

Thursday,
April 28, 2022
at 12 PM

TREATMENT COURT STEERING COMMITTEE

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE
COLLABORATING COUNCIL

Door County Justice
Center
Sheriff's Office
Conference Room
1201 S. Duluth Avenue
Sturgeon Bay, WI 54235

AGENDA:

1. Call Meeting to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes from last Meeting:
March 31, 2022 Treatment Court Steering Committee
5. New Business:
 - a. Grant funding and Case Manager update
 - b. HOIST Training
 - c. Policies and Procedures Review on Wednesday, May 18, 2022
 - d. Program Participants and Healthcare requirements
 - e. Other Treatment Court Updates
6. Matters to be placed on a future agenda or to be referred to a Committee, Official or Employee
7. Next Meeting date: May 26, 2022 at 12 pm.
8. Adjourn

To mitigate the impact of COVID-19 this meeting will also be conducted by teleconference or video conference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84452902385?pwd=V3FsdORCOHNMZDQ1VEFPYTZucW1lQT09>

Webinar ID: 844 5290 2385
Passcode: 450001

Or Telephone:
1 312 626 6799

Deviation from the order shown may occur

In compliance with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted: _____, 2022 by _____

Door County Treatment Court Steering Committee Minutes

(A Subcommittee of the Criminal Justice Collaborating Council Committee)

Meeting held Thursday, March 31, 2022

Held at the Door County Justice Center

Note: These minutes are subject to review and approval of the Treatment Court Steering Committee

1. **Kelsey Christensen called the meeting to order at 12:09 p.m.**
2. **Present:** Colleen Nordin, Eric Habetler, Kim Bridenhagen, Sara Siefert, Judge David Weber, Donna Altepeter, Steve Seyfer, Shannon Viel, and Kelsey Christensen.
3. **Adopt Agenda for this meeting:** Motion by C. Nordin, second by Judge Weber to adopt the agenda. Motion carried by unanimous voice vote.
4. **Approve Minutes from Last meeting: February 24, 2021**
Motion by C. Nordin, second by S. Siefert to approve minutes. Motion carried by unanimous voice vote.
5. **Old Business:**
 - a. **Treatment Court Case Plans**
Committee reviewed updated case plan outline done by program evaluator. Determined this would allow for team to be notified more regularly of phase goals being met. Case manager to regularly review participant and the team. Committee to continue to have discussion on ongoing reviews of court case plans.
6. **New Business:**
 - a. **Policies and Procedures Review on Wednesday, May 18, 2022:**
Committee agreed that it would be beneficial to participate in Incentives and Sanctions training set up by DOJ. K. Christensen to write state representative to see if that training could happen in the morning of the policies and procedures review. Committee also agreed that they would use April 28th meeting to discuss what should be primary topics discussed on May 18, 2022.
 - b. **WATCP Conference May 4-May 6, 2022:**
Committee updated K. Christensen on who could attend. Everyone that could attend is to email K. Christensen his or her breakout session choices.
 - c. **Application Process and Program Capacity:**
Committee ok with application process, but agreed to review this during schedule procedure review day. K. Christensen updated that county administrator was ok with moving forward with a case manager. This would allow for the court to extend program capacity to 10 people by end of 2022. Committee also discussed idea of adding OWI and/or Mental Health Court. Committee will evaluate Door County's needs over the next year. D. Altepeter informed committee that DHHS Behavioral Health is losing 3 therapists, however, has 2 contracted therapists are filling in. Additionally, county approved to rehire positions, but may not be until July. This should not affect Treatment Court as those Treatment Court referrals remain a priority.
 - d. **Other Treatment Court Updates:**
No other updates at this time.
7. **Matters to be placed on future agenda:**
May 18th Policies and Procedure review.
8. **Next Meeting Date:** April 28, 2022 at 12pm.
9. **Adjourn:** Motion by C. Nordin, second by S. Seyfer to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 1:15 p.m.

Respectfully submitted by Kelsey Christensen-Court Services Coordinator



DOOR COUNTY ADULT TREATMENT COURT

POLICIES AND PROCEDURES MANUAL
Updated 9/13/2021

TABLE OF CONTENTS

INTRODUCTION	2
MISSION STATEMENT	2
GOALS AND OBJECTIVES	3
TREATMENT COURT TEAM MEMBERS	5
STAFFING	5
ROLES AND RESPONSIBILITIES OF TREATMENT COURT TEAM MEMBERS	6
TARGET POPULATION	8
ELIGIBILITY AND DISQUALIFICATION CRITERIA	9
ELIGIBILITY	9
DISQUALIFICATIONS	9
REFERRAL PROCESS	10
SCREENING AND ASSESSMENT PROCESS	10
REFERRAL FLOW CHART	11
ADMISSION PROCESS	12
STATUS HEARINGS	12
PHASE STRUCTURE	13
PHASE ONE	13
PHASE TWO	14
PHASE THREE	14
PHASE FOUR	15
PHASE FIVE	16
GRADUATION	17
CONTINUING CARE	17
INCENTIVES AND SANCTIONS	17
INCENTIVES	18
SANCTIONS	19
TERMINATIONS	19
VOLUNTARY REMOVAL	20
TREATMENT SERVICES	20
COMMUNITY SUPERVISION	20
DRUG AND ALCOHOL TESTING PROTOCOL	21
PROGRAM FEES	21
PARTICIPANT RIGHTS AND GRIEVANCE PROCEDURE	21
CONFIDENTIALITY	22
TREATMENT COURT STEERING COMMITTEE	25

INTRODUCTION

Treatment Courts are built upon a unique partnership between the criminal justice system and the Alcohol Other Drug Abuse (AODA) treatment community, one which structures treatment intervention around the authority and personal involvement of a single Treatment Court Judge. Treatment Courts are also dependent upon the creation of a non-adversarial courtroom atmosphere where a single Judge and a dedicated treatment court team of court officers and staff work together toward a common goal of breaking the cycle of drug abuse and criminal behavior. Because of the unique problems and opportunities that present themselves in working with drug-involved criminal offenders, treatment and rehabilitation strategies must be evidence based and must therefore recognize:

Substance abuse users are most vulnerable to successful intervention when in the crisis of initial arrest and incarceration; therefore, intervention must be immediate and up-front.

Preventing gaps in communication and ensuring offender accountability are critically important. Therefore, court supervision must be highly coordinated and very comprehensive.

Substance use disorders are longstanding, debilitating, and insidious conditions; therefore, treatment must be long-term and comprehensive.

Substance use disorders seldom exist in isolation from other serious problems that undermine rehabilitation, so treatment must include integration of other available services and resources such as educational and vocational assessment.

Relapse and intermittent advancement are part of the recovery process, so progressive sanctions and incentives must be integral to the Treatment Court strategy.

MISSION STATEMENT

The mission of the Door County Treatment Court is to use an evidence-based judicial process to enhance public safety and restore sober, productive, and law-abiding citizens to the community.

2022 GOALS AND OBJECTIVES

Goals	Objectives	Activities	Measures of Impact/Outcome
<i>What are the long-term goals of the program/court?</i>	<i>What are the steps or intermediate goals that will support achievement of the long-term goals?</i>	<i>What is the program doing or what services are being delivered to help meet the program goals and objectives?</i>	<i>What measures will be used to determine whether or not the program is meeting the goals and objectives?</i>
1. To reduce recidivism rates for nonviolent offenders and increase public safety.	A. Increase the number of Treatment Court referrals	Identify program referral challenges and review of other community courts referral process Maintain consistent steering committee meetings to enhance current referral process	Finalize updated referral process by July 11, 2022 Drug court will have 10 active drug court participants by December 5, 2022
	B. Referred individuals are assessed for program eligibility	Completion of COMPAS for each eligible individual referred Individualized assessment for Tx needs and readiness	75% of all COMPAS assessments completed within 10 business days from date of referral 90% of AODA assessments within 10 business days of referral from Coordinator. 100% of assessed individuals reviewed by the full team.
	C. Increase active participants Treatment Court program.	Plead guilty or no-contest to charges and accept conditions of treatment court	70% of referred and eligible individuals join the program. 100% of individuals sentenced are connected to treatment services within
2. To reduce prison and jail populations.	A. To provide eligible participants a treatment court option as an initial alternative to a sentence in jail or prison or as an alternative to revocation of probation.	Provide individualized treatment for participants. Completion of Moral Recognition Therapy – behavioral treatment curriculum.	40% decrease in re-offenses as compared to the three previous years CCAP convictions of each participant. 50% reduction of jail days served as compared to others

		Random Drug Screening as per policy.	with similar charges not participating in the program.
	B. Identify strengths and weaknesses in Door County's criminal justice system.	Individualized criminal justice department meetings to understand system Continuous review of developed system map Determine need for additional services and/or treatment court branches	Approved system map by June 21, 2022
3. Identify Door County revenue sources and/or cost saving that could account for program sustainability.	A. Determine the number of reduced jail bed days by participants.	Track the number of jail bed days stayed by all participants who enter the program. Determine potential income available for renting out DC jail beds days based on the days calculated.	Each January, the coordinator will tabulate the bed days that were ordered but not serviced by participant in the previous year. Calculate a cost savings based on Sheriffs rate per day.
	B. Track other areas of impact on County budget, such as child placement costs avoided, decrease in police contact, and avoided DA involvement.	Identify have a clear case that would involve an out of home placement of a child either in Kinship or Foster Care placement Review contact by police in the 12 months prior to arrest and time in program.	At the end of each year, determine the cost savings in other areas by multiplying the number of days stayed by the costs of care per day following the participants completion of the program. Calculate decreased number of contacts by all treatment court participants for each year.
	C. Market Treatment Court to various organizations throughout Door County.	Treatment Court Team will do marketing and outreach to make community members aware of the program and the benefits.	Team will conduct four presentations to community entity or marketing program by December 31, 2022

--	--	--

TREATMENT COURT TEAM MEMBERS

The Door County Adult Treatment Court team, also known as the Treatment Court Team, shall consist of the following:

- A Circuit Court Judge
- A Court Services Coordinator
- A Probation and Parole Agent
- A representative from the District Attorney's Office
- A representative from the Public Defender's Office/Defense Attorney
- Treatment Personnel
- An Evaluator
- A representative from Law Enforcement
- A representative from the employment community
- A representative from the recovery community

Current Treatment Court Team members include:

David Weber, Judge, Branch 2 Circuit Court, Door County

Colleen Nordin, District Attorney, Door County District Attorney's Office

Tara Teesch, Public Defender, State Public Defender's Office

Andrew Nieman, Corrections Field Supervisor, Wisconsin Department of Corrections

Kim Bridenhagen, Agent, Probations and Parole, Wisconsin Dept. of Corrections

Sara Siefert, Agent, Probations and Parole, Wisconsin Dept. of Corrections

Tammy Sternard, Sheriff, Door County Sheriff's Office

Joe Krebsbach, Director, Door County Health and Human Services

Donna Altepeter, Behavior Health Manager, Door County Health and Human Services

Kelsey Christensen, Court Services Coordinator, Door County Adult Drug Treatment Court

Stephen Seyfer, Program Evaluator, Retired School Superintendent

STAFFING

Treatment Court is held weekly on Mondays at 1:30pm. The Treatment Court judge presides over all Treatment Court proceedings, except as ordered by the Court.

A closed staffing of the Treatment Court Team shall occur for the one hour immediately preceding Treatment Court. At the staffing, the Treatment Court Team advises the Treatment Court Judge of the progress or any violation of each Treatment Court participant.

During the first year the team also meets once a month to discuss program development. In these meetings the program evaluator ensures that the Treatment Court program adheres to best practices, addresses inclusivity, and is keeping with the Treatment Courts key components. For additional oversight on program standards, the Treatment Court team also meets with the Treatment Court Steering Committee every other month.

ROLES AND RESPONSIBILITIES OF TREATMENT COURT TEAM MEMBERS

Each team member has a responsibility to attend all Treatment Court Team staffing’s, meetings, and Treatment Court hearings. It is important each team member maintains ongoing communication and shares information and participant progress with all Treatment Court Team members in a timely fashion. During each staffing, each team member recommends appropriate sanctions and incentives. In keeping with best practice, team members are also expected to work together to achieve Treatment Court goals, comply with grant and state regulations, and maintain confidentiality of each participant in the Treatment Court.

ROLE TITLE	RESPONSIBILITIES
COORDINATOR	<ul style="list-style-type: none"> • Evaluate potential participants for eligibility • Conduct assessments and intake • Make referrals for programming as needed • Verify & monitor participant compliance with program and treatment requirements • Collect all relevant information and distribute at Treatment Court team meetings • Coordinate and monitor all Treatment Court drug testing • Gather and input data for evaluator • Monitor data management system • Supervise day-to-day operations • Maintain a confidential file on each participant • Monitor budget and financial management • Review policies and practices and monitor need for changes • Facilitate team/staff meetings • Set agenda for meetings • Act as community liaison • Help coordinate funding sources/Grant Writing/Grant Management
DEPARTMENT OF CORRECTIONS	<ul style="list-style-type: none"> • Provide community supervision of each participant

	<ul style="list-style-type: none"> • Complete COMPAS assessment if not already completed • Make referrals to community resources • Carry out drug testing per standard DOC policy • Perform home/school/employment visits • Monitor compliance through meetings with collateral contacts • Monitor and encourage participant's compliance with programs • Impose sanctions and rewards • Work with DA's office and Defense Attorney to identify potential participants for Alternatives to Revocation • Gather data for the evaluator
DISTRICT ATTORNEY'S OFFICE	<ul style="list-style-type: none"> • Review potential participants for eligibility • Make referrals to Treatment Court • Maintain a non-adversarial role during Treatment Court proceedings • Ensure compliance with State law • Negotiate and complete plea agreements on behalf of the State • Educate peer professionals on effectiveness of program and changes in state law that affect the program • Act as community advocate for effectiveness of program • Make recommendations for charging and/or sentencing after revocation if the participant is terminated from the program • Work with Defense Attorney and DOC to identify potential participants
EVALUATOR	<ul style="list-style-type: none"> • Evaluate process and outcomes • Give information to help improve the Treatment Court and make it more successful • Help facilitate team understanding of areas needing improvement • Set up evaluation process – what and how information will be collected and maintained, how analyzed, etc.
JUDGE	<ul style="list-style-type: none"> • Preside over courtroom proceedings • Explain legal rights, options, and program requirements at orientation and confirm them with each participant as they enter the program • Impose appropriate incentives and sanctions • Review treatment progress and address it directly with the participant in Court, considering the recommendations of the Treatment Court Team • Supervise Treatment Court administration • Ensure compliance with Treatment Court program rules by participants • Provide final decision in outcome of participant's progress or termination
LAW ENFORCEMENT REPRESENTATIVE	<ul style="list-style-type: none"> • Assist DOC in home visits and checks on participants

	<ul style="list-style-type: none"> • Allow for incarcerated participants to attend treatment and jail services as requested by the participant and the Treatment Court Team • Facilitate Treatment Court attendance and supervision for incarcerated participants
PUBLIC DEFENDER'S OFFICE/DEFENSE ATTORNEY	<ul style="list-style-type: none"> • Discuss pros and cons with potential participant before entering Treatment Court • Review cases for potential legal issues • Discuss resolution of case with District Attorney before entering Treatment Court • Remain accessible to participant • Advocate for fair process • Be prepared to practice a different kind of law in non-adversarial manner • Facilitate representation for the participant in termination proceedings if eligible • Work with DA's Office and DOC to identify potential participants
TREATMENT PROVIDER	<ul style="list-style-type: none"> • Provide treatment using evidenced based practices • Conduct and verify assessments and referrals as needed • Monitor progress of participant through Stages of Change • Establish rapport with participant • Ensure signing of all confidential releases required for communication with Treatment Court Team • Coordinate/Advocate for pro-social activities
EMPLOYMENT COMMUNITY REPRESENTATIVE	<ul style="list-style-type: none"> • Provide participant educational and vocational resources where necessary • Oversee participant's vocational and educational programming • Serve as liaison between Treatment Court and employment community
RECOVERY COMMUNITY REPRESENTATIVE	<ul style="list-style-type: none"> • Connect participants to recovery-supportive resources that are instrumental to sustaining recovery • Serve as a liaison to formal and informal community supports, resources, and recovery-supporting activities

TARGET POPULATION

The Door County Treatment Court targets high-risk and high-need, non-violent offenders where there is reasonable evidence the offender's criminal activity is connected directly to the ongoing, habitual abuse of substances. Due to the nature of the substance abuse, and participants' past criminal history, the Treatment Court targets offenders who require more intensive focus on treatment, monitoring, and judicial intervention.

All participants have equitable access, without any prejudices towards a person's race, socioeconomic standing, ethnic origins, gender, sexual orientation, physical ability, any other protected class, and inability to pay restitution or programs fees or inability to perform community service. To ensure the Treatment Court complies with these standards, the program evaluator addresses any team member's concerns, and helps to identify any intrinsic bias. In addition to the evaluator, Treatment Court Team also allows for checks and balances, and is encouraged to hold each other accountable.

ELIGIBILITY AND DISQUALIFICATION CRITERIA

ELIGIBILITY

In order to qualify offenders must meet the following criteria:

- Must be a resident of Door County and remain a resident throughout their Treatment Court programing
- Have a moderate to severe substance use disorder diagnosis and need for treatment
- 17 years or older
- Must score medium to high risk on the COMPAS assessment for general recidivism and high criminogenic needs.
- Current felony drug offense or drug-related property offense (e.g. felony theft, forgery)
- Cannot have an offense or history of an offense that would identify them as an enterprise drug trafficker
- Non-violent crime with no history of violence

The Door County Treatment Court Team recognizes substance use disorders contribute to a wide variety of criminal acts. As a result, the program focuses on substance use related offenses not only drug offenses. Individuals who have both substance use disorders and a general mental health disorder are eligible.

DISQUALIFICATIONS

Potential candidates meeting the following criteria will be ineligible for admission to the Door County Adult Treatment Court Program:

- Nonresident of Door County
- 16 years or younger
- Mild Substance Abuse Disorder diagnosis
- Serious debilitating mental illness diagnosis
- COMPAS assessment score of general recidivism risk of low and COMPAS assessment score of criminogenic need scales of low
- The individual has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm

- The individual has been charged with or convicted of an offense in a pending case, and during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm
- The individual is a registered sex offender or has any pending charges related in nature

REFERRAL PROCESS

Referrals to the Door County Treatment Court can be made by either the assigned prosecutor, the defense attorney, or the defendant (if unrepresented by counsel). A referral is made after the criminal charges are issued, but before the defendant has entered a plea of guilty or no contest.

The Department of Corrections may also refer an individual who is currently on supervision and may be facing revocation as a form of an alternative to revocation (ATR). This type of referral should be made prior to the decision to revoke.

Ideally, a referral should be received early on in the court process and prior to a plea of guilty or no contest so if the defendant is accepted into treatment court, the individual may begin the program as soon as possible. It is anticipated the average wait from referral to admission is approximately 30-60 days from the filing of criminal charges or referral from Department of Corrections.

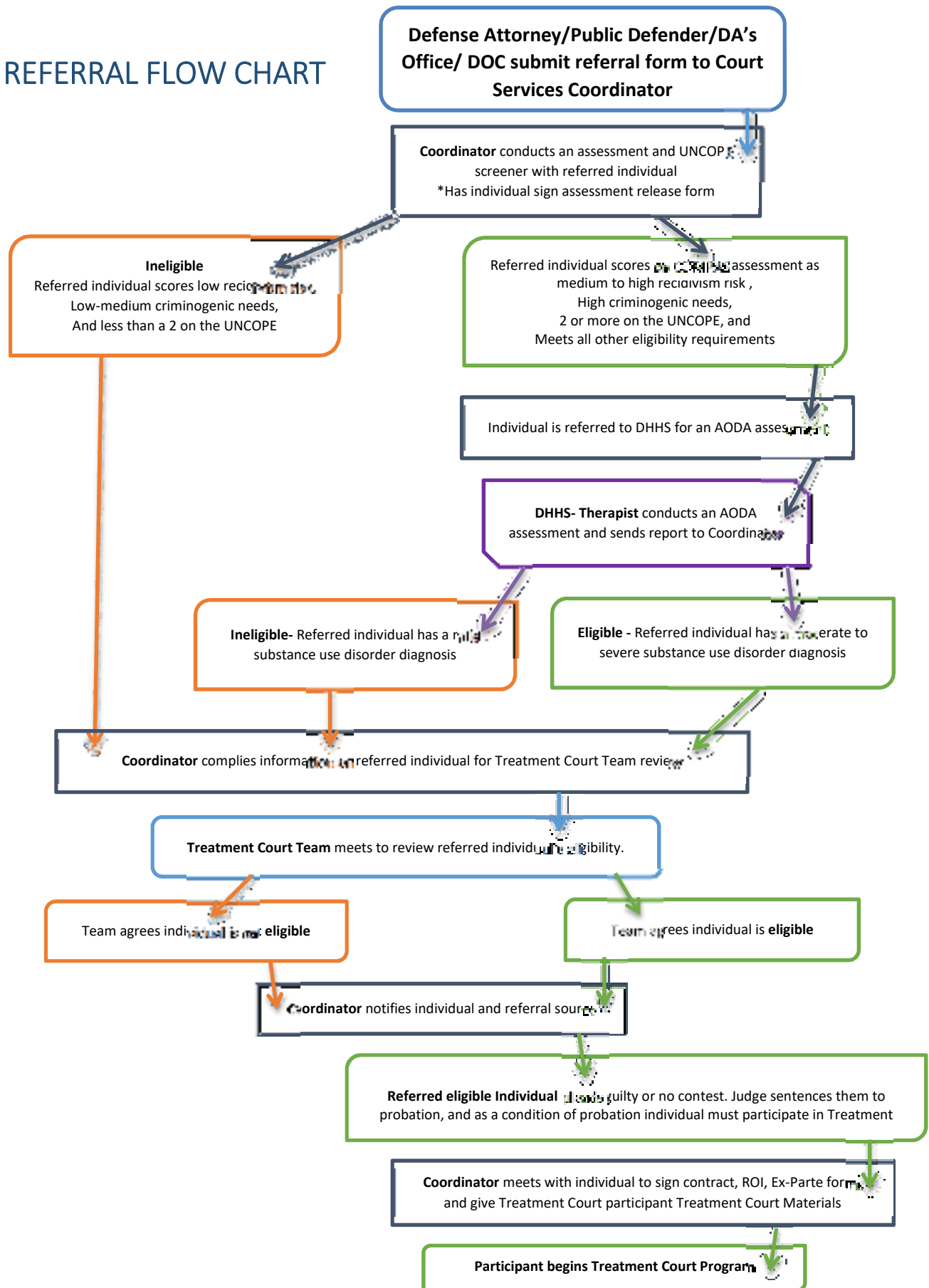
SCREENING AND ASSESSMENT PROCESS

Once a referral is made to the Door County Treatment Court, the Court Services Coordinator conducts a risk-based assessment utilizing the Correctional Offender Management Profiling Alternative to Sanctions (COMPAS) tool. The COMPAS tool addresses individualized information specifically designed to determine criminogenic risk and needs of the individual referred. The Treatment Court accepts participants into the Treatment Court program that score medium to high criminogenic risk with high needs.

The court services coordinator also uses the UNCOPE screener tool for additional AODA qualifications. The UNCOPE screener tool consists of six questions that provide a quick means of identifying risk for abuse and dependence for alcohol and other drugs. Two or more positive responses indicates possible abuse or dependence and the need for further assessment. The participant must have a score of 2 or above on the UNCOPE to be referred to a certified AODA counselor.

Once referred to an AODA counselor, the counselor completes Level of Care Inventory (LOCI) to identify readiness for treatment and determine the individual's level of care for their substance use. The AODA counselor also ensures the individual meets the requirement for diagnosis for a moderate to severe substance use disorder.

REFERRAL FLOW CHART



ADMISSION PROCESS

Once the above assessment process is complete, the coordinator brings the information to the Treatment Court Team to staff eligibility and appropriateness of an individual's admission into Treatment Court. If the individual meets all the eligibility requirements, the team will come to a consensus to admit the individual into Treatment Court. Should the team have a disagreement of admission, the judge will have final say over the individual's admission.

The representatives from law enforcement, District Attorney's Office, and Department of Corrections retain the right to discourage an individual's acceptance into Treatment Court if that team member becomes aware of confidential information that would make the applicant no longer eligible for Treatment Court.

Upon approval from the Treatment Court Team and prior to sentencing, the coordinator meets with the referred individual to review the Treatment Court contract and rules. Contracts are also provided to defense attorneys in case the individual has further questions prior to sentencing decisions. Individual does not sign the contract until after sentencing.

As long as the individual referred is in agreeance with the expectations of Treatment Court, a sentencing hearing is set before the Treatment Court judge. The referred individual then enters a plea of guilty or no contest. With that plea, individuals are placed on probation and Treatment Court participation becomes condition of probation.

The individual is then enrolled in the Treatment Court program and signs the necessary paperwork. Participants enrolled in the Treatment Court are provided with a binder that includes the participant handbook, Rule of 40, Phase 1 packet, and other resources.

STATUS HEARINGS

Treatment Court is a priority and is a specialized, separate court that operates on a weekly basis and is dedicated to the assessment, treatment, and supervision of participants. The Treatment Court judge presides over all Treatment Court proceedings. Treatment Court is held in Branch II on Mondays and begins promptly at 1:30pm. The Treatment Court Team meets prior to court at 12:30pm for staffings. During each Treatment Court Hearing, the Treatment Court Judge discusses the case with each Treatment Court participant and any relevant party. Sanctions or interventions are imposed for any violations. If sanctions are imposed, law enforcement is available to take participants into custody if necessary.

All Treatment Court participants must attend scheduled times, unless otherwise excused by the Treatment Court Judge or Court services coordinator. Participants are required to stay for the entire court hearing unless given prior approval to leave early. Tardiness to Court is not tolerated and may result in a sanction. Participants' statements or comments made in Treatment Court may not be used against him/her.

PHASE STRUCTURE

The Door County Treatment Court Program will consist of five phases followed by an optional Continuing Care Phase. Participants are asked to complete an application for phase advancement for each phase. The coordinator can assist participants where needed on the application process. The Treatment Court Team will review the application and determine if a promotion to the next phase is appropriate.

When the team determines that a participant is eligible to phase up the next phase, the participant is presented with a certificate and reward. Each phase will have its own reward:

- Phase 1 Completion: Worry stone or silicone bracelet
- Phase 2 Completion: Keychain
- Phase 3 Completion: Added charm to keychain
- Phase 4 Completion: Cupcakes (or other dessert/food choice)
- Phase 5 Completion: Coffee Mug

Each of the five phases have requirements necessary to complete prior to advancing to the next phase. In addition to the individualized phase requirements, the following are requirements expected of participants during each phase:

- Remain honest with Treatment Court Team members and service providers
- Maintain strict compliance with random alcohol and drug testing at least twice a week throughout the entirety of the Treatment Court
- Participant and be engaged in recommended treatment plans, as determined by the treatment provider
- Adhere to random home and employment visits as determined by DOC policies and procedures
- Complete Rule of 40 sheet weekly
- Participate and complete Moral Recognition Therapy (MRT)
- Establish and maintain a payment plan for all assessed fees including fees related to treatment, probation, court fines and restitution, if any was ordered

PHASE ONE CHANCE: Acute Stabilization <i>The minimum requirements for the successful completion of Phase One are as follows:</i>	
Length of phase:	A minimum of 60 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court weekly • Meet weekly face-to-face with Court services coordinator and Probation Agent • Create a case plan with probation agent to address people, places and things. • Engage with treatment • Address housing issues, if needed • Obtain medical assessment, if needed • Attain of health insurance if lack health insurance

PHASE TWO

CHALLENGE: Clinical Stabilization

The minimum requirements for the successful completion of Phase Two include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court weekly• Meet weekly face-to-face with Court Services Coordinator and Probation Agent• Review case plan with Probation agent• Continue to address people, places and things• Continue addressing medical needs• Identify other needs• Enroll in recommended We Are Hope, Inc. program, if needed• Attend a minimum of 1 support group meeting per week• Develop housing plan to obtain or maintain housing• Maintain total abstinence for a minimum of 30 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) Phase 3 Application must be submitted to the court services coordinator for phase advancement.
	<ul style="list-style-type: none">• Maintain total abstinence for a minimum of 14 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) Phase 2 Application must be submitted to the court services coordinator for phase advancement.

PHASE THREE

CHOICE: Pro-Social Habilitation

The minimum requirements for the successful completion of Phase Three include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court bi-weekly, unless the team determines more court support is appropriate• Meet bi-weekly face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Review Case Plan with probation agent and establish prosocial activities

	<ul style="list-style-type: none"> • Maintain stable housing • Demonstrate healthy people, places and things • Attend a minimum of 2 support group meetings per week • Develop Relapse Prevention Plan • Must be employed or in some vocational or educational program • Maintain total abstinence for a minimum of 45 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) <p>Phase 4 Application must be submitted to the court services coordinator for phase advancement.</p>
--	---

<p>PHASE FOUR</p> <p>CHANGE: Adaptive Habilitation</p> <p><i>The minimum requirements for the successful completion of Phase Four include all the following requirements:</i></p>	
Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none"> • Attend Treatment Court monthly, unless the team determines more court support is appropriate • Meet twice per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent • Completion of MRT- Criminal Thinking group • Attend a minimum of 2 support group meetings per week • Must be employed or in some vocational or educational program • Participate in prosocial activities • Maintain stable housing • Maintain total abstinence for a minimum of 60 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) <p>Phase 5 Application must be submitted to the court services coordinator for phase advancement.</p>

PHASE FIVE

COURAGE: Maintenance

The minimum requirements for the successful completion of Phase Five include all of the following requirements:

Length of phase:	A minimum of 90 days
Requirements:	<ul style="list-style-type: none">• Attend Treatment Court monthly, unless the team determines more court support is appropriate• Meet once per month face-to-face with court services coordinator and probation agent, or as directed by court services coordinator and probation agent• Develop a continuation care plan with AODA treatment provider• Attend a minimum of 1 support group meeting per week• Provide support person signatures weekly• Maintain gainful, consistent employment or be involved in vocational or educational program.• Show ability to remain committed participation in prosocial activities• Be able to show improved stable living arrangements and healthy interpersonal relationships as determined by the Treatment Court Team• Demonstrate an achieved understanding of personal challenges with substance use and criminal behavior.• Maintain total abstinence for a minimum of 90 consecutive days at the time of phasing from the use of alcohol, illegal, or non-prescribed drugs (no misses, dilutes, positives, or admissions) <p>Graduation Application must be submitted to the court services coordinator for graduation consideration.</p>

GRADUATION

Participants can apply for graduation once the individual has shown successful participation in of all five phases, completed all community service hours, and are continuing to successfully and consistently make payments towards the participant's payment plan of all assessed fees. The graduation applicant must complete a graduation application no more than 30 days prior to anticipated Treatment Court completion date. The court services coordinator will verify that the graduation applicant has met all requirements prior to graduation consideration from the Treatment Court Team.

During a meeting with the graduation applicant, the Treatment Court Team reviews the application and applicant's Treatment Court progress. If the Team determines that the applicant has successfully met obligations to the Treatment Court, the Team will declare the applicant a graduate of the Treatment Court.

Each graduate then participates in a graduation ceremony honoring the completion of all established graduates. The court service coordinator notifies graduates of the graduation ceremony date and time. Graduation ceremonies are held to celebrate each graduate's dedication and completion of program requirements. Each graduate is presented with a certificate and letter of completion by the Treatment Court Team. Upon graduation, participants have the option to continue in the Continuing Care Phase of the program.

CONTINUING CARE

Continuing care may be available by recommendation to assist participants during the transition period as the individual continues to develop healthy practices to maintain long-term sobriety.

INCENTIVES AND SANCTIONS

The Door County Treatment Court utilizes positive reinforcements to assist participants to learn new skills and make positive behavioral changes. Incentives for positive behavior changes are used to promote sustained behavior changes. Participants receive program rules and expectations as part of their participant handbook. Rules are consistent and are swiftly enforced with graduated incentives and sanctions to encourage participants positive compliance with the program.

The Treatment Court Team collaborates to provide advice on incentives and sanctions but the Judge makes the final decision concerning imposition of incentives and sanctions. Incentives and sanctions are discussed on an individualized basis during Treatment Court Team staffings. If an urgent need arises, the coordinator schedules an emergency Team meeting. The coordinator records all incentives and sanctions received for each participant in the Northpointe computer system.

Certain behaviors are expected of each Treatment Court participant while in the program. These behaviors increase the likelihood of successful completion from the Treatment Court program. They include:

- The individual taking responsibility for their own behavior (both good and bad)
- No Probation rule violations
- No new arrests or criminal charges
- Attend substance use support groups
- Attend and complete other community programming
- On-time and present for all Treatment Court proceedings
- Obtain and maintain employment and residential stability
- No unexcused missed appointments with probation agent, coordinator, treatment providers
- Positive reports from collateral sources (spouse, parent, employer, etc.)
- If applicable, attend school and obtain HSED/GED
- Pay financial obligations as directed and in full
- No missed or positive drug or alcohol screens
- No verbally or physically abusive or threatening behavior
- Maintain a well-kept home with no contraband
- Maintain clean personal appearance
- Promotion to next phase
- Completion of community service hours
- If applicable, take all prescribed medications
- Obtain Driver's License
- Identify self as a Treatment Court Participant to Police if stopped for any reason
- Identify self as a Treatment Court Participant to all health care providers

INCENTIVES

Incentives for maintaining sobriety and abiding by the conditions of the Treatment Court Program and Probation may include, but are not limited to, the following:

- Positive feedback/praise from the Judge, treatment court team member, or family member
- Applause in Court
- Special acknowledgement for maintaining sobriety & other accomplishments
- Increased privileges
- Lowered reporting standards with the Coordinator and Probation Agent
- Before and after pictures
- Sobriety tokens
- Certificates of accomplishment
- Phone cards
- Ride vouchers
- Graduation ceremony
- Gift Certificates
- Movie passes
- Hair cuts
- Fish Bowl drawings
- 100 Day Letters

Fish Bowl Drawings: Each participant has the opportunity to earn a sticker each week a participant meets their weekly requirements. Once a participant reaches five stickers, that participant may draw from a fish bowl to win a gift certificate.

100 Day Letters: For every 100 days a participant has successfully maintained sobriety, the Treatment Court Judge will write the participant commending them for their continued commitment to recovery.

SANCTIONS

Any violations of the rules and phase requirements of the Treatment Court may result in the imposition of sanctions as determined by the Treatment Court Team and imposed by the Judge. The Treatment Court Team may individualize sanctions as deemed appropriate. Sanctions may include, but are not limited to, the following:

- Verbal warning
- Letter of apology
- Limitation or decrease in privileges
- Reading, writing or other assignment
- Journaling
- Peer review
- Behavior contract
- Community service hours
- Take away driving privileges
- Electronic Monitoring (EMP)
- Increased reporting to court and/or coordinator/probation agent
- Increased drug or alcohol testing
- Extension of current phase
- Disciplinary custody
- Imposition of Jail Time
- Termination from the program

TERMINATIONS

The Door County Treatment Court shall make termination decisions in accordance with best practice standards. Such decisions may result from a public safety concern, repeated non-compliance with program requirements, or an inability of the Courts to provide the necessary treatment needs of the participant. Treatment Court participants may be terminated for commission of a violent crime, absconding from the program for more than four weeks, evidence a participant is dealing drugs, evidence a participant has been involved in threatening, abusive or violent verbal/ physical behavior towards anyone, or any other grounds seen fit from the Treatment Court Team.

Any Door County Treatment Court Team member may make an oral motion to begin the termination process. Once the oral motion has been made, the Treatment Court Team meets with the participant to gather further information prior of voting or beginning the motion for termination.

At the formal motion for termination, the team agrees on the recommendation and appropriateness for termination. Termination proceedings may only begin if a majority of the team members consent in favor of termination. Following the consent in in favor of termination, a written motion to terminate is filed with the Treatment Court Judge by the District Attorney's Office. In most cases, a hearing is conducted to ensure the participant's due process rights are protected.

A participant may choose to not contest termination. If the participant waives the right to be heard, the judge shall sign an Order Granting Motion to Terminate and transfer the case to Branch One Circuit Court without further proceedings.

VOLUNTARY REMOVAL

A Treatment Court participant does not have the option to withdraw the Treatment Court Program. Successful completion of or expulsion from the Treatment Court Program are the only acceptable means to leave the Treatment Court Program.

TREATMENT SERVICES

All Treatment Court participants receive individualized assessments, recommendations, and treatment plans. Based on the assessments, the participants are placed in the appropriate level of care. Door County Health and Human Services (DHHS) provides four levels of treatment including; individual counseling, primary treatment group (one time per week), Intensive Outpatient (IOP) (three times per week) and Relapse Prevention Group (one time per week). All DHHS counselors are trained to utilize Motivational Interviewing and Person-Centered therapies. The primary models are Cognitive Behavioral and Rational Emotive Therapies. The Matrix Model is used in the IOP.

COMMUNITY SUPERVISION

All participants in the Door County Treatment Court must be on community supervision with the Department of Corrections (DOC). The DOC agent engages in the DOC standard service for case management for each participant based off of the DOC's policies and procedures and the agent's assessment. The agent also has the ability to utilize drug and/or alcohol screens for participant's necessary per policies and procedures, in addition to the random testing done through the Treatment Court. The DOC agents participate at each Treatment Court team meeting and status hearing.

DRUG AND ALCOHOL TESTING PROTOCOL

Door County Treatment Court participation requires random drug and alcohol testing to determine compliance with the rules of the Treatment Court Program. Tests are random and occur a minimum of two times per week throughout the participant's entire program. In keeping with best standards, testing is done at the Door County Jail and observed by trained jail deputies. Utilizing the Door County Jail for testing allows for complete randomization, including nights and weekend testing times.

Positive tests can be challenged for verification and confirmation at the participant's request. Participants will be required to pay for additional cost if the test returns as a confirmed positive. Notifications informing participants of the time frame in which they are to report for testing that day are sent through text messages. Probation agents and treatment providers may also provide drug and/or alcohol screening as necessary per DOC policies and procedures. Participants may also be required to utilize monitoring devices where necessary. Use of monitoring devices will be based on participants alcohol and drug use history.

PROGRAM FEES

There is no additional fee to participate in Treatment Court. However, participants are responsible for the cost to contest an alcohol or drug screen if they test returns as a confirmed positive. Participation in Treatment Court also does not alter the cost for the following:

- Court fines and fees
- Treatment cost as determined by the treatment provider
- Supervision fees as determined by DOC policies and procedures
- Restitution where applicable

During the participant's time in Treatment Court the participant is required to work with the coordinator to establish a budget and payment schedule. Establishing a payment schedule happens during Phase Two. If at any point a participant is facing financial hardship, the coordinator works with the participant to suspend fees or set up a minimal fee schedule until the participant is in a better financial situation. The coordinator also assists the participant with the application process for health insurance to assist with treatment costs.

PARTICIPANT RIGHTS AND GRIEVANCE PROCEDURE

Every Treatment Court participant has a right to utilize the Grievance Policy should a participant have a complaint or feel their rights were violated. The Grievance Procedure is as follows:

Step 1 :

The participant must request a meeting to discuss the matter with the court services coordinator within five business days after the incident occurs. The court services coordinator will provide the participant with a written decision or solution within 14 days. If the participant is not satisfied with the decision or solution of the court services coordinator, the participant may proceed to Step 2.

In the event that the grievance is against the court services coordinator, then the participant is to make a request to Department of Health and Human Services to meet with a client rights specialist.

Step 2 :

If the participant did not achieve a resolution in Step 1, the participant must put the complaint in writing within five business days following Step 1 and submit the written complaint into the Treatment Court judge. The Treatment Court judge will make a formal written decision to the participant within 14 business days. This decision is final and the court services coordinator will also be included in the written response.

CONFIDENTIALITY

Every Treatment Court participant's identity and privacy will be protected and consistent with federal confidentiality laws (42 United States Code (USC) Section 2990dd-2, and the regulations implementing these laws at 42 Code of Federal Regulations (CFS), Part) and Wisconsin Law. Treatment Courts and confidentiality laws are designed to achieve the shared goal of encouraging those with addictions to alcohol and/or drugs to obtain and remain in treatment. The Door County Adult Treatment Court can only function if information is shared among team members.

If a situation exists in which Treatment Court practices conflict with confidentiality laws, the law prevails. Treatment Court will eliminate any unnecessary conflict by obtaining the participant's consent for information disclosure. The participant will be asked to sign a waiver authorizing the transfer of information among all participating agencies.

Valid consent from a participant allows the use of information in a matter that would otherwise violate federal regulations regarding confidentiality. Individuals referred to alcohol and/or drug treatment programs by the criminal justice system do not have a right to revoke their consent until successful completion of the program. Participants must be informed their consent is irrevocable but not permanent.

The participants should have an opportunity to consult with a lawyer before signing the form.

Whoever presents the form should thoroughly review it with the participant. If the participant cannot understand or read English, a translator will assist. Typically, the Court Services Coordinator obtains signed copies of confidentiality forms and consent to disclose private information forms. The Court Services Coordinator maintains copies of all signed forms in each participant's Treatment Court File.

Regulations require the participant be advised, orally and in writing, that federal law protects the confidentiality of treatment records. The notice must cite Section 290dd-2 and the implementing regulations (Sections 2.1 through 2.67 of Title 42 of the Code of Federal Regulations) and state:

1. Treatment information is ordinarily kept confidential;
2. It is a crime to violate this confidentiality requirement, which the participant may report to the authorities;
3. Federal law does not protect information relating to crimes committed on the premises of the program, crimes against program personnel, or the abuse or neglect of a child or and individual over the age of 60.

The participant may be asked to re-execute the consent. The re-execution should occur as soon as the court is satisfied the participant is not suffering from any effects of being under the influence of alcohol, other drugs, or the withdrawals associated with drug use. Re-execution will happen annually as well as when a new entity joins the Treatment Court Team

Title 42, Section 2.31(a) of the Code of Federal Regulation lists nine elements that must be included in a written consent:

1. The specific name or general designation of the problem or person permitted to make the disclosure
2. The name or title of the individual or the name of the organization to which disclosure is to be made
3. The name of the Door County Adult Treatment Court participant
4. The purpose or need for the disclosure
5. How much and what kind of information is to be disclosed
6. The signature of the patient, or when required for a patient who is incompetent or deceased, the signature of a person authorized to sign under § 2.15 in lieu of the patient
7. The date which the consent was signed
8. A statement that the consent is subject to revocation at any time except to the extent that the program or person which is to make the disclosure had already acted in reliance on it. Acting in reliance includes treatment services in reliance on a valid consent to disclose information to a third-party payer
9. The date, event, or condition upon which the consent will expire if not revoked before. This date, event, or condition must insure that the consent will last no longer than reasonably necessary to serve the purpose for which it is given.

NOTE: The eighth element, concerning the revocation of consent, should not be included in consent forms in criminal Treatment Courts but it must be included in juvenile and family drug court waivers. *See 42 C.F.R. § 2.35.*

Federal confidentiality law and regulations protect any information about a client if the client has applied for or received any alcohol or drug 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 client as an alcoholic or other drug abuser, either directly or by implication. The general rule applies from the time the client makes an appointment. It applies to clients 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 client has signed a proper consent form. The regulations also permit disclosure without the client's consent in several situations, including medical emergencies, program evaluations, and communications among program staff. Clients 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.

All members of the Treatment Court Team must hold information discussed during pretrial interviews, assessments, Treatment Court Treatment Team meetings, Treatment Court status hearings, and treatment sessions in confidence.

No test results or statements made by participants during the above mentioned proceedings, other than pleas of guilty or statements made at termination hearings, shall be admissible against participants in any prosecution other than in Treatment Court proceedings to prove a violation of Treatment Court rules, to establish grounds for termination of a defendant from the Treatment Court program, or to prove a violation of probation based upon termination of a defendant from the Treatment Court program. However, evidence which is discovered either routinely in the course of a criminal investigation, shall not be inadmissible because such evidence is also disclosed or discovered during pretrial interviews, assessments, treatment, or Treatment Court proceedings.

Evaluations, researchers, personnel from other courts, and other individuals requesting visiting the Treatment Court Team meetings and Treatment Court hearings are to place a request at least one week in advance with the Court Services Coordinator for review with the Treatment Court Team. If the individual is approved for visitation, the person is required to sign a confidentiality agreement that is kept on file by the Court Services Coordinator.

As part of confidentiality, participants are made aware that some information relating to Treatment Court participation is publicly available in each participant's criminal court file, which is kept by the clerk of circuit court. This information includes:

- Any order referring the participant for a Treatment Court assessment;
- Any notice admitting or rejecting the participant to Treatment Court;
- Orders regarding sanctions
- Waivers pertaining to court proceedings (waiver of confidentiality, waiver of ex parte communication)
- Any proceedings or orders regarding involuntary termination from Treatment Court;
- Any acknowledgement of successful completion of Treatment Court.

The participant's criminal court file is separate, however, to participant's Treatment Court confidential file. Access to this information is limited to members of the Treatment Court Team unless the participant consents to additional disclosure or unless otherwise ordered by the Court. This confidential file information includes:

- Any application to participate in the Treatment Court;
- Any information gathered to evaluate the application;
- A Treatment Court participation contract;
- All medical information and history of substance abuse: diagnosis, drug and alcohol use, monitoring, medical and psychological reports, prescriptions, etc.;
- All Treatment Court Team information: weekly progress reports, information provided by team members, team member recommendations;

TREATMENT COURT STEERING COMMITTEE

An important part of the implementation and maintenance of the Door County Treatment Court Program is the creation of a Treatment Court Steering Committee to assist and oversee the process of designing an effective Treatment Court. The Treatment Court Steering Committee is a sub-committee of the Door County Criminal Justice Collaborating Counsel Committee. The Steering Committee will discuss program and policy and address necessary needs such as rewards and sanctions, evaluation, legal issues, public relations, and treatment team needs.

Members of the Steering Committee include the Treatment Court Judge, Evaluator, Court Services Coordinator, as well as representatives from:

- Door County District Attorney's Office
- State Public Defender's Office
- Wisconsin Department of Corrections
- Door County Sheriff's Office
- Sturgeon Bay Police Department
- Door County Health and Human Services
- Door County recovery community