



**DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM
(CHOOSING LIFE AND ENDING ABUSE NOW)
POLICY AND PROCEDURE MANUAL**

**23rd Judicial Circuit
DeKalb County Courthouse
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Sycamore, Illinois 60178
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(Choosing Life and Ending Abuse Now)

POLICIES AND PROCEDURES MANUAL
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I. HISTORY OF DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM

FEASIBILITY TEAM

On January 28, 2004, the DeKalb County Drug Court Task Force was convened by Judge Klein with the charge to determine the feasibility of a drug court for DeKalb County. The task force met throughout 2004-05 and determined that drug court was a desirable and feasible concept for the DeKalb County court system. The decision of the task force that a drug court was feasible was communicated to Judge Klein. Upon said recommendation, Judge Stuckert and Judge Klein began working with a drug court planning team to implement this specialized court. The feasibility team consisted of the following members: Judge Robbin Stuckert, Chair; Margi Gilmour, Court Services; James MacMurdo, DeKalb County Board; Stephen Slack, DeKalb County Board; Sgt. Kathie Miller, Corrections; Michael Flora, Ben Gordon Center; Jerry Lane, DeKalb County Mental Health Board; Ken Johnson, Public Defender's Office; Ron Matekaitis, State's Attorney Office; Maureen Josh, Circuit Clerk's Office.

In December 2005 the DeKalb County Board provided funding to the judiciary for a position to start drug court in DeKalb County. December 1, 2005 Marilyn Stromborg, RN, Ed.D., J.D. was hired for the position of Special Court Administrator to convene a drug court planning team for the purpose of meeting and starting drug court.

PLANNING TEAM

The DeKalb County Drug Court Planning Team was convened from February 9, 2006 to October 20, 2006 when the program was initiated in Courtroom 204. The team was comprised of the following individuals:

Judge	Robbin Stuckert Circuit Judge
State's Attorney Office	Ron Matekaitis State's Attorney
Public Defender's Office	Ken Johnson Public Defender
Court Services	Margi Gilmour Deputy Director
Treatment Providers	Michael Flora President/Chief Executive Officer Ben Gordon Center Liz Carney Executive Director DeKalb County Mental Health Board
Law Enforcement	Sgt. Kathie Miller DeKalb County Sheriff's Office
Drug Court Coordinator	Marilyn Stromborg Special Court Administrator
Program Evaluator	Dr. John Webster (joined on March 9, 2006)

NAMING OF SPECIALIZED COURT

In June 2006 all DeKalb County employees were sent an announcement that there would be a contest to name the new specialized court. Nineteen individuals submitted thirty-six entries. The Drug Court Planning Team evaluated the entries and selected DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) submitted by Ryan Gaines, Court Services and Mike Schulenberg, State's Attorney Office. The winners and name of the court was introduced at a community wide forum held on Wednesday, September 6 at the Legislative Center.

TARGET POPULATION

The Team determined that the pilot drug court would have a maximum of 15 defendants and the long term maximum capacity of the DeKalb County Drug Court: C.L.E.A.N. Program would be 40 defendants. The DeKalb County Drug Court: C.L.E.A.N. Program will be limited to felony cases. The focus of the court will be drug substance abuse. The major drugs seen in DeKalb County are cannabis and cocaine.

Background:

The Drug Court Planning Team meet on March 23, 2006 and looked at the 2004 and 2005 statistical materials to determine the target population from the following sources and organizations: DeKalb County Court Services, State's Attorney Office, JANO computer program for the DeKalb County Court System, DeKalb County Jail, Illinois State Police, Northern Illinois Narcotics Task Force, DeKalb County Crime Statistics, Illinois Criminal Justice Information Authority Profile of the DeKalb County Criminal and Juvenile Justice System, Suburban Chicago newspapers Crime Data for DeKalb County, and census bureau data. As part of the gathering of data, an interview was held with the attorney in the State's Attorney Office responsible for prosecuting all felony drug cases. A listing of all the settled felony drug cases was supplied by the State's Attorney's office.

II. INTRODUCTION

A drug court is a court that has been specifically created to supervise eligible felony defendants who have been referred to a comprehensive and judicially-monitored program of drug treatment and rehabilitation services. Drug court provides a non-traditional approach to non-violent criminal offenders who are addicted to drugs, rather than focusing only on the crimes they commit and the punishments they receive. Drug court also attempts to address their underlying addiction.

Note: Drug court used throughout this document refers to the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now). Drug courts are built upon a unique partnership between the criminal justice system and

drug treatment community, one which structures treatment intervention around the authority and personal involvement of a single drug court judge. Drug courts are also dependent upon the creation of a non-adversarial courtroom atmosphere where a single judge and a dedicated team of court officers and staff work together toward a common goal of breaking the cycle of drug abuse and criminal behavior. The Drug/DUI Court Team will determine which program, either Drug Court or DUI Court, is more appropriate to meet the needs of the participant. Determination will not be based solely upon the criminal charges, but will take into account several factors including drug and alcohol usage history, criminal history as well as their risks and needs based upon screening and assessment recommendations.

The DeKalb County Drug Court: C.L.E.A.N. Program is a pre-sentencing program that provides eligible defendants the opportunity to receive drug treatment in exchange for either having their conviction dismissed, avoiding prison or a jail sentence, or having the felony amended to misdemeanor charges. Eligible defendants can elect to participate in the program or proceed with traditional court processing. After choosing to participate in the program, defendants come under the court's supervision and are required to attend treatment sessions, undergo random urinalysis, and appear before the drug court judge on a regular basis.

If the defendants meet the requirements of each of the five phases of drug court, they graduate from the program and the charges may be dismissed, the prison or jail sentence reduced or dismissed, or the felony charges amended to misdemeanor charges. All defendants will know at the beginning of drug court what the sentence will be if they successfully complete the program. If drug court defendants fail to make progress they are terminated from the program and sentenced on their original charge.

Drug court allows a greater number of cases to be heard in a shorter amount of time than in traditional case processing. This efficiency enables criminal justice agencies in DeKalb County to more effectively allocate resources by freeing up much needed staff and services.

III. MISSION STATEMENT

The mission of the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) is to enhance public safety by combining effective substance abuse treatment and intensive judicial supervision in a therapeutic court setting for non-violent substance abusing offenders, in order to assist the participant in choosing and developing a structured, disciplined, law abiding drug free way of life.

IV. GOALS

The DeKalb County Drug Court: C.L.E.A.N. Program strives to reach the following goals:

- To reduce reliance on incarceration as a criminal justice response to the management of non-violent drug dependent defendants who present a low risk to public safety;
- To provide an alternative to incarceration for non-violent criminal defendants whose crimes are drug involved by intervening with the authority of the Court in order to effect appropriate treatment and education;
- To provide the criminal justice system with a fully integrated and comprehensive treatment continuum to treat non-violent substance dependent individuals;
- To hold drug court participants accountable to the court, the community, and themselves by structuring their activities and applying a continuum of rewards and sanctions;
- To reduce long-term criminal justice costs, over the long run, by reducing the amount of time in jail for substance using non-violent offenders
- To facilitate, where appropriate, the acquisition or enhancement of academic, vocational, and pro-social skill development of drug court participants;
- To require ongoing judicial interaction with drug court participants to assure their participation in treatment and educational programs that are incompatible with drug use;
- To promote public safety by reducing recidivism in drug court participants.

V. ELIGIBILITY CRITERIA

The following serve as the eligibility criteria for the DeKalb County Drug Court:

C.L.E.A.N. Program:

- Only defendants who apply for admission to the DeKalb County Drug Court will be considered for admission.
- A defendant must admit to a substance abuse problem and agree to cessation of drug use.
- The defendant must be 18 years of age or older.
- No applicant will be admitted without the agreement of the prosecution and the approval of the DeKalb County Drug Court Team.
- A defendant must be a DeKalb County resident.
- A defendant must be a United States citizen or legal resident.
- A defendant must have felony charges pending.
- A defendant must resolve all out-of-county cases.
- All DeKalb County cases must be included in the agreement.
- A defendant must have no serious or persistent mental illnesses which prohibit participation in substance abuse treatment.
- The defendant must be in stable physical health.
- The defendant must have transportation.
- If charged with possession with intent to deliver or delivery, the amount of narcotics must be determined to be very minor and be for the purpose of supporting the defendant's addiction.
- The defendant must plead guilty and be sentenced to drug court.

- The defendant must not currently be required to register as a Sex offender pursuant to 730 ILCS 150 or as a Violent Offender against Youth pursuant to 730 ILCS 154.

The above criteria applies to all pending cases at the time drug court is instituted.

VI. DISQUALIFICATION CRITERIA

730 ILCS 166/20 (Drug Court Treatment Act) mandates the following criteria shall exclude a defendant if:

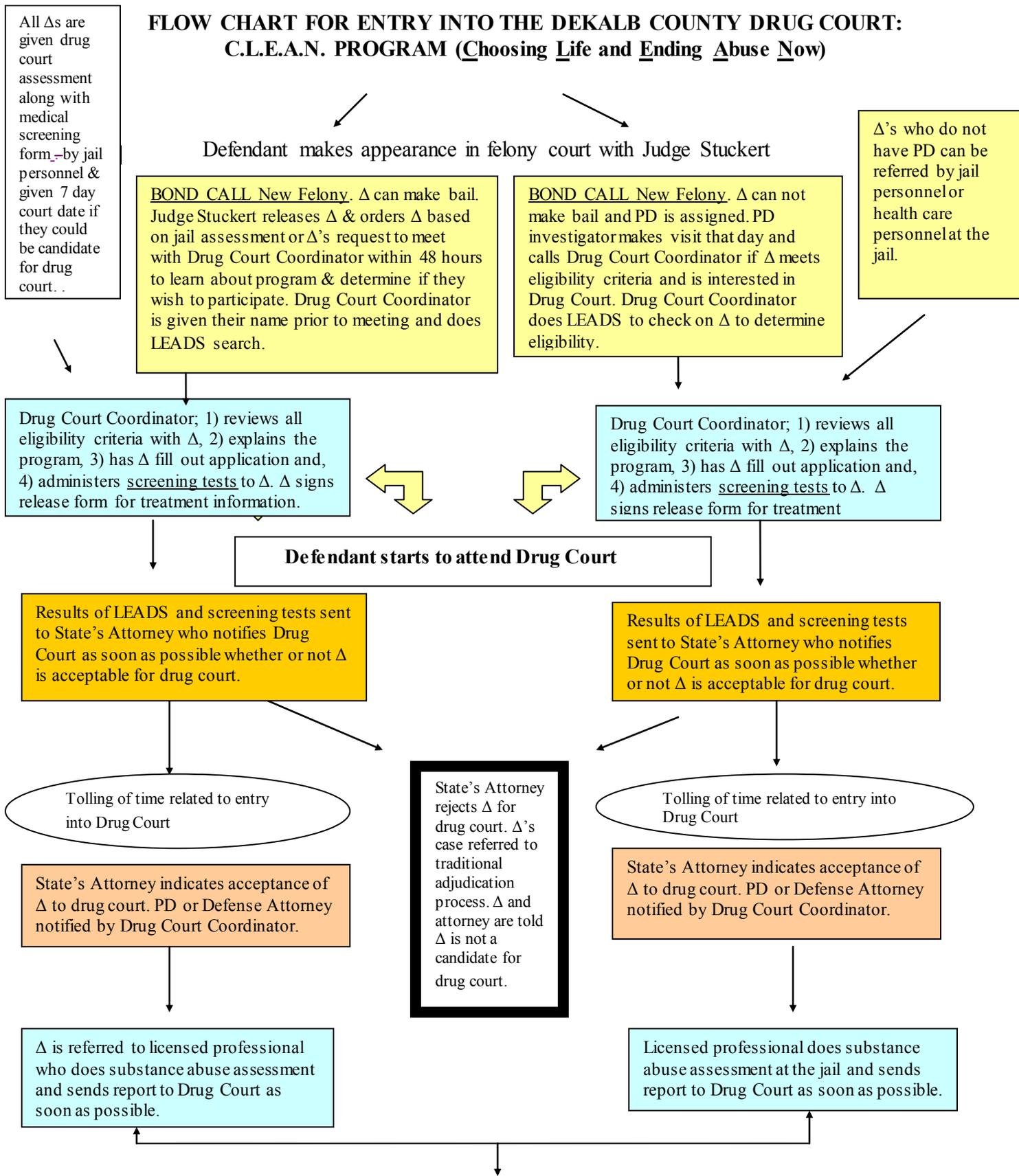
- (1) The crime is a crime of violence as set forth in clause (4) of this subsection,
- (2) The defendant denies his use of or addiction to drugs,
- (3) The defendant does not demonstrate a willingness to participate in a treatment program,
- (4) The defendant has been convicted of a crime of violence in the past 10 years excluding incarceration time, including but not limited to: first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, armed robbery, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability, stalking, aggravated stalking, or any offense involving the discharge of a firearm, and
- (5) The defendant has previously completed or has been discharged from a drug court program.

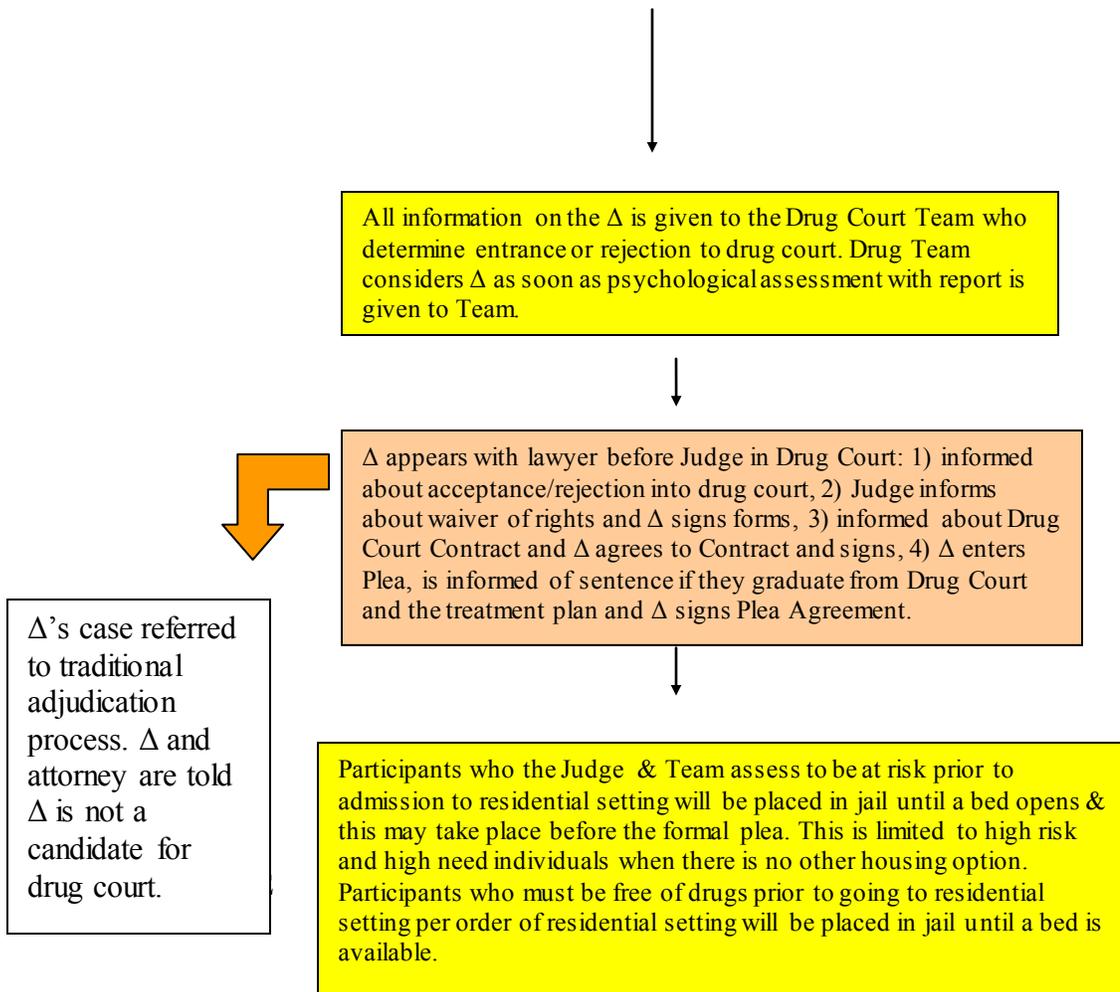
VII. STRUCTURE/MODEL

The DeKalb County Drug Court C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) has adopted a **Post Plea-Pre-Sentence Program with Deferred Sentencing**. In the model selected by the DeKalb County Drug Court Planning Team, the defendant will plead guilty and sentencing is done when the guilty plea is made. The defendant will know what the sentence will be when he/she successfully graduates from drug court. If the defendant does not successfully graduate from drug court, he/she will also know the sentence that will be received. The Drug/DUI Court Team will determine which program, either Drug Court or DUI Court, is more appropriate to meet the needs of the participant. Determination will not be based solely upon the criminal charges, but will take into account several factors including drug and alcohol usage history, criminal history as well as their risks and needs based upon screening and assessment recommendations.

VIII. ENTRY PROCESS

**FLOW CHART FOR ENTRY INTO THE DEKALB COUNTY DRUG COURT:
C.L.E.A.N. PROGRAM (Choosing Life and Ending Abuse Now)**





IX. PHASES FOR DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM

PHASE I

This is a minimum of 90 days

Intake and assessment evaluation:

1. Orientation to drug court and placement on *Electronic Home Monitoring (EHM);
2. Develop individual treatment plan with treatment provider and hand into court;
3. Individual counseling as recommended by treatment provider at least twice a week;
4. Group counseling session following the recommendations of the treatment program;
5. Participate in a self-help sobriety group based on recommendation of treatment provider and provide verification to court;
6. Have a sponsor or temporary sponsor and provide verification of sponsor to the court;
7. Frequent and random drug testing at least a minimum of three times a week;

8. Court appearances weekly;

* Once a defendant enters the community they are placed on three weeks of EHM. The Team will evaluate whether or not to take them off of EHM after this three week period.

9. Call the Drug Court office each day to find out testing schedule before 8:30 am;
10. Put \$5 into "urine testing bowl" at each court visit;
11. Start seeking employment or vocational training;
12. Consistent, on time attendance at all required treatment and court appearances;
13. Acknowledge there is a substance abuse problem and make a commitment to a drug-free lifestyle;
14. Receive at each court appearance "Decision from Drug Court Staffing" information on drug court costs incurred to date;
15. End relationships with non-family drug using associates and provide the court with a non-family other associates list;
16. Keep a daily journal on the Drug Court form and hand in the journal to the Drug Court staff at every court visit;
17. After four clean drops have 30 days of consecutive clean drops;
18. Fill out Phase I to II form and write a letter addressed to the court requesting to advance to Phase II and give all required forms to the DeKalb County Drug Court staff. The Drug Court Team can ask the participant to apply for early advancement.

Criteria for advancement to Phase Two:

1. No positive drug test results for 30 consecutive days following four clean drops;
2. Documented attendance at a self-help sobriety group;
3. Have a sponsor or at least a temporary sponsor from the attended self-help sobriety group;
4. Employed or positive response to vocational/educational goals;
5. Acknowledgement of a substance abuse problem and a commitment to a drug-free lifestyle as demonstrated by a change of associates;
6. Receive at each court appearance "Decision from Drug Court Staffing" information on drug court costs incurred to date;
7. Submission of Petition to Move to Another Phase and Relapse Prevention Plan to the DeKalb County Drug Court Team asking to be promoted to Phase II;
8. Participants who successfully complete a residential program may submit their Phase II materials upon successful completion of the residential program.
9. Write a letter addressed to the court requesting to advance to Phase II and give the required materials to the Drug Court staff. Drug Court Team can recommend participant advance early to next phase.

PHASE II

This is a minimum of 90 days.

The participant's treatment plan will be updated by the participant and the counselor.

1. Update and review treatment plan with treatment provider and hand-in to court;
2. Individual or group counseling as developed by the treatment provider as required by program or counselor at least a minimum of two times per week;
3. Continue to consistently attend a self-help sobriety group as recommended by treatment provider;
4. Put \$5 into “urine testing bowl” at each court appearance;
5. Secure employment or begin vocational education/rehabilitation;
6. Frequent and random drug tests at least a minimum of three times a week;
7. Court appearances at least a minimum of two times a month;
8. Keep a daily journal on the Drug Court form and hand in the journal to the Drug Court staff at every court visit;
9. Hand in all required materials to go from Phase II to Phase III and give the materials to the DeKalb County Drug Court staff. The Drug Court Team can encourage the participant to apply for phase advancement early.
10. Call the Drug Court office each day to find out testing schedule before 8:30 am;

Criteria for advancement to Phase Three:

1. No positive drug tests within the last 90 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Documentation provided to the court of involvement in treatment;
4. Receive at each court appearance “Decision from Drug Court Staffing” information on drug court costs incurred to date;
5. No unexpected absences from treatment or scheduled services;
6. Call the Drug Court office each day to ascertain testing schedule before 8:30 am;
7. Submission of Petition to Move to Another Phase and Relapse Prevention Plan to the DeKalb County Drug Court Team asking to be promoted to Phase III.
8. Write a letter addressed to the court requesting to advance to Phase III and give the required materials to the Drug Court staff. Drug Court Team can recommend participant advance early to next phase.

PHASE III

This is a minimum of 90 days.

The participant’s treatment plan will be updated by the participant and the counselor.

1. Update and review treatment plan with treatment provider and hand into with the court;
2. Group or individual counseling as recommended by treatment provider at least a minimum of one time a week;
3. Continue to consistently attend a self-help sobriety group as recommended by treatment provider;
4. Secure employment or enrolled in vocational education/rehabilitation;
5. Frequent and random drug tests at least a minimum of two times a week;

6. Court appearances at least minimum of two to three times a month;
7. Put \$5 into “urine testing bowl” each court appearance;
8. Start paying for treatment based on a sliding scale;
9. Keep a daily journal on the Drug Court form and hand in the journal to the Drug Court staff at every court visit;
10. Call the Drug Court office each day to ascertain testing schedule before 8:30 am;
11. Hand in all required materials to go from Phase III to Phase IV and give the materials to the DeKalb County Drug Court staff. The Drug Court Team can encourage the participant to apply for phase advancement early.

Criteria for advancement to Phase Four:

1. No positive drug tests within the last 90 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Documentation provided to the court of involvement in treatment;
4. Documentation provided to the court of involvement in self-help sobriety group;
5. Actively making payments for restitution, court costs or treatment fees where applicable;
6. No unexpected absences from treatment or scheduled services;
7. Submission of the Petition to Move to Another Phase to the DeKalb County Drug Court Team asking to be promoted to Phase IV.
8. Submission of Relapse Prevention Plan.
9. Submission of Financial Obligations Sheet.
10. Write a letter addressed to the court requesting to advance to Phase IV and give the required materials to the Drug Court staff. Drug Court Team can recommend participant advance early to next phase.

PHASE IV

This is a minimum of 90 days.

The participant’s treatment plan will be updated by the participant and the counselor.

1. Update and review treatment plan with treatment provider and hand into with the court;
2. Group or individual counseling as recommended by treatment provider at least minimum of one time a week;
3. Continue to consistently attend a self-help sobriety group as recommended by treatment provider;
4. Hand in \$5 to “urine testing bowl” at each court visit;
5. Secure employment or enrolled in vocational education/rehabilitation;
6. Frequent and random drug tests at least a minimum of one time a week;
7. Court appearances at least a minimum of one time a month;
8. Payment for treatment based on a sliding scale;
9. Keep a daily journal on the Drug Court form and hand in the journal to the Drug Court staff at every court visit;

10. Write a letter addressed to the court requesting to advance to Phase V and give the required materials to the Drug Court staff. Drug Court Team can recommend participant advance early to next phase.

Criteria for advancement to Phase Five:

1. No positive drug tests within the last 90 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Documentation provided to the court of involvement in treatment;
4. Documentation provided to the court of involvement in a self-help sobriety group;
5. Actively making payments for restitution, court costs or treatment fees where applicable;
6. No unexpected absences from treatment or scheduled services;
7. Submission of required materials to the DeKalb County Drug Court staff asking to be promoted to Phase V.
8. Submission of Relapse Prevention Plan.
9. Submission of Financial Obligations Sheet.
10. Write a letter addressed to the court requesting to advance to Phase V and give the required materials to the Drug Court staff. Drug Court Team can recommend participant advance early to next phase.
11. Active involvement in the Alumni Association.

PHASE V

This is a minimum of 60 days.

The main focus of this phase will be relapse prevention, maintaining total abstinence from all drugs and alcohol, mentoring, and daily living skills. The participant is encouraged to increase independent life styles, facilitate group discussion, provide support to members entering counseling, and to continue the learning process.

1. Continued care as needed and recommended by counselor;
2. Frequent and random drug testing as ordered by court but a minimum of at least once a week;
3. Stable employment or enrollment and positive reports from vocational/educational program;
4. A minimum of 14 months in drug court program and 90 days consecutive clean time;
5. Mentoring with treatment counselor's supervision to participants who are in the other phases of program;
6. Attend all required meetings of a self-help sobriety group with documentation to the court and continue relationship with identified sponsor;
7. Court appearances at least a minimum of 1 time a month;
8. Pay all Drug Court fees;
9. Active in the Alumni Association;
10. Development of aftercare plan submitted to the court;
11. Keep a daily journal on the Drug Court form and hand in the journal to the Judge

- at every court visit;
12. Exit interview with Drug Court Team;
 13. Complete Pre-Commencement Questionnaire;
 14. Write a letter addressed to the court requesting to graduate and give the letter to the DeKalb County Drug Court staff;
 15. Attend the commencement ceremony.

X. REWARDS AND SANCTIONS FOR THE DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (Choosing Life and Ending Abuse Now)

The DeKalb County Drug Court Team will use a combination of rewards and sanctions to reinforce compliance with the treatment plan. **NOTE:** In general, all rewards and sanctions that are imposed by the team are tailored to address the individual's unique history and needs. The team will attempt to develop additional sanctions and rewards which are unique to the individual drug court participant.

Rewards will be awarded as deemed appropriate by the court and the team. Rewards may be appropriate when an individual has either successfully completed a treatment phase or has been in compliance for a significant period to time. Rewards may include:

- In court praise, encouragement and applause.
- Reduced frequency of status hearings.
- Assignment of CRS hours in lieu of mandatory court fines associated with criminal charges and dollar amounts assigned to each CRS hour to help reduce the court fines. Drug court will determine where the CRS hours will be accomplished.
- Reduction of pending fines and fees.
- Selecting something from the "goody jar" which has gift certificates to restaurants, clothing stores, etc.
- Letter of recognition from the court.
- Free 5x5 for achievement or good performance.
- Promotion to next Phase, shorten current Phase.
- Restoration of lost privileges because of relapse or some other infraction.
- Special event in court with donuts and coffee/punch and cookies/special cake.
- Monthly drawing of reward with only the compliant participants in the drawing.
- Set early commencement.
- Certificates of achievement and sign in drug court acknowledging achievement.
- Reduced curfew if applicable.
- Designated Person of the Week.
- Special drug court event such as bowling events or movie afternoon.
- Negative urine drop certificate

A sanction will be imposed for each violation. The court, with input from the team, will determine which sanction is appropriate depending on the nature of the violation and the overall compliance of the individual.

In determining whether to impose a sanction, and the nature of the sanction, the court shall consider all relevant information including the recommendation of the State's Attorney, drug court staff, and treatment providers.

Sanctions can include:

- ❑ Admonishment from the team.
- ❑ Reading/writing assignments.
- ❑ Letter of apology to the court.
- ❑ Increase the number of self-help group meetings participant must attend each week.
- ❑ Sit in the court for the entire morning or day or more than one day, writing about the experience, and giving the report to the Court.
- ❑ A curfew will be imposed.
- ❑ Perform public service work or Sheriff's work detail.
- ❑ Increased frequency of status hearings.
- ❑ Increased urinalysis testing.
- ❑ Increased frequency of contacts with DeKalb County Drug Court staff.
- ❑ Extension of duration in DeKalb County Drug Court program.
- ❑ Electronic Home Monitoring.
- ❑ SCRAM (Secure Continuous Remote Alcohol Monitoring)
- ❑ Serve a work release sentence.
- ❑ Jail for an afternoon, day, weekend, week, month, etc.
- ❑ Shock incarceration.
- ❑ **PTR, Program termination and sentencing.**

Remember, as you progress through drug court your **actions speak louder than words!!**

BEHAVIORS THAT MAY RESULT IN SANCTIONS AND/OR TERMINATION

Behaviors that may result in court sanctioning and/or termination hearing:

Dishonesty to Court Personnel and DeKalb County Drug Court staff

Positive urine test.

Diluted urine sample submitted.

Failure to submit urine sample.

Unexcused absence and/or absences from counseling session or support group.

Failure to follow treatment conduct rules.

Failure to make reasonable progress in treatment.

Failure to attend self-help group per treatment plan recommendation.

Willful failure to pay fees, as ordered.

Failure to attend scheduled status hearings without just cause.

Curfew violation.

Arrest for non-violent offense.

Failure to comply with Court, DeKalb County Drug Court staff and/or treatment providers recommendations.

Leaving the jurisdiction without just cause.

Any type of formal or informal gambling (casinos, betting on dogs or horses)

Any other conduct that would be deemed as non-compliant with the DeKalb County Drug Court Participant contract.

Falsifying urine samples which may result in the following:

First offense- Class 4 Felony to defraud drug and alcohol tests by substitution of urine or the addition of a substance to a urine sample.

Possession or delivery of drugs at treatment site.

Violent or abusive behavior at treatment site, program site, or other place of contact or participation.

Arrest for violent offense or charged with new felony.

Failure to comply with directives given by the Court, DeKalb County Drug Court staff, or treatment providers.

Swift and certain consequences for non-compliance is an important part of the drug court concept. In the event of non-compliance, the offender may be required by the drug court staff to appear in court prior to his or her scheduled court date.

The Judge has the option of **administratively dismissing** the participant for a multiplicity of conditions.

TYPE OF VIOLATION	MANDATORY SANCTIONS	DISCRETIONARY SANCTION	
<p>LEVEL I.</p> <ul style="list-style-type: none"> • Failure to notify DCDC of change in address/contact information • Failure to notify DCDC of law enforcement contact • Failure to seek employment as directed/notify DCDC of change in employment • Failure to follow-through on educational requirements as directed/notify DCDC of lack of follow-through • Lack of cooperation with home visits • Lack of cooperation with treatment visits • Lack of cooperation with any required DCDC contact • Inappropriate behavior as determined by DCDC team (i.e. tardiness, dress code, violence or threat of violence) • Failure to comply with drug screen/drug screen procedures • Missed self-help/support group • Failure to make effort to establish payment plan for restitution and/or court fees. 	<p>Verbal reprimand Delay in promotion to next phase</p> <p>Repeated violations of Level I expectations will result in going to Level II sanctions.</p>	<p>Increase in urine testing Fines Apology Essay Journaling Increase in assignments Restitution Behavior contract Pay for missed appointments Book report Restriction on associations Court observation for the morning or all day Increased court appearances Activity log assignments Community service hours Loss of acupuncture treatment Restricted to home after time set by court</p>	<p>Curfew check Increase number of self-help group meetings per week Verification assignments</p>
<p>LEVEL II</p> <ul style="list-style-type: none"> • Missed DCDC appearance • Missed Coordinator appointment • Missed self-help meeting • Missed counseling appointment • Missed vocational training course classes • Missed employment training meeting • Missed physician/psychiatrist appointment • Does not go through the process of getting permission from Drug Court Team for travel outside of state, missing a court/treatment date. • Positive drug screen • Failure to take medications as prescribed • Failure to pay fines/fees/restitution as ordered • New minor offense • Non compliance with any specific DCDC order (i.e. Electronic Home Monitoring, court appearances, more testing) 	<p>Verbal reprimand Time limit set for negative drug screens Delay in promotion to the next phase Medication monitoring</p> <p>Repeated violations of Level II expectations will result in going to Level III sanctions.</p>	<p>Ban on certain activities Restriction of travel within county Increase drug testing Fines Apology Increase assignments Restitution Behavioral contract Pay for missed appointments Restriction on associations Essay Assignment Court observation for morning or all day Increased court appearances Verification assignments Activity log assignments Community service hours Increase number of self-help group visits per week Assigned to home after certain time</p>	<p>Curfew check Book report</p>
<p>LEVEL III</p> <ul style="list-style-type: none"> • Does not maintain DeKalb County residency/moves out of the county • New exclusionary offense • Leaving the state of Illinois without permission • Refusal to take prescribed medications • Continued positive drug screens • Possession of dangerous weapon or firearm • Continued failure to pay fines/fees ordered • Continued non-compliance with required treatment components/programming • Continued non-compliance with specific DCDC order 	<p>Verbal Reprimand Increased court appearances Increased drug testing Program termination</p>	<p>Ban on certain activities Restriction of travel within county Increase drug testing Fines Apology Increase assignments Restitution Behavioral contract Pay for missed appointments Restriction on associations Essay Assignment Court observation for morning or all day House arrest</p>	<p>Curfew check Book report Increased court appearances Verification assignments Activity log assignments Community service hours Increase number of self-help group visits per week Re-assess appropriateness for DCDC participation Issue warrant Electronic home monitoring Detention/jail</p>

**The National Association of Drug Court Professionals
National Drug Court Institute
Selected List of Incentives**

INCENTIVES
Video rental coupons
Court: All Star List
Day trip
Verbal praise, compliments from the Judge
Fishbowl drawings
Community recognition for drug-free baby
Handshakes and/or hugs
Grocery store donations
Resume writing assistance
Clothes
Dental Assistance/vouchers
Medical Assistance/vouchers
Haircuts/vouchers
Makeup sessions
Grocery vouchers
Car repairs
Restaurant gift certificates
Interview/counseling
Video cards redeemable/points
Candy
Applause/Special Recognition
Graduation Certificates
Wave feeds
Plaque

Flowers
Concert tickets
Free daycare
Point Prize System
Babysitting services, diapers, baby clothes, food
Baby Food
Picnics/parties
Invite community leaders to graduation
Graduation
Movie Passes
Removing money owed
Certificates
T-Shirts
Sobriety tokens
Bowling tournament
Cookies/Cake
Pizza
Gift Certificates
Turkeys
Books
Sober Dances
Fast food Vouchers
Eye Care
Family Praise
Phase Graduation
Stars in court chart
Grant or increase travel privileges
Gifts to children
Podiatry Services
Sports tickets

Stars
Scholarships/donated courses
Group positive feedback
Coupons to local establishments
Care package
Passes for special events
Acknowledgement of clean time
Job placement
Health Club memberships
Bus passes
Out of state travel
Free legal advice
Pictures that document progress
Big Book
Standing ovation
Massage
Early graduation
Sneakers
Amusement parks
Picture Album
Christmas Cards
Quilts
Picture taken with the Judge
Donuts/Juice
Becoming a Mentor
Flowers
Bikes

XI. PROGRAM STANDARDS (INCLUDING TREATMENT AND ANCILLARY SERVICES STANDARDS)

1. The Drug Court Coordinator (DCC) or Drug Court Probation Officer will initially administer the DeKalb County Drug Court Screening Tools to determine if the prospective participant meets general eligibility requirements and state statute requirements to enter the drug court program.
2. The initial screening will be done by the DCC and consist of the following validated and reliable instruments: SOCRATES Tool (Readiness to Change), Simple Screening Instrument for AOD Abuse (determination of substance abuse problem), the LSI-R (chance of re-offending), University of Rhode Island Change Assessment (URICA), TCU Drug Screen II (determination of substance abuse problem), ACOD (Simple Screening Instrument for AOD Abuse), RANT (identify risk and need), CTS (Criminal Thinking Survey) and DUSI-R (assesses problem severity and interventions).
3. The DCC will also conduct a LEADS search of the individual (criminal background check) and JANO (criminal background check for DeKalb County). After the screening is conducted and the State's Attorney indicates approval for the DeKalb County Drug Court, the potential drug court participant will be referred to a licensed clinical psychologist or a licensed LPC and certified CADC counselor for a formal assessment of substance abuse.
4. The DeKalb Drug Court has contracts with local treatment providers to conduct the assessment. There will be a rotation between agencies if more than one agency is being used to conduct the psychological assessments.
5. The assessment will consist, at a minimum, of one interview with the prospective participant (2 hours), using a Bio-Psycho-Social Assessment. The DCC will share the written screening report and tools used with the individual conducting the psychological assessment.
6. The assessment will address each of the ASAM (American Society of Addictions Medicine) criteria as follows: (1) acute intoxication and/or withdrawal potential; (2) biomedical conditions; (3) emotional/behavioral conditions and complications; (4) treatment acceptance or resistance; (5) relapse potential; (6) recovery environment.
7. As deemed appropriate by the Psychologist or Counselor, the assessment will include a psychological and/or psychiatric evaluation to identify co-occurring disorders which may affect treatment. Identified disorders will be listed on the Master Problem List on the Assessment Summary and monitored appropriately.
8. As deemed appropriate by the Psychologist or Counselor, the assessment may require an overall health evaluation/communicable diseases assessment. The prospective drug court participant should be referred to a health care provider or DeKalb County Health Department to determine if there is a communicable disease.
9. The Psychologist or Counselor will submit to the Court and the DeKalb County Drug Court Team the recommended treatment plan based on the assessment that was conducted.

10. After the prospective client's acceptance into the program by the DeKalb County Drug Court Team, the participant is referred to either a residential or Intensive Outpatient (IOP) program based on the submitted treatment plan. Drug court participants will be referred to a residential program based on their individual needs and bed availability. The treatment provider in either the residential or IOP program will continue to engage in ongoing assessment activities related to the needs and behavior of the offender. The date the client decided to enter the program *to the date the plea is entered mark the calculated time to enter the drug or DUI program.*
11. Participants who the Judge and Team assess to be at risk prior to admission to the residential substance abuse treatment setting will be placed in the jail until a residential bed is available. A participant who is judged to be at risk may be placed in jail prior to a formal plea into drug court.
12. Participants who must be free of drugs prior to going into a residential substance abuse setting per order of the residential facility will be placed in the jail until a residential bed is available.
13. Treatment providers will be licensed by the state alcohol and drug abuse agency, and will be nationally and/or state accredited if appropriate.
14. The DeKalb County Drug Court has negotiated contracts with treatment providers offering residential treatment and outpatient treatment. These contracts include the payment of a percentage of the treatment costs which is paid to the provider upon the entrance of the drug court participant into the program.

PROGRAM DESCRIPTION:

1. The DeKalb County Drug Court: C.L.E.A.N. Program is a court-supervised, multi-agency, community-based alternative to traditional prosecution for non-violent offenders with drug problems. While primarily a therapeutic or treatment-based effort, the drug court stresses accountability and program failure in swift, certain legal punishment. All offenders should be participating in drug court as a condition of their plea. In order to participate, diversion defendants will sign the appropriate paperwork including the DeKalb County Drug Court Participant Consent Forms, DeKalb County Drug Court: C.L.E.A.N. Participant Program Contract, DeKalb County Plea Agreement, and the DeKalb County Drug Court Program Waivers and Agreement. As a requirement of their participation, all offenders should complete the special conditions of the DeKalb County Drug Court, including all treatment requirements.
2. All participants will sign necessary DeKalb County Drug Court Consent for Release of Confidential Substance Abuse Form allowing open communication between the drug court, the treatment provider(s), the case manager, Drug Court Coordinator, and other involved parties. Information to be exchanged will include treatment attendance, motivation and participation; involvement in other community-based services; and the results of any urine screens.

3. The program will normally consist of participation in a series of five phases. These Phases are outlined in the Participant's Handbook. Phases last approximately between 60 to 90 days.
4. Movement from phase to phase should be based on completion of measurable expectations in three areas of functioning: drug use, education/vocation, community/family relations. To move to another phase, the participant must fill out and submit a Petition to Move to Another Phase to the DeKalb County Drug Court Team. The Drug Court Team can advise a participant to apply early for phase advancement.
5. During all phases, participants in drug court should participate in ongoing assessment and monitoring activities as deemed appropriate by the drug court team. Failure to comply with these terms and conditions may lead to program discharge as outlined in the Participant's Handbook.
6. During all phases, drug court participants should participate in appropriate treatment, and all required self-help groups as recommended by the treatment provider. The attendance requirements for each phase are outlined in the Participant's Handbook.
7. Recommendation for termination will be made if participant fails to comply with the program requirements and has exhausted all incentives and sanctions to encourage participation in the program; participant requests to be removed from the program and face charges or probation revocation; participant commits another crime that violates their privilege to participate in the program as detailed in the Participant's Handbook (section titled Sanctions and Termination from Drug/DUI Court).
8. Recommendation for commencement occurs when participant has met their individual treatment plan goals, complied with program requirements, wrote a commencement request letter, and is applying the skills necessary to maintain sobriety, as well as complete any probationary obligations as required by the court. On discharge, participants will undergo an exit interview, complete the Pre-Commencement Questionnaire and attend the commencement ceremony.

XII. DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM TESTING PROTOCOL (Choosing Life and Ending Abuse Now)

GENERAL RULES

Upon completion of the screening by the DeKalb County Drug Court staff and formal assessment by a licensed clinical psychologist or licensed LPC and certified CADAC counselor, all drug court participants shall be made aware of the following rules. These are intended as general guidelines and are not to be considered as all inclusive.

1. Drug testing is to be considered an integral part of this program. Tests are adjunctive in nature rather than punitive. Tests are used:
 - a. as an assessment and diagnostic tool;
 - b. to reinforce and validate successful recovery and abstinence;

- c. as an intervention and confrontation tool;
 - d. as a deterrent to drug use;
 - e. to provide non-manipulative environment to monitor progress; and
 - f. to assist in determining risk and revocation decisions.
2. Drug testing will take place at the time and location as specified by the Drug Court staff or as directed by the substance abuse treatment provider.
 3. Participants will be drug **tested frequently and randomly** throughout the entire drug court program.
 4. Individuals choosing to enroll in the drug court program must agree to inform the Drug Court team of the use of all mood-altering substances including but not limited to narcotics, tranquilizers, sedatives, muscle relaxants, stimulants, opiates, opiate-based medications, benzodiazepines-prescribed or otherwise that may be prescribed by the treating health care professionals when other medical options are not available.
 5. Participants will be observed to ensure freedom from errors by an observer of the same gender.
 6. If a test is missed, the participant must contact the DeKalb County Drug Court staff immediately and be willing to re-test when requested. A missed test may be considered a positive test.
 7. If a participant has a positive test in any drug court phase, the judge, based on recommendations from the DeKalb County Drug Court staff, will apply immediate sanctions including time in jail to help the participant stop his or her drug using behavior.
 8. A drug court participant who has an infraction in the days before the court will be automatically scheduled for court that week.

PROCEDURE TO BE FOLLOWED BY DRUG COURT PARTICIPANT

1. All drug court participants are required to check the drug testing schedule each and every day by calling 815-895-7224 before 8:30 am. The message is changed each day and informs the participant if they need to test or not and the specific hours of testing as well as location. This includes ½ way/recovery home participants.
2. Any drug court participant who fails to test as scheduled without the prior approval of the drug court staff shall be considered to have tested “positive” and will be sanctioned accordingly.
3. The testing system (an on-site immunoassay test cup) used by the DeKalb County Drug Court: C.L.E.A.N. Program checks for the presence of drugs as well as the presence of chemicals and fluids intended to interfere with drug test results. The testing system provides results in 5 minutes.
4. The drug court participant must arrive at the DeKalb County Drug Court Office (815-895-7224) to have the drug testing done the day they are informed to come in for testing and during the announced testing times. The cost of urine testing at the courthouse is \$10.00. Participants may be asked to have their urine tested at Court Services or DeKalb County Jail.
5. Drug court participants may be asked to provide a urine sample at any time.

6. The consumption of large quantities of liquids prior to testing may result in the sample being deemed to be “invalid”. “State of the art” scientific lab tests are performed on all samples and attempts to “flush” ones system by excessive fluid intake, or by the use of “commercial cleansing products”, may be considered forms of adulteration and will result in sanctions being imposed against the offending party.
7. Invalid drug screens due to temperature, specific gravity, or creatinine level are considered as positives.
8. All samples will be observed by a staff member of the same sex as the participant. The participant will test in full view of the attending staff member, one at a time. Any attempt to manipulate or adulterate a sample in any way, shape, or form will result in sanctions against the client, up to and including termination from the program. Additionally new felony charges may be filed under 720 ILCS 5/17-28.
9. Participants shall be required to remove any coats or jackets prior to testing. In addition, any long sleeve shirts, blouses, or sweaters must be pushed or rolled up.
10. All participants are required to rinse their hands and thoroughly dry them immediately prior to testing.
11. Upon filling the sample container with urine, the participant will then put the top on the container and dry the container with a paper towel or tissue before handing it to the attending staff member.
12. Women will urinate into a “testing hat”. The defendant will pour the urine from the “testing hat” into an Insta-Cup before leaving the bathroom and in view of the female Drug Court staff member.
13. Prior to testing the drug court staff will ask the participant what they think the results of the testing will be.
14. Upon completion of testing, the drug court staff will tell the participant what results were obtained. Results will also be communicated to the DeKalb County Drug Court Team and the judge.
15. If the urine result is positive and the participant denies drug use, the participant has 24 hours to tell the DeKalb County Drug Court Staff that they want the sample sent out for confirmation testing. Only positive urine samples are kept for 24 hours by the DeKalb County Drug Court Staff. If after 24 hours there has been no request for a confirmation test, the participant will be presumed to be guilty of drug use. The sample will be sent out for confirmation if the participant indicates that is what they want done. The drug court participant will pay the cost incurred for the confirmation testing (\$30) if it is positive.
16. Participants are to give the physician the “Doctor’s Note” found in the Handbook when seeking health care. Participants are required to furnish verification from their physician for any prescribed medication in advance of testing to reduce the claims of cross-reactions. During intake, participants should furnish the substance abuse treatment provider with a complete list of prescription and non-prescription drugs currently being used. The participant should sign and date the list.
17. The drug court participant must get permission from the DeKalb County Drug Court staff before taking any over-the-counter drugs (for example cough medication, decongestants, cold remedies)

18. Drug Court participants shall be held fully accountable for any and all substances that they put into their bodies. This shall include, but is not limited to, the eating of food containing “poppy seeds”, over the counter medications containing “dextromethorphan”, any item containing “alcohol”, and prescription medications not prescribed to the client. In addition, any medication that is prescribed to the participant must be documented and approved by the Drug Court staff prior to its use. (Except in cases of a certifiable medical emergency).
19. Drug Court participants will be tested for consuming synthetic cannabinoids which are not permitted in either Drug or DUI Court. Participants will be told the test is being sent out for special testing and have the opportunity to say it will be positive. If they do not admit they are positive and the test comes back positive, a sanction will be applied and the defendant will be charged \$30 for the testing.

DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM BREATH/URINE TESTING PROCEDURE FOLLOWED BY PARTICIPANTS

Participant calls 815-895-7224 Monday-Sunday to find out if they are to be tested that day.



Calls Drug Court staff (815-895-7244) to arrange for testing or if after 4:30 pm goes to DeKalb County Jail;

Participant must notify Drug Court staff of use of any over-the-counter (OTC) medications.



1. Remove all outer clothing prior to testing.
2. Washes hands prior to testing.
3. Is observed by same sex drug court staff and females use “collection hat”.
4. Puts top on container after giving sample, wipes off container and hands to drug court staff.
5. Participant asked what results will be of testing.

Participant must provide verification from MD for any prescribed or MD advised OTC meds in advance of testing.



Participants are to come to all court appearances with \$5 for the “Urine Testing Bowl” and to be prepared to give a urine sample if ordered by Judge.

Participant is informed of results from drug court staff.



If the urine test is positive and participant denies drug use: 1) participant has 24 hrs. to inform staff they want the sample sent out for confirmation and 2) participant will pay \$30 for confirmation testing if positive.

XIII. SUPERVISION PROTOCOL

Drug Court staff are responsible for providing community supervision and for monitoring all requirements imposed by the drug court judge in each phase of the program. Within these phases, drug court staff apply different levels of supervision designed to help the participants overcome their addiction and prevent relapse, as well as to obey the law and comply with program conditions.

The levels of supervision should vary as needed. Together they should provide a structure which will enable the drug court staff to respond effectively to any non-compliance by participants regarding program requirements, special conditions, or treatment issues. The levels also help establish a framework for the progression of participants through the program toward legal and social independence, free from drug use. Participants are evaluated at each level by the drug court staff and the drug court team, and the case plan is adjusted accordingly.

A drug court participant is supervised by the drug court staff. The drug court staff's primary goal is to maintain close contact with each participant through frequent office and home visits. Drug Court staff officers help participants comply with both general and specific conditions of the drug court program. Examples of these conditions include remaining drug free, reporting regularly to the court and treatment personnel, maintaining employment, and paying fines and penalties.

Drug court staff interact with treatment providers, family members, defense and prosecution attorneys, schools, employers and social service agencies to implement the team approach to each participant's recovery. They routinely coordinate, refer, monitor and help manage a participant's daily activities to ensure compliance as well as recovery. The drug court staff also act as the liaison between local agencies and the drug court program, striving to incorporate the community resources into each participant's treatment plan.

Drug court staff perform all of their duties within a drug court team framework, and so must report to the team on a regular basis as to each participant's progress. This should include bringing to the team's attention any issue that requires immediate intervention by the drug court staff and attending drug court hearings.

Drug court participants are at high risk for re-offending and relapse. Therefore, the strategy for drug court staff is to intensify the supervision in the beginning of the term to establish and reinforce expectations. Frequent contacts and interaction of the drug court staff in the first phases of drug court enable the staff to establish a strong working relationship with the participants and a framework for achievement.

Intensive Supervision. Intensive supervision is applied for the first nine months of a participant's term. It is important that during the first three phases of the program, intensive monitoring of the treatment and compliance aspects of each case are emphasized since this is the time frame for the highest risk of noncompliance. Intensive

supervision is also appropriate for any participant at high risk for relapse or those whose compliance is unsatisfactory during less intensive levels of supervision.

The nature and number of supervision contacts should be determined by the drug court staff in response to the course of a participant's progress. There should be a minimum of two in-person contacts weekly with the drug court staff, however, the level of activity should be determined in conjunction with the participant's drug court team and court contacts, treatment requirements and obligations such as community service.

For participants in a residential treatment facility during Phase I, less monitoring activity is required of the drug court staff. While the number of actual contacts is within the discretion of the drug court staff, a minimum of two phone contacts per month is recommended with the participant's assigned counselor. It is important, however, that the drug court staff maintain contact with each participant's counselor while in residential treatment to remain current on that participant's progress and the potential need for court intervention.

Once a participant successfully completes the intensive phases of the program, a ceremonial phase promotion should be held. At that time, the participant should progress to Phase IV and become subject to a less restrictive level of supervision by the drug court staff.

Regular Supervision. Regular Supervision should be provided at the start of Phase IV from intensive supervision to the less restrictive levels of supervision which follow. During Phase IV, if the participant is not in compliance with the case plan, is not cooperating with the drug court staff, has had positive drug screens, or is not gainfully employed or in an educational program, increased supervision will need to be instituted. Within this level of supervision, a minimum of four in-person contacts with the drug court staff and four drug screens per month is the minimum expected activity level. In addition, the participant must continue to maintain drug court team and court contacts, treatment requirements, and community obligations, as required.

Regular Supervision is appropriate if a participant demonstrates substantial compliance with his or her community case plan and is working toward promotion to the next level of supervision. If a participant suffers some degree of relapse or has difficulty in achieving one or more areas of the community case plan or program, it could nevertheless be appropriate to address these problems while the participant is being maintained at this level. The number and nature of supervision contacts should be determined by the drug court staff as progress dictates, but a minimum of four in-person contacts with the drug court staff and four drug screenings per month is the expected activity level, in addition to any other relevant obligations. The operative policy of drug court is random and frequent testing up to the day of commencement. If a participant demonstrates consistent progress at this level, the drug court staff may petition the team for a reduction in supervision.

Reduced Supervision. Reduced Supervision is appropriate if a participant has completed Phases I-IV, is in substantial compliance with the community case plan, and is working toward discharge from the program and supervision. The participant should be working or in school, attending treatment as required and submitting negative drug screens. For promotion to this final and least restrictive level of supervision, the drug court staff should consider a participant to be capable of leading a productive, drug-free life, independent of the supervision of the program and the drug court staff. That assessment of readiness for independence is a joint decision by the drug court judge, other team members, treatment providers and probation. A minimum of four in-person contact with the drug court staff and four drug screenings per month should then be maintained through program commencement.

DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM STRUCTURE FOR SUPERVISION

Phase	Treatment Modality	Level of Supervision	Duration of Phase
I. Recovery and Responsibility to Self	Residential Treatment or Intensive Outpatient (IOP)	Intensive-1 direct and frequent contact with residential counselor. Intensive-3 contacts a week Electronic Home Monitoring	Minimum of 90 days (3 months)
II. Maintenance of Recovery and Responsibility to Others	Outpatient	Intensive-3 contacts a week	Minimum of 90 days (3 months)
III. Maintenance of Recovery and Responsibility to Self and Others	Outpatient	Intensive- 2 contacts a week	Minimum of 90 days (3 months)
IV. Reinforce a Clean, Sober and Legal Lifestyle	Outpatient	Regular-4 contacts a month	Minimum of 90 days (3 months)
V. Relapse Prevention	Attending self-help sobriety program	Regular-4 contacts per month	Minimum of 60 days (2 months)

XIV. COURTROOM BEHAVIOR AND RULES

All individuals participating in the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) will adhere to the following rules, remembering that although these are not the traditional court proceedings it is still a court proceeding and participants shall govern themselves accordingly.

1. When addressing the judge, the participant shall approach the bench with the utmost respect for the position.
2. Participants will attend all scheduled Court appearances, be on time and be immediately seated in the courtroom.
3. Participants will not talk in the courtroom during drug court proceedings. Should it be absolutely necessary to bring your children to the courtroom, the children are to be left in the Children's Waiting Room on the first floor of the courthouse if it is open. No children are allowed in the courtroom. The Children's Waiting Room is open on Friday morning. Children six months and older are accepted.
4. Participants will not bring food or drink into the courthouse, the courtroom, probation office or to treatment provider meetings.
5. The participant will not lean against the judge's bench but stand appropriately and speak clearly enough that the judge and other team members and participants can hear the responses to the Court.
6. The participant will remain in the Courtroom until he/she is dismissed by the judge.
7. In the event of an emergency, the participant may be excused from Court or allowed to leave prior to Court being dismissed. In cases of work related emergencies, a written request must be submitted from the employer to the drug court staff. Drug Court staff will present the request to the team at staffing and the judge will advise the participant of approval or denial.
8. In the event of a non-work related emergency, the participant will present a short handwritten statement of the emergency to the treatment provider when possible. Otherwise, the treatment provider must be informed verbally (ex: illness, family emergencies, etc.). The treatment provider will present the request to the team at staffing and the Judge will advise the participant of approval or denial.
9. If a participant does not appear on his/her regularly scheduled court date and is not excused from court, the Judge may request a no bond warrant be issued against the participant.
10. If a participant should come in contact with any form of law enforcement, it is their responsibility to report such contact to the Court and treatment counselor as soon as possible and inform law enforcement they are in Drug Court.
11. If the participant does move within the county, he/she will turn in a new address with all phone numbers to the DeKalb County Drug Court staff.
12. The participant is subject to search by the drug court or representative(s) of the drug court or any law enforcement agency. In addition, the participant's vehicle, residence and property under his/her control are subject to search, should a representative deem it necessary.

13. Participants cannot leave DeKalb County or the state of Illinois without the approval of DeKalb County Drug Court Team. The participant must make the request the Monday before court before the anticipated trip out of the county or state. Requested permission to leave the county must be in writing and given to the drug court staff to present to the DeKalb County Drug Court Team during staffing. Necessary information includes: address and phone number where participant will be traveling to; date and time of departure and return; and the purpose of the request to travel. The participant will be required to complete a urinalysis test immediately prior to leaving and after returning to DeKalb County or if after 8:00 pm, by 9:00 am the following day.
14. If the participant is moving within DeKalb County area, he/she is required to advise the Drug Court staff and get approval of the court before the move.
15. Participants are expected to remain in the county until completion of the drug court program.
16. The participant will maintain gainful employment and maintain that employment as long as he/she is physically able to do so. If employment should change, the Court must be notified. If the participant is not employed he/she can maintain full-time student status or a combination of the two to meet this requirement.
17. The participant agrees not to consume, purchase or possess alcoholic beverages or illegal drugs, nor visit places where alcohol or illegal drugs are sold, dispensed, or used. This includes patronizing places such as bars, liquor stores, taverns, clubs, parties or places where alcohol is the main item for sale or consumption.
18. The participant will not possess any dangerous weapon of any kind, including firearms and knives.
19. The participants will dress appropriately for court as follows:
 - No tank tops, muscle shirts, crop-tops, starter jackets or shirts with obscene words or pictures
 - No sagging (for example pants or shorts that hang below the waist).
 - No unbuttoned shirts.
 - No hats, caps or bandanas.
 - No gang attire or colors of any kind.
 - No phones or personal electronic devices utilized in the courtroom.
 - No shorts, even in the summertime.

If the participant wears any of the above to the courtroom, they will be sent home and it will be counted as a court absence and appropriate sanctions imposed.
20. Drug court participants are not to associate with non-family known gang members or individuals who are using or selling drugs. Drug court participants should avoid being in geographic settings where drug activity is known to occur or drugs are being used by others.

Modified and accepted on August 3, 2006; September 2013

XV. STANDARDS FOR TREATMENT PROVIDERS

Participants:

DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now)

Rosecrance Harrison Campus, Rockford, Illinois

Ben Gordon Center, DeKalb, Illinois

Cornell Interventions, Woodridge, Illinois

Gateway Foundation, Aurora, Illinois and Lake Villa, Illinois

Braden Counseling Center, Sycamore, Illinois

Lutheran Social Services, Elgin, Illinois

Stepping Stones, Joliet, Illinois

Serenity House, Naperville, Illinois

Hope for Tomorrow, Aurora

TREATMENT COMPONENT

For any drug court to be effective, judges must rely on treatment providers and treatment coordinators to assist in developing treatment, rehabilitation, and supervision plans for each defendant/participant. Treatment is most effective when offenders are matched correctly with an appropriate level of care as identified through the clinical assessment or diagnostic process. The treatment needs of individuals eligible for the drug court program are assessed, as are any related medical and psychological problems that the treatment program will have to address. Length of stay in treatment and in aftercare are factors associated with positive outcomes and, in particular, with the cessation of drug use, reduction in recidivism rates, and improvement in educational, employment and family relationships.

Besides on-going judicial interaction, drug testing, and the use of sanctions and incentives, the treatment component is a cornerstone of the drug court program. The mission of drug courts is to stop the abuse of alcohol and other drugs and related criminal activity. Drug courts promote recovery through a coordinated response to offenders dependent on alcohol and other drugs. Drug courts usually have a multi-phased treatment process. This program strives to adhere to all the performance benchmarks of Key Component #4 (drug courts provide access to a continuum of alcohol, drug and other related treatment and rehabilitation services). Those performance benchmarks are (basically) as follows:

1. Individuals are initially screened and thereafter periodically assessed by both court and treatment personnel to ensure that treatment services and individuals are suitably matched;
2. Treatment services are comprehensive;
3. Treatment services are accessible;
4. Funding for treatment is adequate, stable and dedicated to the drug court;
5. Treatment services have quality control;
6. Treatment agencies are accountable; and
7. Treatment designs and delivery systems are sensitive and relevant to issues of race, culture, religion, gender, age, ethnicity, and sexual orientation.

PRACTICE:

- A. To provide for early identification of chemically dependent offenders to be treated by the participating agencies and to insure that drug-involved offenders receive the appropriate treatment and supervision through early intervention, incarceration, and after-care services.
- B. Effective cooperation and communication between treatment providers and the Court is essential for a successful Drug Court program. Access to referrals from the Drug Court will be available to Licensed Treatment Providers who have the capacity and who agree to the following:
 - 1. Contract with established drug treatment agencies which are licensed and/or certified by the State of Illinois;
 - 2. Provide all clients referred from Drug Court with a prompt, comprehensive assessment including medical, psycho-social, and alcohol and other substance use histories;
 - 3. Prior to entry into Phase I, the professional conducting the psychological assessment will prepare an initial assessment and recommendation for the treatment needs for each DeKalb County Drug Court participant;
 - 3. Make initial treatment determinations and recommendations for level of care based on the client's treatment need and ASAM and Community Standards for care. They must also be prepared to continuously reassess the client to insure he/she continues at the correct level of care;
 - 4. Consider and utilize the entire OASIS licensed continuum of treatment and care based on client's needs, service availability and client's resources;
 - 5. Assure that each client referred will have in place a valid, unrestricted consent to release information to the Court by signing the Consent for the Release of Confidential Substance Abuse Information in the DeKalb County Drug Court Policy and Procedure Manual.
 - 6. Provide toxicology testing for drugs not specifically prescribed for the client in accordance with standardized urine testing with direct observation. Results of all tests will be reported to the Court in time for each scheduled return to Court;
 - 7. Provide toxicology testing at any time client returns to an inpatient program from a pass or whenever use is suspected. Positive results will be reported to the Court at each scheduled return to Court Date.
 - 8. Provide all program services to referred clients without regard to their ability to pay. Clients without a third party payer may be charged a fee based on an acceptable sliding fee schedule. Clients, who may be eligible for a third party payer, either private or government entitlement, should be referred for those benefits. The client must fully cooperate in applying for and obtaining the benefits, pay for services in full, or an amount acceptable to the service provider or be considered non-compliant with the Drug Court program;
 - 9. Refer clients to resources that can provide Human and Social Services for which the client has shown the need during the course of treatment;
 - 10. Continuously provide the Drug Court with reports of the client's attendance progress in treatment, need for changes in level of care or type of treatment and any change in status;

Standard: The Drug Court Program shall utilize only established drug treatment agencies, which are licensed and/or certified by the State.

Standard: The treatment provider shall designate a specific staff person and a designated alternate to serve as a liaison to the Drug Court Team.

Standard: Prior to a judicial determination of acceptance into the Drug Court Program, the treatment provider shall provide the court with factors the Team should consider when determining if the individual should enter Drug Court. Whether or not the defendant is eligible for Drug Court is determined by the criteria established for admission into drug court (in the DeKalb County Drug Court Policy and Procedure Manual).

Standard: Prior to each Drug Court appearance, the treatment provider shall submit to the Court a summary progress report which documents drug test results, compliance with treatment appointments and any relevant case information which can be appropriately shared with the judge and Drug Court Team.

Standard: The treatment provider shall maintain for each participant confidential case management documentation including, but not limited to; initial assessments and treatment plans, progress notes, services provided, attendance records and drug test results.

Standard: The treatment provider shall collaborate with the Drug Court Judge, State's Attorney and Public Defender to develop and implement a plan for urinalysis drug testing of participants during all mandatory visits to the treatment facility

Practices:

1. The treatment provider shall:
 - a. Contract with a laboratory or conduct urine drug testing that are based on the following:
 - i. Develop policies and procedures to ensure security and reasonable controls to deter tampering or misrepresentation of specimens or test results.
 - ii. Develop procedures to ensure that the participant is tested whenever there is a mandatory treatment center visits and that the frequency of tests is appropriate for the treatment phase and in accordance with the orders of the Drug Court Judge.
 - iii. Maintain and secure test result records for each defendant and develop a reporting format and procedure for presenting testing results to the Drug Court Judge prior to all scheduled court appearances.
 - iv. Communicate urinalysis results to each client during their visits to the treatment center.

Standard: The treatment provider, in collaboration with the Drug Court Judge and county and city departments, shall establish a localized network of public and private

agencies through memoranda of understanding or other formal agreements to provide support services to participants, which at a minimum include housing, individual assessments, education, vocational training, and job placement.

Approved 10/5/06

XVI. CONFIDENTIALITY STATEMENT

All members of the DeKalb County Drug Court Team must hold information discussed during pretrial interviews, assessment, Drug Court Team staffing meetings, drug court status hearings, and treatment sessions in confidence.

No test results or statements made by participants during the above mentioned proceedings—other than pleas of guilty or statements made at termination hearings—shall be admissible against participants in any prosecution other than in drug court proceedings to prove a violation of drug court rules, to establish grounds for termination of a defendant from the drug court program, or to prove a violation of probation based upon termination of a defendant from the drug court program. However, evidence which is discovered either routinely in the course of a criminal investigation, such as a participant's criminal history or information gathered from witnesses on the participant's case, shall not be inadmissible because such evidence is also disclosed or discovered during pretrial interviews, assessment, treatment, or drug court proceedings.

Evaluators, researchers, or personnel from other courts visiting the drug court staffings and court hearings are required to sign a confidentiality agreement that is kept on file in the Drug Court Office.

Approved 9/28/06

PROCEDURE—CONFIDENTIALITY AND DEKALB COUNTY DRUG COURT

Background

Under Federal law, information regarding substance abuse treatment is protected by the provisions of 42 United States Code (USC) Section 2990dd-2, and the regulations implementing these laws at 42 Code of Federal Regulations (CFR), Part 2.

The DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) have implemented several safeguards to protect its confidential information. These procedures will address those safeguards.

Consent for Disclosure

The DeKalb County Drug Court (DCDC) holds contracts with residential and outpatient treatment organizations providing services to the Adult Drug Court program. DCDC has imposed the following procedure, when conducting an intake interview for a new Drug Court participant.

Effective Friday, October 20, 2006, all participants entering the Adult Drug Court program will be required to complete a form prior to any assessment entitled Consent for the Release of

Confidential Substance Abuse. The original shall be retained by the Drug Court staff.

The participant should be asked to re-execute the consent at a minimum of yearly intervals based on the participant's psychological and drug history. The purpose of re-executing the first time is to allow participants to re-affirm their consent after acquiring more information about what drug court participation entails. The re-execution should occur as soon as the court is satisfied that the participant is not suffering from any effects of being under the influence of drugs or the withdrawals associated with drug use. Routine re-execution is required when a new person joins the drug court team.

Treatment Information vs. Court Files

Typically, Drug Court files are maintained in a separate location from the traditional "file bank" of cases. Reasons to keep them separate range from convenience for the courtroom clerk to providing an additional step to minimize indiscriminant dissemination of information to the public. Treatment information and progress reports must be kept separate from court files, by one or more of the methods described below:

- Placed in Confidential envelope enclosed in the court file;
- Maintained in a separate treatment file, located at the Drug Court, Judge's chambers, or Treatment Provider's office;
- Discarded/shredded after team meetings and/or drug court sessions;
- Maintained in locked cabinets, separate from the court files.

The files for drug court need to be kept separate from other court records and stored in a secure room or locked container. The files should have labels on them indicating that they are confidential and may only be viewed by members of the drug court team.

Individuals, other than the Drug Court Team, who desire access to the drug court files will submit in writing their request to the Circuit Clerk. The Circuit Clerk will remove the folder/envelop labeled Confidential and double-check that there are no treatment related reports in the rest of the court file. The court file can then be given to the individual requesting access to the file. The written request will be kept in the drug court file documenting the date and individual who accessed the file minus any treatment reports, memos, records, requests, or any other treatment related papers.

All court orders, including orders regarding treatment and sanctions, must be entered in the court minutes.

Visitors and

Guests The Drug Court session is open to the public. The team meetings or staffings, however, are closed to the public. Occasionally, guests may be permitted to attend team meetings for training purposes or orientation to the drug court process. Guests will be required to complete a Confidentiality Statement Form. The completed, signed forms should be kept in the Drug Court Office.

Additional Information Please refer to Drug Courts Program Office publication, entitled “Practical Guide for Applying Federal Confidentiality Laws to Drug Court Operations” for more information.

Approved 9/28/06

XVII. ROLES OF DRUG/DUI COURT TEAM MEMBERS

The designated judge attends the meetings of the DeKalb County Drug Court Team. The DeKalb County Drug Court Team is comprised of the judge, representatives from the State’s Attorney Office, the Public Defender, Court Services, law enforcement, treatment providers, educational and employment agencies involved with drug court participants, community representatives, and Drug Court staff. The Team meets prior to each drug court session and acts as multi-disciplinary case management team with respect to the individual drug court participants. To the greatest extent possible, the Drug Court Team operates on the basis of professional consensus. Each member shares information regarding participants, participates in weekly staff meetings and court status hearings, provides training to other team members in their discipline, and attends workshops sponsored by the National Association of Drug Court Professions, Illinois Association of Problem Solving Courts, and the Office of Justice Programs.

ROLE OF DRUG/DUI COURT TEAM

1. Meetings will convene at 9 a.m. and start promptly. There will be no review of what has occurred for people arriving late.
2. Two weeks (14 days) after a psychological assessment has been scheduled the participant will either be accepted or rejected into drug court. If the participant does not keep the scheduled appointment, then they must reappear at the next court date and determine whether or not they want to do drug court.
3. After the Drug Court Team has accepted an individual into drug/DUI court the plea will be done within one week.
4. All review and signing of plea papers must be done prior to the beginning of drug court.
5. Any participant assigned to EHM must be walked over by either the Drug Court Team or available law enforcement to the EHM office with their EHM court order.
6. Individuals who are to enter DUI Court and be put on SCRAM will have the SCRAM device put on after the plea is taken in the court room. The SCRAM office will be notified so they can be present in court the day of the plea or have scheduled a date to put on SCRAM.

7. All DUI participants will have PBT immediately prior to giving the plea in court. Any PBT over 0.20 will not plea that day and a court order will be written for immediate detoxification.
8. Because of the time limitations of staffing, all team members will keep their comments focused and brief so that all members may contribute to the discussion.

ROLE OF CHAIR OF DRUG/DUI COURT TEAM

Standard: The Coordinator serves as the Chair. Decisions of the team are reached by consensus and if consensus can't be reached the judge is the final arbiter.

General Practices:

1. Convenes the meetings.
2. Prepares the agenda for each meeting and distributes all materials to Team members on Wednesday or Thursday (scanned requests from participants, reports, etc.)
3. Records the decisions of the team on a standard form that assures consistency of team decisions (i.e., date of meeting, team members that are present, the decisions made by the team for each participant, and significant other factors related to the participant).
4. Files decisions of the team in Drug Court Office.
5. Prior to each meeting monitors if reports from treatment providers, jail personnel, education/vocational settings have been received and distributed to Team members.
6. Assures that members have materials for the meeting.
7. Assures that any new visitors to the meeting have signed the Confidentiality Statement and it is filed in the Drug Court Office.
8. Monitors attendance of members and presents new names to team as vacancies occur.

ROLE OF THE JUDGE

Standard: The focus and direction of the DeKalb County Drug Court: C.L.E.A.N. Program is provided through the effective leadership of a single Drug Court judge.

General Practices:

1. The Judge is in a unique position to exert effective leadership in the promotion of coordinated drug control efforts.
2. To encourage full commitment to the success of the DeKalb County Drug Court, the Judge must allow program staff to participate fully in the design and implementation of the Program.
3. Partnerships should be formed between the Judge, all affected criminal justice agencies and the treatment providers which will allow collaboration in decision-making, sharing of resources and coordination of efforts.

4. The Judge is responsible for maintaining a non-adversarial atmosphere in the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now).
5. The Judge is one of the key motivational factors in convincing the drug offender to seek rehabilitation. Less formal and more frequent court appearances must be scheduled to allow the Judge to motivate and monitor the offenders.
6. The judge should conduct court so all offenders benefit by observation of others as they progress (or fail to progress) in treatment and the Court takes appropriate action.
7. The DeKalb County Drug Court Judge serves as a program advocate and represents the Program in the community, before government, criminal justice agencies and other public forums.

Specific Responsibilities of the DeKalb County Drug Court Judge:

1. Accepts guilty plea.
2. Advises participants of their rights relative to the guilty pleas.
3. Explains the drug court program to potential participants.
4. Serves as the authority figure for the program.
5. Reinforces treatment.
6. Converses individually with each participant as he/she appears before the Court.
7. Establishes a mentor relationship with participants.
8. Gives praise and encouragement for compliance with program.
9. Orders sanctions for noncompliance.
10. Provides guidance for the Drug Court Team.
11. Attends conferences and trainings as required by drug court grants or other funding.

ROLE OF THE STATE'S ATTORNEY

Standard: Under the direction of the State's Attorney's Office, the prosecutor is a member of the team for the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now). To assure the integrity of the Drug Court program and foster success of participants within the program, every effort is made to assign the same State's Attorney to Drug Court for at period of time of at least one year.

General Practices:

1. Evaluates potential candidates for drug court, contacts police involved in the case and victims, and makes a recommendation for drug court admission or rejection to the Drug Court Coordinator in a timely manner. State's Attorney has the "right of first refusal for admission".
2. Meets with potential participants that may have a marginal referral from the State's Attorney's Office, assessing motivation for participation.

3. Attends court team staffing to provide input on referrals and discuss recommendations for sanctions and incentives.
4. Provides insight on the offense/incident reports to the team.
5. Assists in staff determination of appropriate sanctions and/or termination from the program.
6. Meets with participants that are discharged from the program unsuccessfully, providing reporting instructions to court.
7. Participates in continuing professional education programs.
8. Maintains membership in appropriate professional organizations related to drug court.

Specific Duties:

1. Assess potential participants reviewing criminal histories and screening report from the Drug Court Coordinator.
2. Meets with defense attorneys who want to discuss admission of client to drug court.
3. Contacts arresting officers and victims to discuss offender's application to Drug Court in terms of being a drug dealer or active in a gang.
4. Reports eligibility status of potential participants to the Drug Court Coordinator.
5. Attends all Drug Court Team meetings.
6. Makes recommendations to the court on sentencing or deferment.
7. Files necessary legal paperwork with the court.
8. Refrains from filing additional charges based on information discovered during court staffings and hearings.
9. Attends conferences and trainings as required by drug court grants or other funding.
10. Advocates in the community for the effectiveness of the program.

ROLE OF THE PUBLIC DEFENDER

Standard: Under the direction of the Public Defender's Office, the Public Defender is a member of the team for DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now). The Public Defender's role is to protect the rights of the defendant before he/she is facing termination from the DeKalb County Drug Court: C.L.E.A.N. Program. To assure the integrity of the Drug Court program and foster success of participants within the program, every effort is made to assign the same Public Defender to Drug Court for at period of time of at least one year.

General Practices:

1. Attends court team staffing to provide input on referrals and discuss recommendations for sanctions and incentives.
2. Meets with individual participants, several days prior to drug court, slated for admission into the program to discuss admission paperwork, answers legal questions, explains the sanction program, and reviews the courtroom rules and other participant responsibilities to the court.

3. Assists in staff determination of appropriate sanctions and/or termination from the program.
4. Participates in Participant Reviews for commencement.
5. Participates in continuing professional education programs.
6. Maintains membership in appropriate professional organizations related to drug courts.

Specific Duties:

1. Explains the drug court program in-depth to participants-including program requirements, participants' responsibilities, and the legal rights affected by entering the program.
2. Helps participants fill out required paperwork.
3. Meets with the State's Attorney to work out a sentencing or deferment agreement.
4. Consults with participants on legal and treatment options.
5. Attends all Drug Court Team meetings.
6. Encourages participants to be honest with the judge and treatment providers.
7. Monitors sanctions imposed to insure that they are within the drug court program guidelines.
8. Represents participants in drug court hearings.
9. Advocates in the community for the effectiveness of the program.

ROLE OF THE DESIGNATED ADDICTIONS SUBSTANCE ABUSE COUNSELOR

Standard: The Designated Addictions Substance Abuse Counselor, hereafter counselor, has a primary responsibility for educating the Participants and helping them deal with their drug abuse issues. The counselor is a member of the Drug Court team and responsible for ensuring that each participant receives the treatment that he/she needs. The counselor is knowledgeable about addiction and, if funds are available, attends training and educational conferences on addiction such as the yearly meetings of the National Association of Drug Court Professionals and the Illinois Association of Problem Solving Courts. It is a full-time position responsible for providing assessments and counseling to Drug Court participants. The position requires a Master's degree in Behavioral Health, plus 40 clock hours of formal training and one year experience in the field of alcohol/substance abuse with CACD certification a requirement (Certified Alcohol and Drug Abuse Counselor). The position reports to the Coordinator on a weekly basis.

General Practices:

1. Conducts the intake assessment for Intensive Outpatient (IOP) counseling if it is an agency requirement.
2. Develops the treatment plan, based on the intake assessment, for one-on-one counseling and group therapy.

3. Incorporates evidence based practices in counseling role.
4. Utilizes four evidence based IOP treatment practices: 1) Moral Reconciliation Therapy (MRT), 2) Living in Balance, 3) The Matrix Model for Relapse Prevention, and 4) Twelve Step Facilitation Outpatient Program.
5. Includes in the treatment plan both the treatment goals and further documentation of the conditions under which treatment is to be discontinued.
6. Makes treatment recommendations to the Team regarding the need for a higher or lower level of care, within the guidelines of Drug Court procedures and guidelines.
7. Reviews participant's goals and treatment plans every 30 days initially then every 60 days.
8. Provides all members of the Team with a written report the day before the Friday staffing.
9. Attends court team staffing to provide input on referrals and discuss the participant's performance in counseling.
10. Assists in staff determination of appropriate sanctions and/or termination from the program.
11. Participates in interviews of participants prior to commencement.
12. Visits Drug Court participants who are at the DeKalb County Jail upon request of the coordinator.
13. Maintains membership in appropriate professional organizations related to substance abuse.
14. Maintains professional license(s), certifications and malpractice insurance.

Specific Duties:

1. Limits clinical practice to only Drug Court participants.
2. Arranges to meet with all participants referred for IOP and does an Intake Assessment if there are agency requirements.
3. Designs a treatment plan for each participant based on the Intake Assessment, initial screening by coordinator, and psychological assessment.
4. Meets with the Coordinator every week to discuss any issues with participants.
5. Arranges to meet with participants who are housed out-of-county (i.e. half-way houses) after court.
6. Visits participants in the jail whom the coordinator requests be seen.
7. Reports participants who miss appointments as soon as possible to Drug Court Staff .
8. Leads evidence based group sessions for Drug Court participants.
9. Attends all Team meetings and court sessions.
10. Reviews each participant's phase request.

11. Prepares weekly report to be distributed to the Team each Thursday.
12. Attends appropriate professionals meetings related to addiction based on availability of funds.

ROLE OF THE DRUG/DUI COURT COORDINATOR

Standard: Under the direction of the DeKalb County presiding judge and the Drug Court judge, the Drug Court Coordinator develops, plans and implements the program. The Drug Court Coordinator reports directly and is evaluated by the Drug Court judge. The Drug Court Coordinator is a member of the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) team.

General Practices:

1. Reviews docket with the DeKalb County Drug Court team and Judge to determine action recommended on a case.
2. Initiates court tracking system.
3. Initiates sanctions on cases where defendants fail to comply with program requirements as determined by the DeKalb County Drug Court team and Judge.
4. Develops and maintains informational databases to keep management informed on Program activities.
5. Manages court's pending caseload.
6. Arranges for court appointed interpreters for participant's not proficient in English or who are hearing impaired.
7. Monitors collection rate for program fees.
8. Coordinates activities of other DeKalb County Drug Court team and program staff, as authorized by the judge.
9. Insures that all policies and procedures for the court are carried out by court employees.
10. Represents the DeKalb County Drug Court program on various matters before other county offices and courts of other jurisdictions, as authorized by the judge.
11. Prepares necessary reports, data, graphs, and other appropriate documentation as needed for review and presentations to the Law and Justice Committee of the DeKalb County Board.
12. Prepares specialized reports to ensure cases are accurately reported in court statistics.
13. Maintains schedules, statistics and other matters for the bench, bar and the general public.
14. Gathers and analyzes statistical data for program evaluation and recommend changes as needed.
15. Acquires and maintains resource material relevant to court business in general and for the DeKalb County Drug Court in particular.
16. Participates in continuing professional education programs related to drug courts.
17. Maintains membership in appropriate professional organizations related to drug courts.

18. Attends the DeKalb County Drug Court team staffings to discuss new referrals and provides input on recommendations for sanctions and incentives.
19. Replies to inquiries from the public and press on the DeKalb County Drug Court, under the direction of the judge.
20. Prepares and recommends changes to the Drug Court procedure.
21. Evaluates various court forms and makes design changes as needed.
22. Prepares requests for payment of monies for treatment per approved contracts with treatment providers.
23. Provides information to the Presiding Judge of DeKalb County related to the Drug Court budget and operation of the court for the DeKalb County Board.
24. Prepares new and continuing grant applications as required.
25. Orders and purchases supplies and equipment, according to county procedures.
26. Assists with yearly service provider contracts and requests for proposals, according to county purchasing procedures.
27. Assists with federal and state audits.
28. Oversees, writes, and files data collection surveys, quarterly data reports, making sure they are properly signed and filed on time with the proper agency.

Specific Duties:

1. Reviews arrests daily for possible drug court candidates and attends bond call.
2. Runs county arrest history and LEADS checks on potential drug court candidates-disqualifying those with prior violent arrests.
3. Interview, screen, and gather demographic information on offenders whose charges qualify for the drug court program.
4. Explains the drug court program to interested offenders.
5. Notifies the State's Attorney's Office of offenders who meet basic eligibility requirements.
6. Submits criminal history and screening reports to the State's Attorney's Office for review.
7. Refers participants to Kishwaukee College for life skills training, assessment of education level, and enrollment in educational courses.
8. Refers participants to Illinois employment agency for assessment of work skills, vocational training, and placement in employment settings.
9. Reviews treatment program to ensure accountability and quality of service.
10. Prepares written text for drug court manuals, staff job descriptions, operational procedures, community awareness education materials, press releases, and funding requests.
11. Prepares annual budget for the presiding judge and any necessary budget amendments.
12. Supervises Drug Court Office staff.

13. Conducts performance evaluations of supervised staff.
14. Meets with DeKalb County Drug Court judge at least once a week.
15. Maintains general knowledge on addiction.
16. Serves as a liaison for building community linkages.
17. Educates the public about the DeKalb County Drug Court and effectiveness of the court.
18. Assists with the organization and preparation of Drug Court related events and meetings.
19. Enters sanctions and incentives on each participant into the Information Management System.
20. Monitors warrants for the issuance, service and apprehension of drug court participants.
21. Coordinates assessment appointments between the court and the treatment providers.
22. Coordinates Drug Court Commencement (before/after pictures, hiring caterer, set up and clean up).
23. Coordinates drug testing, assures that the message on the phone is updated each evening.

ROLE OF THE SHERIFF'S REPRESENTATIVE

Standard: The assigned Deputy Sheriff from the DeKalb County Jail or Electronic Home Monitoring Program is a member of the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) team and will act as a liaison between the program and the DeKalb County Sheriff's Office. The Deputy Sheriff will be responsible for dissemination of information to officers that come in contact with or might come in contact with Drug Court participants: 1) to assist in the identification of potential drug court participants, 2) to assure reasonable and appropriate measures are used when checking the participants for compliance, and 3) assist in tracking offender progress by monitoring arrests and notifying drug court staff when a drug court participant is re-arrested or has police contact.

General Practices:

1. Assists with transportation of participants to treatment facilities;
2. Assists with compliance monitoring, including random urinalysis while in Phase One of the program;
3. Assists in tracking and follow-up of defendant's re-arrest or police contact;
4. Assists with verifying and serving outstanding warrants;
5. Assists with address verification;
6. Participates in staffing which is conducted prior to Drug Court;
7. Maintains appropriate Department of Corrections file and statistics on participants;
8. Assists in identification of substance abusing inmates who could be eligible for drug court;

9. Contacts the Drug Court Coordinator when eligible drug court inmates are identified;
10. Acts as spokesperson to peer professionals and community leaders;
11. Acts as a liaison between the DeKalb County Sheriff's Office and DeKalb County Jail and Electronic Home Monitoring programs, and the program.

ROLE OF THE EVALUATOR

Standard: The evaluator is a member of the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) team and provides input to the Drug Court Team to ensure that all components of the program are measurable and quantifiable. The evaluator continues to provide feedback to the team on progress towards goals and trends.

General Practices:

1. Assists the team in process evaluation and performance measurement of the program by being familiar with its policies and procedures, the program process and the inner workings of the program;
2. Monitors the data collection system used by the drug court program in terms of its ability to track the progress of the participant in the program and provides feedback to the team;
3. Monitors the data collection system used by the drug court program in terms of if the program's protocols and procedures allow the team to react quickly to program deviations and the development of trends.
4. Produces yearly (2006 to 20xx) written report on Drug Court that includes a summary and recommendations.

Approved 10/5/06

Revised 9/1/13

ROLE OF THE DRUG COURT PROBATION OFFICER

STANDARD: The Drug Court Probation Officer is responsible for case management operations of the substance abuse component of the DeKalb County Drug Court. Responsibilities: screening intakes on all potential candidates, arranging assessment appointments and placement in treatment, pre-arranged and/or unscheduled home/community visits to ascertain compliance with program, entry of data into special Drug Court information system. CM role has 5 functions: assessment, planning, linking, monitoring and advocacy.

Position requirements for Drug Court

- A. Available to conduct random and frequent drug testing
- B. Attendance at Drug Court Staffing
- C. Attendance at Drug/DUI Court
- D. Availability to provide transportation for drug court participants
- E. Availability to provide urine testing on the weekends at surprise visits to drug court participant's homes.

- F. Availability to assist in making phone calls and community errands related to Drug Court.
- G. Availability to attend drug court meetings and training as required. Annual Association of Problem Solving Courts and National Association of Drug Court Professionals yearly meeting if funds are available.
- H. Availability to provide investigation of drug court participants as requested by the Drug Court staff, team or Judge.
- I. Assists the Drug Court Coordinator in visiting participants who are at the jail to review the Participant Handbook prior to a plea in court.
- J. Assists the Drug Court Coordinator in entering data in the MS data base.
- K. Availability to visit new clinical sites with the Drug Court Coordinator.
- L. Make periodic visits to Drug Court participants who are in residential treatment settings.
- M. Assists the Drug Court team in the refinement of eligibility criteria.
- N. Assesses client risk to re-offend by applying valid risk prediction instruments.
- O. Verifies and corroborates information from clients.
- P. Assesses client motivation for change and readiness for treatment.
- Q. Enhances client's motivation for positive change and treatment.
- R. Collaboratively engages client in case planning process.
- S. Identifies dispositional, situational and systemic impediments to client changes and develops strategies with Drug Court team to overcome the impediments.
- T. Recommends sanctions and rewards to foster public safety and encourage positive changes in the client.
- U. Monitors client progress with treatment and other court-ordered services.
- V. Provides crisis intervention as needed.
- W. May conduct ASAM substance abuse evaluations if certified.

Specific Duties:

1. Assist the Drug Court Coordinator (DCC) in intake, conduct LEADS inquiry if certified, and follow-up interviews.
2. Assist the Drug Court Coordinator in visits to jail to interview potential drug court participants.
3. Assist the DCC in reviewing the Participant Handbook for participants admitted to drug court.
4. Assist Drug Court Coordinator with testing urine specimens and mailing samples out for confirmation tests.
5. Complete and file all appropriate court and program paperwork confirming and verifying interview information for accuracy and refer potential participants for assessments following screening and feedback from State's Attorney.
6. Assist the Drug Court Coordinator in contacting other agencies, courts, police, and prosecutors to gather and evaluate data to determine the participant's needs.
7. Provide information gathered during intake to treatment providers at the time of the referral.
8. Assist Coordinator in the case management of participants in the program to ensure program compliance.

9. Contribute to written information disseminated to Team prior to staffing (i.e., Tables and Agenda).
10. Enter weekly progress notes into MIS computer program.
11. Make case notes in file and electronic database as appropriate.
12. Maintain a current and working knowledge of community and social services and referral procedures.
13. Assist the Coordinator in making community resource referrals for participants with regard to medical concerns, housing, counseling, transportation, education, and vocation training.
14. Assist the Coordinator in follow up with community-based providers once drug court participants are enrolled in these programs via telephone and site visits.
15. Periodically re-assess drug court participants and update service plans and goals.
16. Assist the Drug Court Coordinator and meet with drug court participants at least once a week to monitor progress in the program and to insure they are following the court-ordered conditions and for counseling, as needed.
17. Transport participants when necessary.
18. Appear and testify in court as program representatives when subpoenaed or deemed appropriate.
19. Assist Court in the collection of fees and monitor that collected fees are in the MIS system.
20. Attend at Drug Court staffing.
21. Attend all Drug Court sessions.

XVIII. AFTERCARE PROGRAM

The DeKalb County Drug Court program has established an aftercare program called The C.L.E.A.N Slate Alumni Association. This aftercare program allows Drug Court to continue contact with graduates of the program and for graduates to serve as role models to people in the program by remaining drug-free. The C.L.E.A.N Slate Alumni Association meets once per month and members serve as mentors to drug court participants, speak to community and church groups, plan social and recreational events, conduct fund raising activities, serve as ushers at commencement and the reception that follows, publish a monthly newsletter, and speak to potential drug court participants. It is mandatory that Drug Court participants who are in Phase IV and Phase V attend alumni meetings. The alumni association will maintain its own bank account for the organization. Communication between the alumni association and Drug Court will be ongoing through phone contact and direct contact by attendance at the weekly Drug Court session.

XIX. EVALUATION DESIGN

The evaluation will consist of two components: a process evaluation and an impact / outcome evaluation. Most of the information will be collected using the MIS 2000 data collection system. Entry of information into the MIS 2000 data collection system is the responsibility of the Drug Court Coordinator and the Drug Court Probation Officer. The MIS 2000 data collection system will be on a drive that is accessible only to the Judge of Drug Court, the Drug Court Coordinator and the Drug Court Probation Officer. The

specifics of each evaluation will be tied to the goals and objectives of the program but there are general areas that the evaluation will address.

The key areas to be addressed are:

- Target population
- Use of testing and treatment sources
- Retention in the program
- Impact on criminal behavior
- Impact on substance abusing behavior
- Impact on participant's life circumstances

More specifically the evaluation will focus in the following:

- Number of persons screened for program eligibility
- Number of persons found eligible for the program
- Current charges and criminal histories of persons found eligible
- Number of persons admitted to the program
- Number of eligible persons who were not admitted to the program (collecting the reasons for non-admission, demographic, case and criminal history)
- Characteristics of persons admitted to program (date of arrest, date of admission to drug court, age, sex, race/ethnicity, family status, employment status, educational level, current charges, criminal justice history, drug use history, alcohol and other drug treatment history, mental health history, medical needs, nature and severity of substance abuse problem)
- Treatment recommendation (from initial assessment and any follow-up assessments) and record of treatment regime followed by each participant
- Number of participants currently active in the program, with categorization to reflect the number of persons in specific program phases, duration of time in program, principal types of treatment being provided, etc.
- Number and characteristics of persons who successfully complete the program
- Number and characteristics of persons who have been terminated from the program, reasons for termination, and length of time in the program before termination.
- Criminal justice sanctions imposed on non-completers
- Number of participants who fail to appear at drug court hearings and number of bench warrants issued for participants, by phase of participation in the program.
- Re-arrests during involvement in the drug court program for a period of at least one year thereafter, and the types of arrests (e.g. drug possession, other non-violent offense, violent offense)
- Fees, fines, costs, and restitution paid by each defendant
- Community service hours provided by each defendant
- Drug test histories of each participant while in the program
- Record of attendance and treatment progress for each participant
- Record of program sanctions imposed on each participant in response to positive drug test or other evidence of noncompliance with program requirements

- Principal accomplishments of each participant while in the program (e.g., advancement to a new phase, attainment of GED or other educational achievement, employment, birth of drug free baby)
- Cost of drug court operations, and the source(s) of funding for each operational component

PROCESS EVALUATION

A process evaluation answers the following questions about the drug court:

1. How was the program developed -- who was involved, what were their aims and agendas, how and why were initial decisions governing the policies and procedures of the drug court made?
2. What are the policies and procedures of drug court? How have they changed over time, and why? Policies and procedures should cover: (a) screening (selection) criteria used to determine eligibility, including the types of offenses allowed; (b) the point in the criminal justice system at which referrals to drug court occur; (c) program requirements (rules for treatment, 12-step meetings, urinalysis testing, etc., how points are earned, etc.); and (d) sanctions available in cases of noncompliance.
3. What is the size and nature of the total population eligible for drug court? How are screening and referral functions carried out? How many people are referred to drug court, how many are accepted, and why are those not accepted rejected?
4. What are the characteristics of the program participants, in terms of their demographics, substance abuse problems, and criminal histories?
5. What are the characteristics of available treatment interventions? What treatment and other services are participants getting?
6. What are the major case processing steps? What happens to participants in drug court? What is their treatment regimen, urinalysis test results, back sliding and sanctions, etc.?
7. Who are the staff and what are their responsibilities? What is the drug court's annual budget and sources of funds?
8. Is there an advisory board or governing task force, and if so, who serves and what are their responsibilities? Include the roles of the judge, prosecutor, and defense attorney.
9. What is the extent of coordination and collaboration with other agencies, such as probation, parole, treatment providers, social services, etc. What information is

- routinely made available to and/or required by these agencies?
10. What local conditions (court caseloads, community attitudes, local legal culture, etc.) affect drug court?
 11. How long do participants stay in drug court? Who drops out, at what point, and why? How many participants, with what characteristics, graduate from drug court?

IMPACT / OUTCOME EVALUATION

An impact evaluation answers the following questions about the drug court:

1. Which types of services are most appropriate for which participants?
2. After participants leave drug court, how do they fare in terms of recovery and recidivism? How do participants in alternative interventions fare in comparison?
3. What are the costs to the criminal justice system to run drug court? What are the total costs of the drug court, including treatment?
4. What are the costs of alternative handling of drug court eligible-offenders, to the criminal justice and public health systems at minimum? Is the drug court an overall savings or expenditure to the county?
5. What are the non-fiscal benefits and disadvantages of the drug court to the community?

The following table shows in greater detail the target areas, location of the information and reporting analysis plan for each question.

Impact / Outcome Evaluation Table

Target Areas	Questions Addressed / Answered	Information Location	Analysis Plan
Drug Court Referrals	-Drug Court Referrals by month	MIS 2000	Frequency & percent of total
	- Demographic Information of referrals -age -gender -ethnicity	MIS 2000	Descriptive statistics
	-Legal record	MIS 2000	Frequency by

	<ul style="list-style-type: none"> -charge -Drug of Choice <ul style="list-style-type: none"> - 1st, 2nd, 3rd drug of choice -Frequency of drug use <ul style="list-style-type: none"> - drug - Education level <ul style="list-style-type: none"> -yrs. of education -Employment status <ul style="list-style-type: none"> - employed vs. not employed 	<p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>charge</p> <p>Frequency & percent</p> <p>Frequency & percent</p> <p>Frequency & percent</p> <p>Frequency & percent</p>
Screening & Assessment	<ul style="list-style-type: none"> -Screening & Assessment procedures -Referrals formally screened <ul style="list-style-type: none"> - number screened by month -Screening & Assessment Instrument Scores <ul style="list-style-type: none"> - screening tools -Comparison of instrument scores <ul style="list-style-type: none"> - admitted applicants vs. denied applicants -Number of referrals eligible for the program in each 6 month period -Reasons for denial of applicant to drug court -Comparison of demographic information by admitted and denied admission to drug court, <ul style="list-style-type: none"> -age 	<p>Drug Court Manual</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Evaluate by feedback from those are using the tools -do they work and are they efficient</p> <p>Frequency & percent</p> <p>Rank, mean score, range, count and percent</p> <p>Rank, admit mean score, deny mean score, admit count, admit percent, deny count, deny percent</p> <p>Frequency</p> <p>Frequency & percent</p> <p>Frequency & percent</p>

	<ul style="list-style-type: none"> -gender -ethnicity <ul style="list-style-type: none"> -Comparison of drug of choice by admitted and denied admission to drug court <ul style="list-style-type: none"> - 1st, 2nd, 3rd drug -Comparison of frequency of drug use by admitted & denied admission to drug court <ul style="list-style-type: none"> -drug -Comparison of legal record by admitted & denied admission to drug court <ul style="list-style-type: none"> - charge -Comparison of education level by admitted & denied admission to drug court <ul style="list-style-type: none"> - education level -Comparison of employment status by admitted & denied admission to drug court <ul style="list-style-type: none"> - employed vs. not employed 	<p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Frequency & percent</p>
Case processing	-Point at which the program intervenes in the criminal justice process	Drug Court Manual	Document review
Drug Court Participants	<ul style="list-style-type: none"> -Number of referrals accepted into the program <ul style="list-style-type: none"> -6 month period -- Demographic Information of referrals <ul style="list-style-type: none"> -age -gender -ethnicity - Legal record <ul style="list-style-type: none"> -charge 	<p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Frequency & percent</p> <p>Descriptive statistics</p> <p>Frequency by charge</p>

	<ul style="list-style-type: none"> - Drug of Choice <ul style="list-style-type: none"> - 1st, 2nd, 3rd drug of choice -Frequency of drug use <ul style="list-style-type: none"> - drug 	MIS 2000	Frequency & percent
		MIS 2000	Frequency & percent
Program Length	<ul style="list-style-type: none"> -Participants in each program phase <ul style="list-style-type: none"> -by months -The average length of stay in the program -Participants length of time in program <ul style="list-style-type: none"> -by months -Demographic information for participants in each program phase <ul style="list-style-type: none"> -age -gender -ethnicity - Legal record for participants in each program phase <ul style="list-style-type: none"> - charge -Drug of Choice for participants in each program phase <ul style="list-style-type: none"> -1st, 2nd, 3rd drug of choice 	MIS 2000	Frequency & percent
		MIS 2000	Percent
		MIS 2000	Frequency & percent
		MIS 2000	Descriptives on age, gender, etc.
		MIS 2000	Frequency
		MIS 2000	Frequency & percent

Urinalysis testing & Substance Abusing Behavior	<ul style="list-style-type: none"> -Frequency of testing? -Urinalysis results by classification <ul style="list-style-type: none"> -positive vs. negative -Percentage of drug court participants that were positive for any drug? -Positive urinalysis results <ul style="list-style-type: none"> - by drug - Number of drug court participants who tested positive <ul style="list-style-type: none"> -by drug -Individual positive drug tests <ul style="list-style-type: none"> - by participant -Number of urinalysis tests per phase 	<ul style="list-style-type: none"> Drug Court Manual MIS 2000 MIS 2000 MIS 2000 MIS 2000 MIS 2000 MIS 2000 	<ul style="list-style-type: none"> Document review Frequency & percentage Percent Frequency & percent Frequency & percent Frequency & percent Frequency
Treatment	<ul style="list-style-type: none"> -What treatment services are provided -Who provides treatment? -What treatment modalities are used? -How much and when does court use residential services? -Treatment services provided by phase and type 	<ul style="list-style-type: none"> Treatment providers MIS 2000 MIS 2000 	<ul style="list-style-type: none"> Record from treatment providers Description from treatment providers Record review Frequency
Ancillary services	<ul style="list-style-type: none"> -What ancillary services are provided? -Ancillary services received <ul style="list-style-type: none"> - by participant 	<ul style="list-style-type: none"> MIS 2000 MIS 2000 	<ul style="list-style-type: none"> List Frequency

	-Ancillary services - by phase	MIS 2000	Mean number attended
Sanctions	- What behavior is sanctioned?	MIS 2000	Record of sanction and behavior
	-Sanctions used	MIS 2000	Frequency & percent
	-Number of participants receiving each type of sanctions every 6 months	MIS 2000	Record of sanction and behavior
&	-Number of participant's receiving each sanction by phase - Phase 1,2,3,4,5	MIS 2000	Frequency & percent
	-Individual participant's sanctions by phase & cumulative	MIS 2000	Frequency & percent
Incentives	-What behavior is rewarded?	MIS 2000	Record of incentive and behavior
	-Incentives used	MIS 2000	Frequency & percent
	-Number of participants receiving each type of incentive every 6 months	MIS 2000	Record of incentive & behavior
	- Number of participant's receiving each incentive by phase -Phase 1,2,3,4,5	MIS 2000	Frequency & percent
	-Individual participant's incentives by phase & cumulative	MIS 2000	Frequency & percent
Judicial supervision	-Frequency of drug court participants appearance before judge	MIS 2000	Frequency & percent
	-Average number of status hearings by client by month and for 3, 6 12 mo.	MIS 2000	Mean status hearings by client
	-Status hearings per client - by month	MIS 2000	Frequency
Termination from program	-Demographic information on terminated participants -age -gender	MIS 2000	Frequency & percent

Withdrawal from program	-ethnicity		
	-Reasons for termination	MIS 2000	Listed reason
	- Legal record - charges	MIS 2000	Frequency
	- Drug of choice -1 st , 2 nd , 3 rd drug	MIS 2000	Frequency & percent
	- Frequency of use - by drug	MIS 2000	Frequency & percent
	-Demographic information on withdrew participants -age -gender -ethnicity	MIS 2000	Frequency & percent
	-Reasons for withdrawal	MIS 2000	Listed reason
	- Legal record - charges	MIS 2000	Frequency
- Drug of choice -1 st , 2 nd , 3 rd drug	MIS 2000	Frequency & percent	
- Frequency of use - by drug	MIS 2000	Frequency & percent	
Retention in the program	- Drug Court retention by # of persons accepted by number of person retained through program graduation	MIS 2000	Frequency
	- Demographics information on participants who were admitted and retained in program - age - gender -ethnicity	MIS 2000	Frequency
	- retention rate for participants	MIS 2000	Percent
Impact on criminal	- # of arrests for new charges while in program	MIS 2000	Frequency

behavior	<ul style="list-style-type: none"> - Comparison of drug court participants arrested and not arrested <ul style="list-style-type: none"> - by type of arrest - Percent of clients that have been arrested since entry into drug court -Percent arrested who were terminated -Comparison of demographic and other information of those arrested and those who were not? <ul style="list-style-type: none"> -age -gender -ethnicity -1st drug of choice -2nd drug of choice -3rd drug of choice - charge 	MIS 2000 MIS 2000 MIS 2000 MIS 2000	Frequency & percent Percent Percent Percent
Impact on participant's life circumstances	<ul style="list-style-type: none"> -Drug Court participants employed -# of drug-free babies born to participants 	MIS 2000 MIS 2000 MIS 2000	Frequency & percent Frequency & percent
Follow-up on Drug Court Participants	<ul style="list-style-type: none"> - Employed at graduation - Demographic information on graduates <ul style="list-style-type: none"> - age -gender -ethnicity -Comparison of Pre/ Post Assessment Instrument Scores for Drug Court Graduates at Graduation - 6 month post-graduation <ul style="list-style-type: none"> - graduates who report drug abstinence 	MIS 2000 MIS 2000 MIS 2000 MIS 2000	Percent Frequency & percent Rank, pre mean score, post mean score, pre count, post count, pre percent, post percent Percent

	<ul style="list-style-type: none"> - who report receiving drug treatment - who report receiving outpatient treatment - who report receiving inpatient treatment - who report attendance at self-help groups - who report non-drug treatment counseling - who report other types of treatment - who had a drug free baby - who have been employed - who have regained custody of children - number of days in a hospital - number of visits to ER - mean weekly income - arrest date - charge - convicted? - # of months probation - # of days in jail / prison - \$ amount of fine - other sentence terms 		<p>Count / number</p> <p>Count / number</p> <p>Number</p> <p>Date</p> <p>As listed</p> <p>Yes / no</p> <p>Number</p> <p>Number</p> <p>Amount</p>
Follow-up on Drug Court Participants	<ul style="list-style-type: none"> - 12 month post-graduation - graduates who report drug abstinence - who report receiving drug treatment - who report receiving outpatient treatment - who report receiving inpatient treatment - who report attendance at self-help groups - who report non-drug treatment counseling - who report other types of treatment 	MIS 2000	Percent

	<ul style="list-style-type: none"> - who had a drug free baby - who have been employed - who have regained custody of children - number of days in a hospital - number of visits to ER - mean weekly income - arrest date - charge - convicted? - # of months probation - # of days in jail / prison - \$ amount of fine - other sentence terms 		<p>Count / number</p> <p>Count / number</p> <p>Number</p> <p>Date</p> <p>As listed</p> <p>Yes / no</p> <p>Number</p> <p>Number</p> <p>Amount</p>
Follow-up on Drug Court Participants	<ul style="list-style-type: none"> - 18 month post-graduation <ul style="list-style-type: none"> - graduates who report drug abstinence - who report receiving drug treatment - who report receiving outpatient treatment - who report receiving inpatient treatment - who report attendance at self-help groups - who report non-drug treatment counseling - who report other types of treatment - who had a drug free baby - who have been employed - who have regained custody of children - number of days in a hospital - number of visits to ER - mean weekly income - arrest date - charge - convicted? 	MIS 2000	<p>Percent</p> <p>Count / number</p> <p>Count / number</p> <p>Number</p> <p>Date</p> <p>As listed</p> <p>Yes / no</p>

	<ul style="list-style-type: none"> - # of months probation - # of days in jail / prison - \$ amount of fine - other sentence terms 		Number Number Amount
Evaluator's Observation of court & team	<ul style="list-style-type: none"> - Team Observations - Court Observations 	Team Meetings Court attendance	Recommendations

XX. APPENDIX**DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now)****Information on Drug Court for Defense Attorneys**

The DeKalb County Drug Court: C.L.E.A.N. Program was developed to help addicted defendants address issues of addiction and recovery. They must be committed and willing to change their current lifestyle and habits.

Their journey to recovery begins with a screening done by the Drug Court Coordinator. If the State's Attorney approves their case for drug court, they are referred to a substance abuse counselor who will do a formal assessment to determine their level of addiction and appropriate substance abuse treatment. Treatment is intended to help the defendant. Initially, defendants will have a Drug Court Status every week before the drug court judge unless they are in residential treatment facility. Their progress, or lack progress, with court orders, treatment and abstinence will be reviewed each week by the Drug Court Team.

Responsibility and accountability are two of the most important parts of the DeKalb County Drug Court: C.L.E.A.N. Program. It is as important for drug court participants to meet with Drug Court staff and to keep all other appointments as it is to make their court appearances. They will be expected to provide urine drops. Failure to do a urine drop is counted as a dirty drop for which they will be held accountable. Honesty is major part of recovery. It is vital that a drug court participant to report any type of use of alcohol and/or drugs (including prescription and over-the-counter medication).

Drug Court participants will be held accountable and sanctions may be imposed for noncompliance including: writing an essay, more frequent drops, more frequent drug court office visits or court dates, sitting in the jury box, more intensified treatment, outside meetings, public service work, jail sentence, work release or Electronic Home Confinement. Failure to comply could also result in the filing a Petition to Revoke and termination from drug court.

If they successfully comply with the conditions of drug court, they will have: fewer court appearances, fewer office visits, fewer treatment sessions and/or fewer urine drops. Fines and fees, public service work and a jail sentence that may be reduced or canceled.

To become a Drug Court Graduate the participant must: complete their substance abuse treatment and evaluated ready to graduate by treatment provider, be arrest free for a year and be engaged in gainful activity such as school, employment, job search or job training.

PARTICIPANT CONTRACT, DEKALB COUNTY DRUG/DUI COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW) IN THE CIRCUIT COURT FOR TWENTY-THIRD JUDICIAL CIRCUIT DEKALB COUNTY, ILLINOIS

PARTICIPANT CONTRACT

1) I, _____, with a birth date of _____, and an address of _____

have entered a guilty plea in:

Charge _____ Case No. _____
Charge _____ Case No. _____
Charge _____ Case No. _____

to wit; I understand that by entering into the DeKalb County Drug/DUI Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) Participant Contract, I am bound by its terms.

General Provisions:

2) I agree that I am a DeKalb County resident, and will live in DeKalb County throughout the drug court program, unless the Judge and Drug/DUI Court Team gives me permission to live outside of DeKalb County. _____

3) I agree not to leave the state of Illinois without obtaining permission from the Judge and Drug/DUI Court Team. I understand that I must make a written request to leave at least a week before the anticipated trip if it is not an emergency and have a urine/breath test immediately before and after returning to DeKalb County. _____

4) I understand that in the event of a work related emergency, I must present the request to the Drug/DUI Court Team and the judge will advise me of approval or denial to be excused from treatment or court date. _____

5) I understand in the event of a non-work related emergency, I must present a short handwritten statement of the emergency to the treatment provider when possible. The treatment provider will present the request to the Drug/DUI Court Team and the Judge will advise me of approval or denial. _____

6) I may not participate in Drug/DUI Court if I am currently an affiliated gang member. Therefore, I affirm that I am not a gang member. _____

7) I understand that if I enter this program and fail to complete it, I may be barred from future participation. _____

8) I understand that I may not possess any weapons while I am in Drug/DUI Court. I will dispose of any and all weapons in my possession, and disclose the presence of any weapons possessed by anyone else in my household. Failure to dispose and/or disclose may result in termination from Drug/DUI Court and possible prosecution for any illegal possession of any weapon. _____

9) I agree to inform any law enforcement officer that I come in contact that I am in Drug/DUI Court. _____

10) Upon my successful completion of the Drug/DUI Court program, the State's Attorney office may make a motion to dismiss the Drug/DUI Court case(s), or the pertinent charges as previously agreed upon unless there is objection from the court. _____

Assessments and Treatment:

1) I agree to execute the Consent for Disclosure of Confidential Substance Abuse Information. I understand that any information obtained from this release will be kept apart from the Court file. _____

2) I understand that my individual course of treatment may include residential treatment, intensive outpatient, one-on-one counseling, education, and/or self-improvement courses such as anger management, parenting or relationship counseling. _____

3) I understand that my treatment plan may be modified by the treatment provider of the DeKalb County Drug/DUI Court Team as circumstances arise, and I agree to comply with the requirements of any such modifications. _____

4) I agree to participate in and successfully complete all substance abuse treatment programs, psychological therapies, educational programs and vocational training the Judge and Drug/DUI Court Team orders, and will sign releases to permit all providers to communicate with the Judge and Drug/DUI Court staff. _____

5) I agree if ordered by the Drug/DUI Court to wear a SCRAM bracelet and/or install a BAID device in my car to monitor any alcohol use. I understand that DUI Court will assist me in payment of SCRAM based on my tax returns or pay stub from work but I will be expected to repay all financial support. _____

6) I will inform all treating physicians that I am a recovering addict, and may not take narcotic or addictive medication or drugs or any medication containing alcohol unless there is no other medical option. I will give the treating health care professional, the doctor/nurse practitioner, the Doctor's Note found in the Participant Handbook _____

7) I must disclose all my medications to my treatment provider and Drug/DUI Court staff. _____

8) I agree to take all medications prescribed for me by my treating physician and/or psychiatrist, and will sign releases for my treatment physician or psychiatrist to communicate with the Judge and Drug/DUI Court staff. _____

8) I agree to attend a self-help sobriety group as often as the Judge and Drug/DUI Court Team orders me to go. _____

9) I agree to abide by electronic home monitoring or house arrest if ordered by the Judge and the Drug/DUI Court Team. _____

10) I agree that I will not withdraw from any treatment provider (residential or IOP) without prior approval of my treatment provider and the Drug/DUI Court Team. If I leave without permission of drug court a no bond warrant will be issued for my arrest. _____

Use of Drugs and Other Substances and Testing for Their Presence:

1) I understand that I will be tested for the presence of drugs or alcohol in my system on a random basis according to procedures established by the Drug/DUI Court Team and/or treatment provider. I understand that I will be given a location and time to report for my drug test. I understand that it is my responsibility to report to the assigned location at the time given for the test. I understand that if I am late for a test, or miss a test, it will be considered "iluted" and I may be sanctioned. _____

2) I understand that substituting, altering, diluting or trying in any way to change my body fluids for purposes of testing could be grounds for immediate termination from drug/DUI court or a class 4 Felony. _____

3) I understand a "diluted" urine test will be interpreted as a positive test. _____

4) I understand that I may dispute positive test results, but that re-testing by a laboratory will be at my expense if it is positive. _____

5) I understand that participating in Drug/DUI Court requires me to be drug free at all times. I will not possess drugs (including marijuana), alcohol, or drug paraphernalia. I will not associate with people who use or possess drugs, nor will I be present while drugs are being used by others. _____

6) I agree to be drug and alcohol tested at any time by a police officer, probation officer, treatment provider, case manager, drug court staff, or at the request of the court or any agency designated by the court. _____

7) I agree to be responsible for what goes into my body that may affect drug test results. Before taking medication of any kind, I will check with the pharmacist or drug court staff to ensure that it is non-narcotic, non-addictive and contains no alcohol. I will inform the drug court staff, team and treatment provider for any and all medications, prescribed or over-the-counter. _____

8) I agree not to abuse any over-the-counter medication. I understand that abuse is defined as taking dosages in excess of label guidelines, taking an over-the-counter medication designed for a condition which I do not have, and taking an over-the-counter medication in a manner in which it was not designed to be ingested (such as crushing and inhaling a medication designed to be taken orally with liquids). I will not use over the counter medications containing —dxtromethorphan.” _____

9) I agree to furnish the Drug/DUI Court Team verification from my physician for any prescribed medication in advance of testing to reduce the claims of cross-reactions. I understand that any medication that is prescribed must be reported to the drug court staff and my substance abuse treatment provider provider. (Except in cases of a certifiable medical emergency). _____

10) I agree not to eat foods containing —pppy seeds”, any item containing —alohol”, and prescription medications not prescribed to the client. _____

11) I agree not to purchase or use any —dsigner drugs” that can be purchased legally, over the counter without a physician’s prescription. _____

12) I agree not to purchase or use any —moking mixtures’ (other than products specifically designated to contain only tobacco). _____

13) I agree not to purchase or use products sold or marketed under false pretenses with the warning —Nt for Human Consumption”. _____

Cooperation with Judge and Drug Court Staff:

1) I agree to follow all the Courtroom Behavior and Rules that are listed in the Participant Handbook that I was given. _____

2) I understand that during the entire course of the Drug/DUI Court program, I will be required to attend court sessions, treatment sessions, submit to random drug/alcohol testing, remain clean and sober, and law-abiding. I agree to abide by the rules and regulations imposed by the Drug/DUI Court Team. I understand that

if I do not abide by these rules and regulations, I may be sanctioned or terminated from the program. _____

3) I understand that if I miss a court date without prior permission from the Drug /DUI Court staff a no-bond warrant for my arrest may be issued. _____

4) I understand that participation in the DeKalb County DRUG COURT program involves a minimum time commitment of fourteen months. I understand that in order to be successfully discharged, I must have a minimum of 90 consecutive days or 3 months immediately prior to discharge during which I have not used any prohibited substances. _____

5) I understand that participation in the DeKalb County DUI COURT program involves a minimum time commitment of fourteen months. I understand that in order to be successfully discharged, I must have a minimum of 3 consecutive months or 90 days immediately prior to discharge during which I have not used any prohibited substances. _____

6) I agree to meet with the DeKalb County Drug/DUI Court staff as often as directed. _____

7) I agree to permit Drug/DUI Court staff to visit me at my residence and employment and anywhere else necessary to perform their duties. _____

8) I understand that during the early phases of treatment recovery, I may be precluded from working or from gaining employment. I further understand that within the time directed by the Drug/DUI Court Team, I will seek employment, job training and/or further education as approved by the Drug/DUI Court Team, and that failure to do so may result in sanctions or termination. _____

9) I agree to keep the Drug Court Team, treatment provider and law enforcement liaison, if any, advised of my current address and phone number at all times and whenever changed. My place of residence is subject to Drug/DUI Court approval, and I will not leave the DeKalb County without prior approval from the Judge and Drug/DUI Court Team. _____

Searches of Defendant's Person or Property:

1) As a condition of participation in this program, I agree to the search of my person, property, place of residence, vehicle or personal effects at any time with or without a warrant, and with or without reasonable cause, when required by a Drug/DUI Court staff, probation officer, case manager or other law enforcement officer when accompanying Drug Court staff. _____

Other Program Requirements:

- 1) I agree to pay a portion of the costs of assessment, treatment, education, vocational training, and Drug/DUI Court staff monitoring based upon my ability to pay such costs. Such payment shall be in cash, cashier's check or money order to the Circuit Clerk's Office. _____
- 2) I agree to pay court costs, fine, and/or restitution as ordered by the Judge and Drug/DUI Court Team. _____
- 3) I understand that if I have not paid my Drug/DUI Court fees prior to graduation that I will have a judgment to return to court at predetermined intervals to make payments until the fees are paid. _____
- 4) I agree to participate in community service work program, as ordered by the Judge and Drug/DUI Court Team. _____
- 5) I agree to participate in a speakers program if ordered by the Judge and Drug/DUI Court Team. _____
- 6) I agree not to be in any business where selling alcohol is its primary purpose. _____

Violations, Sanctions and Termination from the DeKalb County Drug Court:

- 1) I understand that sanctions may include time in custody, increased testing, community service and such other sanctions as listed in the Participant Handbook I have been given and as may be deemed appropriate by the Drug/DUI Court Team. _____
- 2) I agree that the Judge may, without prior notice, receive evidence including but not limited to reports from the drug court professionals and staff, that:
 - a) I am not performing satisfactorily in my assigned program; or
 - b) I am not benefiting from education, treatment or rehabilitation; or
 - c) I have engaged in criminal conduct, whether or not that conduct has resulted in charges against me, which makes me unsuitable for the program; or
 - d) I have otherwise violated the terms and conditions of the program or sentence; or
 - e) I have for any reason become unable to participate in the program; or
 - f) I have been charged with a new felony offense in any jurisdiction in which the criminal conduct is alleged to have occurred after my entry into the DeKalb County Drug/DUI Court. _____

3) I agree not to engage in any formal or informal gambling (i.e., casinos or betting on horses or dogs)

4) I agree that upon receipt of such evidence, the Judge may impose an immediate reasonable sanction, including jail time, without having to give me prior notice and without the filing of written petition to revoke bail, except when the sanction is termination from the program for a violation under 2 (a) – (f) of this section. The Judge may also impose other sanctions in addition to or instead of jail time for violations. These sanctions include monetary fines, community service work, electronic monitoring or house arrest, increased frequency of court appearances and community monitoring, increased frequency of drug testing, and any other reasonable sanction designed to ensure my compliance with an progress in the DeKalb County Drug/DUI Court.

Participant's Signature

Date

Attorney for Participant

Date

State's Attorney

Date

Drug/DUI Court Judge

Date

Approved 9/14/2006, Revised 6/20/07, Revised 6/9/09, Revised 4/6/11, Revised 3/13/12, Revised 3/5/13;
Revised 4/16/13; Revised 10/1/13
Original to Court File; copy to Drug Court staff; copy to attorney; copy to participant

PARTICIPANT CONSENT, DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM
(CHOOSING LIFE AND ENDING ABUSE NOW)
IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

DEKALB COUNTY, ILLINOIS

Participant Consent

_____ I have read the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) Participant Handbook. All my questions have been answered and I freely and voluntarily choose to participate in the Drug Court. I agree to abide by all the rules and requirements of the program.

_____ The material in the DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) Participant Handbook has been read or explained to me verbally. All my questions have been answered and I freely and voluntarily choose to participate in the Drug Court. I agree to abide by all the rules and requirements of the program.

Participant's Name

Date of Birth

Approved 7/27/06

Updated 4/16/12

CONSENT AND INDEMNITY FORM, DEKALB COUNTY DRUG COURT: C.L.E.A.N.
PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)
IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
DEKALB COUNTY, ILLINOIS

CONSENT AND INDEMNITY FORM

I, _____, understand that when I voluntarily agree to be interviewed, photographed, audio or video taped in conjunction with and due to my participation in the DeKalb County Drug Court: C.L.E.A.N. Program that any photographs, audio tapes, video tapes or other materials derived from said voluntary activity may include my face, voice and/or other identifying information including my name.

I understand that my offering of any interviews or my agreement to any audio or video taping is entirely voluntary and that I shall not hold any person, agencies or entities related directly or indirectly to the DeKalb County Drug Court: C.L.E.A.N. Program liable for creation, production or dissemination of the materials resulting from such activities. This consent shall be limited to such interview/ photographs/ audio or video taping conducted during my involvement with the DeKalb County Drug Court: C.L.E.A.N. Program and I understand that I may revoke this consent, in writing, at any time regardless of my involvement in the DeKalb County Drug Court: C.L.E.A.N. Program; otherwise, this consent shall expire upon my exodus from the DeKalb County Drug Court: C.L.E.A.N. Program

Signature

Date

Court Personnel

Date

Approved 7/27/06
Updated 4/16/2013

CONSENT FOR THE RELEASE OF CONFIDENTIAL SUBSTANCE ABUSE

INFORMATION, DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM
IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
DEKALB COUNTY, ILLINOIS

I, _____, Date of Birth _____, hereby consent to and authorize communication amongst the DeKalb County Drug Court C.L.E.A.N. Program, and Drug Court Judge, DeKalb County Circuit Judge, and the drug court team which at any time may consist of representatives from the DeKalb County State's Attorney's Office, the Public Defender's Office, Court Services, the county law enforcement agencies, DeKalb County Jail, and substance abuse treatment providers utilized by the Drug Court, and the Drug Court staff.

The information may be exchanged verbally, electronically, and/or in writing.

The purpose of, and need for, this disclosure is to inform the court and all other named parties of my eligibility and/or acceptability for substance abuse treatment services and my treatment attendance, prognosis, compliance and progress in accordance with the Drug Court program's monitoring criteria. I understand that the information in my treatment record may include information related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It will also include information about behavioral or mental health services, and treatment for substance abuse.

Disclosure of this confidential information may be made only as necessary for, and pertinent to, hearings and/or reports concerning my current charges.

_____ I understand that this consent will remain in effect and cannot be revoked by me until there has been a formal and effective termination of my involvement with the Drug Court program for the current charge. This includes, being declared unacceptable for the program, discontinuation of all court and/or probation supervision upon my successful completion of the drug court requirements OR upon sentencing for violating the terms of my drug court involvement.

_____ I understand that my records are protected under 42 U.S.C. 290dd-2, the Federal Confidentiality Regulation (42 CFR Part 2) and the Mental Health and Developmental Disabilities Confidentiality Act of Illinois and cannot be disclosed without written consent unless otherwise provided for in the regulations. I further understand that disclosure includes the right of the recipient to inspect and receive copies of the information to be disclosed.

_____ I understand that this written consent is not revocable while my case is pending unless there is a substantial change in my criminal justice status and that this authorization shall expire automatically, without my express revocation, **18 months** from the date of authorization indicated below.

_____ It has been explained to me that if I refuse to consent to this release of information, I may become ineligible to participate in Drug Court.

Client Signature

Date

Witness Signature

Date

Note to Receiving Person/Organization: Under the provisions of the Mental Health and Developmental Disabilities Confidentiality Act of Illinois, you may not re-disclose any of this information unless the person who consented to this disclosure specifically consents to such re-disclosure. A general authorization for release of medical or other information is NOT sufficient for this purpose. Under the Federal Act of August, 1987, substance abuse patient records and/or any information from such records may NOT be further disclosed

CONSENT FOR RANDOM URINE SCREENS
 DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND
 ENDING ABUSE NOW)
 IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 DEKALB COUNTY, ILLINOIS

I agree to submit to a random drug test when requested to do so by any representative of the Program or when calling in indicates that it is the day I should be tested. Furthermore, I agree to pay all costs of the drug testing.

If I refuse to provide a specimen or undergo a sobriety test, I will be treated in the same manner as if I had tested positive. At this time my case will be subject to DeKalb County Drug Court Team review to determine further action and possible sanctions.

There are NO EXCUSES for missed drug screens. I understand I must make arrangements to provide a specimen when I am told it is my day to submit to urine testing.

I also understand that some prescription and over-the-counter medications, along with other items, may cause a positive screen. The use of prescription medications which may cause a positive test must be verified through my physician. I must inform the DeKalb County Drug Court staff and Judge that I am taking these medications BEFORE taking the drug test. These medications include certain antihistamines, decongestants, bronchodilator medication, some medications for emotional disorder (depression, psychosis, anxiety); medications for headache, irregular heartbeat, colds and allergy, ulcer and stomach problems, nausea and vomiting, sleeping problems, blood pressure, Parkinson's disease, arthritis, diarrhea, cortisone/steroid preparations, diuretics, weight loss drugs, local anesthetics, cough medicine, prescription pain medications, certain antibiotics, eye drops.

Over-the-counter and other items are my responsibility and I understand I must notify the Drug Court staff prior to taking over-the-counter medications. These include cold, cough and flu medications, ulcer medications, nausea and vomiting medications, eye drops, medications to stay awake, medications to build muscle mass.

Signature

Date

Court Personnel or Counselor

Date

Approved 7/27/06
Updated 4/16/13

UNITED STATES OF AMERICA

**STATE OF ILLINOIS COUNTY OF DEKALB
IN THE CIRCUIT COURT OF THE TWENTY-THIRD JUDICIAL CIRCUIT**

PEOPLE OF THE STATE OF ILLINOIS)	
)	
VS)	Case Number
)	_____
)	
_____ Defendant)	

**DEKALB COUNTY DRUG COURT PROGRAM: C.L.E.A.N. PROGRAM
(CHOOSING LIFE AND ENDING ABUSE NOW)**

PLEA AGREEMENT

Upon Defendant's Application to participate in the DeKalb County Drug Court Program and after county and other service providers have conducted an evaluation upon the above named defendant and at this time recommend the following level of treatment and placements:

Defendant will enter a plea of guilty to the following charges:

with sentencing deferred until either the completion of or unsuccessful discharge from the program.

Defendant understands and agrees to the following:

1. If the defendant commits a new felony offense, or DUI, the state shall immediately file a Petition to Unsuccessfully Discharge the defendant from the program. The case shall proceed to the sentencing hearing pursuant to the plea and predetermined sentence.
2. If the defendant is unsuccessfully terminated from the program for any reason, the case shall proceed to the sentencing hearing pursuant to the plea and predetermined sentence.
3. Upon successful completion of the program, the parties agree as follows:

Upon **unsuccessful** completion of the program, the sentence will be as follows: _____

4. Defendant agrees to all program terms as stated in the DeKalb County Drug Court Participation Agreement.

Defendant

Defendant's Attorney

State's Attorney

Judge

Date

2 Plea Agreement

Approved 4/20/06, 08/29/07 Original-Circuit Clerk Copies-State's Attorney-Defense Attorney-
Probation-Drug Court

Updated 4/16/13

4. I waive any and all pre-trial constitutional issues and motions (e.g. Motion to Suppress, Motion to Quash) and agree and understand that I will not be entitled to file Pre-Trial motions in the event that I am dismissed from the DeKalb County Drug Court; ()
5. I expressly agree to accept and abide by all the terms and conditions of the DeKalb County Drug Court as established by the Court, DeKalb County Drug Court Team, and the Treatment Providers; ()
6. I understand and agree that my enrollment in the DeKalb County Drug Court cannot be used as a defense to the charge(s) placed against me, nor can my enrollment in the DeKalb County Drug Court be used as a legal admission of guilt in the event I am dismissed from the DeKalb County Drug Court and sentenced on my charge(s); ()
7. I waive any and all rights to appeal I may have in the event I am dismissed from the DeKalb County Drug Court, and understand and consent to the Court and DeKalb County Drug Court Team being the sole authority for determining such dismissal; ()
8. In the event I am dismissed from the DeKalb County Drug Court and sentenced on the charge(s) placed against me, I waive any and all rights to have any physical evidence of the crime produced in Court, and expressly consent to allow photographs or other substitutions which meet the standard of the Court to be used as a substitute for such physical evidence; ()
9. I do hereby release and forever discharge the complaining witnesses, victim(s), the Drug Court Judge, The State's Attorney's Office, Police Department, the DeKalb County Drug Court Team, and their respective heirs, successors, agents, executors, administrators, and assigns from any and all claims of any kind or nature whatsoever, either in law or in equity arising out of my arrest, participation in, or termination from, the DeKalb County Drug Court, and do expressly release and forever hold them harmless from any criminal or civil action which I may have a right to bring as a result of my arrest or participation in the DeKalb County Drug Court; ()
10. I agree to complete a diagnostic evaluation for the development of my drug treatment program as ordered by the Court. I hereby authorize release of all treatment information by any treatment provider to the Court and the DeKalb County Drug Court Team. Any such information shall not be utilized by the State for any prosecution but may be considered by the Court in deciding whether I remain in the DeKalb County Drug Court; ()

Signature of Defendant

Date

I have reviewed this with my client. (S)he understands it and voluntarily agrees to participate:

Attorney Signature

Date

Accepted by:

**Signature of Drug Court Judge
Twenty-Third Judicial Circuit**

Date

Approved 4/20/06
Copy to Circuit Clerk; copy to Drug Court; copy to Attorney; copy to participant
Updated 4/16/13

CONSENT FOR RANDOM URINE SCREENS
 DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND
ENDING ABUSE NOW)
 IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 DEKALB COUNTY, ILLINOIS

I agree to submit to a random drug test when requested to do so by any representative of the Program or when calling in indicates that it is the day I should be tested. Furthermore, I agree to pay all costs of the drug testing.

If I refuse to provide a specimen or undergo a sobriety test, I will be treated in the same manner as if I had tested positive. At this time my case will be subject to Drug Court team review to determine further action and possible sanctions.

There are NO EXCUSES for missed drug screens. I understand I must make arrangements to provide a specimen when I am told it is my day to submit to urine testing.

I also understand that some prescription and over-the-counter medications, along with other items, may cause a positive screen. The use of prescription medications which may cause a positive test must be verified through my physician. I must inform the Drug Court Staff and Judge that I am taking these medications BEFORE taking the drug test. These medications include certain antihistamines, decongestants, bronchodilator medication, some medications for emotional disorder (depression, psychosis, anxiety); medications for headache, irregular heartbeat, colds and allergy, ulcer and stomach problems, nausea and vomiting, sleeping problems, blood pressure, Parkinson's disease, arthritis, diarrhea, cortisone/steroid preparations, diuretics, weight loss drugs, local anesthetics, cough medicine, prescription pain medications, certain antibiotics, eye drops.

Over-the-counter and other items are my responsibility and I understand I must notify the drug court staff prior to taking over-the-counter medications. These include cold, cough and flu medications, ulcer medications, nausea and vomiting medications, eye drops, medications to stay awake, medications to build muscle mass.

Signature

Date

Court Personnel or Counselor

Date

Approved 7/27/2006
 Revised 2/6/2013
 Updated 4/16/13
 1 of 1

DRUG/DUI COURT RELEASE OF INFORMATION AND WAIVER OF RIGHTS

DeKalb County Drug/DUI Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) in the Circuit Court for the Twenty-Third Judicial Circuit DeKalb County

As a Drug/DUI Court participant, I agree and authorize the following:

1. I agree and authorize the Drug/DUI Court Judge to discuss my Drug/DUI Court case and my treatment progress with my treatment providers and the Drug Court Team and staff outside the courtroom and outside my presence.
2. I authorize my treatment providers to exchange my treatment information with the Court, Drug/DUI Court team and staff, and other medical, mental health and treatment providers.
3. I authorize the Drug/DUI Court staff to disclose to the Drug/DUI Court Judge and team the results of any urinalysis, breath and/or patch results and to have those results discussed in court.
4. I authorize my plea papers, even though it orders me to participate in Drug/DUI Court, to be placed in the court file which is open to the public.
5. I agree and authorize the Drug/DUI Court Team and staff to discuss my progress in Drug/DUI Court with the following family members and/or friends:

Name _____	Relationship _____

6. I agree and authorize the Drug/DUI Court Team and staff to distribute my court materials (i.e. phase advancement, requests to Team, letters to Team, testing results, call in compilations, Ben Gordon Center treatment plans) electronically to other members of the Team.

I understand that this consent will remain in effect and cannot be revoked by me until there has been a formal and effective termination or revocation of my release by me in writing. I agree I cannot participant in Drug Court unless all releases remain in effect. I further acknowledge that this release will expire upon my successful completion of the Drug/DUI Court program.

Drug/DUI Court participant

Date

Witness

Date

VOLUNTARY SELECTION OF SELF-HELP SOBRIETY GROUP, DEKALB COUNTY
 DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)
 IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 DEKALB COUNTY, ILLINOIS

I, _____, understand that there are many alternative self-help sobriety groups that I can attend and have been informed of this by the Drug Court Staff. I understand that there are multiple types of 12-step programs that vary in their approach, philosophy, religious orientation, and availability. I have voluntarily selected the following self-help sobriety group to attend as part of my involvement in the DeKalb County Drug Court: C.L.E.A.N. Program

 _____.

 Name

 Date

Approved 10/23/06

Updated 4/16/13

Petition to Move to Another Phase Checklist
**DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and
Ending Abuse Now)**

1. The *Sobriety Date* is the day after the last day you used drugs or alcohol once you have entered Drug Court.
2. *Discharge Summary* from treatment programs that you have been involved in while in Drug Court. A Discharge Summary is a document stating when you were in treatment services (start and end dates), what you completed while in treatment services, and what the agency is recommending for aftercare. This needs to be signed by someone from the agency you are discharged from.
3. We need verification about any aftercare services you are involved with or have completed while in drug court. Letters of Progress from counseling staff or Discharge summaries are what we are looking for in this area. Letters of Progress are usually written/typed by counseling staff if you are currently involved in aftercare services. This should include the admission date to their program, what you are working on currently, what you have completed, and an indication of how much longer you are in need of their services.
4. Have your sponsor/mentor contact the Drug Court staff.
5. *Relapse Prevention Plan*. Most treatment providers will have you complete a *Relapse Prevention Plan* while you are involved in services at their agency. You must include the most recent *Relapse Prevention Plan*. A *Relapse Prevention Plan* is basically what you are going to do to stay off drugs and alcohol. This includes: identifying triggers, having a plan for dealing with them when they are around you, developing a support network, identifying positive activities and people you can go to for help, etc.
6. A copy of your most recent check stubs from your current employer or School Schedule if you are in classes. If both apply then both need to be provided.
7. Proof that you have made payments towards your restitution.

**DRUG/DUI COURT PETITION
PHASE I TO PHASE II**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 1 to Phase 2** for the following reasons:

1. My sobriety date is _____, I have maintained 3 months sobriety.
2. I have completed my initial treatment at _____ and have made a successful transition into the next level of care at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have completed my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. If appropriate, I am involved in employment, or enrollment in school or other vocational training described below:

7. I have established a payment plan towards my court costs and restitution (if applicable) and treatment (if applicable) and will begin payments of \$ _____ per month on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase I.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

Attach: Relapse Prevention Plan (page xx)

**DRUG/DUI COURT PETITION
PHASE II TO PHASE III**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 2 to Phase 3** for the following reasons:

1. My sobriety date is _____, I have maintained 6 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I have begun and am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 2.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan (page xx)

**DRUG/DUI COURT PETITION
PHASE III TO PHASE IV**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 3 to Phase 4** for the following reasons:

1. My sobriety date is _____, I have maintained 9 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 3.
9. Complete and attach the Financial Obligation plan and the budget worksheet.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan, Financial Obligation Worksheets with Budget (page xx)

**DRUG COURT PETITION
PHASE IV TO PHASE V**

I, _____, hereby petition the DeKalb County Drug Court: C.L.E.A.N. Program to move from **Phase 4 to Phase 5** for the following reasons:

1. My sobriety date is _____, I have maintained 12 months sobriety.
2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
3. I am currently in compliance with all of the requirements of my current level of care, including _____.
4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
6. I am involved in employment, or enrollment in school or other vocational training described below:

7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
8. Attach a sheet that tells about the most important thing you have learned during Phase 4.
9. Complete and attach the financial obligation plan and the budget worksheet.

Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan and Financial Obligations Sheet with Budget

**DUI COURT PETITION
PHASE IV TO COMMENCEMENT**
and
**DRUG COURT PETITION
PHASE V TO COMMENCEMENT**

I, _____, hereby petition the DeKalb County Drug/DUI Court: C.L.E.A.N. Program to move from **Phase 4/5 to COMMENCEMENT** for the following reasons:

1. My sobriety date is _____, I have maintained 14 months sobriety.
 2. I have completed all formal treatment at _____ and have made a successful transition into aftercare at _____.
 3. I am currently in compliance with all of the requirements of my current level of care, including _____.
 4. I am participating in a sober network which has been verified by DeKalb County Drug/DUI Court staff and includes this type of sponsor/mentor:

 5. I have revised my relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider _____, and DeKalb County Drug/DUI Court staff.
 6. I am involved in employment, or enrollment in school or other vocational training described below:

 7. I am current in my payments towards court costs and restitution (if applicable) of \$ _____ per month and will have all of my financial obligations paid in full on _____ (date).
 8. I completed the Pre-Commencement Questionnaire. YES _____
 9. I had an exit interview with drug/DUI court personnel, the court, and treatment provider. YES _____
- Signed by defendant _____
Drug/DUI Court Officers _____
Date signed _____

ATTACH: Relapse Prevention Plan and Financial Obligations Sheet

Approved 9/28/06

Rules for Sanctions

DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) Rules for the Day in Court

You have been sanctioned by the Judge and Drug Court Team to The Day in Court on the following day(s):

_____.

You must comply with the following rules:

- You must arrive at 8:30 a.m. and report to the Drug Court office to give urine sample. You will be given a form stating that your sample has been given.
- You must then go directly to Courtroom 220 and give that form to the Bailiff in the courtroom. The Bailiff will direct you to sit in the jury box.
- Expect to stay in the Court for the entire business day.
- You may not leave your seat during the day, with the exception of the lunch break usually from noon to 1:00 p.m., or when given permission by a court Officer.
- You may not sleep, eat, drink, read or talk to non-court personnel while in the Court.
- Pay Attention; Listen to what's going on.
- Be prepared to answer questions by the Judge.
- Take notes during the day on the cases you are seeing in court.
- **If you fail to appear for The Day in Court on your assigned days, a warrant will be issued for your arrest.**

Updated 4/16/13

RELAPSE CONTRACT, DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM
 (CHOOSING LIFE AND ENDING ABUSE NOW)
 IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
 DEKALB COUNTY, ILLINOIS

Relapse Contract

As a result of relapse, you are instructed to complete the following requirements to remain in the DeKalb County Drug Court: C.L.E.A.N. Program. If you do not agree you

DATE: _____
 CLIENT: _____

Client has participated in the DeKalb County Drug Court since: _____
 Client has participated in the _____ treatment program from _____ to _____.

Client tested positive for _____ on _____. Client admits/denies.

Client states he/she is working on the _____ Step of a self-help sobriety program. Name of program is _____

Client's sponsor is _____

Client states he/she had been clean and sober for _____ before this test.

are to return to Court, at the time directed. In Court you may be terminated from the DeKalb County Drug Court and the proposed sentence will be revoked.

1. _____ Immediately contact the _____ treatment program and inform your primary counselor of these test results.
2. _____ Attend 30 (thirty) self-help sobriety groups in the next 30 (thirty) days.
3. _____ Immediately contact your sponsor and discuss your relapse.
4. _____ Follow any changes to your schedule of Drug Court appearance, reporting, and testing.
5. _____ Write a one page letter (about 500 words) to the Judge discussing honesty as it applies to recovery and why you wish to remain in the DeKalb County Drug Court. You will bring this to the next session of Drug Court.
6. _____ Additional Agreement: _____

I agree to follow this Relapse Contract as a condition of remaining in the DeKalb County Drug Court.

Client

Date

Drug Court

Date

Approved 10/12/06
Updated 4/16/13

CONFIDENTIALITY STATEMENT
**DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending
Abuse Now)**

All members of the DeKalb County Drug Court Team must hold information discussed during pretrial interviews, assessment, Drug Court Team staffing meetings, drug court status hearings, and treatment sessions in confidence.

No test results or statements made by participants during the above mentioned proceedings-other than pleas of guilty or statements made at termination hearings-shall be admissible against participants in any prosecution other than in drug court proceedings to prove a violation of drug court rules, to establish grounds for termination of a defendant from the drug court program, or to prove a violation of probation based upon termination of a defendant from the drug court program. However, evidence which is discovered either routinely in the course of a criminal investigation, such as a participant's criminal history or information gathered from witnesses on the participant's case, shall not be inadmissible because such evidence is also disclosed or discovered during pretrial interviews, assessment, treatment, or drug court proceedings.

Evaluators, researchers, or personnel from other courts visiting the drug court staffings and court hearings are required to sign a confidentiality agreement that is kept on file in the Drug Court Office.

CONFIDENTIALITY STATEMENT, DEKALB COUNTY DRUG COURT: C.L.E.A.N.
PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)
IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
DEKALB COUNTY, ILLINOIS

CONFIDENTIALITY STATEMENT

I, _____, as a participating member or guest of the Drug Court, duly recognize my responsibility to the confidentiality of the DeKalb County Drug Court, and hereby agree:

1. Any information discussed at a team meeting shall remain confidential and will not be revealed to anyone.
2. Names of program participants will be disseminated to *team members only.
3. Photos, Drug Court files and addresses of Drug Court participants will remain confidential, to be used by Drug Court Team members only.
4. Warrants of arrest are not confidential.
5. Information in the JANO system is not confidential.

Signed: _____ Date: _____

Affiliation: _____

* Team members include law enforcement liaison officers and all team back-up members.

Note: This form is necessary in order to comply with Title 42 of the code of Federal Regulations governing Confidentiality of Drug Abuse Patient Records.

DeKalb County DUI/Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now)

Decisions from DUI/Drug Court Team Staffing

Name: _____

Date: _____

Phase: _____

	SPECIFIC INSTRUCTIONS	ACTION
Substance Abuse Counseling		
Self-help Group Attendance. Hand in attendance each Fri. to the Judge.		Sobriety: _____
Name of sponsor and phone number given to Drug Court staff.		
You owe DUI/Drug Court.	\$	
5 x 5 for the week		
Money paid in court today.	\$	
Patch Testing		
Urine Testing		Negative Urine Drops:
SCRAM Testing		
Employment. Illinois Employment & Training "Wings to Freedom Program" Sharon Dillon at (815) 756-4893 x257.		
Attending an educational program.		
Reporting to DUI/Drug Team Office Ph: 815-895-7224 before 8:30 am. Other office number is 815-899-0705.		
Journaling—give report to Judge each week on Friday.		
Electronic Home Monitoring, or GPS. Ph: 895-7277. FAX: 895-7185.		
CRS ordered by Team for next court date.		

REWARD: _____

SANCTION:

OTHER:

NEXT COURT DATE: _____

Revised and updated on 4/16/13

PARTICIPANT CONSENT FOR JUDGE IN PTR HEARING, DEKALB COUNTY DRUG
COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)
IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
DEKALB COUNTY, ILLINOIS

Participant Consent for Judge on PTR Hearing in Drug Court

_____ I, _____, understand that the Drug Court Judge has been privy to information on all aspects of my life including my criminal history, treatment history, and bio-psycho-social history over the past _____ months while I was a participant in the DeKalb County Drug Court. I freely and voluntarily choose to have the Drug Court Judge hear the Petition to Revoke Hearing that will be conducted.

_____ I, _____, understand that the Drug Court Judge has been privy to information on all aspects of my life including my criminal history, treatment history, and bio-psycho-social history over the past _____ months while I was a participant in the DeKalb County Drug Court. I wish to have another Judge assigned to hear the Petition to Revoke Hearing that will be conducted.

Name of Participant

Date

Approved 10/24/06
Updated 4/16/13

23rd CIRCUIT DRUG COURT PROGRAM
133 WEST STATE STREET
DEKALB COUNTY COURTHOUSE
SYCAMORE, ILLINOIS 60178

Robbin Stuckert
Presiding Judge

MARILYN STROMBORG
Drug Court Coordinator
Phone: 815-895-7224
FAX: 815-895-1605

ROBBIN STUCKERT
Supervising Judge
815-895-7184

**MEMORANDUM OF UNDERSTANDING
LONG TERM RESIDENTIAL PLACEMENT**

The Circuit Court of the Twenty-Third Judicial circuit, operating the DeKalb County Drug Court, (DCDC), and Rosecrance on Harrison, an Illinois Not-For-Profit Corporation, 3815 Harrison Ave., Rockford, Illinois, 61108, enter into this memorandum of understanding to establish coordination of treatment services for Drug Court Participants. Toward that end, both the DCDC and the Treatment Agency agree that:

- A. DCDC will make referrals for residential treatment of pre-sentence defendants who are on bond and who have agreed to treatment. There is no obligation for DCDC to make referrals, and the Treatment Agency has no exclusive right to have referrals made to it. Acceptance of referrals shall be based on current admission policies and practices of the Treatment Agency. Services shall not be denied due to race, sex, religion, disability, sexual preference, HIV status or ability to pay.
- B. Participants are the clinical responsibility of the Treatment Agency.
- C. DCDC and the Treatment Agency agree to abide by federal, state, program, and Drug Court standards concerning confidentiality of participant information.
- D. All parties agree to share participant information in the coordination of treatment service delivery as allowed by the appropriately executed participant consent, or as otherwise permitted by statute.

DCDC agrees to provide the Treatment Agency with the following:

- A. For each potential participant, assessment and referral information including American Society of Addiction Medicine (ASAM) level,

- diagnostic impression, and special clinical management requirements, to the extent known by DCDC, such as health conditions, medications, etc.
- B. For each participant, case management support and service to include, but not be limited to, participant in case conferences, staffing, and intervention services.
 - C. Payment for long term residential treatment by the Treatment Agency. DCDC has allotted \$1,500 total per participant to cover the approximate cost of the first nine (9) days of residential treatment, reflecting the current State of Illinois Division of Alcohol and Substance Abuse (DASA) daily treatment rate. Drug testing costs for the participant are included in the treatment fee paid by DCDC. When the participant has completed 9 days (9) of residential treatment the Treatment Agency will invoice the DCDC for payment. If the participant leaves treatment any time prior to nine (9) days, the Treatment Agency will invoice the DCDC for actual days served at the daily rate of \$175. If the participant leaves before noon, the Treatment Agency shall be entitled to one half the daily rate. The DCDC will have a credit balance with the agency for the remaining amount of funds that will be applied to the next DCDC participant enrolling in the residential services at Rosecrance. This contract is only for residential services, any other services requiring payment from DCDC that the agency deems the participant needs will require the approval of the DeKalb County Drug Court Team. Prior to placement, the DCDC coordinator will establish the available allotment for the participant.
 - D. It is understood that there are limited funds available to DCDC, and that should those funds become reduced to the amount allotted to existing participants, DCDC will give immediate notice to the Treatment Agency prior to the acceptance of a new participant.
 - E. The DeKalb County Drug Court agrees to name a person to represent it in discussions and development of the program and to whom Ben Gordon can forward suggestions and recommendations concerning the program and that person is Marilyn Stromborg, Drug Court Coordinator, 133 West State Street, Sycamore, Illinois Phone 815-895-7224.

Treatment Agency agrees to accept DCDC referrals and will:

- A. Assessment completed within the first 7-10 days of referral.
- B. Initiate treatment at the first availability of a treatment slot within 30 days of the assessment.
- C. Involve DCDC staff in treatment; case staffing, discharge and aftercare planning.
- D. Notify DCDC prior to making any changes in the participant's level of care.
- E. Notify DCDC if there are issues developing with the participant so the DCDC coordinator or staff can make a timely visit to the treatment agency.

- F. If the participant has committed an infraction for which he/she faces the possibility of discharge, the Treatment Agency will consult with DCDC before any discharge action is taken. In the event discharge is necessary, DCDC must be given reasonable time to arrange transport for the participant. Neither the Treatment Agency nor its agents will disclose the anticipated discharge to a participant until a representative of DCDC is present. In the event a DCDC participant attempts to leave the treatment facility, the Treatment Agency will immediately notify DCDC and agrees to make every reasonable attempt to detain the participant at the facility until a DCDC representative arrives at the site.
- G. Provide weekly reports of the participant's progress in treatment. It is preferred that these reports be in writing.
- H. Provide a specialized track for women with impaired relationships, characterized by internal and external victimization, will be incorporated into their treatment.
- I. Provide for one certified professional at Rosecrance to be designated the point person for the Drug Court Staff to contact with referrals and information about the progress of participants in the residential program. The designated person is _____.
- J. Treatment services will be enhanced to include cognitive restructuring and critical life skills. The cognitive restructuring component will be manualized following national drug court recommendations to enhance adherence.
- K. Rosecrance agrees to adhere to the Standards for Treatment Providers of DeKalb County Drug Court participants (attached).
- L. If the treatment provider has 2 or more DCDC participants in treatment, a representative of the treatment provider will attend the weekly staffing held in Sycamore at the DeKalb County Courthouse on Friday mornings or arrange to be available by phone (to be put on speaker phone) during the time allotted for staffing.
- M. Provide DCDC with a written discharge report not less than fifteen (15) workdays after discharge.
- N. Provider's staff shall meet the standards set forth by DASA to provide treatment related to mental health, substance abuse, or behavioral issues.

TREATMENT AGENCY: Rosecrance on Harrison

Name	Title	Date
------	-------	------

DeKalb County Drug Court

Name	Title	Date
------	-------	------

Approved 10/5/06

File: My documents: provider contracts and standards: contracts

WHAT IS DRUG COURT?

The DeKalb County Drug Court: C.L.E.A.N. Program was developed to help you address issues of addiction and recovery. You must be committed and willing to change your current lifestyle and habits.

Your journey to recovery will begin with a screening done by the Drug Court Coordinator. If the State's Attorney approves your case for drug court, you will be referred to a substance abuse counselor who will do a formal assessment to determine your level of addiction and appropriate substance abuse treatment. Treatment is intended to help you. Initially, you will have a Drug Court Status every week before the drug court judge unless you are in residential treatment facility. Your progress, or lack progress, with court orders, treatment and abstinence will be reviewed each week by the Drug Court Team.

Responsibility and accountability are two of the most important parts of the DeKalb County Drug Court: C.L.E.A.N. Program. It is as important to meet with Drug Court staff and to keep all other appointments as it is to make your court appearances. You will be expected to provide urine drops. Failure to do a urine drop is counted as a dirty drop for which you will be held accountable. Honesty is major part of recovery. It is vital that you report any type of use of alcohol and/or drugs (including prescription and over-the-counter medication).

You will be held accountable and sanctions may be imposed for noncompliance including: writing an essay, more frequent drops, more frequent drug court office visits or court dates, sitting in the jury box, more intensified treatment, outside meetings, public service work, jail sentence, work release or Electronic Home Confinement. Failure to comply could also result in the filing a Petition to Revoke Bond and termination from drug court.

If you successfully comply with the conditions of your bond, you will have: fewer court appearances, fewer office visits, fewer treatment sessions and/or fewer urine drops. Fines and fees, public service work and a jail sentence that may be reduced or canceled.

To become a Drug Court Graduate you must: complete your substance abuse treatment and be eligible for graduation as determined by treatment provider, be arrest free for a year and be engaged in gainful activity such as school, employment, job search or job training.

Approved 8/3/06

THE CLEAN SLATE

The DeKalb County Drug Court: C.L.E.A.N. Program Alumni Association

WOW, BUT WHAT NOW??

You've finished the program. You're no longer mandated to appear! What a significant accomplishment to reach the goal of commencement, but do you wonder "What now?"

The C.L.E.A.N. Slate, a Drug Court alumni organization, was developed for you and others who are winning their personal battles against addiction, and have successfully completed the requirements of Drug Court. Participation is not mandatory, but is an opportunity to gain and give support as you continue recovery. Here are some reasons you may want to give *The C.L.E.A.N. Slate* a try:

Fun. Alumni members of *The C.L.E.A.N. Slate* help with Drug Court commencement by handing out programs and hosting the Celebration Reception. *The Clean Slate* offers both social events (summer picnics, bowling) and service projects (food pantry, working on Habitat House). Your ideas are always welcome.

A chance to give something back. It's rewarding to give a boost to others who are on the path you've already walked, plus helping them is a reminder of what life was like on drugs. You could be part of a group that is willing to talk by phone with clients now in Drug court, or you could join the Relapse Panel to give insight and provide honest answers to addicts who are struggling to stay clean, graduate and achieve a balance in their lives.

Renew old friendships. Many of us have built ties along the way with others who have known the trauma of addiction. We saw each other often as we went through Drug Court, giving encouragement when the future looked bleak and the jury box was beaoning. The Clean Slate offers a chance to maintain those friendships and bolster our continued progress.

A way to learn. We will pickup suggestions on ways to improve our lives while continuing to work on achieving a balance. We can discuss specific topics at meetings and bring in experts o employment, money management, healthy relationships and other topics. We hope you'll have topic ideas.

It's Important? Drug Courts are a new idea and need to provide proof that they work. There is research that documents that Drug Courts have been very successful in helping drug court participants obtain sobriety and rebuild their lives. We, as alumni of the Drug Court who are continuing our recovery, are the single most important factor in demonstrating that Drug Courts are successful in helping people obtain a crime-free life.

Join NOW---no dues and no application required.

Approved 10/12/2006

RELAPSE PREVENTION PLAN

Name: _____

Date: _____

Before people relapse, they experience a return of old using attitudes, thoughts, and behaviors. List old using attitudes and behaviors that will be a sign you are moving toward relapse:

1. _____
2. _____
3. _____
4. _____
5. _____

Before people relapse, they experience a return of denial. This denial convinces them it is okay to use. You have experienced this denial several times in treatment. In order to prevent relapse, you need to recognize your denial. List five (5) denial thoughts that will be a sign you are moving toward relapse:

1. _____
2. _____
3. _____
4. _____
5. _____

List ten (10) activities you will be involved in that are supportive of your new lifestyle:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List ten (10) activities you will need to avoid to prevent relapse:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List all of the things you have to lose if you relapse:

Keep this list with you and review it when you feel close to relapse. In order to maintain my new lifestyle, it will be necessary to not use drugs. (Explain how you will accomplish this).

Symptoms of Relapse

The following are things that lead to relapse if action is not taken. What action can you take to address the following areas in a proactive and reactive manner?

- **Exhaustion:** _____

- **Dishonesty:** _____

- **Impatience:** _____

- **Argumentativeness:** _____

- **Depression:** _____

- **Self-Pity:** _____

- **Frustration:** _____

- **Cockiness:** _____

- **Complacency:** _____

- **Expecting Too Much:** _____

- **Thinking I Can Do It My Way:** _____

- **Use of Mood-Altering Drugs:** _____

- **Wanting Too Much:** _____

- **Forgetting Reality:** _____

- **—“I Can’t Happen To Me”:** _____

List anything else that may interfere with your recovery:

D. List 50 things you are grateful for:

1. _____	18. _____	35. _____
2. _____	19. _____	36. _____
3. _____	20. _____	37. _____
4. _____	21. _____	38. _____
5. _____	22. _____	39. _____
6. _____	23. _____	40. _____
7. _____	24. _____	41. _____
8. _____	25. _____	42. _____
9. _____	26. _____	43. _____
10. _____	27. _____	44. _____
11. _____	28. _____	45. _____
12. _____	29. _____	46. _____
13. _____	30. _____	47. _____
14. _____	31. _____	48. _____
15. _____	32. _____	49. _____
16. _____	33. _____	50. _____
17. _____	34. _____	

What can I do to prevent relapse?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

FINANCIAL OBLIGATIONS SHEET

DEKALB COUNTY DRUG COURT C.L.E.A.N. PROGRAM (Choosing Life and Ending Abuse Now)

It is time to start thinking about the fines and restitution that you may owe as you advance in drug court. It is your responsibility to contact the following offices/people and determine your financial obligations. Hand this sheet in with your phase advancement materials.

In order to discuss what you owe in court fines and costs you will need to know the case numbers of the charges you plead to when you entered drug court. Ask the Drug Court staff for these case numbers.

Case Numbers: _____

1. DeKalb County Circuit Clerk's Office

Court costs and fines that you owe

	Amount Owed				
Case No. (specify)	Fines/costs	Restitution	EHM fees	Probation fees	Other
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$

Notes: _____

Signature of Circuit Clerk _____

Date _____

Signature of Circuit Clerk attesting all fines and costs are paid _____

Date _____

2. DeKalb County Drug Court

Drug Court costs that you owe

Amount Owed

EHM costs _____

Testing costs _____

Other costs _____

Signature of Drug Court Staff

Date

Signature of Drug Court Staff attesting all drug court costs have been paid.

Date

3. Treatment Provider

Treatment provider costs that you owe

Amount Owed

NOTES: _____

Signature of Treatment Provider

Date

Signature of Treatment Provider attesting that all treatment Costs have been paid.

Date

**HAND THIS IN WITH YOUR REQUEST FOR PHASE
ADVANCEMENT**

**DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending
Abuse Now)**

RESIDENTIAL SUBSTANCE ABUSE TREATMENT AGREEMENT

I, _____, understand that I may at some point during drug court be referred to a residential substance abuse treatment facility, half-way house, three quarters house, or recovery home. This referral may be based on either the formal assessment by the psychologist, the Judge and the Drug Court Team, or a combination of both.

If referred to a residential substance abuse treatment facility, half-way house, three quarters house, or recovery home or any other facility designed to assist you in your recovery, I agree:

1. to abide by all rules, regulations and policies of the facility/house/home.
2. to follow all recommendations and all previous orders from Drug Court.
3. that if there are any changes to my treatment plan, I will notify Drug Court personnel at 815-895-7224.
4. that if transported from the jail to a treatment facility, I will be driven directly with out stopping between the jail and the facility.
5. the Drug Court staff are to be notified of any phone or address changes while I am at the treatment facility.
6. that it is expected that I will communicate with the Drug Court Staff at least once a month unless the facility has in place formal means of communication with the Drug Court Staff (i.e., written reports each week or so to the court, routine calls from facility counselors, etc.).
7. **that if I leave the treatment facility without the approval of the court or treatment facility, a NO bond warrant will be issued for my arrest.**

Name: _____

Date: _____

Judge

Date

J:\DRUG COURT FILE TO USE\documents for drug court\Court room forms.
Updated 4/16/13

DeKalb County Drug Court Doctor's Note

Marilyn Stromborg RN, EdD, JD
DeKalb County Drug/DUI Court Coordinator
133 West State Street
DeKalb County Courthouse
Sycamore, Illinois 60178

Dear Doctor:

This letter is to inform you that I am a participant in the DeKalb County Drug/DUI Treatment Court program. As part of my substance abuse recovery, I cannot consume narcotic medications unless a narcotic is the only option for pain management. I also cannot consume other addictive medications such as sedatives and opiates. If a narcotic is prescribed for me and it is the only option, please list comments below.

Your signature below verifies that this information was shared with you. **Please list all medications prescribed to me below and indicate the prescriptions that are addictive.** If you have questions, you may contact Marilyn Stromborg, at 815-895-7224.

Thank you,

 Participant Signature

Date _____ Time of arrival: _____ Time of
 departure: _____

Doctor's Name and Phone

 _____ (Doctor's Signature)

Medical Diagnosis:

All Medications

Prescribed: _____

Doctor's Notes:

Adopted 4/16/13, revised 10/1/13