



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

**16<sup>th</sup> Judicial Circuit  
DeKalb County Courthouse  
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**DeKalb County Drug Court: C.L.E.A.N. PROGRAM**  
**(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

Program Evaluator

Special Court Administrator  
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 100 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 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 levels 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 immediate cessation of current drug use.
- The defendant must be 17 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 above criteria applies to all pending cases at the time drug court is instituted.

## VI. DISQUALIFICATION CRITERIA

The following are criteria that exclude a defendant from the DeKalb County Drug Court: C.L.E.A.N. Program:

- The defendant has a class 2 or higher drug offense.
- The defendant has an offense that is a non-probation eligible offense.
- If the defendant's only charge(s) are alcohol offenses that affect the license including DWLR (Driving While License was Revoked) and DWLS (Driving While License was Suspended).

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

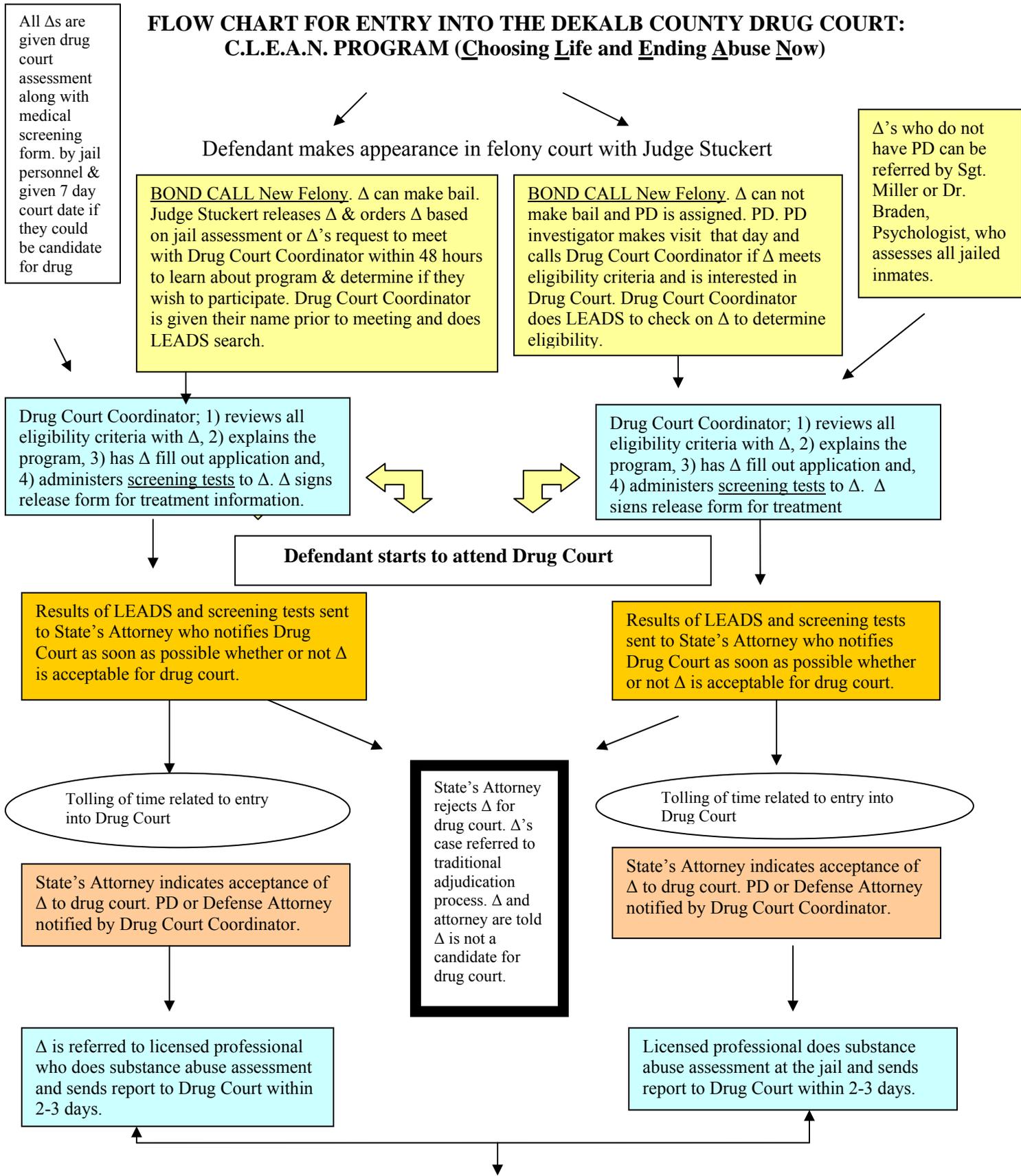
- (1) The crime is a crime of violence,
- (2) The defendant denies his use of or addiction to drugs,
- (3) The defendant does not demonstrate a willingness to participate in a treatment program,
- (4) The defendant has been convicted of a crime of violence in the past 10 years excluding incarceration 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.

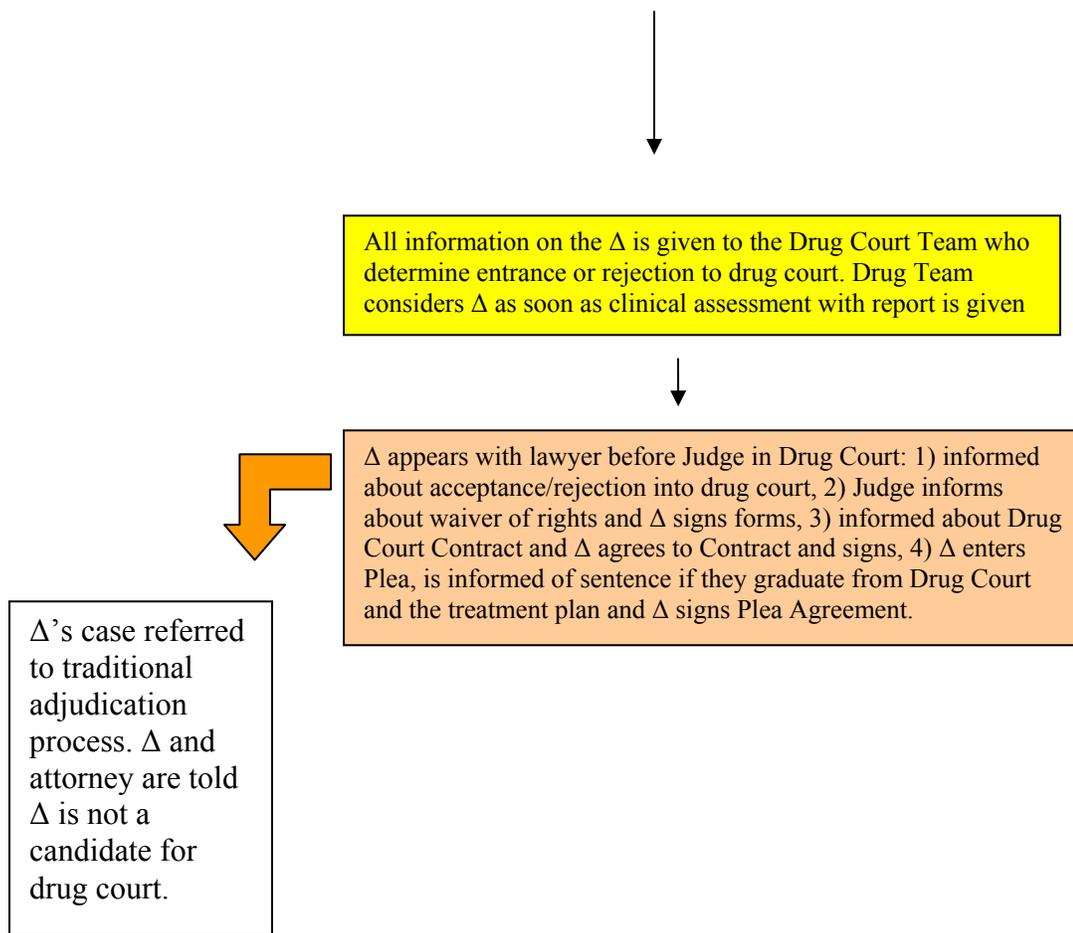
## VII. STRUCTURE/ MODEL

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.

## 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 \*Electron Home Monitoring (EHM);
2. Develop individual treatment plan;
3. Individual counseling at least twice a week;
4. Group counseling session following the recommendations of the treatment program;
5. Participate in a self-help sobriety group and provide verification to court;
6. Have a sponsor or temporary sponsor and provide verification of sponsor to the court;
7. Random drug testing a minimum of 3 times a week;

\* Once a defendant enters the community they are placed on 3 weeks of EHM. The Team will evaluate whether or not to take them off of EHM after this 3 week period.

8. Court appearances weekly

9. Start seeking employment or vocational training;
10. Complete 10-12 hours of cognitive skills class (for example, anger management, life skills or parenting classes) before commencement.
11. Resolve any day care for children and transportation issues so that there is consistent, on time attendance at all required treatment and court appearances;
12. Acknowledge there is a substance abuse problem and make a commitment to a drug-free lifestyle;
13. Establish a payment plan with the court for restitution and/or court costs;
14. End relationships with drug using associates and provide the court with an associates list;
15. No new tattoos;
16. Participate in acupuncture program offered at the courthouse (not mandatory but strongly encouraged);
17. Keep a daily journal on the Drug Court form and hand in the journal every Friday to Judge Stuckert;
18. After 4 clean drops have 30 days of consecutive clean drops;
19. Write a letter addressed to the court requesting to advance to Phase II and give the letter to the DeKalb County Drug Court Team.

**Criteria for advancement to Phase Two:**

1. No positive drug test results for 30 consecutive days following 4 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. Establish a payment plan for restitution and/or court costs.;
7. Submission of Petition to Move to Another Phase to the DeKalb County Drug Court Team asking to be promoted to Phase II.
8. Participants who successfully complete a residential program will be automatically advanced to Phase II upon return.

**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 the court;
2. Individual or group counseling as required by program or counselor a minimum of 2 times per week;
3. Continue to consistently attend a self-help sobriety group;
4. Participate in acupuncture program offered at the courthouse (not mandatory but strongly encouraged);
5. Secure employment or begin vocational education/rehabilitation;

6. Random drug tests a minimum of 3 times a week;
7. Court appearances a minimum of 2 times a month;
8. Keep a daily journal on the Drug Court form and hand in the journal to Judge Stuckert at every court visit;
9. Write a letter addressed to the court requesting to advance to Phase III and give the letter to the DeKalb County Drug Court Team.

**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. Actively making payments for restitution, court costs or treatment fees where applicable;
5. No unexpected absences from treatment or scheduled services;
6. Submission of Petition to Move to Another Phase to the DeKalb County Drug Court Team asking to be promoted to Phase III.

**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 the court;
2. Group or individual counseling a minimum of 1 time a week;
3. Continue to consistently attend a self-help sobriety group;
4. Secure employment or enrolled in vocational education/rehabilitation;
5. Random drug tests a minimum of 1 time a week;
6. Court appearances a minimum of 1 time a month;
7. Start paying for treatment based on a sliding scale;
8. Keep a daily journal on the Drug Court form and hand in the journal to Judge Stuckert at every court visit;
9. Write a letter addressed to the court requesting to advance to Phase IV and give the letter to the DeKalb County Drug Court Team.

**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.

#### **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 the court;
2. Group or individual counseling a minimum of 1 time a week;
3. Continue to consistently attend a self-help sobriety group;
4. Secure employment or enrolled in vocational education/rehabilitation;
5. Random drug tests a minimum of 2 times a month;
6. Court appearances a minimum of 1 time a month;
7. Payment for treatment based on a sliding scale;
8. Keep a daily journal on the Drug Court form and hand in the journal to Judge Stuckert at every court visit;
9. Write a letter addressed to the court requesting to advance to Phase V and give the letter to the Team.

#### **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 a letter to the DeKalb County Drug Court Team asking to be promoted to Phase V.

#### **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. Random drug testing as ordered by court;
3. Stable employment or enrollment and positive reports from vocational/educational program;
4. A minimum of 14 months in drug court program;

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. Continue to pay for treatment costs as applicable;
8. Restitution or fees paid in full;
9. Has completed 10-12 hours of a cognitive skills class (for example, anger management, life skills or parenting classes);
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 Judge Stuckert at every court visit;
12. Exit interview with drug court personnel, the court, and treatment provider;
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 Team;
15. Attend the commencement ceremony.

**NOTE: A relapse on any substance will trigger a sanction imposed by the court including but not limited to revocation of bond, a re-evaluation, and return to prior phase in the program.**

#### **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.
- Decreased urinalysis testing.
- Reduction of pending fines and fees.
- Selecting something from the "goody bag" which has pens, pins, t-shirts, movie passes, gift certificates to restaurants, etc.
- Letter of recognition from the court.
- 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.
- ❑ Going first at next court appearance and being able to leave.
- ❑ Special drug court event such as attending a Cougar's Game, NIU football or basketball game.

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.
- ❑ More intensified outpatient treatment; for example more sessions per week.
- ❑ Change of outpatient treatment to inpatient treatment.
- ❑ Electronic Home Monitoring.
- ❑ Serve a work release sentence.
- ❑ Last participant at the next court date.
- ❑ Demotion to previous Phase.
- ❑ Jail for an afternoon, day, weekend, week, month, etc.
- ❑ Instant jail or incarceration until a residential bed is available.
- ❑ Shock incarceration.
- ❑ **PRT, Program termination and sentencing.**

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

### **BEHAVIORS THAT MAY OR WILL 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 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-** up to 14 days in jail

**Second offense-** Termination from drug court program and prosecution

**Behaviors that will result in court sanctions or termination hearing include:**

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.  
 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.

TYPE OF VIOLATION	MANDATORY SANCTIONS	DISCRETIONARY SANCTION	
<p>LEVEL I.</p> <ul style="list-style-type: none"> <li>• Failure to notify DCDC of change in address/contact information</li> <li>• Failure to notify DCDC of law enforcement contact</li> <li>• Failure to seek employment as directed/notify DCDC of change in employment</li> <li>• Failure to follow-through on educational requirements as directed/notify DCDC of lack of follow-through</li> <li>• Lack of cooperation with home visits</li> <li>• Lack of cooperation with treatment visits</li> <li>• Lack of cooperation with any required DCDC contact</li> <li>• Inappropriate behavior as determined by DCDC team (i.e. tardiness, dress code, violence or threat of violence)</li> <li>• Failure to comply with drug screen/drug screen procedures</li> <li>• Missed self-help/support group</li> <li>• Failure to make effort to establish payment plan for restitution and/or court fees.</li> </ul>	<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"> <li>• Missed DCDC appearance</li> <li>• Missed Coordinator appointment</li> <li>• Missed self-help meeting</li> <li>• Missed counseling appointment</li> <li>• Missed vocational training course classes</li> <li>• Missed employment training meeting</li> <li>• Missed physician/psychiatrist appointment</li> <li>• Does not go through the process of getting permission from Drug Court Team for travel outside of state, missing a court/treatment date.</li> <li>• Positive drug screen</li> <li>• Failure to take medications as prescribed</li> <li>• Failure to pay fines/fees/restitution as ordered</li> <li>• New minor offense</li> <li>• Non compliance with any specific DCDC order (i.e. Electronic Home Monitoring, court appearances, more testing)</li> </ul>	<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"> <li>• Does not maintain DeKalb County residency/moves out of the county</li> <li>• New exclusionary offense</li> <li>• Leaving the state of Illinois without permission</li> <li>• Refusal to take prescribed medications</li> <li>• Continued positive drug screens</li> <li>• Possession of dangerous weapon or firearm</li> <li>• Continued failure to pay fines/fees ordered</li> <li>• Continued non-compliance with required treatment components/programming</li> <li>• Continued non-compliance with specific DCDC order</li> </ul>	<p>Verbal Reprimand Increased court appearances Increased drug testing Demotion to previous phase 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>





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

1. The Drug Court Coordinator (DCC) will initially administer the DeKalb County Drug Court Screening Tool 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), and the LSI-R (chance of re-offending).  
The DCC will also conduct a LEADS search of the individual (criminal background check).
2. 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 and certified substance abuse counselor (CADC) for a formal assessment of substance abuse.
3. The DeKalb Drug Court has contracts with two treatment providers to conduct the assessment: The Braden Counseling Center and the Ben Gordon Center. At each facility there will be one-point-of-contact for all communication. Participants not indicating a preference will be referred on a rotating basis to each provider.
4. 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 criminal history with the assessor.
5. 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.
6. As deemed appropriate by the 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.
7. As deemed appropriate by the 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.
8. The Counselor will submit to the Court and the DeKalb County Drug Court Team the recommended treatment plan based on the assessment that was conducted.
9. 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.

10. Treatment providers will be licensed by the state alcohol and drug abuse agency, and will be nationally and/or state accredited if appropriate.
11. 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. If the drug court participant drops out of the treatment program, the treatment provider will apply the remaining monies to the next drug court participant who is referred to their 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 bond. In order to participate, diversion defendants will sign the appropriate paperwork including the DeKalb County Drug Court Participant Consent Form, DeKalb County Drug Court: C.L.E.A.N. Program Contract, and the DeKalb County Drug Court Program Waivers and Agreements and have drug court compliance added as a condition of bond.
2. As a requirement of their participation, all offenders should complete the special conditions of the DeKalb County Drug Court, including all treatment requirements.
3. 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.
4. 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 120 days.
5. 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.
6. 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.
7. During all phases, drug court participants should participate in appropriate treatment, and all required self-help groups. The attendance requirements for each phase are outlined in the Participant's Handbook.

8. Recommendation for termination will be made if participant fails to comply with the program requirements and has exhausted all 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 Behaviors that may or will result in sanctions and/or termination).
9. 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 certified CADA 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 can take place at the DeKalb County Courthouse (Mon-Fri 8:30 – 4:15 pm) or be coordinated by the substance abuse treatment provider or done at Ben Gordon Mon.-Thursday until 8:00 pm or Kishwaukee Corporate Health (Mon-Thursday until 6 pm).
3. Participants will be drug tested randomly throughout the entire drug court program.
4. Individuals choosing to enroll in the drug court program must agree to notify 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. Prescriptions of any of these substances by a treating MD must be discussed with the DeKalb County Drug Court staff and or treating substance abuse counselor prior to starting the medication.

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.
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.

#### PROCEDURE TO BE FOLLOWED BY DRUG COURT PARTICIPANT

1. All drug court participants are required to check the drug testing schedule each and every business day (Monday through Friday) by calling a toll free number 1-800-TEST-DAY (1-800-837-8329). Participants will be asked their social security number and to reconfirm this number. The testing program then spells the participants first name as another check that the right person is on the phone. After affirming it is the right drug court participant, they will be told if they are to come in **that day for urine testing** or not.
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 arrange with the DeKalb County Drug Court staff (815-895-7224) to have the drug testing done **the day they are informed to come in for testing**. The cost of urine testing at the courthouse is \$5.00 which must be paid in the Circuit Clerk’s Office prior to testing. If the drug court participant can not come in to the courthouse for testing before 4:30 pm, they can obtain urine testing at Ben Gordon Center Mon-Thursday until 8:00 pm or Kishwaukee Corporate Health (Mon-Thursday until 6 pm). Participants having their urine tested at the Kishwaukee Corporate Health or Ben Gordon will pay at those sites and may have to pay more than \$5.
5. Drug court participants may be asked to provide a urine sample at any time. Therefore, they need to come to drug court prepared to be asked to test by the judge and have sufficient monies to pay for the urine testing (\$5.00).
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.
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. 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.
13. 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 the participant does not have the money to pay for the confirmation test and the drug court program pays for test, a test that comes back positive may result in a more severe sanction than if the participant had paid for the test.
14. 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. Participants are encouraged to inform their MD of prior and current drug problems.
15. 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)
16. 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 participant’s substance abuse treatment provider prior to its use. (Except in cases of a certifiable medical emergency).

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

Participant calls 800-TEST-DAY (1-800-837-8329) Monday-Friday 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 Ben Gordon Center (open to 8:00).



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



1. Pays \$5 for testing in Circuit Clerk's Office.
2. Remove all outer clothing prior to testing.
3. Washes hands prior to testing.
4. Is observed by same sex drug court staff.
5. Puts top on container after giving sample, wipes off container and hands to drug court staff.



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



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,



Participants are to come to all court appearances with \$5 and to be prepared to give a urine sample if ordered by Judge.

### **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 placed on a bond and supervised by a drug court staff member. The drug court staff member'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 contacts per month is recommended, one of which should be direct. It is important, however, that the drug court staff maintain frequent 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 two in-person contacts with the drug court staff and two drug screens per month is the 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 two in-person contacts with the drug court staff and two drug screenings per month is the expected activity level, in addition to any other relevant obligations. 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 one in-person contact with the drug court staff and one drug screen 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	
<b>I. Recovery and Responsibility to Self</b>	Residential Treatment or Intensive Outpatient (IOP)	Intensive-2 contacts a month, 1 contact is direct  Intensive-2 contacts a week  <b>Electronic Home Monitoring</b>	Minimum of 90 days (3 months)	
<b>II. Maintenance of Recovery and Responsibility to Others</b>	Outpatient	Intensive-2 contacts a week	Minimum of 90 days (3 months)	
<b>III. Maintenance of Recovery and Responsibility to Self and Others</b>	Outpatient	Intensive- 2 contacts a week	Minimum of 90 days (3 months)	
<b>IV. Reinforce a Clean, Sober and Legal Lifestyle</b>	Outpatient	Regular-2 contacts a month	Minimum of 90 days (3 months)	
<b>V. Relapse Prevention</b>	Attending self-help sobriety program	Reduced-1 contact 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.
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. The DeKalb County Drug Court Team will present the request to the team for 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 for 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 Bond Forfeiture Alias 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.
11. The participant will sign the Court roster at each scheduled court appearance with legible writing and include first and last name, current address, phone number, place of employment. 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 10 days 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 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 court of 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 pagers 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 known gang members or individuals who are using or selling drugs. Drug court participants are not to be in geographic settings where drug activity is known to occur or drugs are being used by others.

Modified and accepted on August 3, 2006

## **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

### **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

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 Assessment Specialist 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, nonreversible, 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.
  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 data;
  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 a written statement as to the “suitability” of the defendant for the program. The “suitability” of the defendant 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 an 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 predetermined 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 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 COURT TEAM MEMBERS**

The designated judge attends and chairs 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 Drug Court Professionals, and the Office of Justice Programs.

**ROLE OF CHAIR OF DRUG COURT TEAM**

**Standard:** Chair is elected from the membership. Election for a Chair takes place in December for a term of office of one year starting in January. Decisions of the team are reached by a combination of consensus and voting. When there are marked disagreements between team members, the Chair will request that a formal vote be taken. When the vote is taken, the Judge will have a 1½ vote and all other members a vote of 1 with the majority vote winning.

**General Practices:**

1. Convenes the meetings.
2. Prepares the agenda for each meeting.
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. Confers with the Drug Court Coordinator prior to each meeting to monitor if reports from treatment providers, jail personnel, education/vocational settings have been received.
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 a period of time of at least one year.

### General Practices:

1. Evaluates potential candidates for drug court and makes a recommendation for drug court admission or rejection to the Drug Court Coordinator in a timely manner.
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.
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 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. Participants 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 TREATMENT PROVIDERS**

**Standard:** The treatment providers have primary responsibility for educating the Participants and helping them deal with their drug abuse issues. They are members of the Drug Court team and are responsible for ensuring that each participant receives the treatment that he/she needs. The treatment provider is knowledgeable about addiction and

in addition to attending all training and educational conferences on addiction, provides training and education to the other team members.

General Practices:

1. Conducts initial substance abuse screening assessment.
2. Makes treatment recommendations to team within the guidelines of Drug Court procedures and guidelines.
3. Identifies, develops, and provides a continuum of care for participants.
4. Attends court team staffing to provide input on referrals and discuss the participant's performance in substance abuse treatment.
5. Meets with individual participants 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.
6. Advises Court of non-compliance (treatment or urinalysis) by disseminating pertinent information about the participant (i.e. special needs, health issues, financial assistance).
7. Assists in staff determination of appropriate sanctions and/or termination from the program.
8. Participants in Participant Reviews for commencement.
9. Participates in continuing professional education programs.
10. Maintains membership in appropriate professional organizations related to substance abuse.

## **ROLE OF THE DRUG 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 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. Establishes an Advisory Board and prepare necessary reports, data, graphs, and other appropriate documentation as needed for review and presentations to the 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 Advisory Board meetings to problem solve and evaluates performance of the DeKalb County Drug Court program.
19. Attends the DeKalb County Drug Court team staffings to discuss new referrals and provides input on recommendations for sanctions and incentives.
20. Replies to inquiries from the public and press on the DeKalb County Drug Court, under the direction of the judge.
21. Prepares and recommends changes to the Drug Court procedure.
22. Evaluates various court forms and makes design changes as needed.
23. Prepares requests for payment of monies for treatment per approved contracts with treatment providers.
24. 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.
25. Prepares new and continuing grant applications as required.
26. Orders and purchases supplies and equipment, according to county procedures.
27. Assists with yearly service provider contracts and requests for proposals, according to county purchasing procedures.
28. Assists with federal and state audits.
29. 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 NCIC 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. Coordinates the acupuncture program available for drug court participants.
11. Prepares written test for drug court manuals, staff job descriptions, operational procedures, community awareness education materials, press releases, and funding requests.
12. Prepares annual budget for the presiding judge and any necessary budget amendments.
13. Supervises Drug Court Office staff.
14. Conducts performance evaluations of supervised staff.
15. Meets with DeKalb County Drug Court judge at least once a week.
16. Maintains general knowledge on addiction.
17. Serves as a liaison for building community linkages.
18. Educates the public about the DeKalb County Drug Court and effectiveness of the court.
19. Assists with the organization and preparation of Drug Court related events and meetings.
20. Enters sanctions and incentives on each participant into the Information Management System.
21. Monitors warrants for the issuance, service and apprehension of drug court participants.
22. Coordinates assessment appointments between the court and the treatment providers.
23. Coordinates Drug Court Commencement (before/after pictures, hiring caterer, set up and clean up).
24. Coordinates drug testing, assures that the voice system is in operation.

## **ROLE OF THE CORRECTIONS REPRESENTATIVE**

**Standard:** The assigned Deputy Sheriff from the DeKalb County Jail 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 on Friday mornings;
7. Maintains appropriate Department of Corrections file and statistics on participants;
8. Incorporates substance abuse questions into form used by jail personnel to screen each defendant that enters the jail to assist 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 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.

Approved 10/5/06

### **XVIII. AFTERCARE PROGRAM**

The DeKalb County Drug Court program has established an aftercare program called The Clean 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 Clean 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 newsletter, and speak to potential drug court participants. Prior to commencement from drug court, the drug court coordinator will meet with each potential graduate and explain the aftercare program, have them read and agree to the Commencement Follow-up Plan which includes a 6-month and 1-year interview which can be done by phone or face-to-face. The coordinator will encourage each participant to join the Clean Slate Alumni Association. The Clean Slate Alumni Association includes having the participant visit court every 3 months for one year.

### **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 Case Manager. 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 Case Manager. 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, point accumulations, 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.

Process & Outcome Evaluation Table

Target Areas	Questions Addressed / Answered	Information Location	Analysis Plan
Target Population	<ul style="list-style-type: none"> <li>-Identification of target population for the county</li> <li>-Percent of population being reached by the drug court based on characteristics of drug court participants               <ul style="list-style-type: none"> <li>- characteristics to be compared are prior record, current charge, nature and, severity of substance abuse problem as measured by self-report to court, race age, gender</li> </ul> </li> <li>- Comparison of drug court participants to defendants not in drug court on above characteristics</li> </ul>	<ul style="list-style-type: none"> <li>Court Records</li> <li>Record of interview with the defendant</li> <li>Court records</li> </ul>	<ul style="list-style-type: none"> <li>Descriptive statistics</li> <li>Percentages</li> <li>Percentages</li> </ul>
Screening & Assessment	-Screening & Assessment procedures	<ul style="list-style-type: none"> <li>Drug Court Manual</li> <li>Identified by</li> </ul>	Evaluate by feedback from those are using the tools -do they work and are they efficient

	<p>Screening &amp; Assessment Instruments</p> <p>-Number of defendants deemed paper eligible for the program in each 6 month period Characteristics of those deemed eligible, age, gender, alcohol substance abuse levels, criminal record</p> <p>-Number formally screened for drug court and characteristics like age, gender, alcohol, substance abuse levels, criminal record</p> <p>-Number accepted into the program</p> <p>-Number accepted but declined to participate</p> <p>- Number who were rejected by the prosecutor</p> <p>- Number who were rejected by the public defender</p> <p>-Number who were rejected by the court judge</p> <p>-Number who were rejected by the treatment provider</p> <p>-Characteristics of those decline to participate or refuse</p>	<p>treatment providers and mental health staff</p> <p>MIS 2000</p>	<p>Feed back from users of the instruments regarding their use and efficiency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p> <p>Frequency</p>
Case processing	-Point at which the program intervenes in the criminal justice process	Drug Court Manual	Document review
Program length	- Length of program - Can a defendant complete the	Drug Court Manual	Document review

	<p>program early?</p> <ul style="list-style-type: none"> <li>-The average length of stay in the program</li> <li>-Percent of clients staying in the program 3,6,9, 12 months and at commencement</li> <li>-Characteristics of the participants in each time category</li> </ul>	<p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Mean of clients involvement Percent</p> <p>Descriptives on age, gender, etc.</p>
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Urinalysis testing	<ul style="list-style-type: none"> <li>-Who does the testing?</li> <li>-Frequency of testing?</li> <li>-Is testing random?</li> <li>-Are drug tests observed?</li> <li>-Percentage of drug tests that are positive for any drug?</li> <li>-Percent positive of all drug tests for each of the following marijuana, cocaine, heroin, methamphetamine, other</li> <li>-Percent of clients that have at least one positive urine test?</li> <li>- Percent of clients that test positive for each of the following, marijuana, cocaine, heroin, methamphetamine, other every 6 months</li> <li>- Alcohol testing done routinely?</li> <li>-Percentage of clients testing positive for alcohol</li> </ul>	<ul style="list-style-type: none"> <li>MIS 2000</li> <li>Drug Court Manual</li> <li>Drug Court Manual</li> <li>MIS 2000</li> <li>MIS 2000</li> <li>MIS 2000</li> <li>MIS 2000</li> <li>Drug Court Manual</li> <li>MIS 2000</li> </ul>	<ul style="list-style-type: none"> <li>Reported on the form</li> <li>Document review</li> <li>Document review</li> <li>Percent</li> <li>Percent</li> <li>Percent</li> <li>Percent</li> <li>Document review</li> <li>Frequency</li> </ul>
Treatment	<ul style="list-style-type: none"> <li>-What treatment services are provided</li> <li>-Who provides treatment?</li> <li>-What treatment modalities are used?</li> <li>-How much and when does court</li> </ul>	<ul style="list-style-type: none"> <li>Treatment providers</li> <li>Court</li> </ul>	<ul style="list-style-type: none"> <li>Record from treatment providers</li> <li>Description from treatment providers</li> <li>Record review</li> </ul>

	<p>use residential services?</p> <p>-Other service interventions?</p> <p>-Culture or gender-specific groups</p> <p>-Is aftercare provided and what does it consist of?</p> <p>-How many units of each type of service is provided by phase each 6 mo.?</p>	<p>records</p> <p>Treatment providers</p> <p>Treatment providers</p> <p>Treatment providers</p> <p>Treatment providers</p>	<p>Feedback from treatment providers</p> <p>Feedback from treatment providers</p> <p>Feedback from treatment providers</p> <p>Feedback from treatment providers</p>
Ancillary services	<p>-What ancillary services are provided?</p> <p>-Who is coordinator of referral services?</p> <p>-How many referrals are made for each ancillary service?</p> <p>-Percent of clients who received each type of service by phase and every 6 months?</p>	<p>Drug Court</p> <p>Drug Court</p> <p>Drug Court</p> <p>MIS 2000</p>	<p>Feedback from Drug Court Coordinator</p> <p>Record from Drug Court Coordinator</p> <p>Percent</p>
Sanctions and Incentives	<p>- What behavior is sanctioned?</p> <p>-Sanctions used</p> <p>-Percent of clients getting each type of sanctions every 6 months</p> <p>-What behavior is rewarded?</p> <p>-Incentives used</p> <p>-Percent of clients getting each type of reward every 6 months</p> <p>- Average number of each type of sanction and incentive for each client by phase and every 6 months</p>	<p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Record of sanction and behavior</p> <p>Percent</p> <p>Record of sanction and behavior</p> <p>Percent</p> <p>Mean by sanction and incentive type</p>
Judicial supervision	<p>-Frequency of appearance before judge</p> <p>-What drug court team members are involved in status hearings?</p>	<p>MIS 2000</p> <p>Records</p>	<p>Frequency</p> <p>Drug Court Coordinator Notes</p>

	<p>-Are staffings held prior to court?</p> <p>-What information is routinely available to judge and team members?</p> <p>-Average number of status hearings by client by month and for 3, 6 12 mo.</p>	<p>Drug Court meeting minutes</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Staffing notes indicating date, time, etc.</p> <p>Status report</p> <p>Mean status hearings by client</p>
Expulsion	<p>- Expulsion criteria</p> <p>- What happens to clients who fail the program?</p>	<p>Drug Court Manual</p> <p>MIS 2000</p>	<p>Document review</p> <p>Court records</p>
Commencement	<p>- How does defendant graduate from program</p> <p>-What happens to charges upon commencement?</p>	<p>Drug Court Manual</p> <p>Court record &amp; Drug Court manual</p>	<p>Document review</p> <p>Document review</p>
Drug Court Team and Program Coordination	<p>-Members of drug court team?</p> <p>-Roles and responsibilities of each member</p> <p>-Other agencies linked to drug court? (Probation, etc)</p> <p>-Who coordinates agencies?</p> <p>-How often does the team meet?</p>	<p>Drug Court Manual</p> <p>Records</p> <p>Drug Court Coordinator</p> <p>Drug Court Manual /Records</p>	<p>Document review</p> <p>Document review</p> <p>Feedback on coordination</p> <p>Document review</p>
Retention in the program	<p>- Drug Court retention by # of persons accepted, # of persons graduated, # currently active (including length of time in program), # who remain in at 6 mo, in at one year, # of persons terminated and reasons for termination.</p> <p>- Demographics for above</p>	<p>MIS 2000</p> <p>MIS 2000</p>	<p>Frequency</p> <p>Frequency</p>

	<p>categories including type of drug problem, charge, prior criminal record, social indicators, health.</p> <p>- retention rate for clients who remained in program 6 mo from date of admission and clients who remain in program 1 year from date of admission</p>	<p>and court records</p> <p>MIS 2000</p>	<p>Frequency</p>
Impact on criminal behavior	<p>- # of arrests for new charges while in program</p> <p>- Types of charges for arrest</p> <p>- Percent of clients that have been arrested since entry into drug court</p> <p>-Percent arrested who graduated, who were terminated</p> <p>-Difference in characteristics of those arrested and those who were not?</p> <p>-Percent who have re-entered the criminal justice system because of formal charges</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>Frequency</p> <p>Frequency</p> <p>Percent</p> <p>Percent</p> <p>Comparison</p> <p>Percent</p>
Impact on substance abusing behavior	<p>-Same questions that were asked under urinalysis section</p>		
Impact on participant's life circumstances	<p>-To what extent did the program enhance the participant's capacity to function in community?</p> <p>- Enhance job skills, employment, physical health, family reunification</p> <p>-# of drug-free babies born to participants</p> <p>- Percent employed after 6mo, 12 mo, commencement</p> <p>- Percent in school or training</p>	<p>Interview with participant</p> <p>Interview with participant &amp; family</p> <p>MIS 2000</p> <p>MIS 2000</p> <p>MIS 2000</p>	<p>Drug Court Coordinator feedback</p> <p>Drug Court Coordinator feedback</p> <p>Frequency</p> <p>Percent</p> <p>Percent</p>

	program		
Implementation	<ul style="list-style-type: none"> <li>-Were programs implemented as intended?</li> <li>- Changes made from original design</li> <li>- Is the court reaching goals as designed?</li> <li>- Problematic areas</li> </ul>	<ul style="list-style-type: none"> <li>Drug Court Manual</li> <li>Drug Court Manual</li> <li>Drug Court Manual</li> <li>Team Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Document review</li> <li>Feedback from Drug Court Team</li> <li>Document review</li> <li>Feedback from Drug Court Team</li> <li>Document review</li> <li>Feedback from Drug Court Team</li> <li>Feedback at Drug Court Team Meetings</li> </ul>
Recidivism	<ul style="list-style-type: none"> <li>- Percent of drug program graduates, program failures and all participants that were admitted and rearrested post 1 &amp; 2 year completion</li> <li>- Types of charges</li> <li>- Characteristics of both those who are arrested and those who are not (i.e age, gender, type of drug problem, charge, prior criminal record, health, etc.)</li> <li>- Percent of drug court graduates, program failures, and all participants admitted to drug court receive a technical violation of probation at 1 and 2 years completion</li> <li>- Types of technical violation</li> <li>- Characteristics of both those who are violated and those who are not (i.e. age, gender, type of drug problem, charge, prior criminal record, health, etc.)</li> <li>-Percent of graduates reconvicted of criminal offense 1 and 2 years</li> </ul>	<ul style="list-style-type: none"> <li>Criminal history sheets &amp; MIS 2000</li> </ul>	<ul style="list-style-type: none"> <li>Percent</li> <li>Review of charges</li> <li>Percent</li> <li>Percent</li> <li>Review of charges</li> <li>Percent</li> </ul>

	after the program	Criminal history sheets & MIS 2000	Percent
	-# of days of jail / detention served by graduates, dropouts and all participants after 1 and 2 years after completion	Criminal history sheets & MIS 2000	Frequency / Count

**XX. APPENDIX**

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

**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, be clean for at least a year following treatment, be arrest free for a year and be engaged in gainful activity such as school, employment, job search or job training.

Approved on August 3, 2006

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

**If you have been arrested for a felony offense and you have a drug problem, you may be eligible for drug court.**

1. Drug Court is an intensive supervision program with a team of professionals to assist you so that you may overcome your addiction.
2. The Drug Court Coordinator will initially screen you for the program to see if you are eligible and an acceptable candidate.
3. You will automatically be ineligible for drug court if your current or prior offenses are violent in nature or involve any sex offense.
4. You must be a DeKalb County resident.
5. If you meet the screening criteria, you will be referred to a treatment provider who will conduct a substance abuse evaluation and assess what level of treatment you require.

---

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Home Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home Phone or Contact Number:**  
\_\_\_\_\_  
\_\_\_\_\_

**Are you at the DeKalb County Jail? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Current Charge (s):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Court Date:**

---

**Attorney/ Public Defender:**

---

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***RETURN THIS FORM TO:***

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Approved 4/20/06

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

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 SIXTEENTH 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**

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 SIXTEENTH 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.



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 SIXTEENTH 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

**UNITED STATES OF AMERICA  
STATE OF ILLINOIS COUNTY OF DEKALB  
IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT**

PEOPLE OF THE STATE OF ILLINOIS    )  
  )  
  )           Case Number  
  )           \_\_\_\_\_ )  
  ) )  
  ) )  
  ) )  
\_\_\_\_\_, Defendant                            )

**DEKALB COUNTY DRUG COURT: 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: C.L.E.A.N. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and remain on bond, 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, and file a Petition to Revoke Bond. A Pre-Sentence Report will be ordered and this case shall proceed to immediate sentencing on the original charges.
2. If the defendant is unsuccessfully terminated from the program for any reason, a Pre-Sentence Report will be ordered and the case call proceed to immediate sentencing.
3. Upon successful completion of the program, the parties agree as follows:





3. I waive my rights to a Preliminary Hearing, and agree and understand that I will not be entitled to a Preliminary Hearing if I am dismissed from the DeKalb County Drug Court; (     )
  
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  
Sixteenth Judicial Circuit**

\_\_\_\_\_  
**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 SIXTEENTH 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

**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.
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 COURT PETITION  
PHASE I TO PHASE II**

I, \_\_\_\_\_, hereby petition the DeKalb County Drug 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 Court staff and includes this type of sponsor/mentor:  
\_\_\_\_\_
5. I have completed by relapse prevention plan, which is attached to this document. I have reviewed this plan with my treatment provider \_\_\_\_\_, and DeKalb County Drug 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 Court Officers \_\_\_\_\_  
 Date signed \_\_\_\_\_

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

I, \_\_\_\_\_, hereby petition the DeKalb County Drug 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 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 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 Court Officers \_\_\_\_\_  
Date signed \_\_\_\_\_

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

I, \_\_\_\_\_, hereby petition the DeKalb County Drug 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 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 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.

Signed by defendant \_\_\_\_\_

Drug Court Officers \_\_\_\_\_

Date signed \_\_\_\_\_

**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 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 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.

Signed by defendant \_\_\_\_\_  
Drug Court Officers \_\_\_\_\_  
Date signed \_\_\_\_\_

**DRUG COURT PETITION  
PHASE V TO COMMENCEMENT**

I, \_\_\_\_\_, hereby petition the DeKalb County Drug Court: C.L.E.A.N. Program to move from **Phase 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 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 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 court personnel, the court, and treatment provider. YES \_\_\_\_

Signed by defendant \_\_\_\_\_  
Drug Court Officers \_\_\_\_\_  
Date signed \_\_\_\_\_

## Rules for Sanctions

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

The Judge and Drug Court Team has required that you write an essay on a specific topic for your next court appearance. You must comply with the following conditions:

- The essay must be 1 to 3 pages as directed by the Judge.
- The essay must be written by you and address the topic specified.
- The essay must be completed and submitted on your next court date.
- Be prepared to discuss the essay on the next court date.

Approved 8/31/06

## Rules for Sanctions

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

The Judge and Drug Court Team has required that you write journal entries once a week until your next court appearance. A journal entry is a written record of your thoughts, feelings, goals, etc. these entries are confidential communications between you and the Drug Court staff. Following are the conditions you must comply with:

- Each entry must be 1 page in length.
- The journal entry must be written by you and address the topics that were assigned.
- The entries must be completed and submitted to the Drug Court staff on your next court date.
- Be prepared to discuss the journal entries with the Drug Court staff on the next court date.

Approved 8/31/06

## 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 204 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.
- On the last day of your sanction, you must correctly complete a questionnaire regarding the Courtroom events.
- **If you fail to appear for The Day in Court on your assigned days, a warrant will be issued for your arrest.**

Rules for Sanctions

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

Date \_\_\_\_\_ Name \_\_\_\_\_

What had you done wrong which resulted in your being required to sit in the Jury Box?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think this was a good sanction? Yes\_\_\_ No \_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

How are you going to change your behavior? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was anyone doing well in treatment while you were watching court? Yes \_\_\_ No\_\_\_

What will happen to a person who completes treatment? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will happen to someone arrested on new charges while in Court? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was anyone sent to jail while you were watching court? Yes \_\_\_ No\_\_\_

What had they done wrong? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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.

### 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 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: \_\_\_\_\_

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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

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 SIXTEENTH 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 boil-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



16<sup>TH</sup> JUDICIAL CIRCUIT DRUG COURT PROGRAM  
133 WEST STATE STREET  
DEKALB COUNTY COURTHOUSE  
SYCAMORE, ILLINOIS 60178

KURT KLEIN  
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 Sixteenth 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

**MEMORANDUM OF UNDERSTANDING  
FOR DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING  
LIFE AND ENDING ABUSE NOW), ILLINOIS  
AND  
BEN GORDON CENTER SUBSTANCE ABUSE INTENSIVE OUTPATIENT  
PROGRAM**

The parties to this Agreement are DeKalb County Drug Court: C.L.E.A.N. Program (Choosing Life and Ending Abuse Now) and Ben Gordon Center, DeKalb, Illinois.

WHEREAS, the COUNTY recognizes the need for professional assistance to it in handling cases involving person involved in drugs, and

WHEREAS, BEN GORDON CENTER is a professional organization that provides treatment services to chemically dependent persons, and

WHEREAS, the Parties believe that combining their efforts will be beneficial to the Court system, the community, and the person involved in a drug offense.

NOW, THEREFORE, the parties agree as follows:

**I. General Terms**

**A. Term of Agreement**

This agreement will begin on October 20, 2006 and end on October 19, 2007. In the event that this Agreement is not ratified by October 20, 2007, the contract will be deemed retroactive to October 20, 2006.

**B. Renewal**

This agreement will be automatically renewed for a yearly term unless either Party notifies the other of their intent not to renew it at least 60 days prior to the expiration of this agreement.

**C. Termination Upon Notice**

Either Party may terminate this Agreement upon 60 days notice to the other, except that Ben Gordon Center may terminate this Agreement immediately if payment is not made in a timely manner.

**D. Confidentiality**

Each Party agrees to comply with all State and Federal laws, rules, and regulations concerning the confidentiality of participant identifying information. Ben Gordon Center agrees to abide by the DeKalb County Drug Court confidentiality policy and procedures.

**E. Warrant of Authority**

Each Party warrants to the other that each has full authority to enter into this Agreement and to perform under its terms.

**F. Hold Harmless and Indemnity**

The contractor agrees to save and keep the 16<sup>th</sup> Judicial Circuit Court free and harmless from all liability including but not limited to losses, damages, cost, attorneys fees, expenses, causes of action, claims or judgments resulting from claimed injury, death, damage to property or loss or use of property of any person or legal entity arising out of or in any way connected with the performance of work or work to be performed under this contract. The contractor shall indemnify the 16<sup>th</sup> Judicial Circuit Court for any costs, expenses, judgments and attorneys fees paid or incurred, by or on behalf of the 16<sup>th</sup> Judicial Circuit Court, its officials, agents or employees or paid for on behalf of the 16<sup>th</sup> Judicial Circuit Court, its agents, officials, or employees by insurance purchased by the 16<sup>th</sup> Judicial Circuit Court.

The contractor shall further hold harmless the 16<sup>th</sup> Judicial Circuit Court, its agents, officials and employees from liability or claims for any injuries to or death of the contractor's employees, arising out of or in any way connected with the work or work to be performed under this contract, including protection against any claim of the contractor for any payments under any workers compensation law or any expenses for any payments made by any workers compensation insurance carrier on behalf of said contractor and the contractor shall indemnify the 16<sup>th</sup> Judicial Circuit Court for any costs, expenses, judgments and attorneys fees with respect to any above referenced workers compensation claim incurred or paid by the 16<sup>th</sup> Judicial Circuit Court or paid on its behalf of its officials, agents or employees by insurance purchased by the 16<sup>th</sup> Judicial Circuit Court.

**G. Consultation**

Each Party to this Agreement has the duty to consult and cooperate with the other in the performance, development of programming, and the other acts in implementation of the Drug Court Program.

Both party's activities will support Ben Gordon Center adherence to the intent of all applicable standards in all chapters in the current Comprehensive Accreditation Manual for Behavioral Health care by the Joint Commission of Accreditation of Healthcare Organizations for which Ben Gordon Center is surveyed.

**II. Ben Gordon Center Scope of Services**

Ben Gordon Center will view referrals from the DeKalb County Drug Court as a priority population providing them timely access to treatment services.

One certified professional at Ben Gordon Center will be designated the point person for the Drug Court Staff to contact with referrals and information about the progress of participants in the Intensive Outpatient program. This point person will attend the Friday morning staffings at the DeKalb County Courthouse and be designated a permanent member of the DeKalb County Drug Court Team and that designated person is \_\_\_\_\_.

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.

Ben Gordon Center agrees to adhere to the Standards for Treatment Providers of participants of the DeKalb County Drug Court (attached).

Ben Gordon Center agrees to administer and staff a program of treatment for persons and families involved in drug related charges in the DeKalb County Drug Court. The program of treatment will include an intensive outpatient component of 3 hours per day, 3-5 days a week for up to 2 months or as clinically justified utilizing American Society of Addictive Medicine (ASAM) patient placement and continued stay criteria. The drug court participant will have between 9-16 hours/week of Intensive Outpatient treatment based on the assessment of the participant's needs.

Following Intensive Outpatient (IOP) Treatment, Outpatient aftercare services consisting of 1-2 sessions per week for 2 hours each will be provided for 6 months or as can be justified utilizing the ASAM criteria.

Ben Gordon will assist Drug Court participants by facilitating transportation from local providers of transportation (i.e. sharing TransVac schedules, calling TransVac for a participant).

Ben Gordon Center will refer Drug Court participants who have shown a need for its other supportive services, such as family counseling, HIV counseling, education and Job Readiness activities. All services to Drug Court participants will be coordinated by the Certified Addiction Counselor who is the point person for Drug Court participants.

Ben Gordon Center will provide experienced staff with the training required by the Illinois Office of Alcoholism and Substance Abuse. All Ben Gordon supplied staff and personnel will be employees of/or contract person with agreements with Ben Gordon Center.

Provider's staff shall meet the standards set forth by DASA to provide treatment related to mental health, substance abuse, or behavioral issues.

Ben Gordon will provide weekly or monthly reports (depending on the Drug Court Phase the participant is in) to the DeKalb County Drug Court outlining its service to persons in the Drug Court program. The Parties will agree on the form and information to be included in the report.

### **III. DeKalb County Drug Court, Illinois**

The DeKalb County Drug Court agrees to pay the fee of \$30 per hour of Intensive Outpatient for a total of \$1080, approximately 12 days of 3 hour sessions of IOP, provided by Ben Gordon Center in the context of this Agreement. This payment is for participants who have documented proof of inability to pay/lack of insurance. After the 12 days of IOP, the participant will be transferred to Department of Alcohol and Substance Abuse (DASA) funding. When the participant has completed twelve days (12) of IOP the Treatment Agency will invoice the DeKalb County Drug Court for payment. If the participant leaves treatment any time prior to twelve (12) days, the Treatment Agency will invoice the DCDC for actual days served at the daily rate of \$30. 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 IOP at Ben Gordon Center. This contract is only for IOP 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.

Participants, who are determined by the DeKalb Drug Court to have the ability to pay for the IOP services, will be required to pay the Provider for their treatment and shall be directly billed for services by the Provider. DCDC will inform Ben Gordon Center of participants who have the ability to pay for their treatment.

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.

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.

When the participant is in Phase I (3 urine samples a week are required), urine testing will be done in conjunction with 3 days a week of IOP. The participant will pay the contractor \$10 for a test that determines whether it is negative or positive following standardized collection standards and direct observation. If the

participant denies a positive test, they will be charged the cost of sending the test out for confirmation by the contractor. The Drug Court Staff will be informed weekly of all test results to facilitate staffing that occurs every Friday morning.

**IV. Miscellaneous**

This Agreement is the entire Agreement between the Parties and any prior discussions, oral representations, and other understanding are merged herein and made apart hereof.

This Agreement may be changed by a document in writing, signed by both Parties and no change, modification, or deletion is effective until it is made in writing and signed by all Parties.

The laws of the state of Illinois shall govern the performance and interpretation of this Agreement.

Dated: \_\_\_\_\_

Ben Gordon Center  
DeKalb, Illinois

By: \_\_\_\_\_  
Michael Flora, President/Chief Executive

Officer

Dated: \_\_\_\_\_

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

By: \_\_\_\_\_  
Marilyn Stromborg  
Drug Court Coordinator

Dated: \_\_\_\_\_

The 16<sup>th</sup> Judicial Circuit Court

By: \_\_\_\_\_  
Kurt Klein, Presiding Judge

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, be clean for at least a year following treatment, be arrest free for a year and be engaged in gainful activity such as school, employment, job search or job training.

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

On a separate sheet of paper, answer all of the following questions. Answers must be completed on white standard size paper, single-sided only. Please use a pen or type your responses. It is your advantage to provide as much detail and information as possible when answering these questions.

1. How long have you been clean and sober?
2. Do you have a self-help sobriety group sponsor?
3. How long have you had this sponsor?
4. What step are you working on currently if in a 12-step program?
5. Are you currently employed? How long?
6. What kind of work can you, or could you do?
7. Is there room for advancement at work?
8. Your educational plans or goals?
9. Describe your life prior to your entry into the Drug Court Program?
10. Describe how your life is different because of Drug Court?
11. What did you like most about the Drug Court Program?
12. What did you like the least about the Drug Court Program?
13. Please describe the following in detail:
  - Two of your 90 day goals
  - Two of your six month goals
  - Two of your 1-year goals
14. How do you intend to stay drug free?
15. How do you intend to stay crime free?
16. How do you handle stressful situations?
17. What self-help sobriety group do you attend?
18. Describe how your recovery has affected your relationship with others?
19. Do you have any "life goals?" How do you intend to attain them?

**Please turn in or mail to the Drug Court Office, 133 West State Street, Sycamore, Illinois 60178 at least three weeks prior to your commencement from drug court.**

Approved 10/23/06

*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 Clean 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 Clean Slate* a try:

**Fun.** Alumni members of *The Clean 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 beaconing. 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 on 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

DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)  
SIX MONTH COMMENCEMENT FOLLOW-UP

- 1. Have you been arrested since graduating from the DeKalb County Drug Court?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- 2. Have you relapsed since graduating from the DeKalb County Drug Court?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- 3. Are you currently employed?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If employed, where are you employed?

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If employed, what is your approximate income? \_\_\_\_\_

- 4. Has your household/family status changed?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If your household/family status has changed, what is different now since you graduated from drug court? \_\_\_\_\_

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- 5. Are you currently enrolled in an educational program?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If you are enrolled in an educational program, where are you going and what is the program's focus? \_\_\_\_\_

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- 6. Rate your health status  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Bad

- 7. Have you accomplished your six-month goals that you established for yourself in your relapse prevention plan?

\_\_\_\_\_ YES \_\_\_\_\_ NO  
If no, what has prevented you from accomplishing your six-month goals? \_\_\_\_\_

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If yes, what helped you accomplish your six-month goals? \_\_\_\_\_

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Approved 10/12/06

The six-month graduate follow-up should be obtained via phone or face-to-face

DEKALB COUNTY DRUG COURT: C.L.E.A.N. PROGRAM (CHOOSING LIFE AND ENDING ABUSE NOW)  
ONE YEAR COMMENCEMENT FOLLOW-UP

- 1. Have you been arrested since graduating from the DeKalb County Drug Court?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- 2. Have you relapsed since graduating from the DeKalb County Drug Court?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
- 3. Are you currently employed?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If employed, where are you employed?

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If employed, what is your approximate income? \_\_\_\_\_

- 4. Has your household/family status changed?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If your household/family status has changed, what is different now since you finished the drug court program? \_\_\_\_\_

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- 5. Are you currently enrolled in an educational program?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If you are enrolled in an educational program, where are you going and what is the program's focus? \_\_\_\_\_

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- 6. Rate your health status  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Bad

- 7. Have you accomplished your one-year goals that you established for yourself in your relapse prevention plan?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If no, what has prevented you from accomplishing your one-year goals? \_\_\_\_\_

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If yes, what helped you accomplish your one-year goals? \_\_\_\_\_

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Approved 10/12/06

The one-year commencement follow-up should be obtained via phone or face-to-face.

