

CARVER COUNTY DRUG TREATMENT COURT PROGRAM

PARTICIPANT HANDBOOK



CARVER
COUNTY

WELCOME

This handbook was designed to answer your questions and help you successfully complete the Carver County Drug Treatment Court (CCDTC) program. Drug Court is a voluntary program for adults who are having difficulty staying clean and sober. Drug Court includes intensive probation supervision, chemical dependency treatment, and regular meetings between you and the Court. In this program, there is a closer working relationship between treatment and the criminal justice system than is typically seen in the courts. It is a great opportunity for those who wish to change circumstances in their lives and break the cycle of drug abuse/dependency.

THE DRUG COURT TEAM

The Drug Court team is made up of a number of people who will be working with you and each other during your time in the Drug Court Program. The team is made up of the following individuals: a Judge, a Prosecutor, a Public Defender, a Coordinator, your Probation Agent, a Law Enforcement Officer, a Rule 25 Assessor, and a Treatment Provider. The team is committed to providing you with support and encouragement as you find your way to a clean and sober life.

This program is for repeat and serious drug offenders. This is a voluntary program for people who meet the eligibility criteria. It is an intensive program and focuses on overcoming chemical addiction. You make the choice about whether or not this program is for you. However, when you decide to participate in the program, the program requirements become mandatory and you must follow the recommendations of the CCDTC team and the Judge's orders. If you follow the program, including being honest with yourself and others, you will see positive changes in your life as you progress through each phase.

COMPONENTS OF THE PROGRAM:

JAIL AND/OR EHM WITH CHEMICAL TESTING

Depending on your current offense and prior record, you may have to serve some jail time and/or electronic home monitoring. The judge will decide on the length of time you serve. The amount of time served will be different for everyone in the program.

CHEMICAL DEPENDENCY EVALUATION AND TREATMENT

Upon being referred to the program, you will have to have a chemical dependency evaluation. You will be responsible for paying for the cost of treatment if you do not have insurance or Rule 25 funding. It is up to you to make sure that your probation agent receives a copy of your evaluation. The treatment program you have to complete

is based on your needs. Not everyone in the program will be going to the same type of treatment. You may have to do outpatient treatment, residential treatment, a halfway house, or some combination. You will need to tell your treatment provider about your involvement in the drug court program. You will need to sign authorizations for release of information in order for the CCDTC team to receive updates about your progress. The CCDTC team and our treatment counselor will be in regular contact to discuss your progress in treatment and in court.

COGNITIVE GROUPS

You will be required to complete cognitive skills group after you have completed primary chemical dependency treatment and aftercare. This group consists of 24-26 sessions, and you will be required to attend group twice a week for 12 weeks or once a week for 24-26 sessions.

COMMUNITY SUPPORT GROUPS

You are required to attend chemical health support group meetings. These meetings can be Alcoholics Anonymous, Women for Sobriety, Narcotics Anonymous, or other community based groups that support you in sobriety. You must verify your attendance at these meetings with your probation agent weekly.

PROBATION AGENT MEETINGS

Meetings with your probation agent will occur on a regular basis and are based on what phase of the program you are in. How often you meet with your probation agent may be decreased or increased, depending on your progress in the program. You will have contacts with your probation agent during scheduled and unscheduled visits, as well as during court sessions.

You and your probation agent will develop a case plan. Your case plan will help you set goals, select ways for meeting the goals, and develop target dates for achieving the goals. The plan will be reviewed on a regular basis and updated when necessary.

COURT REVIEWS

Before you make your scheduled court appearance, the CCDTC team will review your case at the staffing meeting. Updates from your probation agent, treatment provider, and any other program you are involved in will be reviewed for progress. Based on your progress, the team will determine what action to take. The action might include incentives or rewards for your positive attitude, your progress in treatment, progress in working on your goals, your sobriety date, or your participation in outside activities.

The team may also decide to impose sanctions or penalties for missed appointments, positive urine tests, or not following program expectations. Your case plan or treatment plan could be changed in order to assist you in your continued success.

During court sessions, the judge and team members will talk about your individual progress. The judge will ask you questions and may ask you to talk about difficulties you may be having.

RANDOM DRUG SCREENS

Random drug screens will play a significant role in your recovery. It is your responsibility to make sure that you understand and comply with testing guidelines. If you do not feel that you fully understand, it is your responsibility to ask for clarification. Note: a missed, altered, or diluted test is viewed as a positive test by the Court.

Please see the attachment *Incidental Ingestion of Substances that Produce a Positive Drug Test* for additional random testing information.

PROGRAM FEES

There is a \$600 Drug Court fee and your probation agent will assist you in setting up a payment plan. If you are terminated or choose to execute your sentence, you will be charged the entire \$600 fee.

Where to pay fees:

Your treatment court fee should be paid to Court Administration. Please tell Court Administration staff you would like the payment applied to your Drug Court fees, to ensure correct accreditation.

Note:

You may also be required to pay a probation fee or other court fines that are separate from the Drug Court participation fee.

DRUG COURT PHASES

Based on your needs, an individualized Drug Court Plan is developed which may take approximately 14 to 24 months to complete. Drug Court is divided into five phases, the last being a continuing care phase after the first four phases are completed. A participant must successfully complete each phase before transitioning to the next phase. The length of time you will spend in the program and in each phase depends upon your individual progress.

PHASE ONE (minimum of 60 days):

Minimum requirements:

- Attend court twice monthly.
- Comply with drug and alcohol testing.
- Abide by a curfew of 10:00 p.m. to 6:00 a.m.
- Random checks by law enforcement or probation.
- Complete weekly schedule.
- Attend two structured sobriety and accountability groups weekly, start changing people, places and things.
- Create a budget plan (if employed or receive other income).
- Develop a treatment plan with your treatment provider and develop a supervision plan with your probation agent; attend all probation visits as scheduled.
- Complete a mental health diagnostic assessment, unless waived.
- Acquire safe, sober housing.

Phase advancement requirements:

- At least two consecutive weeks of demonstrated abstinence from the use of chemicals by taking and passing all tests.
- 15 consecutive days sanctions free.
- Treatment goals are established and identified and progress has been made toward meeting those goals.
- No unexcused absences from scheduled services.
- Schedule and attend mental health and chemical dependency intake appointments.
- Complete phase advancement sheet and have all treatment and mental health providers' acknowledge compliance with treatment plan.

PHASE TWO (minimum 90 days):

Minimum requirements:

- Attend court twice monthly.
- Comply with drug and alcohol testing.
- Abide by a curfew of 10:00 p.m. – 6:00 a.m.
- Random checks by law enforcement or probation.
- Complete weekly schedule.
- Attend two structured sobriety and accountability meetings weekly. Demonstrate changing people, places and things.
- Review and comply with budget plan.

- Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled.
- Create a vocational plan to complete a GED assessment and follow all recommendations (if applicable); if attending college, you must gain approval from the team to waive the employment requirement.
- Maintain or obtain full/part time employment unless you receive a waiver from the Drug Court team.

Phase advancement requirements:

- At least 15 consecutive days of demonstrated abstinence from the use of chemicals by taking and passing all tests.
- You must be in compliance with program rules for at least 30 consecutive days.
- Demonstrate compliance with your treatment and case plan.
- Employed fulltime at least 30 days unless Drug Court team approved other vocational plan.
- Phase advancement if deemed eligible by your probation agent and treatment providers and you obtain their signatures on your phase advancement form.

PHASE THREE (minimum of 90 days):

Minimum requirements:

- Attend court monthly.
- Comply with drug and alcohol testing.
- Abide by a curfew of midnight - 6:00 a.m.
- Random checks by law enforcement or probation.
- Complete weekly schedule.
- Attend two structured sobriety and accountability groups weekly. Demonstrate changing people, places and things.
- Comply with budget plan.
- Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.
- Participate in a cognitive-based skills program such as Thinking for Change, Driving with Care, or other cognitive skill based program if available and as directed by your probation agent.
- Maintain or obtain full/part time employment unless otherwise approved by the Drug Court team.
- Attend group and individual (if recommended) counseling sessions.
- Participation in monthly pro-recovery recreational/social events.
- Obtain a mentor or sponsor to correspond with on a weekly basis.

Phase advancement requirements:

- Sobriety for a minimum of 45 consecutive days.
- You must be in compliance with program rules for at least 45 consecutive days.
- No sanctions for a minimum of 30 consecutive days prior to moving to the next phase.
- No unexcused absences from scheduled services for 60 days.
- Meet all treatment goals as identified for recovery and life changes.
- Stable, sober, and supportive housing.
- Written phase advancement request completed by participant, if deemed eligible by probation agent and treatment providers.

PHASE FOUR (minimum of 90 days):

Minimum requirements:

- Attend court monthly.
- Comply with drug and alcohol testing.
- Abide by a curfew of midnight – 6:00 a.m.
- Random checks by law enforcement or probation.
- Complete weekly schedule.
- Attend a structured sobriety and accountability group at least two times a week. Demonstrate changing people, places and things.
- Comply with budget plan.
- Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.
- Cognitive skills training as directed by probation agent.
- Attend group and individual (if recommended) counseling sessions.
- Participation in monthly pro-recovery recreational/social events.
- Establish a recovery network. Maintain pro-social activity.

Phase advancement requirements:

- Sobriety for 60 consecutive days.
- No sanctions for 45 consecutive days.
- No unexcused absences from scheduled services for 60 consecutive days.
- Meet all treatment goals.
- Stable, sober, and supportive housing.
- Must have steady employment or be pursuing educational goals; if needed, working towards GED and/or DL reinstatement.
- Written phase advancement request completed by participant, if deemed eligible by your probation agent and treatment providers.

PHASE FIVE (minimum of 90 days):

Minimum requirements:

- Attend court monthly.
- Comply with drug and alcohol testing.
- No curfew, must have any overnight stays approved via a pass request.
- Random checks by law enforcement or probation.
- Attend a structured sobriety and accountability group at least two times a week. Demonstrate changing people, places and things.
- Review and update treatment and supervision plan within two weeks. Attend all probation agent visits as scheduled and follow the rules and recommendations of treatment.
- Cognitive skills training as directed by probation agent
- Attend group and individual (if recommended) counseling sessions.
- Establish recovery network. Maintain pro-social activity.

Graduation requirements:

- Sobriety for a minimum of 90 consecutive days.
- Sanctions free for at least 60 consecutive days immediately prior to graduation.
- Treatment completion (continuing care sessions).
- Obtained stable housing.
- Continue educational/employment goals.
- Approved aftercare plan stating how you intend to maintain your sobriety after graduation.
- Completion or satisfactory achievement of all Court ordered special conditions.
- Consistently implement behaviors that support long term abstinence and evidence of active involvement in the recovery community.
- Completion of a graduation packet and relapse packet 30 days prior to anticipated graduation.
- Complete an exit interview at least 30 days prior to graduation.
- Approval of Carver County Drug Court Team.

GRADUATION

On the day you graduate from the program, there will be a celebration in court for your accomplishment. We encourage you to bring family, friends, your sponsor, or any other people who have been supportive of you.

MEDICATIONS

On occasion, you may be placed on prescription medication for pain or another medical problem. You need to tell the medical professional who is treating you that you are in recovery and that you are involved in the CCDTC program. This means you cannot take any mood/mind altering substances as it will endanger your recovery and may result in a positive drug test. If you forget and your doctor gives you a prescription for a drug you are not allowed to take, you must contact the doctor, tell them you are in recovery, and get a new prescription.

All medications will not automatically be approved. For your own protection, any over-the-counter or prescription medication must be verified and approved by the Drug Court staff. You will be required to utilize one doctor/facility and one pharmacy for medications unless otherwise approved. You **MUST** have a medical doctor sign the Medication Form for any prescribed medications.

INCENTIVES AND SANCTIONS

The CCDTC team uses incentives and sanctions to help motivate you and to hold you responsible for your actions.

Incentives may include, but are not limited to:

- Encouragement and praise from the judge
- Special recognition
- Fast Pass - first to appear in court and get out of court early
- Gift certificates
- Tokens of progress
- Movement to the next program phase
- Reduction in the number of meetings with your probation agent

Sanctions may include, but are not limited to:

- Warnings from the judge
- Curfew
- Increase in treatment programming
- Sentence to Service or Community Work Service
- More frequent meetings with your probation agent
- Having to repeat programming or phases
- Increase in drug screens
- Jail

- Termination from the program
- Write program reports or thinking reports

CONFIDENTIALITY

By agreeing to participate in the CCDTC program, you will be required to provide us with information that may otherwise be confidential. You will be required to sign appropriate waivers and release forms for the CCDTC team and your treatment providers.

SEARCH AND ARREST REQUIREMENTS

As a participant in Drug Court, you are required to submit your person, vehicle, electronic devices (cell phone, smart phone, computer, tablet, etc.) and place of residence or area to search and seizure of narcotics, drugs or other contraband at any time of the day or night with or without a search warrant, without prior notice with reasonable cause by any peace officer, probation agent or Drug Court team member as authorized by your probation agent or the Court. Any law enforcement officer who observes a current participant of Drug Court in any of the following circumstances is authorized to arrest that individual:

- In violation of any criminal law
- Under the influence of a controlled substance or alcohol as directed by probation agent or the Court
- Possession of a controlled substance or drug paraphernalia
- As directed by the probation agent, the use of alcohol may result in an arrest
- In the presence of a person in possession of controlled substance(s) as directed by probation agent or the Court

GRIEVANCE

If you have a grievance you would like to report regarding a Drug Court team member you may contact their direct supervisor or speak to the Drug Court Coordinator.

TERMINATION FROM DRUG COURT

New arrests*, warrants or a violation of any aspect of your Drug Court/treatment plan may result in your termination from Drug Court. The Drug Court judge makes the final determination. Other violations, which may result in termination may include (this is not a complete list):

- Failure to cooperate with the probation agent or the treatment program

- Violence or threat of violence
- Repeated program violations over an extended period of time.
- Continued missed, altered or positive drug tests
- Absconded on warrant status for 60 or more days. The participant can reapply upon arrest and be readmitted subject to program availability, upon approval of the Drug Court team.
- Violations of law while in the program, which would have made the participant ineligible upon initial screening

** A new arrest does not automatically terminate a participant from the program.*

CONCLUSION

The CCDTC Program has been developed to help you achieve abstinence from illegal drugs, alcohol, and all criminal activity. The program is voluntary and you choose to participate in it. The CCDTC team is there to guide and assist you, but the final responsibility to make the change is yours.

We hope this handbook has been helpful to you and has answered most of your questions. If you have any additional questions or concerns about the program, please feel free to contact one of the following team members:

- CCDTC Probation Agent Cassi Engelen: (952) 346-4886
- CCDTC Public Defender Steve Holmgren: (651) 539-1029
- CCDTC Coordinator Jon Vavruska:

PROHIBITED SUBSTANCE USE CONTRACT

Urine testing detects “non-target” compounds such as amphetamines, benzodiazepines and opiates. Because we consider *every* positive drug test a violation, you should avoid the use of foods or products that contain these substances. Some examples:

Poppy seeds: Poppy seeds contain trace amounts of both codeine and morphine and can cause positive drug test results for the “opiates” class.

Diet pills: Some diet pills contain amphetamines and can cause a positive drug test for amphetamine-based compounds.

Allergy or cold medications: Some allergy and cold medications contain codeine and can cause a positive drug test for opiate-based compounds. Zantac® and nasal inhalers may cause a positive test for Methamphetamine.

INCIDENTAL ALCOHOL EXPOSURE

In order to preserve the integrity of the Drug Court testing program, please refrain from the use of the following alcohol-containing products:

Cough syrups and other liquid medications: Nyquil® and other cough syrup brands and numerous other liquid medications rely upon ethyl alcohol as a solvent. Please read product labels carefully to determine if they contain ethyl alcohol (ethanol). All prescription and over-the-counter medications should be reviewed with your probation agent before use. Information on the composition of prescription medications should be available upon request from your pharmacist. Non-alcohol cough and cold remedies are readily available at most pharmacies and major retail stores.

Non-alcohol beer and wine: Although legally considered non-alcoholic, NA beers such as O’Doul’s® and Sharps® do contain a residual amount of alcohol.

Food and other ingestible products: There are numerous other consumable products that contain ethyl alcohol that could result in a positive test for alcohol. Flavoring extracts, such as vanilla or almond extract, and liquid herbal extracts, such as ginkgo, biloba, could result in a positive screen for alcohol or its breakdown products. Communion wine, food cooked with wine, kombucha, flambé dishes (alcohol poured over food and ignited such as cherries jubilee and baked Alaska) should be avoided. Please read labels carefully on any liquid herbal or homeopathic remedy.

Mouthwash and breath strips: Most mouthwashes, such as Listerine®, Listermint®, and Cepacol®, and other breath-cleaning products contain ethyl alcohol. Use of ethyl alcohol-containing mouth washes and breath strips should be avoided. Non-alcohol

mouthwashes, such as Listerine®ZERO™ are readily available and are an acceptable alternative.

Hand sanitizers: Hand sanitizers, such as Purell® and Germex®, and other antiseptic gels and foams used to disinfect hands contain up to 70% ethyl alcohol. Excessive, unnecessary or repeated use of these products could result in a positive urine test. Hand-washing with soap and water are just as effective for killing germs.

Hygiene products: Aftershaves and colognes, hair sprays and mousse, astringents, such as Calomine® lotion and Witch Hazel®, insecticides, such as Off® bug spray, and some body washes contain ethyl alcohol. While it is unlikely that limited use of these products (or their breakdown products) would result in a positive test for alcohol, excessive, unnecessary or repeated use of these products could affect test results. Please use such products sparingly to avoid reaching detection levels.

Solvents and lacquers: Many solvents, lacquers and surface preparation products used in industry, construction and the home contain alcohol. Both excessive inhalation of vapors and topical (skin) exposure to such products can potentially cause a positive test result for alcohol. There are alternatives to nearly any item containing ethyl alcohol. Frequency of use and duration of exposure to such products should be kept to a minimum. If you are employed where contact with such products cannot be avoided, please *discuss this with your probation agent*. Do not wait for a positive test result to do so.

REMEMBER, YOU ARE RESPONSIBLE FOR WHAT GOES INTO OR ON YOUR BODY. WHEN IN DOUBT, DO NOT USE, CONSUME, OR APPLY.

I have read and understand that any positive drug or alcohol test will be considered a violation.

Participant's Signature

Date

Carver County Drug Treatment Court Prescription Use Form

Patient Name

Date of Birth month/day/year

I am a voluntary participant in the Carver County Drug Treatment Court. As a participant in the program, I am routinely subject to drug and alcohol testing. The general policy of the Treatment Court is the use of mood altering substances, including alcohol, controlled substances, illegal drugs, synthetic drugs, certain over the counter medications and substances known to be abused and/or marked not safe for human consumption, are prohibited while participating in the program. The Court permits limited exceptions to this policy based on medical necessity. The Carver County Drug Treatment Court program expects participants to collaborate with their medical provider in an effort to avoid the use of mood altering substances and to find non-addictive alternatives when possible.

Name of the medication prescribed: _____

Date prescription was issued: _____

Dosage: _____ Quantity: _____ Number of Refills: _____

Method of ingestion: _____

Anticipated duration of use: _____

The medical condition that requires the use of this prescription:

This document attests that a bona fide doctor-patient relationship exists and the above named patient has been diagnosed with a physical or mental health condition that requires the use of the medication prescribed above.

Treating Medical Provider Signature

Date

Treating Medical Provider Printed Name

Phone Number

Name of Clinic/Hospital and Address:

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Carver County DRUG COURT RANDOM TESTING PROCEDURE

Client Name: _____ Client Phone: _____

Client ID/CSTS ID: _____

Drug of Choice/ Drug of Concern: _____

IMMEDIATELY upon release or being referred to the program, call 763-253-5401, Press 0 and ask for Anna or call work cell 612-203-3035; she will go over the random testing instructions with you, and assign you a pin number.

Each day, after 12:00 p.m., you are expected to call 1-320-262-7208 to find out if you are required to test or not.

- When it is your day to test; you will need to report to the Minnesota Monitoring Cologne office 101 Paul Ave N, Cologne 55322 to provide a urine specimen. Testing times are Monday – Friday between the hours of 3:00 p.m. and 6:00 p.m. and Saturday and Sunday between the hours of 12:00 p.m. to 2:00 p.m.
- You will need to have government-issued photo identification.
- Testing can occur every day of the week, including Saturday and Sunday.
- No weapons, cell phones, pagers, or portable electronic devices will be allowed at the collection facility.
- Failure to report or failure to provide a urine specimen may be a violation of your conditions of probation and may result in a warrant being issued. Any attempt to tamper, alter, or dilute the requested test may be submitted as a violation.

(See Page 2 for Observed Collection Procedures)

Staff Use Only

After completing this form and giving a copy to the defendant, fax a copy to MN Monitoring at (763) 253-5405 or Email offsitetesting@mnmonitoring.com. Your signature below affirms that you completed this process.

Staff Signature:

Date completed:

Carver County Observed Collection Procedures

All Donors:

All excessive outer clothing will be removed.

Long sleeves will be rolled/pushed up to reveal lower arms.

The collector will observe the donor wash hands prior to collection.

The collector must visually observe the specimen leave the body.

The specimen container is held with one hand only and the other hand remains visible to the collector.

In an attempt to reduce noise, collectors will limit the conversation and the running of water.

Seated Procedure:

All clothing below the waist will be lowered below the donor's knees while seated.

Dresses will be above the donor's waist while seated.

The donor will hold the specimen container in the front groin area, not behind, and cough when asked while providing the specimen.

NOTICE:

Upon reasonable suspicion of specimen tampering, the donor may be subject to a visual body search, which may consist of clothing being raised or lowered.

If the donor will not follow these collection procedures, no sample will be taken and this will be immediately reported.

I have read and understand the terms and conditions of the services provided by Minnesota Monitoring, Inc. and do agree to abide by the terms and conditions set forth.

Client name: _____

Client Signature

Date

Minnesota Monitoring
101 Paul Ave N
Cologne, MN 55322

Phone: 952-466-2235

Directions from North & East:

- ↑ Follow US-212 W to Paul Ave. S
- ↪ Turn right onto Paul Ave. S
- Destination is on the left in 0.4 miles

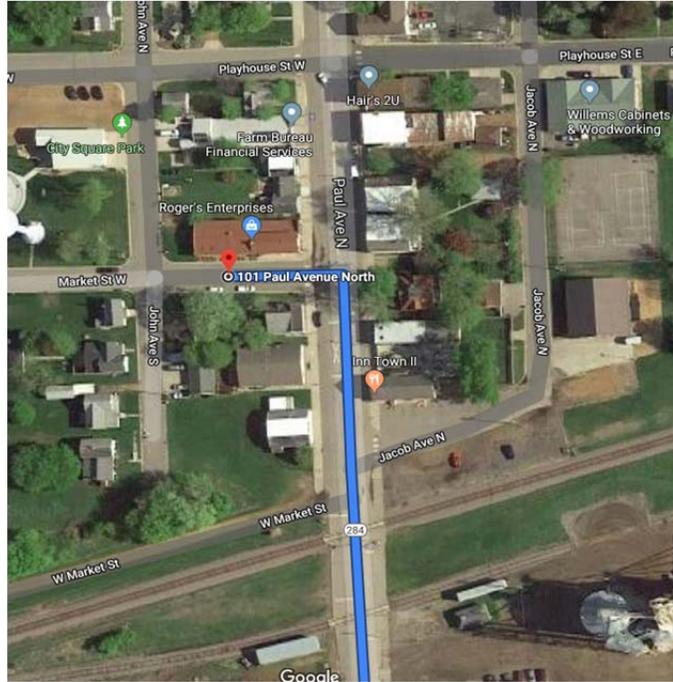
Directions from West:

- ↑ Follow US-212 E
- ↶ Turn left toward Paul Ave. S
- Destination is on the left in 0.4 miles

Directions from South:

- ↑ Take County Rd 53 to Village Pkwy in Cologne
- ⊞ Turn left on Village Pkwy roundabout
- ↪ Turn right onto Lake St. W
- ↪ Turn right onto Paul Ave. N
- Destination is on the right in 0.1 miles

Front of building,
THIS IS NOT WHERE YOU ENTER.



Go to west side of building with brick exterior, parallel to Market St. W, **ENTER MINNESOTA MONITORING DOOR THIS SIDE TOWARD BACK.**

