance Abuse Court.

Participant Information

Participant: _____ Date Issued:

Address:

Telephone: _____ Cell Phone:

Case Manager: _____ Turn in date _____ On time ___yes ___
no

Requirements for Graduation and Checklist

Minimum six months sobriety: Anniversary date _____ # of months

Completed treatment at _____ on

- Regular attendance of support meetings Verified by _____
Sponsor/Mentor _____ Contact # _____
- Completed cognitive program at _____ on _____
- Completed _____ program on _____
- ASAC Fees paid in full on _____
- Regular attendance at Alumni Group
- Restitution (if applicable) paid in full on _____ Judgment? ___ yes ___ no
- LSI-R interview with case manager Completed on _____
- Exit Survey with Evaluator Completed on _____

RAMSEY COUNTY ADULT SUBSTANCE ABUSE COURT

LIFE PLAN

Using these forms and separate pieces of paper, answer all of the following questions. Answers must be completed on white standard size paper, single-sided only. Please use a pen or type your responses. Nothing else will be accepted. It is to your advantage to provide as much detail and information as possible when answering these questions. *If you need assistance in completing your Life Plan, please let your case manager know.

Section A - Employment (job or school attendance required for graduation consideration)

- Full time Employer

- Part time Address

- Telephone

- Supervisor/contact#

- Attending school at

- Studying

- Have Children No children Pay child support

- 1) Is your current relationship stable and how long have you been in the relationship
- 2) Is your current relationship positive and supportive? If not, why
- 3) If you have children, what are your plans for their future (where will they live, who supports them, schooling)
- 4) Do you have external responsibilities such as: caretaking an elderly relative/friend, foster care of children, step-parent . . .do these responsibilities put stress on your relationship and if so, how do you cope
- 5) Do you have contact/ties with your extended family (parents, siblings, other)
- 6) Are your relationships with family/children/significant other different than when you started the program; how? How has your recovery affected them?

Section E - Health

- I am in general good health

- I am under a doctor's care for _____

- I was a patient in the Psychiatric Court Clinic and continue on medication and under a doctor's care

- 1) Do you have medical insurance: health and/or dental. If no - why not and how will you obtain it
- 2) Do you have a primary care physician; when was the last time you had a physical. Are you up to date on preventative care
- 3) Do you plan to continue with psychotherapy and/or group therapy
- 4) What medications related to mental health are you on and do you plan to continue taking them
- 5) Describe any health/mental health changes that occurred due to your being involved in ASAC

Section E - Community Involvement and Sobriety Commitment

- Attend support groups How many per week _____ What type _____

Sponsor/Mentor _____ Contact # _____

- I plan to keep attending the Alumni Group I would like to assist in leadership with Alumni Group

- I have a valid driver's license

- 1) How long have you been clean/sober; is this the longest time you have been chemical free
- 2) How long have you had your sponsor/mentor; describe your relationship
- 3) What is the future commitment between you and your sponsor/mentor
- 4) Is having a sponsor/mentor helpful to you; why?
- 5) What steps (if any) are you currently working on

- 6) Do you have a relapse plan in place; what is it
- 7) Describe your support system outside your family; do you have enough supportive others in your life? If not, why and how could you change that
- 8) If you don't have a valid driver's license, are you aware of what you need to do to obtain one and what is your plan to get one
- 9) Do you intend to remain alcohol/drug free; why? how?
- 10) Do you intend to remain crime free; why? how?

Section F – Accomplishments and Goals

- 1) What have you accomplished throughout the program that has prepared you for graduation?
- 2) If you completed a cognitive skill group, what did you learn from that program
- 3) How is your life different after participating in ASAC
- 4) Please describe:
 - 1 – 90 day goal
 - 1 – 6 month goal
 - 1 – 1 year goalDo you have “life goals”? How will you attain them?
- 5) Why should you graduate at this time?

Turn in your entire Pre-Graduation Life Plan Packet to your Case Manager

Appendix H Fee Contract

Ramsey County Adult Substance Abuse Court

Fee Contract

Name

DOB

SSN

Date of Admission

I understand I will be assessed a program fee for participating in the Ramsey County Adult Substance Abuse Court. In order to defray program costs, this fee is assessed to all participants.

It is expressly understood that the payment of this fee is a requirement of the program.

All payments may be paid in cash or money order made payable to "Project Remand".

The fee schedule is as follows:

- \$300.00 Tracks 1 & 2 (diversion tracks)
- \$200.00 Tracks 3 & 4 (these are the probation tracks and probation fees are also assessed)
- Fees have been waived for the following reason (s):
Date of waiver _____

Participant

Date

Case Manager

Date