

POLICIES & PROCEDURES MANUAL



TWENTIETH JUDICIAL DISTRICT

ADULT INTEGRATED TREATMENT COURT

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Planning Team

The Planning Team is the working group that designed and developed the Adult Integrated Treatment Court (AITC.) It was comprised of members from participating agencies and other stakeholders. The Planning Team completed its duties when the AITC began operation in November 2006.

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Steering Committee

The Steering Committee is comprised of executive-level personnel from participating agencies. The purpose of the committee is to facilitate the maintenance of the AITC and to expeditiously resolve any issues that arise in the process. The committee also strives to foster buy-in at the executive level, in order to ensure that non-executive personnel in other committees will recognize their agency's investment in the AITC's mission. The Steering Committee should convene on a regular basis.

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I. Mission Statement

The mission of the Adult Integrated Treatment Court (AITC) is to combine judicial oversight, intensive probation supervision and substance abuse and mental health treatment in order to increase public safety, reduce crime, and promote offender responsibility. By helping participants achieve long-term sobriety, the program seeks to improve the lives of participants and their families, thereby benefiting the community.

II. Goals & Objectives

GOAL 0: To enroll all eligible defendants who wish to enter the AITC program

Objective #1: 100% of all eligible probationers are considered for the AITC.

Outcomes Measures:

1. Number of probationers meeting eligibility requirements.
2. Number of probationers who are considered for the AITC.

Objective #2: 100% of all eligible probations are offered AITC.

Outcomes Measures:

1. Number of probationers meeting eligibility requirements.
2. Number of probationers who were offered AITC.

Objective #3: Over 50% of eligible probations offered AITC will accept.

Outcomes Measures:

1. Number of probationers offered AITC.
2. Number of probationers who accept AITC.

Objective #4: Identify probationers who refuse AITC.

Outcomes Measures:

1. Socio-demographic indicators of those who refuse.
2. Criminal history indicators of those who refuse.

Goal 0: Outcomes

1. Percentage of all eligible probationers considered for AITC.
2. Percentage of all eligible probationers offered AITC.
3. Percentage of all probationers offered AITC who accept.
4. Profile of probationers who refuse AITC.

GOAL 1: To provide early screening, assessment, and court intervention

Objective #1: 80% of referrals receive substance abuse assessments within 10 days of entry into the AITC.

Outcomes Measures:

1. Date entered AITC.
2. Date referred for assessment.
3. Date assessed.
4. Date of rescheduling.

Objective #2: 90% of eligible participants will receive court intervention within 15 days of acceptance into the AITC.

Outcomes Measures:

1. Date of entry into AITC.
2. Date of first court review.

Goal 1: Outcomes

1. Percentage of eligible participants receiving substance abuse evaluations within 10 days of acceptance into the AITC.
2. Percentage of eligible participants receiving court intervention within 15 days of entry into the AITC.

GOAL 2: To provide effective court supervision

Objective #1: 90% of participants who appear in the AITC will receive intensive

supervision including regular status reviews, progress tracking, and progressive sanctions and incentives.

Outcomes Measures:

1. Dates of court reviews.
2. Court appearances by AITC client.
3. Sanctions imposed.
4. Incentives given.
5. Tracking elements used in court reviews.

Objective #2: At least 75% of participants receiving program services will reduce the frequency of alcohol and drug use as measured by drug screen results (urinalyses, breathalyzers, oral swabs, etc.)

Outcomes Measures:

1. Dates of drug screens for each AITC client.
2. Drug screen results (negative, positive, flushed, masked, missed)
3. Positive UA's by substance.
4. Positive swabs or other tests by substance
5. Self-reported substance use at intake (or prior monitoring results)

Objective #3: 75% of participants will complete the program successfully.

Outcomes Measures:

1. Number of probationers accepted into AITC.
2. Number of participants eligible to graduate.

Objective #4: 100% of participants who complete the program will have a long-term sobriety plan.

Outcomes Measures:

1. Number of AITC clients who establish a long term sobriety plan.
2. Number of clients who graduate.

Goal 2: Outcomes

1. Percentage of program participants who demonstrate reduction in alcohol and drug use as measured by negative drug screen results.
2. Percentage of eligible participants completing the program.
3. Percentage of program participants completing a long-term sobriety plan.

GOAL 3: To provide an integrated program of substance abuse treatment .

Objective #1: Ninety percent of participants will be referred to substance abuse education and treatment within three days of acceptance into the AITC.

Outcomes Measures:

1. Date of entry into AITC.
2. Date of referral to substance abuse treatment.

Objective #2: Seventy-five percent of participants referred will receive substance abuse treatment as measured by treatment provider verification of services.

Outcomes Measures:

1. Number of participants referred to treatment.
2. Frequency of substance abuse treatment services.
3. Type of treatment services.

Objective #3: Seventy-five percent of participants with identified mental health needs will receive mental health treatment as measured by treatment provider verification of services.

Outcomes Measures:

1. Number of participants referred to treatment.
2. Number of participants receiving treatment.
3. Frequency of mental health services provided.
4. Types of mental health services provided.

Objective #4: One-hundred percent of graduates will participate in substance abuse treatment as measured by provider verification reports.

Outcomes Measures:

1. Number of AITC clients who graduate.
2. Frequency of substance abuse treatment services for AITC graduates.

Goal 3: Outcomes

1. Percentage of program participants receiving substance abuse treatment services.
2. Percentage of program participants receiving mental health treatment

services.

3. Percentage of graduates who participate in substance abuse treatment services.

Goal 4: To provide an integrated program of rehabilitation services

Objective #1: Seventy-five percent of participants referred will receive necessary medical and/or dental care as measured by probation officer verification of services.

Outcomes Measures:

1. Number of participants referred for care.
2. Number of participants who receive care.

Objective #2: One-hundred percent of graduates will have a legal means of support and a plan for long-term self-sufficiency.

Outcomes Measures:

1. Number of graduates who have a legal means of support and a plan for long-term self-sufficiency.

Objective #3: Ninety-five percent of graduates will obtain sober, safe housing.

Outcomes Measures:

1. Number of graduates who have sober, safe housing.

Goal 4: Outcomes

1. Percentage of program participants receiving medical/dental care.
2. Percentage of graduates who are economically stable.
3. Percentage of graduates who have sober, secure housing.

GOAL 5: To promote public safety by reducing recidivism

Objective #1: Graduates will show reduced rates for re-arrest in Colorado at one year post-graduation.

Outcomes Measures:

1. Numbers of AITC graduates.
2. Number of persons who are rearrested one year post- graduation.

Objective #2: Graduates will be reduced rates for re-arrest at five years post-graduation.

Outcomes Measures:

1. Number of AITC graduates.
2. Number of persons who are rearrested five years post-graduation.

Goal 5: Outcomes

1. Percentage reduction of arrests among participants who graduate compared to a group of eligible offenders who do not participate in the AITC program.

GOAL 6: To demonstrate cost-effectiveness to the taxpayer.

Objective #1: Reduce costs to the taxpayer by reducing jail bed days for participants by 50 percent.

Outcomes Measures:

1. Number of jail bed days used by participants in the program.

Goal 6: Outcomes

1. Percentage of jail bed days saved by participants.

III. Structure/Model

The AITC is a post-plea probation violation court. Defendants may also enter by way of sentence reconsideration.

IV. Target Population

The AITC will target persons with significant histories of drug and/or alcohol abuse and who are at high risk for engaging in criminal behavior.

V. Eligibility Criteria

1. Defendant voluntarily agrees to participate in the AITC.
2. Defendant is a resident of Boulder County*
3. Defendant has open case in a CR file jacket.
4. Defendant meets DSM-IV-TR diagnostic criteria for substance abuse or dependence.

5. There is a probation violation or violation of deferred sentence pending in any CR or M file.
6. Conviction or deferred sentence for current offense is not for one of the following (unless the disqualification is waived by the district attorney):
 - a. Criminal enterprise drug sales
 - b. Vehicular assault or homicide or other crime involving serious bodily injury or death.
 - c. Sex offenders as defined under C.R.S. 16-11.7-102(2)(a) and (b).
 - d. Crime involving use of a firearm
 - e. Residential burglary when entry is into the main living space of the occupant and defendant is not a member of the family of the occupant
 - f. 1st or 2nd degree arson
7. Pending felony charges may cause suspension or termination at the discretion of the Court. Each case will be considered on its own merits.
8. If public funds will be used, defendant must be eligible for substance abuse and/or mental health services.
9. Defendant is not subject to a C.R.S. 27-10 mental health hold
10. Defendant is not subject to an Immigration and Customs Enforcement (ICE) Hold.

*Defendants residing outside of Boulder County may be considered if they have means to pay for their own treatment and there is sufficient program capacity.)

ADDITIONAL ELIGIBILITY CATEGORIES FOR THE AITC

1. Defendants who are before the Court
 - a. After arrest for one or more felonies,
 - b. Have one or more prior closed cases in CR jackets from any jurisdiction, in which they were placed on probation, and
 - c. Violated probation.
2. Defendants who have multiple pending felonies in which drugs/alcohol appear to be a significant contributing factor to the commission of the offenses and who are eligible for AITC probation based on the plea offer. This would include “prison or community corrections unless AITC” offers.
3. Defendants who the judges in Divisions 4 and 6 refer for consideration after discussion with the district attorney and defense attorney because of special considerations that appear to make the defendants particularly appropriate for the AITC.

The defendants in the above categories must be screened by Probation for eligibility according to the other eligibility criteria, must have an LSI at least 22, and must be screened and assessed by Boulder Public Health or Mental Health Partners and determined to be drug dependent.

If a defendant is admitted to the AITC who would not have been eligible for the AITC except under these new categories, he or she may still choose to withdraw from the AITC at a later time; however, such withdrawal will subject the Defendant to resentencing with all sentencing options available. If the Defendant had previously been ineligible for probation unless the District Attorney waived a statute or rule, that waiver would remain in place for the resentencing. The district attorney and defense attorney are permitted to offer a sentence stipulation to the Court subject to its approval.

Resentencing would occur in Division 13 unless the Defendant wishes to return to the original sentencing court. In some cases Division 13 would be the original sentencing court.

VI. Entry Process

1. Probation officer identifies a defendant doing poorly on probation and who is subject to violation.
2. AITC Probation Supervisor screens defendant for AITC eligibility based on all information available, including probation complaint, PSI, and/or any assessments or evaluations contained in the file.
3. Probation officer files a complaint with release plan (if appropriate) and submits to the Court.
4. Defendant appears on probation violation complaint.
5. Public Defender (or private counsel) meets with defendant before or during first appearance to provide general information about AITC involvement, program requirements, etc. Defendant is provided with AITC Participant Handbook at this time.
(Case can be set over for defendants requesting more time to consider AITC involvement.)
6. If defendant wishes to enter AITC, Public Defender (or private counsel) and District Attorney discuss agreement.
7. If an agreement is reached, it is presented to the Court.
8. Judge further explains AITC requirements to defendant and determines whether admission into the program is appropriate, based on defendant's history of substance abuse, motivation, desire to change, etc. If defendant is deemed appropriate, the Court accepts agreement and approves entry into the program. The first AITC Status Review is set.
9. Immediately after court appearance, AITC probation officer (and, if available, AITC Coordinator) meets with defendant for intake (see AITC Intake Process.) At this time the client reviews and signs Release/Authorization to Share Information and the AITC Participant Contract. The initial appointment with their probation officer is scheduled, as is their substance abuse evaluation at Boulder County Public Health. Participant is given a calendar in which all appointments and upcoming AITC court dates are entered.

Fast Track Entry Process

Defendants with CR files in which felony or misdemeanor pleas have been taken and/or M files in which misdemeanor pleas have been taken; and are in probation/deferred sentence violation status; and have been charged with a new felony may request that all of the cases be transferred to Division 13 for consideration of participation in the AITC. Counsel must request that the probation supervisor for the AITC screen the defendant for AITC eligibility. If the defendant is eligible, counsel shall file the transfer form with the county court division handling the case. This can be done any time after charging but preferably before the Preliminary Hearing/Status Conference setting. The county judge will sign the order, vacate the next court appearance in county court, and the CJA will enter the new date and time for Division 13. The files will be delivered to Division 13.

The defendant will appear in Division 13. If the judge accepts the person, he/she will enter a plea at that time and be sentenced to probation. The judge will also handle the probation/deferred sentence violation case.

If the judge does not accept the person, the judge will take the waiver of the Preliminary Hearing (if the waiver has not already occurred and the defendant wishes to waive that right) and set the case in Division 4 or 6 for arraignment. If the defendant is entitled to a Preliminary Hearing and has not waived it and does not wish to waive it, Division 13 will set the Preliminary Hearing in the original county court division.

VII. Program Phases

There are five phases to the AITC program. The goal is for participants to complete the program in 15 - 18 months. Each phase must be successfully completed before advancing to the next phase.

NOTE: Occasionally clients have unique circumstances that call for special consideration regarding program expectations. Such situations will be considered on a case-by-case basis. *Any modifications to phase or treatment requirements must be approved by the Judge and/or the AITC team.*

The following is a description of each phase as it appears in the participant handbook:

Phase 1: ORIENTATION PHASE (minimum of 2 weeks):

Orientation is the starting point of your involvement in the AITC. It is during this period that you will make initial contact with your probation officer, treatment provider, and monitoring agency.

During Orientation, you are expected to:

- Attend all scheduled court appearances
- Attend all scheduled probation meetings
- Submit drug screens (UA, BA, swabs, etc.) as directed

- Attend drug/alcohol evaluation and intake appointment(s) and begin attending assigned groups
- Attend a minimum of four community support groups or pro-social activities per week.

COURT REVIEWS: You are expected to appear on time for your court status reviews and to be prepared to give the Judge an honest update on how things are going.

PROBATION: Your probation officer is your primary contact person in the AITC. In your initial meetings, your probation officer will review the terms and conditions of probation as well as the requirements of the AITC program. Your PO will also assign you to a drug testing agency and review reporting instructions. You will be meeting with your PO regularly to discuss your employment status, home situation, etc. Your PO will also be doing home checks periodically.

DRUG SCREENS: *You are required to submit to any testing ordered by your probation officer or the Court.* Monitoring is typically done through urine, breath or saliva tests; however, you may be required to submit to other testing methods such as SCRAM monitoring, etc.

Even if you are concerned that your test may come back positive, it is very important that you submit anyway! Especially during Phase I, your probation will not be terminated for positive drug tests, provided you submit consistently. You should note, however, that continued or new use may result in sanctions.

TREATMENT: Your treatment intake will be scheduled immediately upon acceptance into the AITC. After it is completed, you will be instructed as to the treatment and support groups you will be expected to attend. In Phase I, you will have a treatment contact or attend a support group every day.

SUPPORT GROUPS: Support groups include AA/NA, church groups, Phoenix Multisport, meetings with your sponsor, and other activities that are related to supporting your recovery. In Phase I, you will be expected to attend a support group or activity on each day you do not have an individual or group treatment session scheduled. You will be expected to document all community support groups on the Support Group/12 Step Attendance Verification form. This form requires you obtain a signature for each activity or meeting attended. *You will be expected to bring this form with you every time you come to court.*

HOUSING: One important aspect of being successful in the AITC is a safe and sober living situation. If you are experiencing difficulty in this area, the AITC team will make every effort to assist you in finding a more suitable living arrangement. *You should be aware that, if no other alternatives are available, work release may be used as a temporary solution until other housing arrangements can be made.*

EMPLOYMENT/EDUCATION/TRAINING: The structure provided by a set schedule can be very beneficial, particularly for those in the early stages of recovery. In addition to other program requirements, you will be expected to find and maintain suitable employment, or to be attending school or a vocational/training program. (Exceptions to this requirement may include those unable to work due to disability, etc.)

FINANCIAL OBLIGATIONS: You will be responsible for meeting any financial obligations to the court as well as to treatment providers. Treatment will be provided at a nominal cost for your first 90 days in the program, after which it will be provided on a sliding fee scale. Failure to make satisfactory arrangements to meet these obligations can result in the denial of treatment. You should inform your probation officer and/or treatment provider if you are experiencing financial problems.

Phase 2: STABILITY PHASE (minimum of 12 weeks):

During Stability Phase you must:

- Attend all scheduled court appearances
- Attend all scheduled probation meetings
- Submit drug screens (UA, BA, swabs, etc.) as directed
- Attend all weekly treatment appointments as identified in your treatment plan. These may include:
 - Two groups per week (Recovery Skills, Readiness Group, or Relapse Prevention)
 - Community support groups or pro-social activities (at least four per week)
 - Individual therapy

COURT REVIEWS: You are expected to appear on time for your court status reviews and to be prepared to give the Judge an honest update on how things are going.

PROBATION: You will continue to meet with your probation officer on a regular basis. You and your PO will develop a case plan specific to your situation, including monitoring, treatment, employment, etc.

DRUG SCREENS: You are required to submit to all drug screens as instructed by your probation officer.

TREATMENT: You will continue to work with your treatment provider in developing a treatment plan and addressing issues in individual and group therapy sessions. The degree of your investment in treatment will be considered a critical measure of your progress in the program.

SUPPORT GROUPS: In Phase 2, you will be expected to attend at least four (4) support groups per week, and document your attendance on the Support Group/12 Step Attendance Verification form. *You will be expected to bring this form with you every time you come to court.*

HOUSING: You will be expected to maintain safe and sober housing. If you are experiencing difficulty in this area, the AITC team will make every effort to assist you in finding a more suitable living situation.

EMPLOYMENT/EDUCATION/TRAINING: You will be expected to maintain suitable employment, or to be attending school or a vocational/training program. (Exceptions to this requirement may include those unable to work due to disability, etc.)

FINANCIAL OBLIGATIONS: You will be expected to make satisfactory progress toward balances owed the court as well as to treatment providers. Treatment will be provided at a nominal cost for your first 90 days in the program, after which it will be provided on a sliding fee scale. Failure to make satisfactory arrangements to meet these obligations can result in the denial of treatment. You should inform your probation officer and/or treatment provider if you are experiencing financial problems.

SOBRIETY REQUIREMENT: To be eligible for promotion to Phase 3, you must have thirty (30) consecutive days of sobriety and be making progress in your recovery.

Phase 3: SOBER LIVING SKILLS PHASE (minimum of 24 weeks):

During this phase you are required to:

- Attend all scheduled court appearances
- Attend all scheduled probation meetings
- Submit drug screens (UA's, BA's, swabs, etc.) as directed
- Attend all weekly treatment appointments as identified in your treatment plan.

These may include:

- Two groups per week (DBT, SSIC, CBT and gender specific group)
- Three (3) hours of community support groups or pro-social activities
- Individual/family/couples therapy per case plan
- Any other treatment ordered by the court (domestic violence classes, parenting classes, etc.)

NOTE: Participants required to complete other types of treatment, such as domestic violence (DV) treatment or treatment related to a DUI/DWAI charge, must begin this treatment no later than halfway through Phase 3. Progress will be monitored by Probation and reported to the Court.

COURT REVIEWS: You are expected to appear for court on time and be ready to discuss your progress with the Judge.

PROBATION: You will continue to work with your probation officer to develop goals and timelines to ensure you are successfully meeting probation and program requirements, including making progress on any fines or fees assessed by the court.

DRUG SCREENS: You are required to continue testing as directed by your probation officer.

TREATMENT: In Phase 3, your treatment will be more tailored to your specific needs. You are required to attend three hours of community support groups per week. During this phase, you will also begin any other required treatment, such as domestic violence or parenting classes.

SUPPORT GROUPS: In Phase 3, you will be expected to attend at least three (3) support groups per week, and continue to document your attendance on the Support Group/12 Step Attendance Verification form. *You will be expected to bring this form with you every time you come to court.*

HOUSING: You will be expected to maintain safe and sober housing. If you are experiencing problems with your living situation, the AITC team will continue to assist you in finding more suitable living arrangements.

EMPLOYMENT/EDUCATION/TRAINING: You will be expected to maintain suitable employment, or to be attending school or a vocational/training program. (Exceptions to this requirement may include those unable to work due to disability, etc.)

FINANCIAL OBLIGATIONS: You will be expected to be making satisfactory progress toward balances owed to the court as well as to treatment providers. At this point in the program, you will be expected to be making regular payments toward any restitution costs owed in your case(s). You should inform your probation officer and/or treatment provider if you are experiencing financial problems.

SOBRIETY REQUIREMENT: In order to be eligible for promotion to Phase 4, you must have demonstrated a substantial pattern of sobriety as determined by the treatment team.

Phase 4: RELAPSE PREVENTION (minimum of 12 weeks):

During the Relapse Prevention Phase you will be required to:

- Attend all scheduled court appearances
- Attend all scheduled probation meetings
- Submit drug screens (UA, BA, swabs, etc.) as directed
- Attend all treatment appointments as identified in your treatment plan. These may include:
 - Weekly relapse prevention group
 - Three (3) community support groups or pro-social activities per week
 - Individual treatment per case plan

COURT REVIEWS: You are expected to appear for court hearing on time and be prepared to discuss your progress with the Judge. You are expected to be supportive of other clients in the program.

PROBATION: You must attend all probation meetings and remain in compliance with probation and program requirements, including making progress on fines or fees assessed by the court.

DRUG SCREENS: You are required to continue testing as directed by your probation officer.

TREATMENT: You are required to attend three hours of community support groups, and any other treatment indicated in your case plan.

SUPPORT GROUPS: In Phase 4, you will be expected to attend at least three (3) support groups per week, and continue to document your attendance on the Support Group/12 Step Attendance Verification form. *You will be expected to bring this form with you every time you come to court.*

HOUSING: You will be expected to maintain safe and sober housing.

EMPLOYMENT/EDUCATION/TRAINING: You will be expected to maintain stable employment, or to be attending school or a vocational/training program.

FINANCIAL OBLIGATIONS: You will be expected to be making satisfactory progress toward balances owed to the court and to treatment providers. In particular, you will be expected to be making regular payments toward any restitution costs owed to the courts. You should inform your probation officer and treatment provider if you are experiencing financial problems.

SOBRIETY REQUIREMENT: In order to be eligible for promotion to Phase 5, you must have demonstrated a substantial pattern of sobriety as determined by the treatment team.

Phase 5: MAINTENANCE PHASE (minimum of 12 weeks):

Congratulations on reaching the final phase in the AITC! You should be proud of your accomplishments thus far. At this phase, other participants will look to you for leadership and support. Upon completion of this phase, you will be eligible for graduation. In Phase 5, you are required to:

- Attend all scheduled court appearances
- Attend all scheduled probation meetings
- Submit drug screens (UA, BA, swabs, etc.) as directed
- Attend all weekly treatment appointments. These may include:
 - Three (3) community support groups or pro-social activities per week
 - Other treatment per case plan

COURT REVIEWS: You are expected to appear in court on time and be ready to update the court and support other participants.

PROBATION: You must attend all probation meetings and remain in compliance.

DRUG SCREENS: You are required to continue testing as directed by your probation officer.

TREATMENT: You are required to continue in treatment as outlined in your case plan.

SUPPORT GROUPS: As you approach graduation, your connection to a support system will become increasingly important in your efforts to maintain long-term sobriety. While you will be required to attend at least three (3) support groups per week, it is recommended you work closely with your treatment provider and/or sponsor to ensure the have an adequate support system in place.

HOUSING: You are expected to maintain safe and sober housing.

EMPLOYMENT/EDUCATION/TRAINING: You are expected to maintain stable employment, or to be attending school or a vocational/training program.

FINANCIAL OBLIGATIONS: You are expected to be making satisfactory progress toward balances owed to the court and to treatment providers.

SOBRIETY REQUIREMENT: To be eligible for graduation, you must have attained at least 90 days of continuous sobriety. *Any dilute or missed UA's will result in being regressed to the beginning of Phase 5.*

VIII. Mentor Program

Participants in later phases who have done well in the program may be selected to serve as mentors to clients in earlier phases. Participation is voluntary. In order to be eligible, the participant must meet the following criteria, as determined by the treatment team:

- A substantial pattern of sobriety
- Actively engaged in treatment and committed to recovery
- In Phase 4 or 5
- Demonstrating stability in other areas of their lives, such as housing, employment, etc.
- Consistent involvement in a 12 - Step program or other community-based support program
- Making regular payments on any balances owed, such as treatment costs, restitution, etc.

Possible mentor activities include speaking to groups, meeting with clients who are struggling, and helping clients connect with the 12-Step community.

IX. Sanctions & Incentives

The AITC team will use incentives and sanctions to respond to client behavior. Incentives will be given in recognition of compliance and progress in treatment. Sanctions will be imposed upon those found to be noncompliant or in violation of program rules. These responses will be implemented as soon as possible in an effort to maximize their impact.

Incentives given will include activity passes, gift cards or coupons, toys, gifts, photographs, bus passes, applause or recognition from the court, fish bowl entry, reduced fines and costs, reduced treatment costs, or the reduction of a previous sanction.

Sanctions imposed will include community service, day reporting, work crew or work release, electronic home monitoring (EHM), or straight jail time.

X. Graduation Criteria

1. Participant completes of all treatment and court monitoring phases.
2. Participant has attained 90 days of continuous sobriety.
3. Participant completes all terms and conditions of probation that have not been waived or eliminated. *
4. The AITC Team is satisfied that:
 - a. Participant is receiving or has received necessary medical and dental care;
 - b. Participant has legal means of support and a plan for long-term self-sufficiency;
 - c. Participant has sober and secure housing;
 - d. Participant has sufficient supports available in the community to remain sober and stable;
 - e. Participant has developed a long-term sobriety plan;
 - f. Participant has made good faith efforts to pay all fees and costs not waived by the court.*

*Any participant who owes restitution or other fees not waived by the court must sign a financial responsibility contract with the Collections Investigator in order to be eligible for graduation.

XI. Termination Criteria

Participants may be terminated at any time for the following reasons:

1. Participant requests termination from AITC.

2. Participant fails to complete assessment and evaluation prior to second AITC status conference.
3. Participant disappears from Probation supervision and fails to contact Probation and request participation in AITC within one month of last contact.
4. Participant moves away from the area in which Public Health or other necessary provider can provide treatment. This criterion does not apply if participant is served by a private provider unaffected by residence of participant.
5. Participant is arrested for an offense that disqualifies him or her from participation whether the conduct occurred before or after participation in the AITC began. An arrest for non-disqualifying offenses will not suspend AITC participation unless the participant is incarcerated in another jurisdiction. AITC participation could terminate if the sentence for the new offense renders the participant unavailable for an unreasonable period of time.
6. Participant is determined to have a condition that would prevent the participant from participating in or achieving benefits from the AITC's clinical programs.
7. Participant fails to move through each of the Phases of Treatment within a reasonable period of time.
8. Participant is absent from court appearances other than those truly beyond his or her control after seeking assistance from the AITC Coordinator before his or her status review.
9. Participant makes threats or engages in acts of violence toward treatment providers while in the program.

XII. Suspension Criteria

1. Participant may be suspended pending resolution of ICE or mental health holds.
2. An arrest or conviction of an offense will cause the suspension of a participant if the participant is incarcerated in another jurisdiction.

Participant may request reentry and may be allowed entry at the discretion of the Court, depending on the reason for termination, resources available, and defendant's commitment to the program.

XIII. Probation Supervision Protocols

The AITC accepts probationers on regular probation supervision, and manages supervision based upon the participant's score on the Level of Supervision Inventory (LSI.) Contact frequency can vary; however, office visits, home visits, employment verification, status reviews and participation in pro-social activities are standard. The frequency of contacts will depend upon their LSI score, their status in AITC, and their phase status, as follows:

Phase 1 – Orientation (Minimum of 2 weeks)

<i>Contact Type</i>	<i>Frequency</i>
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Office or Field Visits	Once per week
Home Visits	One within first 30 days
AITC Status Reviews	Bi-weekly
Treatment Monitoring	Weekly

Phase 2 – Stability (Minimum of 12 weeks)

<i>Contact Type</i>	<i>Frequency</i>
Office or Field Visits	Six per month
Home Visits	One within first 30 days, then every 60 days
AITC Status Reviews	Bi-weekly
Treatment Monitoring	Weekly

Phase 3 – Sober Living Skills (Minimum of 24 weeks)

<i>Contact Type</i>	<i>Frequency</i>
Office or Field Visits	Four per month
Home Visits	Every 60 days
AITC Status Reviews	Biweekly or monthly (per case plan)
Treatment Monitoring	Weekly

Phase 4 – Relapse Prevention (Minimum of 12 weeks)

<i>Contact Type</i>	<i>Frequency</i>
Office or Field Visits	Per LSI & case plan
Home Visits	Every 60 days
AITC Status Reviews	Monthly
Treatment Monitoring	Weekly

Phase 5 – Maintenance (Minimum of 12 weeks)

<i>Contact Type</i>	<i>Frequency</i>
Office or Field Visits	Per LSI & case plan
Home Visits	Every 60 days
AITC Status Reviews	Monthly
Treatment Monitoring	Bi-weekly

XIV. Drug Screen Protocols

Since achieving and maintaining sobriety is one of the main goals of the AITC, participants will be tested frequently for drug use. Drug testing is generally done using urine screens; however, buccal swabs and breathalyzers are also employed. Other

mechanisms used to monitor sobriety may include SCRAM and Antabuse. *Urine screens will be observed to ensure results are valid.* Participants are responsible for the costs of testing, unless other arrangements have been made through probation or the treatment agency.

All drug testing is conducted by Intervention, Inc. Specifically, the agency is contracted to manage the random urinalysis testing process and monitor the collection of samples. During the initial intake meeting with the participant, the probation officer makes the referral for testing, and monitoring begins the day the person enters the program. Generally speaking, all AITC participants are tested 10 times per month. In addition, the system incorporates a 30% chance of an additional “surprise” test at any given time. All tests include screening for ethyl glucuronide (EtG), an alcohol metabolite, and all positive EtG results are automatically confirmed.

Using the web-based Sentry program, the testing system can be easily managed online. Probation officers are able to manage participant monitoring schedules, view test results, schedule special one-time tests and view call-in information and compliance scores. Antabuse, SCRAM monitoring, buccal swab testing and breathalyzers are also employed from time to time. SCRAM provides continuous alcohol monitoring; swabs and breathalyzers are generally used in the field. Probation officers also have access to instant UA testing supplies that are used on an as needed basis.

Positive, missed, altered or refused screens will be considered positive and subject to sanction. *Urine samples with creatinine levels below 20 mg/dl or above 400 mg/dl will be considered invalid and subject to sanction.*

XV. Prescription Drug Use

All participants will be expected to inform their health care providers of their addiction issues so that informed decisions can be made when prescription medications are being considered. In the event that prescription medications are deemed necessary, participants should make every effort to obtain a non-narcotic alternative, if one is available. Participants will be expected to notify their probation officer within 24 hours of being placed on a prescription medication, or if any changes are made to existing prescriptions. Failure to do so will result in a sanction.

NOTE: In an effort to ensure full disclosure, participants are required to provide their health care provider with the ITC Doctor’s Notice when attending medical or dental appointments, provided by the probation officer. This form contains the probation officer’s contact information and requires the doctor’s signature.

Participants with a history of abusing prescription drugs, or who have been prescribed potentially habit-forming medications, may be subject to additional requirements. These may include:

- Being restricted to one prescribing physician.

- Agreeing to work with your physician to discontinue use of a potentially habit-forming medication.

NOTE: Individuals may not possess a medical marijuana certificate while in the program.

XVI. “Designer” Drug Use

The possession or consumption of any “designer” drugs such as “Spice,” “bath salts,” etc., whether purchased legally or illegally, is strictly prohibited and subject to sanction. Such substances are often sold or marketed under false pretenses and labeled “Not for Human Consumption,” though they are purchased for the purpose of getting a “high.”

XVII. Evaluation Design

Jim Tanner is working on this section.

XVIII. Memoranda of Understanding

See Memoranda of Understanding with Boulder County Public Health and Mental Health Partners.

XIX. Ethics & Confidentiality

See Authorization to Share Information (Appendix A.)

XX. Appendices

20th Judicial District
Adult Integrated Treatment Court

AUTHORIZATION TO SHARE INFORMATION

Name: _____ DOB: _____

I authorize the following agencies to share, when necessary, confidential information concerning me:

Boulder County Sheriff's Office
 Twentieth Judicial District Courts & Probation
 Boulder County Dept. of Housing & Human Services
 Community Justice Services
 Mental Health Partners
 Boulder County District Attorney's Office
 Boulder County Public Health
 Boulder County Public Defender's Office
 Longmont Housing Authority
 The Inn Between of Longmont, Inc.
 Boulder Shelter for the Homeless Transitional Housing Program (formerly BCATH)
 Phoenix Multisport
 Center for Change
 Other: _____

The agencies named here are authorized to share confidential information only when necessary to manage or provide services to me. This authorization is valid for past, present, and future services unless one of the following provisions apply. This authorization expires only upon graduation/withdrawal/termination of AITC participation, when the sharing of information is no longer necessary to manage or provide services, or when I revoke this authorization, *whichever is sooner*. If I am not accepted into the program, this authorization is automatically revoked.

The purpose of this form is to enable the AITC interagency team to make appropriate recommendations and to allow the agencies listed above to better provide coordinated service planning and delivery. Representatives of the above agencies may meet and share information regarding me at scheduled planning and review meetings. I understand that any information I provide to an individual associated with the above departments or agencies relating to my present case cannot be used against me in a criminal prosecution. I understand this program is not available to persons who have not violated probation or been screened into AITC.

Please show your agreement with each paragraph by writing your initials on each line.

____ I understand that this is a HIPAA complaint authorization. As such, the AITC program may not condition treatment, payment, enrollment or eligibility for benefits on my signing this authorization

____ I understand that the following types of information may be shared: information that identifies me; records which have information about disabilities, diagnoses, evaluations or treatment; drug or alcohol treatment information; sex offender evaluation and treatment information; work, school and social reviews and histories; education records; plans about services or benefits; eligibility information, information on finances; placement history; medical, psychological or psychiatric history; information pertaining to drug, alcohol, or HIV related care; or legal history. This authorization covers all admissions and/or contacts with the above listed agencies and service providers. This authorization

allows a free exchange of this information between and among the agencies and service providers listed above.

___ I understand that the agencies or individuals may need to share information among themselves more than one time and/or with other persons working for the agencies or service providers. I specifically authorize the re-release of this confidential information.

___ I understand I will be given a copy of this form. A person may use a copy or facsimile (fax) of this form in place of the original signed authorization form.

___ In accordance with federal law, I specifically authorize any alcohol or drug abuse program I have been enrolled in to provide information concerning my participation in the program to employees or agents of any of the above named persons or agencies. The above named persons are authorized to re-release this information to any person or employee or agent of any of the above named agencies.

___ In accordance with the Family Educational Right and Privacy Act (20 U.S.C. 1232), I specifically authorize any educational institution I have attended or been enrolled in to provide educational records to employees or agents of any of the above named persons or agencies. The above named persons or agencies are authorized to re-release this information to any person or employee or agent of any of the above named agencies.

___ The AITC is being studied to find out if it is an effective way to keep people out of jail and abstaining from substance use. Your permission is requested to allow the agencies and providers of services to share information with the researchers doing this study. All information will be treated confidentially. Information for this study may be gathered as long as three years. Any reports of this study will be summarized as group information and will not be linked to you personally.

___ I understand I may revoke this authorization at any time except for information already shared in reliance upon this authorization. From that time on, agencies and providers will not share information unless the law allows them to without my authorization.

By signing this authorization form, I agree that I have read and understand the information on this form. I understand that there is the potential for redisclosure by the recipient and that it may no longer be protected by the HIPAA Privacy Regulation.

Signature and Date

Witness/Agency and Date

.....

Signature and Date of Revocation

Witness/Agency and Date

NOTICE TO RECIPIENT: This information has been disclosed to you from records protected by federal confidentiality rules (42CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for release is NOT sufficient for this purpose. The federal rules restrict any use of the information to criminally investigate or prosecute an alcohol or drug abuse patient.