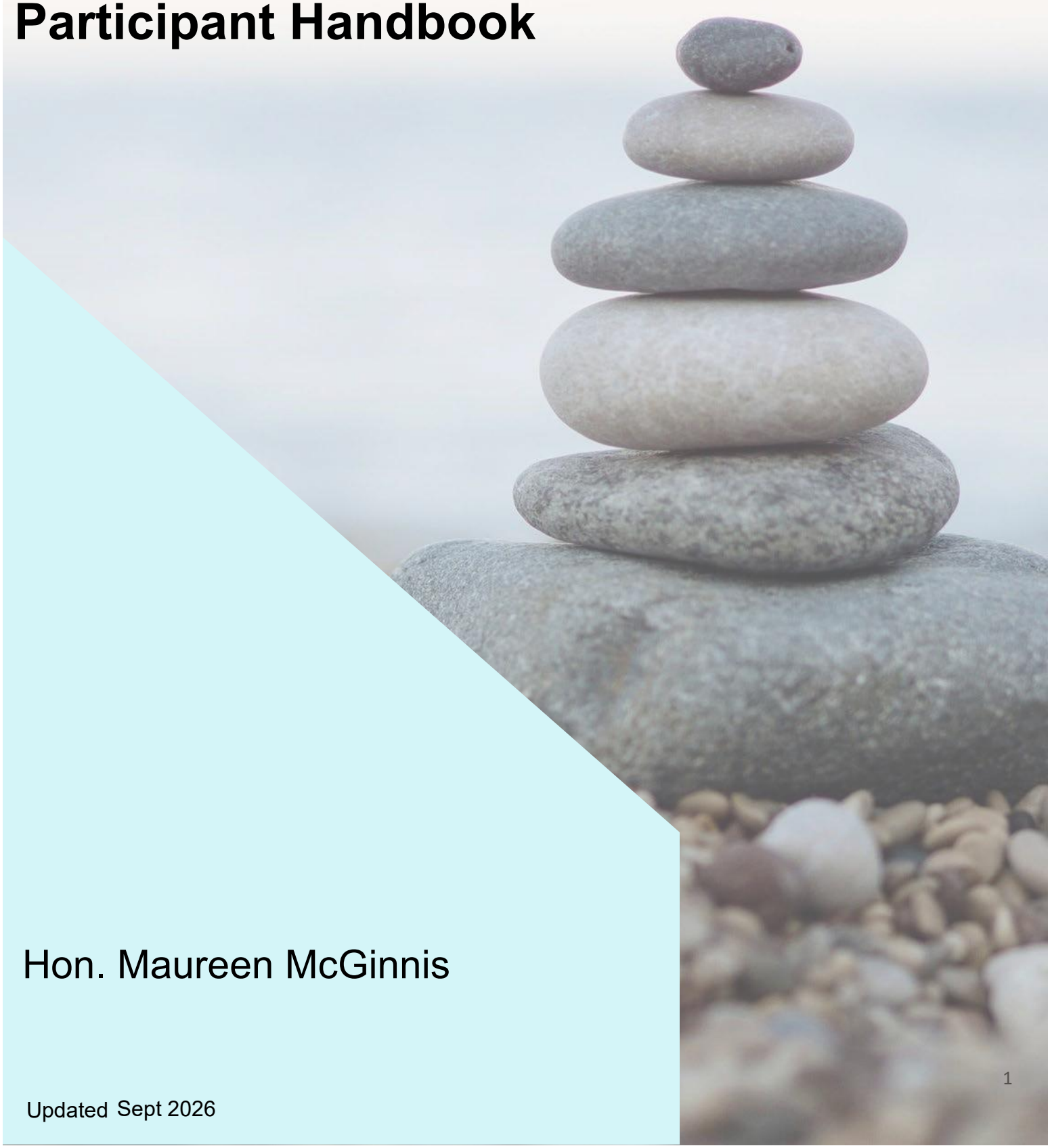
# 52-4 District Court
## Drug Therapy Court (DTC)
## Participant Handbook



Hon. Maureen McGinnis

Updated Sept 2026

# Mission Statement

Creating a safer community by implementing a multifaceted, personalized treatment approach to participants involved in criminal activity due to substance use disorders. By applying this approach, there is an increased likelihood of successful rehabilitation and improved lives through therapeutic jurisprudence, compassion, and integrity.

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# Introduction

Welcome to the 52-4 District Court Drug Therapy Court (DTC). Our 18-month program was developed to assist individuals who are ready to be actively involved in making life changes addressing issues of addiction and recovery. You have already signed the Participant Agreement, outlining the rules and obligations of the program. Your probation officer will review it again during your first appointment. The information contained in this handbook will assist you further in completing the program successfully. We hope this guide will answer many of your questions concerning your participation in 52-4 District Court DTC but know that throughout the program, if you have a question, **ask someone on the team before you act.** The DTC Team consists of the Judge, Probation Officer, City Attorney, Defense Attorney, Treatment Providers, Program Coordinator, Recovery Support, and a Police Liaison. The entire team will work together to help you rebuild your life, one day at a time, as your success is a priority for each team member.

The purpose of this program is to help you in your recovery through team support, treatment and social services. In order to make the most of your experience, you must have a positive attitude. You must be honest in the program, be committed to the program and be willing to change your current lifestyle and habits. Life without drugs and alcohol IS possible and it is completely up to you to make this change. Abstinence from drugs and/or alcohol is an important first step to achieving sobriety, however, it is equally important to be **honest** about your journey, attend all counseling sessions and support group meetings, and demonstrate your continued abstinence by submitting to random drug and alcohol screens. The DTC Team will work with you, but your attitude and effort will ultimately determine your success in the program.

The Fifty Second, Fourth Division District Court adheres to Title II of the Americans with Disabilities Act and does not discriminate on the basis of race, age, color, national origin, ethnicity, socio-economic status, religion, gender, gender expression, limited English proficiency or any other reason which is protected by any law including Americans with Disabilities Act.

# Participant Agreement

I, _____, agree to participate in the Drug Therapy Court Program. I agree to follow all terms and conditions of the Drug Therapy Court program as established by the Court and/or outlined in this Participant Agreement.

**I agree to:**

1. Complete any evaluations or assessments as directed by the Drug Therapy Court and follow the recommendations thereof. The treatment recommendations will be shared with the Drug Therapy Court team.
2. Work with treatment staff to develop a treatment plan, and follow the treatment plan accordingly, including support group meetings, aftercare, and continuing care recommendations.
3. Participate in substance use disorder and/or mental health treatment while in this program and this treatment could result in a cost to me, if it is not covered by my medical insurance or if I am uninsured. I agree to seek coverage through my employer immediately, if available, or to apply for coverage through Medicaid upon entry into the program, if I am eligible, so that treatment can begin shortly after sentencing and continue without interruption until discharge.
4. Waive my right to use, possess, or obtain medical marijuana. I also waive my right to pursue registration or renew registration under the Michigan Medical Marihuana Act.
5. Not to use, possess, or consume alcohol and/or other illegal, mood altering, or controlled substances, nor be in the presence of any person using, possessing, or consuming said substances; nor enter premises where alcohol is the primary source of revenue. I understand if I am found to be under the influence of drugs, alcohol, or medication not prescribed to me I may be sanctioned and/or terminated from the program.
6. Not reside in an environment where drug and/or alcohol use are prevalent, and I will inform my probation officer immediately if in need of an alternative living arrangement.
7. Not expose myself to products and substances that contain ethyl alcohol. This includes, but is not limited to, cough syrups and other liquid medications, non-alcoholic beer and wine, food and other ingestible products, mouthwash and breath strips, hand sanitizers, hygiene products, and solvents or lacquers. I understand that it is <u>my responsibility</u> to read product labels and to know what is contained in any product <u>before</u> using or consuming the product. Ingestion or use of any product containing ethyl alcohol <u>will not</u> excuse a positive test result.
8. Properly dispose of all unused prescribed medications from a prior condition/surgery, any medications that have expired and any restricted by program rules; specifically opiates, amphetamines, benzodiazepines, dextromethorphan or alcohol contained in cough syrups. I will dispose of these prescriptions within 24 hours of sentencing to the DTC program by documenting them first with my probation officer and turning them into the Troy Police Department at the designated collection box.

9. Submit to drug and alcohol testing as ordered. By initialing each item below, I acknowledge that I have read, and I understand the testing requirements set forth therein.

    _____ I understand all testing must be completed by 9:00am.
    _____ I understand I am not to consume any liquids 4 hours prior to any testing or DTC session, as I may be required to submit to an immediate test at my DTC review session.
    _____ I understand I must be prepared to pay for testing any time I appear at the court for a DTC session or an appointment with my probation officer, in addition to my scheduled testing.
    _____ I understand further confirming tests may be requested at my own expense.
    _____ I understand it is my responsibility to observe my sample being sealed and initialing it and not to leave the test agency until the entire Chain of Custody has been satisfied.

10. Be employed or seeking employment or enrolled in an educational program.
11. Notify the Drug Therapy Court in writing of any changes in email, address, or phone number within 24 hours and not change my place of residence without prior authorization from the Drug Therapy Court.
12. Notify the Drug Therapy Court of any police contact, arrest, or criminal charge within 24 hours of the event or release from jail.
13. Make full and truthful reports to all the members of the Drug Therapy Court.
14. Not engage in any antisocial, assaultive, threatening, or aggressive behavior.
15. Not leave the state without the prior consent of the Drug Therapy Court.
16. Maintain the confidentiality of other Drug Therapy Court participants.
17. Pay all outstanding monies resulting from my conviction including, but not limited to, Drug Therapy Court program fees, court fines and costs, crime victim's rights assessment fees, and restitution. I agree to pay for the costs of the treatment, testing, and the Drug Therapy Court program services provided to me. However, if the Court determines that the payment of fines, fees, or costs of treatment would be a substantial hardship for me or would interfere with my treatment, the Court maintains authority to waive all or part of those fines, fees, and costs.
18. Appear at or before the start time for all scheduled court dates and appointments with my probation officer, case manager, and/or treatment provider. For any guest speakers or other events, I understand that I am required to appear at least 15 minutes prior to the start of the event. I further understand that failure to arrive on time for any scheduled court session, probation appointment, or other activity or event will result in a sanction.
19. Comply with all the program's policies and conditions as outlined in the Drug Therapy Court Participant Handbook.

_____ I acknowledge that I have read the preceding section and understand and agree to all its terms.

**That I waive, in writing, the following rights:**

1. The right to a speedy trial.

2. The right to be represented by an attorney at review hearings. I understand that I will still have the right to have an attorney if I contest the facts of a probation violation, if my liberty is at risk, or if I am facing possible termination from the Drug Therapy Court program.
3. If applicable and with the agreement of the prosecutor, the right to a preliminary hearing.
4. To be present at the team staff meetings.

_____ I acknowledge that I have read the preceding section and understand and agree to all its terms.

**I understand that:**

1. The Drug Therapy Court program has a duration of 18 to 24 months, and I am not automatically entitled to early discharge from probation.
2. If I am convicted of a felony for an offense that occurred after I am admitted to Drug Therapy Court, the judge must terminate my participation in the program per MCL 600.1074.
3. I must have prior permission from the Drug Therapy Court before consuming <u>any</u> medication. I further understand that, as a participant in the program, I am restricted from using certain types of prescription medication that are potentially habit-forming or considered "drugs of abuse". This includes, but is not limited to, opiates, amphetamines, and benzodiazepines. I understand that, even if prescribed, I am prohibited from taking these types of medication unless and until approved by the Court, except in the case of a life-threatening medical emergency.
4. I understand that I am required to advise my medical doctor and/or psychiatrist of the prescription restrictions and ask that they consider alternatives to treatment. I understand that I am required to present the Healthcare Contract document to my doctor at the time of the appointment and that it must be fully executed and signed by any doctor that prescribes me a controlled substance during the time I am in the program. In the event I obtain a signed Healthcare Contract from my doctor, use of any controlled substance prescription still must be approved by the treatment court prior to use, pursuant to #3 above.
5. I must submit documentation to the Court of any surgical or medical procedures four weeks prior to the procedure absent an emergency.
6. I must disclose to my probation officer all medications that are prescribed to me or obtained over the counter while in the program.
7. When submitting documentation for verification of attendance at support group meetings, I must provide the following information for every meeting I present to satisfy my program requirements: the name of the meeting, the date the meeting was attended, and the name and telephone number of the person that will verify my attendance. It is my responsibility to ensure that all information is legible. I must inform anyone who verifies my attendance that a representative of the probation department will call to confirm that I attended the meeting as indicated.

   _____ I understand that submitting false or forged documentation regarding support group meeting attendance will result in a mandatory jail sentence.

8. The data in my public and confidential file may be used for research, data analysis, and program evaluation by the Drug Therapy Court, court staff, or individuals independent of the Drug Therapy Court. Any data used in this way will be de-identified prior to distribution.

9. The Drug Therapy Court staff may make unscheduled home visits during my probation period. If my probation officer has reasonable cause to believe that I am in possession of items prohibited by my probation conditions or engaging in prohibited activities in violation of my conditions of probation, I will allow Drug Therapy Court team members, together with law enforcement officials if accompanied, into my home and will submit to a search of my person or property, including but not limited to my vehicle, residence, and computer without the need of a search warrant.

10. Staff meetings, which are held before review hearings, are typically closed to the public. Confidential information may be discussed by the Drug Therapy Court team members at a staffing meeting. I understand that if someone outside of the problem-solving court is invited to participate in a staffing meeting, they must sign a confidentiality agreement and receive my consent prior to observation. I understand that participants will not be present at staffing meetings.

11. The defense counsel representative must advise me of the dual roles they may play in the Drug Therapy Court, the non-traditional role as a team member versus traditional role in an adversarial proceeding. I must decide if I wish to have the defense counsel representative represent me as the adversary attorney in violation or termination proceedings.

12. If the defense counsel representative appears on my behalf, with my consent, in any adversarial proceeding, their representation and duties as the defense attorney take precedence over that of a team member.

13. I agree to sign a consent form waiving confidentiality for any medical or social service records. I understand that withdrawing this consent would violate the Drug Therapy Court (DTC) program and could lead to termination. I also acknowledge that my legal file may reference my participation in the treatment court program, and I consent to this disclosure.

14. Review hearings are held in open and public courtrooms, and although the Court attempts to minimize confidential information in Court, it is possible that an observer could connect a participant's identity with the fact that he/she is in treatment as a condition of participating DTC or that confidential information may be revealed. I specifically consent to a potential disclosure to third persons.

15. Failure to fully comply with all the terms and conditions of the program listed above may result in any of the following:

    a. Notification to the judge that I am in violation of the program,

    b. If I admit to the violation or am found guilty after a hearing, sanctions may be imposed—including, but not limited to, jail or additional conditions—as determined by the Judge with input from the
    Drug Therapy Court team,

    c. Termination from the program, and/or

    d. Resentencing

16. The Drug Therapy Court may amend these conditions and/or add new conditions, notice of which will be provided to me in writing. I understand that I must comply with the amended or added conditions.

17. Due to the limited amount of funding available, any financial assistance afforded to me for testing or treatment may be reduced or discontinued at any time and as much notice as possible will be afforded.

18. If I am experiencing financial hardship, I may be eligible for grant assistance. I understand that to make a request for grant assistance, I must complete the financial assistance form and submit it to my probation officer for consideration.

_____ I acknowledge that I have read the preceding section and understand and agree to all its terms.

**By signing below, I acknowledge that I have discussed the above-listed conditions with my attorney and the Drug Therapy Court probation officer and received a copy of this form and a copy of the Drug Therapy Court Participant Handbook.**

_____ _____

Participant Signature Date

_____ _____

Defense Attorney Signature Date

**The Drug Therapy Court Probation Officer agrees to:**

1. Meet with the program participant as needed to help ensure successful completion in the program.
2. Report on the participant's progress and tests results to the court.
3. Refer the participant to any community agency at the Drug Therapy Court's disposal which may assist in the participant's recovery.
4. Ensure that the participant understands the requirements of the program and monitor adherence to these requirements.

I have discussed the above listed conditions with the participant and have provided a copy of the agreement and the Drug Therapy Court Participant Handbook to the participant.

_____ _____

Probation Officer Signature Date

# Key Components for New Participants

- **BE ON TIME –** If you are late for Drug Therapy Court (DTC) or miss appointments or sessions, you may be considered non-compliant and sanctioned. It is important to dress appropriately for all appointments and court appearances. Tank tops, muscle shirts, crop-tops, shirts with obscene words or pictures (including alcohol/drug related themes or those with sexual words or pictures), hats and attire that reveals your undergarments are not appropriate.
- **COMPLETE ALL REQUIRED PAPERWORK** and provide updated logs to your Probation Officer at each meeting.
- **MAINTAIN CONFIDENTIALITY OF OTHER DTC PARTICIPANTS AT ALL TIMES**
- **ATTEND ALL COURT ORDERED TREATMENT –** Treatment placement and recommendations may look different for everyone. Court ordered treatment may include evaluation for Medically Assisted Treatment (MAT), inpatient, residential, intensive outpatient, individual outpatient and group counseling, support group meetings and any other treatment, as directed. Any missed treatment session may result in a sanction. If you cannot attend an appointment, you must let your probation officer know immediately. It is the responsibility of the participant (you!) to make a first appointment within 3 business days of sentencing and reporting to your probation officer, verbally or by email, the date and time. You will also report each corresponding appointment date and time and communicate to your counselor the importance of monthly written reports.
- **SUBMIT TO DRUG AND ALCOHOL TESTING AS ORDERED –** You will be tested throughout the entire program. Dishonesty concerning use will result in a harsher sanction. The goal of DTC is to help you achieve total abstinence from alcohol and illegal drugs; however, a positive breath or urine test will not result in automatic termination from the program. The team will review your overall performance with the DTC team to determine appropriate sanctions for any positive test. No new criminal charges will be filed against you as the result of a positive breath or urine test, unless a separate crime has been committed. An abnormal creatinine test (dilute or high creatinine test result) is considered a positive test. Please remember, as indicated in the DTC Participant Agreement, you may be required to test during a DTC session or after an appointment. Be prepared to test every time by not consuming liquids before and bringing money to pay for the test. If your testing agency has called you for testing that day and you have already tested, bring documentation such as a receipt or Chain of Custody. This will not automatically excuse you from testing.
- **REPORT ANY AND ALL LAW ENFORCEMENT CONTACT –** Participants must report police contact, arrests, or new criminal charges to their probation officer within 24 hours. Participants must report police contact prior to questioning by the probation officer. Participants may be sanctioned or terminated for new negative police contact or for failing to report such contact to their probation officer within 24 hours.
- **SUPPORT GROUP MEETING ATTENDANCE –** Attendance at support group meetings is required as part of the DTC treatment program. Approved secular alternatives to traditional twelve-step recovery methods are acceptable. Participants must have approval from their probation officer prior to attending to ensure that the support group they wish to attend will

satisfy this requirement of DTC. A sponsor must also be secured. Frequency of attendance and timeline to obtain a sponsor is determined on an individualized basis. You must follow the direction provided to you by your probation officer and document attendance at each appointment.

- **PERMISSION TO TRAVEL –** Permission to travel overnight (in or out of state) is a privilege and considered an incentive that can be earned during the program.

  Requests for any travel must be made in writing to your probation officer, a minimum of 30 days prior to the planned depart date for travel and may be made after you (participant) have achieved the following:

  - 180 days in the program and participant is in good standing
  - The participant has at least 60 days of sobriety
  - Fines/cost are paid in full and probation oversight expenses are paid up to date (monthly)
  - The participant has not violated or been sanctioned in the last 30 days.

  The written travel request will be forwarded by the probation officer to the team for a final decision if it is determined by the probation officer that the participant meets all of the criteria to earn a travel incentives and has followed the appropriate procedure to make a request.

  Permission to travel may be revoked at any time, even if travel arrangements have already been secured and paid.

  Do not pay for travel until you have been approved to travel by the DTC team and notified of the decision by your probation officer.

  Out of country travel is prohibited while in the program.

- **GAMBLING STRICTLY PROHIBITED –** Do not gamble, play cards for money, play video poker, engage in sports-betting, or enter any place where gambling is a primary source of business, such as casinos and video poker lounges, while participating in the DTC.

- **TRANSFER CASES –** If you are transferring from another court, you must contact the 52-4 District Court probation department to speak with the DTC case manager the same day by 4:00 p.m. In extreme cases, and with a documented reason, no later than 9:00 a.m. the following business day.

- **JAIL –** If you go to jail at sentencing or for a violation, you must call the probation department the day you are released.

- **LICENSE AND INTERLOCK DEVICE –** Once you are granted a license through a problem-solving court program, you must complete our problem-solving court program to keep your license. If you choose to leave or fail to complete the program, for any reason, your license must be revoked pursuant to statute. Your license will remain revoked until you are eligible to be reviewed for an OHAO SOS board hearing, at a minimum one year.

- **MEDICATION DISPOSAL –** Pursuant the DTC Participant Agreement, as part of being in the program you have agreed to properly dispose of all unused prescribed medications from a prior condition/surgery, any medications that have expired and any restricted by program rules.

  All expired prescribed medications, over-the-counter medications that contain alcohol or Dextromethorphan (think cough medicines) and medications written for a prior condition that you are no longer required to take, must be properly disposed of with the Troy Police Department within 7 days of entry into the DTC program. All medications must be in individual bags by prescription. Before taking them to the Troy Police Department lobby, you must show your DTC probation officer that you have properly bagged each prescription, sign the Medication Disposal acknowledgement form and then you must directly go to the Troy Police (located behind the court). There is a box located in the lobby of the Troy Police Department, but medications are to be turned into the front desk daily from 7am- 8pm. They do not accept liquid medication but that can be done by using Google Maps "medication disposal near me" and several pharmacies will appear on the map. Liquids may be disposed of after documenting with your probation officer and signing the form.

- **HEALTHCARE TREATMENT AND PRESCRIPTION MEDICATION –** You will need to have medical treatment re-evaluated to support your recovery and update information with prescribers. Make sure to read and understand the obligations that you have agreed to in your Participant Agreement.

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# DTC Phases

*As our treatment court program is individually tailored to meet the needs of the participant, phase advancement is based on individual progress in the program.*

*While the phase structure has been developed to meet current best practice standards and provide structure, estimated times in each phase is participant driven. At a minimum, a participant will remain in the treatment court program for at least 12 months before they are eligible for commencement and maintenance supervision. All writing assignments will be assigned a due date by the probation officer. The assignment will be reviewed at the participant's next scheduled appointment, and the probation officer will document the outcome on the next session's docket sheet.*

## Phase I (estimated minimum of 60 days)

- Report to probation officer in person, weekly or as directed
- Attend DTC review sessions, twice per month or as directed
- Document health insurance on or before sentencing date; if participant is still waiting for approval of application, they are to provide documentation of progress by first DTC session
- Review and sign all appropriate forms at first appointment with PO, including but not limited to:
    - Multiple Party Consent for Release of Information form
    - Participant Information Sheet
    - Release of Information for counseling agency
    - Financial Sheet—if financial need is expressed or assistance is requested
    - Standard Rules of Probation
    - Order of Probation
    - Prescription Drug Policy
    - Healthcare Policy
    - Medication disposal form
- Engage in treatment as recommended by substance use disorder/mental health treatment provider
    - If the participant is already engaged in treatment at the time of sentencing, they will continue to comply with treatment plan. The team will review treatment recommendations as they are received from the provider. Participant may be required to confirm that treatment provider is appropriately licensed, aware of participation in treatment court and has updated criminal and substance use history
    - If the participant has not participated in a clinical evaluation for SUD and/or mental health treatment as of sentencing, participant will be provided with treatment court provider referral list and must contact provider immediately to schedule an intake appointment. Participant must meet with a treatment provider for intake and level of care assessment within seven days of sentencing. Participant shall follow all recommendations of treatment provider after intake process completed
- If the participant has not had regular contact with a medical provider or completed an annual physical within the last twelve months, the participant must schedule an appointment for an annual physical within 30 days of sentencing, or within 30 days of effective date of insurance coverage. The participant is expected to follow the recommendations of their medical provider to ensure that pressing health issues are addressed
- Document prescribed medication upon entry into the program *(printed list from pharmacy and/or prescribing doctor as of sentencing date, MAPS checked monthly)*. The participant must review

medications with their prescribing doctors and, if necessary, discuss alternative treatment/medication based on participant's placement in a treatment court. If signed healthcare contracts are required by the Court for any prescriber, medications reviews must be scheduled within 7 days of entry into the program.

- Schedule/complete an assessment for MAT/MOUD, if recommended as part of treatment plan or as ordered by judge
- Submit to random drug and alcohol testing as directed (frequency of 8-10 per month minimum). The participant must check in with their assigned testing agency daily to see if they are required to test. Testing must be completed before 9:00 a.m. unless otherwise directed
- Complete Recovery Capital Assessment within first 30 days of Phase I. Once completed, review and start building Recovery Action Plan. Schedule appointment before next DTC session with PRC to review and build upon Recovery Capital Action Plan
- Complete Personal Narrative Part One within first 45 days of Phase I
- Attend twelve step/recovery/support group meetings
    - If the participant is already engaged in support group/12 step meetings, the participant is expected to continue weekly attendance, at least three meetings a week must be in person and verified by signature of a support group meeting attendee
    - If the participant has not begun attending support group/12 step meetings at the time of sentencing, they may be required to attend a support group orientation and/or locate an open meeting to attend by their second review session. The treatment court team, with input from the participant's treatment provider, will determine frequency of support group meeting attendance in Phase I
- Attend court scheduled speakers as required****
- If employed or enrolled in school at the time of sentencing, the participant must provide proof to PO on or before their second appointment. If the participant is not enrolled in school or employed as of their sentencing date, the PO will work with participant to address current barriers to enrollment or employment. Employment and/or education is not required to advance to Phase II; however, additional information will be required from the participant if they are seeking financial support through grant funding at any point in the program
- A participant must have a minimum 30 days of continuous sobriety for phase advancement

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## *Eligibility for a Treatment Court Driver's License*

The participant does not automatically begin the process of obtaining a treatment court driver's license when they pass the 45-day hard suspension mark. The PO will confirm eligibility for a treatment court license from SOS when the participant is admitted into the program and provide information to the team. Permission to pursue the restricted license will be considered based on the individual participant. To begin the process of obtaining the restricted license, the participant must have a treatment plan established, verification that he/she is following recommendations of provider and must have 60 days of sobriety, at a minimum. As Phase I is intended to orient a participant to the program and provide for a period of stabilization, if needed, the restricted license may be reviewed at the end of Phase I,

during phase advancement, or in Phase II, depending on the participant and treatment provider's assessment. When the team decides that the participant can begin the process of obtaining the interlock and restricted license, the participant must acknowledge in writing their understanding of the terms of their restricted license.

## Phase II (estimated minimum 90 days)

- Report to probation officer in person weekly or as directed
- Attend DTC review sessions, twice per month or as directed
- Attend substance use disorder and/or mental health treatment with level of care and frequency as directed by treatment provider
- Submit to random drug and alcohol testing as directed (frequency of 8-10 per month minimum). The participant must check in with their assigned testing agency daily to see if they are required to test. Testing must be completed before 9:00a.m. unless otherwise directed
- Document prescribed medication monthly *(printed list from pharmacy and/or prescribing doctor, MAPS checked monthly)*
- Continue to attend twelve step/recovery/support group meetings with written documentation, frequency to be determined on an individualized basis, with input from treatment provider. For those attending weekly and either seeking or maintaining a relationship with a sponsor, at least 3 meetings per week must be in person
- Obtain or maintain 12 step sponsor relationship. A signed letter confirming sponsorship is required before phase advancement will be considered. Provide written sponsorship verification monthly to PO
- Complete Personal Narrative Part Two within first 30 days of Phase II
- Attend court scheduled speakers as required ****
- If eligible for treatment court restricted license, treatment team determines when process to obtain license can begin, if this was not already considered at phase advancement. Once approved for license, the participant must have cellular interlock with camera installed and strictly adhere to all driver's license restrictions
- Participant may be assigned individualized learning assignments in Phase II, including journal prompts, writing assignments, book reviews, budget planning or other focused assignments recommended by treatment court team
- Participants will maintain employment or enrollment in school and provide monthly documentation if this goal was achieved in Phase I. If not employed or in school, participant will develop a written plan with PO to identify what is needed to secure employment or return to school. Participant will contact and follow through on any employment/job skills/resume building referrals that are provided by the PO and report back on job seeking efforts
- Unless otherwise exempt from payment of fines and costs or already paid in full, PO must establish a payment plan for the participant in Phase II
- A participant must have a minimum of 30 continuous days of sobriety to phase advance

## Phase III – (estimated minimum time of 90 days)

- Report to probation officer in person a minimum of twice per month or as directed

- Attend DTC review sessions, twice per month or as directed
- Attend substance use disorder/mental health treatment with level of care and frequency as directed by treatment provider
- Document prescribed medication monthly (printed list from pharmacy and/or prescribing doctor, MAPS checked monthly)
- Submit to random drug and alcohol testing as directed (frequency of 8-10 per month minimum). The participant must check in with their assigned testing agency daily to see if they are required to test. Testing must be completed before 9:00a.m unless otherwise directed
- Continue to attend twelve step/recovery/support group meetings with written documentation of attendance, at least 3 in person meetings weekly. Frequency to be determined on an individualized basis, with input from treatment provider
- Maintain twelve step sponsor relationship. Provide written sponsorship verification monthly to PO. The participant is encouraged to share thoughts and concerns about step work and sponsorship at court review sessions and can earn additional incentives for doing so
- Formal introduction to journaling begins at the start of Phase III, if the participant has not already incorporated journaling into their recovery. The participant will receive DTC journal and weekly journal prompt schedule. Journal prompts must be reviewed with PO. They can also be reviewed with a treatment provider or at court sessions. Participant must complete prompts in a timely manner and bring journal to each PO appointment
- A participant is encouraged to share journal prompts and educational program feedback in court sessions and is expected to extend an offer to a support person to attend a court session as their guest. Sharing and bringing a guest to court review sessions will offer additional incentive opportunities
- Complete Personal Narrative Part Three within first 30 days of Phase III
- Provide verification of employment and/or education, required for phase advancement unless otherwise directed
- Attend court scheduled speakers as required, including DTC Alumni meeting****
- Complete substance use education weekend or other recommended education, as directed
- Continue the use of interlock in vehicle, as applicable
- A participant must be compliant with payment plan unless paid in full
- Minimum 60 days continuous sobriety for phase advancement

## Phase IV- (estimated minimum of 120 days)

- The participant will be expected to demonstrate stable employment, education, housing, counseling attendance, support group involvement and pro-social engagement during Phase IV
- Report to probation officer once per month or as directed
- Attend DTC review sessions, once per month or as directed
- Submit to drug and alcohol testing, as directed by probation officer, by 9:00 a.m. Participant must check in with their assigned testing agency daily to see if they are required to test.
- Document prescribed medication monthly (printed list from pharmacy and/or prescribing doctor, MAPS checked monthly)

- Continue twelve step/recovery/support group meetings, frequency to be determined with input from treatment provider. The participant must submit written attendance verification and attend most of their required meetings in person.
- Maintain a sponsor relationship and provide monthly verification to PO
- Update Recovery Capital Assessment within the first 30 days of Phase IV
- Submit a Relapse Prevention Plan within the first 60 days of Phase IV. Plan must be completed by participant and reviewed with the treatment provider before it is submitted to PO
- Engage in pro-social activities a minimum number of hours per week, time goals will be set on an individualized basis. Prior approval from PO for weekly pro-social activity is required and the participants must comply with documentation requirements set forth by PO. Pro-social activity can include, but is not limited to, participating in events put on by sober supportive organizations like the Phoenix, meditation, yoga, volunteer opportunities, workout or exercise regimen, health club membership, health and wellness seminars, professional association membership, sport league participation, creative or artistic endeavors, mentoring, leadership training, book club, community gardening
- Attend court scheduled speakers as required, including DTC Alumni meeting****
- Continue SUD and/or MH treatment as directed by treatment provider
- Continue interlock in vehicle, as applicable
- Participant must be compliant with payment plan with a goal of paying fines and costs in full by date of commencement
- Extend an invitation to a support person to attend commencement 3-4 weeks prior to anticipated commencement date
- Write a personal thank you note to someone who played a role in recovery. This thank you letter can be provided to someone outside of the program or someone in the program including other participants, team members, treatment provider. Verify requirement by bringing note to PO appointment. The note must be given to the recipient on or before commencement date
- Submit commencement application to PO two weeks prior to anticipated commencement date for team to review
- Minimum 90 days continuous sobriety
- Complete DTC exit survey at last appointment

********The DTC Treatment Coordinator will schedule speakers and other events throughout the year at the 52-4 District Court or another off-site location. These speaker sessions will most likely be scheduled on Fridays at 9:00 a.m. The participants will be given advance notice of the date and time (at least 30 days). Participants are required to arrive/be seated at least five minutes before the speakers are scheduled to start. A sanction may be issued if the participant is late or fails to appear. The participant may be asked to complete a speaker evaluation on Qualtrics and document completion with a screen shot. Documentation that the evaluation was submitted within 48 hours of receiving it will give the participant credit for attending one support group meeting that week.

## POST COMMENCEMENT

The participant will be monitored on standard probation after commencement. This maintenance monitoring period will be determined on an individualized basis and is contingent on the amount of time remaining on the participant's probation order.

Early discharge requests from standard probation may be considered, however, requests are not granted simply because a participant successfully graduated from the program After commencement, the participant continues to meet with their PO as directed but will no longer attend court review sessions.

Every participant will be contacted for a voluntary update at six-month intervals following discharge from probation (6, 12,18, 24, 36 months). All collected data from the DCCMIS Discharge tracker will be entered as well as from the DTC Follow-up Survey, on an Excel spreadsheet. ICHAT will also be run on each former participant, and any new charges will also be recorded on the spreadsheet. All participants who were successfully discharged from the program and probation are encouraged to stay in contact with the program by offering to serve as a mentor or speaker. For these reasons, treatment court participants are asked to contact the 52-4 Treatment Court Coordinator or PO to update their contact information, including phone and email, if there are changes in the 24 months after discharge.

# Financial Assistance

When funds are available, the grant allows for financial assistance with the following:

- Treatment
- Drug and alcohol testing, including handheld or transdermal testing and GPS

In order for the grant to assist with payment, the above agencies must be a contractual vendor already established within the grant. The participant must fill out the Financial Assistance form in its entirety and **document** the following for the previous three months:

- Any assistance received (SSI, SSD, food stamps, bridge card, Medicaid/Medicare, housing assistance etc.)
- Monthly bills (utilities, mortgage/rent, car payments, medical bills, medication etc.)
- Any bankruptcies, overdue/past due bills, shut off notices, evictions, repossessions
- Bank statements
- If the defendant is physically unable to work

If the above requested documents are not received, you will not be considered for assistance. Any assistance provided will be reviewed **frequently** and you must always be prepared to pay for testing or treatment. There should be no expectation of assistance. The grant is an annual award, and the fiscal year ends September 30th. There may be limitations at the end of the fiscal year. When requesting financial assistance, documentation of financial issues is **required monthly**. Participants should be, as part of the program, working to improve their financial situation with the assistance of their probation officer. This can be achieved by pursuing job skills/education, resume writing, better employment, a second job, setting a budget etc. The team may provide specific referrals. It is expected before Phase IV that you will be financially stable. Financial assistance may no longer be available/provided at this point.

# Incentives and Sanctions

The treatment court strives to provide appropriate and graduated rewards for compliance and graduated and immediate sanctions for non-compliance.

DTC is about individualizing the needs of the participants. Incentives and Sanctions may vary from person to person depending on specific circumstances surrounding the participant/behavior.

The program phase you're in decides what incentive or sanction applies. Proximal and Distal goals help the team in determining the outcome. *Proximal goals* – things that you can achieve now, upon entering the program. Examples of this are: showing up to appointments (on time!), telling the truth and showing true effort. *Distal goals* – as you move through the program, expectations grow. These goals come later in the program as you apply what you are learning in treatment and through support group meetings. Examples of this are: abstain from use, accept the disease, work the program.

## All-Star Status

The Drug Treatment Court (DTC) model is unique in that it is designed to place more emphasis on positive behavior and progress than it does on addressing violations and imposing sanctions. Violations will always be taken seriously and handled quickly but the DTC program also strives to focus on the achievements of the participants regularly. Positive action in the program will be incentivized in many ways and for many reasons. All-Star status is someone who has gone above and beyond in the program and will receive recognition, positive praise and as well as an incentive. To be considered for All-Star recognition, your probation officer will consider some or all of the following factors:

- Full compliance with counseling - no missed/late appointments, no rescheduled appointments, engaged in sessions (making progress)
- Working support group steps – able to explain step and how it applies to everyday life
- Arrive on time for court and probation appointments
- Engaged in court and probation appointments
- Full compliance with testing
- Promotion at work or secure better employment (full time, more pay)
- Enrollment in school or continuing education/training
- Good school report (B's and up or vast improvement in grades)
- Service work above and beyond what was ordered
- Good attitude in program, improvement in program
- Noteworthy letter of apology to any victims or police
- Perfect attendance
- 30, 60, 90 days of sobriety (or other designated timeframes)

## Possible Incentive Outcomes

Allowed license with interlock while in program, gift cards, birthday cards/recognition, certificates, zoom appointments, All-Star recognition, select a book from DTC library, journal, early dismissal from court hearings, approval to complete a set number of community service hours that can be credited

toward fines/costs, reduction in testing and/or contribution toward cost of testing, counseling scholarships, group applause, handshakes from Judge/team, verbal praise or recognition from Judge and team, sobriety tokens, care packages, gym/yoga pass, mentoring opportunity, school supplies/gifts for kids, letter from Judge, healthy treats, movie passes, travel privileges, displaying artwork/sharing writing, resume writing/financial planning assistance, expungement or deferral of conviction (if eligible), etc.

## Sanctioned Offenses (not limited to this list):

- Missed or positive drug screen/PBT/EtG
- Missed Interlock window/test time
- Failure to attend/actively participate in treatment/unsuccessful discharge
- Failure to attend support group meeting
- Failure to attend case manager appointment
- Failure to maintain employment/education
- Negative police contact
- New criminal charges – Felony conviction will result in removal from the program per statute
    - Positive drug/alcohol screens
- Dilute/adulterated drug/alcohol screen
- Drove to court while unlicensed
- Failure to clear up outstanding bench warrants or licensing issues
- Dishonesty to Judge and/or team members
- Negative behavior toward a fellow participant
- Falsified support group signatures or community service documentation
- Failure to complete community service as ordered
- Leaving the state without permission
- Failure to follow direction of court of DTC team member

## Possible Sanction Outcomes

Verbal warning, written essays, immediate UA/EtG, increased testing, transdermal alcohol testing device, In-Home or Soberlink device, community service, curfew/home confinement with GPS monitoring, apology letter, extend probationary period, restrict contacts/no contact order, peer review, submit calendar of daily activity, vehicle immobilization, submit job search form for verification, bench warrant, up to maximum jail time and discharge, revocation of suppressed status, observe other designated court sessions and/or any combination of the above mentioned sanctions, a $100 Cost to Compel Fee.

# Confidentiality

The DTC program complies with all federal and state confidentiality laws which apply to your identity and your health-related information including information provided by medical, substance abuse or mental health treatment provider. You are required to sign a Consent for Release of Confidential Information when entering the program. The Consent for Release of Confidential Information gives team members and agencies permission to share information about you, including medical records, diagnoses, drug and alcohol test results, substance abuse and mental health records and reports of your attendance and compliance with program rules. It can be revoked by you at any time and will expire once you leave DTC. You may also be required to sign updated consents to allow disclosure of confidential information to new team members or other people. You will not be allowed to participate or remain in the program if you refuse to sign or revoke any consent you are required to sign.

# Tools of Recovery

**ABSTINENCE**: We commit ourselves to stay away from the first drink/drug one day at a time.

**MEETINGS**: We attend meetings to learn how the program works, to share our experiences, strength, and hope with each other, and because through the support of the fellowship, we can do what we could never do alone.

**SPONSOR:** A sponsor is a person in the program who has what we want and is continually sober. A sponsor is someone you can relate to, have access in and confide in.

**TELEPHONE:** The telephone is our lifeline. The more numbers you have the more insurance you have.

**SERVICE:** Service helps our personal program grow. Service is giving in support meetings. Service is leading a meeting, making coffee, moving chairs, and being a sponsor.

**ANONYMITY:** Whom you see here,

What you hear here,

When you leave here,

Let it stay here….

# Team Members

**Honorable Maureen McGinnis,** Judge 52-4 District Court

**Patti Bates,** Probation Supervisor/Program Coordinator

**Erika Saylor,** Probation Officer
**248-528-1790**

**Erica Munoz,** Probation Officer
**248-528-1790**

**Tobi Russell,** Rochester Area Counseling
**248-266-6166**

**David Minsky,** Rochester Area Counseling
**248-266-6166**

**Galen Galligan,** Treatment provider at River's Bend
**248-585-3239**

**Callie Miron,** Treatment Provider at River's Bend
**248-585-3239**

**Lori Bluhm,** Troy City Attorney
**248-524-3320**

**John Kennedy,** Defense Attorney
**Office: 586-801-7704**

**Dawn Walton,** Defense Attorney
**Office: (586) 925-1625**

**Sgt. Jody Horne,** Clawson Police Department
**248-435-5000**

**Lt. Jason Clark,** Troy Police Department
**248-619-7695**

**Kathleen Ninowski,** Peer Recovery Coach **248-297-1437**

**Korrin Krieg,** TAP and Class A
**586-281-0150**

**All emails to communicate with the court and probation officer are to be sent to:**
**524DTC@oakgov.com**

# Outpatient Counseling

When you call to schedule an appointment, you MUST inform them that you are a participant with the 52-4 District Court DTC.

**ALL COUNSELING APPOINTMENTS MUST BE IN PERSON**

Rochester Area Counseling Services

130 Hampton Circle, Suite 130
Rochester Hills, MI 48307
Phone: 248-266-6166

**Dr. Tobi Russell,** *Director, Ph.D., LPC, CAADC, CCS-M*
tobi@rochesterareacounselors.com

**David Minsky** david@rochesterareacounselors.com

**Insurance accepted:** Blue Cross Blue Shield, Blue Care Network, Blue Cross Complete, McLaren Health Plan (HMO, PPO), Total Health Care (Commercial Only), United Healthcare (Traditional Medicaid), United Behavioral Health, Meridian Medicaid, Molina

RIVER'S BEND PC

550 Stephenson Highway, Suite 200
Troy, MI 48083
(248) 585-3239

**Galen Calligan,** LMSW
gcalligan@riversbendpc.com

**Callie Miron,** LMSW, CAADC
cmiron@riversbendpc.com

**Insurance accepted:** BCBS, BCN, HAP, Priority Health, United Health Care, BHS, Cigna, Aetna, Optum and Magellan

# Support Group Meetings

Some have in-person meetings, all have online meetings (with documentation that can be verified). Frequency of attendance at these or other 12 step meetings to be discussed and verified with supervising probation officer.

| | |
|---|---|
| https://www.aa.org/find-aa | Alcoholics Anonymous |
| https://www.intherooms.com/home/ | Online AA meetings |
| https://meetings.smartrecovery.org/meetings/location/ | Smart Recovery |
| https://refugerecoverymeetings.org/meetings?tsml-day=any&tsml-distance=25&tsml-mode=location&tsml-query=Troy%2C+Michigan | Refuge Recovery |
| https://www.buddhistrecovery.org/meetingshere.htm# | Dharma Recovery |
| https://www.sossobriety.org | Save Our Selves or Secular Organization for Sobriety |
| https://womenforsobriety.org/community/# | Women for Sobriety |

# Weekend Program Information

www.impactweekend.com
888-861-8300 or 248-606-8886
The program runs Saturday 8:00 a.m. - Sunday 2:00 p.m.
Location(s): Clarkston, Mayville, Vassar
**$350 ($100 non-refundable deposit or payment in full is required to reserve your date)**

www.armprogram.org
admin@armprogram.org
248-851-5556 (text or call)
The program runs Saturday 8:30 a.m. - Sunday 3:00 p.m.
Location(s): Howell
**$325 (payment must be received no later than three weeks prior to your scheduled date)**